

SAFEGUARDING AND PEOPLE PROTECTION POLICY

Leeds Children's Charity at Lineham Farm

Policy Owner/Creator:	Chief Executive Officer/Designated Safeguarding Lead
Approved by:	Leeds Children's Charity Board of Trustees
Approval date:	November 2026
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VERSION CONTROL		
Date	Notes and amendments	Initials and Role
Nov 2026	Policy created	TG, Centre Manager

Leeds Children's Charity

For use by: Trustees, staff, volunteers, agency workers, contractors, visiting organisations, schools, social care partners, hirers and event organisers

Applies to: All Charity activity on-site, off-site and online

Document owner: Chief Executive

Operational lead: Designated Safeguarding Lead

Board lead: Safeguarding Trustee

Approval body: Board of Trustees

Review cycle: Annually, or sooner following serious incident, change in law, change in operating model or safeguarding review

Next review due: November 2027

Key safeguarding contacts

Designated Safeguarding Lead: Centre Manager

Deputy Designated Safeguarding Lead: Lead Activity Worker

Chief Executive

Chair of Trustees

Safeguarding Trustee

1. Policy statement

Leeds Children's Charity exists to support children who may face barriers linked to poverty, inequality, family stress, trauma, social exclusion and wider socio-economic disadvantage. Many of the children who benefit from our work attend schools serving communities with high levels of deprivation, including Band 1 and Band 2 and some band 3 schools in inner-city Leeds.

We believe every child has the right to feel safe, valued, respected and included. Safeguarding is central to our charitable purpose. It is not an administrative requirement; it is part of how we deliver our mission.

We recognise that poverty is not, in itself, a safeguarding concern and must never be treated as evidence of neglect. However, poverty and social disadvantage can increase pressure on children, families, schools and communities, and may increase a child's exposure to adversity, unmet need or harm. Our approach is therefore grounded in dignity, respect, early help, inclusion, trauma-informed practice and partnership.

This policy sets out how Leeds Children's Charity protects children, adults at risk, staff, volunteers, trustees, contractors, visiting professionals, hirers, event attendees and members of the public who come into contact with the Charity through its work.

The Charity will act promptly and proportionately where there is a concern about harm, abuse, neglect, exploitation, unsafe practice, bullying, harassment, misuse of power or failure to protect people.

2. Purpose of this policy

This policy aims to:

1. protect children and young people who benefit from or come into contact with the Charity;
2. protect adults at risk who may attend the site, participate in activity, volunteer, work with us or use our services;
3. protect staff, volunteers, trustees and contractors from abuse, harassment, unsafe practice or inappropriate behaviour;
4. clarify responsibilities between the Charity, schools, social care partners, visiting organisations, hirers and event organisers;
5. ensure concerns are identified, recorded, escalated and referred appropriately;
6. ensure the Charity's 120-acre site, woodland, accommodation, catering, activities, events and venue use are managed safely;
7. support a culture where safeguarding is everyone's responsibility;
8. provide trustees with assurance that safeguarding is governed, monitored and improved.

3. Legal, regulatory and guidance framework

This policy is informed by, and should be read alongside, current statutory and sector guidance, including:

- Children Act 1989 and Children Act 2004;
- Working Together to Safeguard Children;
- Keeping Children Safe in Education;
- Care Act 2014;
- Equality Act 2010;
- Health and Safety at Work etc. Act 1974;
- Data Protection Act 2018 and UK GDPR;
- Charity Commission safeguarding and serious incident reporting guidance;
- Disclosure and Barring Service guidance;

- Leeds Safeguarding Children Partnership procedures;
- Food Standards Agency food safety and allergen guidance;
- Health and Safety Executive guidance for employers, volunteers and risk assessment, alongside bespoke advice from Howarth's – our Health & Safety consultants;
- Council for Learning Outside the Classroom Quality Badge standards and AdventureMark safety accreditation.
- any successor guidance or legislation that replaces or updates the above.

