



Safeguarding Children and Young People Policy

FACE – Family and Community Enterprise | Registered charity 1179629 | Working as FAM

Head office: Central Buildings, Richmond Terrace, Blackburn, BB1 7AP | Applies at head office and all FAM outreach sites

REFERENCE	VERSION	OWNER	REVIEW
FAM-SG-01	1.0 (September 2026)	Designated Safeguarding Lead	Annually

Status: approved by the Board of Trustees on 10 September 2026.

Our commitment

FAM believes every child and young person has the right to be safe, heard and protected from harm. Everyone who works or volunteers with us has a duty to recognise concerns and report them the same day. We work with families and with statutory partners to make sure children and young people get the help they need, when they need it.

Key safeguarding contacts

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Shabir Siddiq (Trustee)	07970 347899 · hello@famcharity.org
Deputy Designated Safeguarding Lead	Zakira Bagas (Trustee)	Via the DSL contact details above
If a child or adult is in immediate danger	Police / ambulance	999
Local authority children's and adult social care, and LADO	The local authority where the person lives or where the concern arose	Listed on the Safeguarding Contacts Sheet kept at each site and on the shared drive

Contact details were checked and confirmed by the trustees when they approved this policy on 10 September 2026.

1 Purpose and scope

- 1.1** This policy sets out how FACE – Family and Community Enterprise (registered charity 1179629), working as FAM, keeps children and young people safe. In this policy a **child** is anyone under 18. FAM works only with young people aged 11 to 25, including in its Holiday Activities and Food (HAF) clubs. Parents and carers are referred to adult support organisations for their own needs. Sections 11 and 12 explain how we support young people who turn 18 while working with us.
- 1.2** The policy applies to everyone who works for or on behalf of FAM: trustees, staff, volunteers, sessional workers, students on placement and contractors. It applies in every setting we work in — our centres, schools, sports venues, trips, detached and outreach work on the streets and in parks, and online.
- 1.3** It follows the Children Act 1989 and 2004, Working Together to Safeguard Children 2023, the Safeguarding Vulnerable Groups Act 2006 and the procedures of the local safeguarding children partnership. FAM works in more than one town, so we always follow the procedures of **the local authority where the child lives or where the concern arose**.

2 Our commitments

- The welfare of the child is always our first consideration.
- Every child has an equal right to protection, whatever their background or immigration status.
- Safeguarding is everyone's responsibility. If you are worried, you act — you do not wait for proof.
- We listen to young people, take them seriously and involve them in decisions about their safety.
- We recruit safely (05 Safer Recruitment and DBS Policy), train everyone, keep clear records and follow 04 Code of Conduct and Professional Boundaries (Staff and Volunteers).
- We work openly with families, schools, the local authority, police and health services, and agree in writing who leads on safeguarding in shared activities.

3 Recognising abuse and neglect

- 3.1** Abuse can be carried out by adults or other young people, in person or online. You do not have to decide whether abuse has happened — only notice, record and pass it on.

Category	What it can look like
Physical abuse	Unexplained or repeated injuries; flinching; covering up; explanations that do not fit.
Emotional abuse	Being constantly put down, threatened or ignored; very low confidence; anxiety; self-harm.
Sexual abuse	Sexual knowledge or behaviour unusual for their age; secret relationships with older people; unexplained gifts.

Category	What it can look like
Neglect	Often hungry, tired or unwashed; untreated health problems; left unsupervised; missing school.
Domestic abuse	Violence or controlling behaviour at home or in their own relationships. Children who see or hear it are victims in their own right.

Exploitation and criminal activity

- **Child criminal exploitation (CCE)** — young people being groomed or pressured into crime, such as carrying drugs or money, theft or violence. Signs include unexplained money or phones, going missing, older 'friends' and injuries.
- **County lines** — a form of CCE where gangs use young people to move drugs between towns. Watch for unexplained travel and being found in other towns.
- **Child sexual exploitation (CSE)** — a young person is given something (gifts, attention, drugs, alcohol, somewhere to stay, status) in return for sexual activity. They may not see themselves as a victim.
- **Modern slavery and trafficking** — see section 4. Children cannot consent to being exploited, and movement across borders is not needed for trafficking.