4. Quality assurance and regulatory status

Leeds Children's Charity holds Learning Outside the Classroom Quality Badge & AdventureMark status. This provides assurance to schools and visiting organisations that the Charity has been assessed against recognised standards for learning outside the classroom, including educational quality and risk management, with AdventureMark confirming that our arrangements for managing the risks of adventurous activities meet nationally recognised good-practice standards.

The Charity is not Ofsted rated and does not present itself as a school, children's home, Ofsted-inspected residential childcare provider or registered childcare provider unless and until such registration applies.

During school residential visits, the visiting school remains responsible for the care, supervision and safeguarding of children outside agreed Charity-led activity, including overnight. Teachers and school staff stay on site with the children overnight. Leeds Children's Charity does not routinely provide staff on site overnight.

The Charity also works closely with Leeds EVOLVE and the Leeds City Council Senior Health, Safety & Wellbeing Advisor (Educational Visits and Adventurous Activities Co-ordinator / OEAP Advisor) for guidance and oversight relating to school visits and adventurous activity standards.

The Charity remains responsible for ensuring that its site, accommodation, catering, facilities, staff, volunteers, contractors and Charity-led activity are managed safely and in line with this policy, health and safety requirements, safer recruitment practice and agreed terms and conditions.

If the Charity's activities change in future, including any move to provide overnight care, registered childcare, residential holiday provision for disabled children or another regulated activity, the Board will review whether additional registration, inspection or regulatory requirements apply before the activity begins.

5. Scope

This policy applies to:

- children and young people;
- adults at risk;
- parents, carers and family members;
- school staff and visiting education professionals;
- social workers and social care partners;
- trustees;
- staff;
- volunteers;
- agency workers;
- students and work experience placements;
- contractors and suppliers;
- catering staff;
- grounds, woodland and maintenance workers;
- corporate groups;
- event organisers;
- Event hirers and guests during existing bookings;
- donors and fundraisers;
- members of the public who attend Charity activity or events.

The policy applies to:

- school residentials/camping;
- Charity-led activities;
- holiday clubs;
- family activity;
- visits by social care or vulnerable groups;
- outdoor learning;
- Duke of Edinburgh award
- woodland and land-based activity;

- catering;
- accommodation;
- fundraising events;
- corporate events;
- private or community use of the site;
- online activity, photography, filming and social media;
- off-site activity delivered by or on behalf of the Charity.

6. Safeguarding principles

The Charity's safeguarding approach is based on the following principles.

Principle	Our practice
Prevention	We create safe environments, safer systems and a culture where concerns are raised early.
Protection	We act quickly and proportionately to protect people at risk of harm.
Partnership	We work with schools, statutory agencies, parents, carers, social care, police, health and safeguarding partners.
Dignity	We treat children, families, staff, volunteers and visitors with respect and avoid stigma or blame.
Equity	We recognise that poverty, trauma, disability, discrimination and social disadvantage can create barriers to safety and participation.
Accountability	We maintain clear responsibilities, records, governance and Board oversight.
Learning	We review incidents, near misses, complaints and concerns to improve practice.

7. Definitions

7.1 Child

A child is anyone who has not yet reached their 18th birthday.

7.2 Safeguarding children

Safeguarding children means protecting children from maltreatment, preventing impairment of children's mental and physical health or development, ensuring children grow up in circumstances consistent with safe and effective care, and taking action to enable all children to have the best outcomes.

7.3 Child protection

Child protection is part of safeguarding. It refers to activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

7.4 Safeguarding adults

Safeguarding adults means protecting an adult's right to live safely, free from abuse and neglect. It includes working with the adult, where possible, to understand their wishes, support choice and prevent harm.

7.5 Staff and volunteer safeguarding

Staff and volunteer safeguarding means protecting people who work or volunteer for the Charity from bullying, harassment, sexual harassment, abuse, exploitation, unsafe working practices, retaliation for raising concerns, and harm caused by third parties.

7.6 Abuse, neglect and exploitation

Abuse may be physical, emotional, sexual, financial, organisational, discriminatory, domestic, online or neglectful. It may be committed by adults, children, peers, family members, professionals, visitors, volunteers, staff, contractors or others.

7.7 Low-level concern

A low-level concern is any concern, no matter how small, that an adult working with or around children may have acted in a way that is inconsistent with the Charity's Child Protection Code of Conduct – Guide to Protecting Staff which is included in the staff handbook and accessed via Homerun, even if the behaviour does not meet the threshold for referral to the Local Authority Designated Officer.

7.8 Allegation

An allegation is a concern that a person who works with or around children may have:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm;
- behaved in a way that indicates they may not be suitable to work with children.

8. Governance and accountability

8.1 Board of Trustees

The Board of Trustees has ultimate responsibility for safeguarding. Trustees must ensure that:

- safeguarding is treated as a core governance responsibility;
- this policy and related procedures are approved, implemented and reviewed;
- safeguarding risks are included in the organisational risk register;
- there is a named Safeguarding Trustee;
- there is a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead; Role descriptions for the DSL and Deputy DSL are stored in Homerun, within their individual HR files on Homerun as part of their job role documentation
- staff and trustees receive appropriate safeguarding training;
- safer recruitment, DBS and induction processes are in place;
- serious safeguarding incidents are reported to the Charity Commission and statutory agencies where required;
- safeguarding performance and learning are reviewed at Board level.

8.2 Safeguarding Trustee

The Safeguarding Trustee provides Board-level assurance and challenge. The role is not operational and does not replace the Designated Safeguarding Lead.

The Safeguarding Trustee will:

- meet regularly with the Chief Executive and Designated Safeguarding Lead;
- review anonymised safeguarding themes and risks;
- test whether actions from incidents and audits are completed;
- scrutinise training, DBS and safer recruitment compliance;
- ensure the Board receives regular safeguarding reports;
- support a culture of openness, learning and accountability.

8.3 Chief Executive

The Chief Executive is accountable for ensuring that the safeguarding framework is implemented across the Charity. The Chief Executive will:

- ensure sufficient resources, training and systems are in place;

- ensure safeguarding is integrated into operations, HR, events, catering, site management and partnerships;
- ensure serious incidents are escalated to trustees;
- ensure appropriate action is taken where safeguarding concerns involve staff, volunteers, contractors, visitors or hirers;
- ensure safeguarding is included in terms and conditions, risk assessments and operational planning.

8.4 Designated Safeguarding Lead

The Designated Safeguarding Lead is responsible for operational safeguarding leadership.

The Designated Safeguarding Lead will:

- receive and assess safeguarding concerns;
- make or support referrals to statutory agencies;
- ensure accurate, secure and timely records;
- provide advice to staff, volunteers and visiting organisations;
- liaise with schools, social care and safeguarding partners;
- maintain oversight of open safeguarding matters;
- ensure learning is shared and acted upon;
- support safeguarding audits and Board reporting.

8.5 Deputy Designated Safeguarding Lead

The Deputy Designated Safeguarding Lead supports the Designated Safeguarding Lead and acts in their absence.

8.6 Managers

Managers are responsible for ensuring that staff, volunteers and contractors understand this policy and follow safe working practices.

8.7 Staff, volunteers and contractors

All staff, volunteers and contractors must:

- act in accordance with this policy and the Code of Conduct;
- complete required safeguarding training;
- report concerns immediately;

- never investigate safeguarding concerns themselves;
- avoid unsupervised one-to-one contact with children unless this is risk assessed, authorised and visible;
- maintain professional boundaries;
- challenge unsafe or inappropriate behaviour;
- cooperate with investigations, audits and learning reviews.

8.8 Visiting schools, social care partners and organisations

Visiting organisations remain responsible for their own safeguarding duties, safer recruitment, supervision, consent, risk assessment and information sharing.

The Charity will require visiting organisations to:

- identify a named visit leader;
- identify a safeguarding contact;
- confirm that staff and volunteers are safely recruited and appropriately checked;
- provide relevant information about medical, allergy, dietary, SEND, behavioural and safeguarding needs;
- maintain appropriate supervision at all times;
- follow the Charity's site rules, safeguarding requirements and emergency procedures;
- report safeguarding concerns arising on the Charity's site or during Charity activity.