Radicalisation and extremism (Prevent)

- 3.2** Young people can be drawn into extremism of any kind, often online. Signs include sudden changes in beliefs, cutting off friends, and extremist language or symbols. Following the aims of the Counter-Terrorism and Security Act 2015, concerns go to the DSL, who will discuss them with the local authority or police Prevent team. A Prevent referral is about support, not punishment.

Female genital mutilation (FGM), forced marriage and so-called honour-based abuse

- 3.3** FGM is illegal in the UK and is child abuse. Signs include talk of a 'special procedure' or long trip abroad, or difficulty walking or sitting. Forced marriage is also illegal, including taking someone abroad to marry. Signs include a sudden engagement, fear about a family holiday, or being watched or controlled. **Never** raise these concerns with the family first, as this may put the young person at greater risk. Tell the DSL at once. If there is a risk of the young person being taken abroad soon, call the police.

Online harm

- 3.4** This includes grooming, sextortion, sharing nude or semi-nude images, cyberbullying and harmful content such as material promoting self-harm, violence or misogyny. Never view, copy, save or forward an indecent image of a child, even to pass it on as evidence. Secure the device if you can do so safely, note what you were told and tell the DSL. See 03 Online Safety, Social Media and Images Policy.

Child-on-child abuse

- 3.5** This includes bullying, physical assault, sexual harassment and violence, sharing images without consent, initiation rituals and abuse in teenage relationships. It is

never dismissed as 'banter' or 'just part of growing up'. Both the young person harmed and the young person who caused harm may need support.

Contextual safeguarding and detached work

- 3.6** Much harm happens outside the home — streets, parks, takeaways, transport hubs and online — and detached workers often see it first. Report concerns about **places and groups** as well as individuals: for example, adults hanging around young people, vehicles picking them up, or drug dealing. The DSL shares these with the local authority and police. Detached workers follow our 08 Lone Working and Detached Youth Work Policy.

4 Young people who may be more vulnerable

Group	What to be aware of
Unaccompanied and asylum-seeking young people	May have experienced trauma or exploitation on their journey, be targeted by exploiters here, and fear authorities. Their status never affects their right to protection. Use a professional interpreter, never a friend or relative, for safeguarding conversations. Do not give immigration advice (see 10 Referral, Signposting and Immigration Advice Boundaries Policy).
Young people who may be trafficked	Signs include not knowing their address, someone else holding their documents, being accompanied by an adult who speaks for them, owing a 'debt', or going missing. The DSL will refer to the local authority and, where appropriate, through the National Referral Mechanism via a first responder organisation such as the local authority or police.
Young people with special educational needs and disabilities (SEND)	May find it harder to tell us about harm or be believed; signs may be wrongly put down to their disability. Use their preferred way of communicating and allow extra time.
Young carers	May be tired, isolated or missing sessions. Being a young carer is not abuse, but they may need a local authority young carer's assessment.
Care leavers and looked-after children	May have fewer trusted adults, move often and be targeted for exploitation. Share concerns with their social worker or personal adviser through the DSL.
Girls and young women	Face particular risks such as sexual harassment, CSE, coercive relationships, FGM and forced marriage. Workers in our girls and young women sessions must be ready for disclosures.
Young people who go missing	Going missing is a warning sign of exploitation. If a young person goes missing from one of our activities, follow the missing person steps in 07 Activities, Trips and Transport Policy and tell the police.

5 Responding to a disclosure

5.1 A young person may tell you directly, hint, or mention it in passing.

Do

- Stay calm and listen. Let them talk at their own pace.
- Reassure them they were right to tell you.
- Tell them, kindly and early, that you cannot keep it secret and that you will need to tell the person whose job it is to help keep them safe.
- Ask only open questions to clarify, such as 'Tell me more' or 'What happened next?'.
- Write down what was said, in their words, as soon as possible.

Do not

- Promise to keep a secret.
- Ask leading questions, such as 'Did he hit you?', or investigate.
- Look at injuries under clothing or take photographs of injuries.
- Confront the person the young person has named, or tell their family, unless the DSL advises it.
- Leave it for someone else to deal with.

6 Reporting procedure and timescales

- (a) **If a child is in immediate danger or needs urgent medical help, call 999 first.** Then tell the DSL.
- (b) For all other concerns, tell the DSL (or the Deputy DSL if the DSL is not available) **as soon as possible and on the same day**, before you leave the session. Speak to them; do not rely on text or email.
- (c) If neither can be reached, contact the Operations Lead or Safeguarding Trustee. If you still cannot reach anyone, contact children's social care for the local authority where the child lives yourself. Numbers are on the Safeguarding Contacts Sheet kept at each site and on the shared drive.
- (d) Complete a Safeguarding Concern Form **within 24 hours** of the concern and give it to the DSL.
- (e) The DSL decides what to do. Where a child may be suffering or at risk of significant harm, the DSL makes a referral to the local authority children's social care **within 24 hours**, and on the same day where the risk is high.
- (f) If the DSL decides a referral is not needed, they record why and agree what support FAM or others will offer.
- (g) The DSL follows up if the local authority has not responded **within three working days**. If still worried about a decision, the DSL uses the local safeguarding partnership's escalation procedure.
- (h) Anyone can refer directly to the local authority. If you disagree with the DSL and remain worried, do so — you will be supported.

6.1 Do not share the concern with anyone other than those who need to know.

7 Recording

7.1 A Safeguarding Concern Form should include:

- the date, time and place, and who was present;
- what the young person said, in their own words, and what you saw (including any injury, described in writing or marked on a body map — not photographed);
- the questions you asked and your responses;
- what you did next and who you told, with times;
- your name, role and signature.

7.2 Keep facts and opinions separate, and label opinions clearly. Safeguarding records are kept securely and separately from general files, with access limited to the DSL, Deputy DSL and those they authorise. The DSL keeps a chronology for each young person with concerns. Records are kept in line with 13 Data Protection Policy and 15 Records Management and Retention Policy.

8 Allegations against staff, volunteers or trustees

8.1 This applies where anyone working for FAM may have harmed a child, committed an offence against or related to a child, or behaved (at work or outside it) in a way that suggests they may pose a risk to children.

- (a) Tell the DSL immediately. If the allegation is about the DSL, tell the Operations Lead. If it is about the Operations Lead, tell the Chair of Trustees or the Safeguarding Trustee.
- (b) Do not investigate, and do not tell the person the allegation is about.
- (c) The person receiving the report (the 'case manager') contacts the **Local Authority Designated Officer (LADO)** for the area where the concern arose **within one working day**, and before any internal investigation begins. If a child is in immediate danger, the police are called first.
- (d) The LADO advises on next steps, which may include a police or children's social care enquiry. FAM follows that advice.
- (e) The case manager decides, with LADO advice, whether the person should be suspended or moved to other duties while enquiries take place. Suspension is neutral, not a finding.
- (f) Once enquiries end, FAM decides on any action under 19 Grievance and Disciplinary Procedure (for staff) or 18 Volunteer Policy (for volunteers).

8.2 If FAM removes someone from work with children because they harmed or posed a risk of harm to a child, or would have done so had they not left, FAM has a **legal duty to refer them to the Disclosure and Barring Service (DBS)** under the Safeguarding Vulnerable Groups Act 2006. The Chair of Trustees also considers whether a serious incident report to the Charity Commission is required — see 09 Serious Incident Reporting Policy.

8.3 Lower-level concerns, such as being over-friendly or messaging a young person from a personal phone, still go to the DSL, who records them and looks for patterns.

9 Information sharing

- 9.1** Data protection law is **not** a barrier to protecting a child. UK GDPR and the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025, allow us to share information without consent where needed to safeguard a child.
- Share information that is necessary, proportionate, relevant, accurate, timely and secure.
 - Share with the right people only — the DSL decides what is shared outside FAM.
 - Be open with the young person and their family about what we share and why, unless doing so would put the child or others at risk, or harm a police or social care enquiry.
 - Record what was shared, with whom, when and why, including any decision not to share.
 - If in doubt, ask the DSL.