9. Residential visits, schools and overnight arrangements

Leeds Children's Charity works closely with schools to provide residential, outdoor, educational and wellbeing experiences for children.

During school residential visits, children remain under the care and supervision of the visiting school outside agreed Charity-led activity sessions, including overnight.

The visiting school is responsible for ensuring that:

- suitable school staff are present overnight;
- supervision arrangements are risk assessed and appropriate;
- sleeping arrangements are safe and suitable;
- behaviour, SEND, medication, first aid and emergency arrangements are clear;

- safeguarding escalation routes are available out of hours;
- parents and carers can be contacted where required;
- school staff follow their own safeguarding policy and statutory duties.

Leeds Children's Charity does not routinely provide staff on site overnight. This must be made clear to schools before booking and confirmed in the residential terms and conditions.

The Centre Manager or a member of the Senior Management Team is always on call for emergencies.

The Charity remains responsible for:

- safe accommodation and facilities;
- safe catering and allergen management;
- site safety and fire arrangements;
- safe Charity-led activity;
- information about site risks;
- clear emergency contact arrangements;
- recording and escalating safeguarding concerns connected with the Charity, its staff, volunteers, contractors, facilities or site.

Where a safeguarding concern arises overnight, the visiting school must follow its own safeguarding policy and contact emergency services, children's social care or other statutory services where required. The school must also inform the Charity as soon as possible where the concern occurred on the Charity's site, involved the Charity's facilities or personnel, or may affect the safety of current or future visits.

The Charity will not assume that a concern has been dealt with solely because a school or visiting organisation is involved. Where necessary, the Charity may make its own referral to statutory agencies.

10. Social care partners and vulnerable groups

Where children, young people or adults attend through social care, community organisations or specialist partners, the Charity will agree safeguarding and welfare arrangements before the visit.

This may include:

- named professional contact;
- risk assessment;

- supervision arrangements;
- behaviour support plans;
- medication and first aid information;
- allergy and dietary information;
- disability and accessibility needs;
- communication needs;
- trauma-informed support requirements;
- emergency contacts;
- arrangements for information sharing and escalation.

The Charity will work respectfully with partners and will avoid labelling or stigmatising children, families or communities.

11. Holiday clubs, family activity and Charity-led provision

Where the Charity directly leads provision, the Charity will ensure:

- clear parental or carer consent;
- safe registration and collection procedures;
- appropriate supervision;
- suitable staff and volunteer checks;
- medical, dietary, SEND and allergy information is collected and acted upon;
- first aid and emergency arrangements are clear;
- behaviour expectations are communicated;
- children know how to ask for help;
- concerns are recorded and escalated.

If the Charity's direct provision changes in scale, age range, duration, overnight care, disability provision or childcare status, the Chief Executive will review whether additional regulatory requirements apply before the activity begins.

12. Catering, food safety and allergens

The Charity provides catering to children, schools, vulnerable groups, staff, volunteers, corporate users, event attendees and other visitors.

Food safety and allergen management are safeguarding matters because failure can cause serious harm.

The Charity will ensure:

- food is prepared, stored and served safely;
- allergen information is collected before visits and events;
- dietary needs are recorded and communicated to catering staff;
- cross-contamination risks are managed;
- emergency arrangements are in place for allergic reactions;
- staff receive appropriate food safety and allergen awareness training;
- schools and visiting organisations provide accurate information in advance;
- event organisers understand their responsibilities where they provide or arrange food.

13. Site, woodland, grounds and maintenance

The Charity is responsible for a 120-acre site, including woodland, buildings, grounds, access routes, activity areas and maintenance operations.

The Charity will ensure that:

- site risks are assessed and managed;
- boundaries, restricted areas and hazards are clearly communicated;
- contractors, grounds workers and volunteers are inducted appropriately;
- tools, machinery, vehicles and hazardous materials are secured;
- children are not allowed unsupervised access to restricted work areas;
- staff and contractors avoid unsupervised contact with children unless authorised and risk assessed;
- lone-working procedures are clearly defined in the Lone Working Policy, which is included in the staff handbook and accessed via Homerun
- woodland and grounds work is planned safely;
- fallen trees, weather risks and environmental hazards are assessed; fallen trees, weather risks and environmental hazards are assessed through the relevant risk assessments, with all checks, concerns and actions recorded in the Woodland Log on SharePoint.