10 Consent and confidentiality

- 10.1** For under-16s we ask for parent or carer consent and the young person's agreement. Young people aged 16 and 17 can usually consent for themselves; we involve parents or carers where appropriate and safe.
- 10.2** Some young people under 16 may be able to make decisions for themselves if they have enough understanding of what is involved (known as being 'Gillick competent'). The DSL should be involved in any such decision.
- 10.3** We explain to young people at the start that what they tell us is confidential **unless** we are worried about their safety or someone else's. Confidentiality never overrides safeguarding. We do not need consent to make a safeguarding referral where a child may be at risk of significant harm, though we will seek it where it is safe to do so.

11 Young people turning 18 and young adults

- 11.1** Many young people stay with FAM from Next steps into Futures. Turning 18 does not end risk.
- From around 17, the DSL and the young person's worker plan for the move to adult services where there are safeguarding concerns, working with children's social care, leaving care teams and adult services.
 - From 18, concerns are handled under 02 Safeguarding Adults at Risk Policy, which follows the Care Act 2014 and the Mental Capacity Act 2005. The young adult's own views and consent carry more weight.
 - Where an adult may pose a risk to children, for example a young adult who is involved in exploiting younger peers, this policy still applies.
 - Where under-18s and over-18s mix, adult participants are never given unsupervised responsibility for under-18s unless safely recruited as volunteers.

12 Training

Who	Training	How often
All staff and volunteers	Safeguarding induction covering this policy, signs of abuse, and how to report — before starting work with young people	At induction, then refreshed at least every year
Staff and volunteers in regular contact with young people	Accredited safeguarding training at the right level, including exploitation and online harm (plus contextual safeguarding and lone working for detached workers)	Annually
DSL and Deputy DSL	Designated safeguarding lead training, plus Prevent awareness	Every three years, with updates in between
Trustees	Safeguarding governance training; the Safeguarding Trustee also takes DSL-level or equivalent training	At appointment and every two years

13 Roles and responsibilities

Role	Responsibilities
Board of trustees	Overall responsibility. Approves this policy, reviews it annually, and receives an anonymised safeguarding report at every meeting.
Safeguarding Trustee	Leads on safeguarding for the board, supports and challenges the DSL, and is a contact for concerns about senior staff.
Chair of Trustees	Handles allegations against the Operations Lead. Decides with the board on serious incident reports to the Charity Commission.
Operations Lead	Makes sure the policy is followed day to day, that safer recruitment and training happen, and handles allegations against the DSL.
Designated Safeguarding Lead (DSL)	Receives and acts on concerns, makes referrals, keeps safeguarding records, liaises with the local authority, police, LADO and Prevent, arranges training, and reports to the board. Owns this policy.
Deputy DSL	Covers for the DSL, with the same authority when the DSL is not available.
All staff and volunteers	Follow this policy, complete training, report every concern the same day, and keep accurate records.

13.1 The DSL and Deputy DSL are named on the Safeguarding Contacts Sheet kept at each site and on the shared drive, along with local authority, LADO, police and Prevent contact details for each area we work in.

14 How this policy supports our focus

- We work with young people aged 11 to 25, in education or not in education, employment or training. This policy covers all of them, with extra care for those under 18.
- Safeguarding is planned around young people with SEND, girls and young women, and young people new to the UK, including those who need an interpreter.
- Online harm is part of everything we do, because every FAM programme builds young people's digital and AI confidence.
- When a parent or carer needs support of their own, we signpost them to organisations that work with adults, while keeping the young person's safety at the centre.

15 Related policies

- 02 Safeguarding Adults at Risk Policy
- 03 Online Safety, Social Media and Images Policy
- 04 Code of Conduct and Professional Boundaries (Staff and Volunteers)
- 05 Safer Recruitment and DBS Policy
- 07 Activities, Trips and Transport Policy
- 08 Lone Working and Detached Youth Work Policy
- 09 Serious Incident Reporting Policy
- 10 Referral, Signposting and Immigration Advice Boundaries Policy
- 13 Data Protection Policy
- 15 Records Management and Retention Policy
- 17 Whistleblowing Policy

Approval record

Approved by the Board of Trustees on	10 th Sep 2026
Signed (Chair of Trustees)	
Next review due	31st July 2027
Version history	1.0, September 2026. New policy; replaces any earlier FAM or FACE version.