- incidents and near misses are recorded and reviewed.

14. Fundraising events, corporate events and other booking events

The Charity runs fundraising events and hosts corporate activities.

All events must include safeguarding in planning and risk assessment.

Event safeguarding arrangements must consider:

- children attending with adults;
- lost children or vulnerable adults;
- alcohol;
- public access;
- photography and filming;
- staff and volunteer safety;
- donor, guest or visitor behaviour;
- emergency access;
- first aid;
- food safety and allergens;
- toilets and changing spaces;
- safe transport and parking;
- contractors and suppliers;
- cash handling and financial vulnerability;
- online promotion and use of images.

The Charity may refuse, pause or stop an event where safeguarding expectations are breached or safety cannot be maintained.

15. Safer recruitment, DBS and suitability

The Charity will apply safer recruitment to trustees, staff, volunteers and relevant contractors.

Safer recruitment will include, where appropriate:

- role description and person specification;
- application form;
- interview;

- identity checks;
- right to work checks;
- verified references;
- qualification checks;
- DBS check appropriate to the role;
- barred list check where legally eligible and required;
- risk assessment where information is disclosed;
- induction;
- probation;
- supervision;
- ongoing conduct monitoring.

DBS checks will be role-based. The Charity will not rely on DBS checks alone as proof of suitability. The level of check will depend on the nature of the role, frequency of contact, supervision and whether the person is carrying out regulated activity.

No person who is barred from regulated activity with children may be appointed to a role that involves regulated activity with children.

The Charity will maintain a central record of recruitment, DBS, induction and training checks.

16. Training and induction

All trustees, staff and volunteers will receive safeguarding induction appropriate to their role.

Training expectations are:

Group	Minimum expectation
Trustees	Safeguarding trustee awareness and Charity Commission safeguarding responsibilities.
Safeguarding Trustee	Enhanced trustee safeguarding assurance training.
Chief Executive	Senior leader safeguarding, managing allegations and serious incident reporting.

Group	Minimum expectation
Designated Safeguarding Lead	Designated safeguarding lead training (Working together to Safeguard Children & Young People via LSCP) refreshed every three years.
Deputy Designated Safeguarding Lead	Designated safeguarding lead training (Working together to Safeguard Children & Young People via LSCP) refreshed every three years.
Staff working with children	Child safeguarding training at induction and refreshed at least every three years.
Catering staff	Safeguarding awareness, food safety and allergen awareness.
Grounds and maintenance staff	Safeguarding awareness, boundaries, contractor/site safety and reporting concerns.
Volunteers	Safeguarding awareness relevant to role.
Event staff	Event safeguarding, lost child/adult, escalation and conduct expectations.
Contractors	Site safeguarding induction and code of conduct where relevant.

Additional training will be provided where risk indicates need, including trauma-informed practice, poverty-aware safeguarding, online safety, managing allegations, adult safeguarding, safer recruitment, whistleblowing, equality and harassment.

17. Code of conduct

All adults working with or around children, adults at risk, staff, volunteers or visitors must maintain appropriate boundaries and act with integrity.

Adults must:

- treat everyone with dignity and respect;
- act as positive role models;
- use appropriate language;
- avoid favouritism;
- avoid unnecessary physical contact;

- avoid being alone with a child where this is not authorised, necessary, visible and risk assessed;
- never contact children through personal social media or private messaging;
- never take photographs or recordings on personal devices;
- never use sexualised, discriminatory, degrading or intimidating language;
- never attend work or activity under the influence of alcohol or illegal drugs;
- report concerns immediately;
- challenge unsafe or inappropriate behaviour.

Breaches of the Code of Conduct may result in disciplinary action, termination of volunteering arrangements, termination of contract, referral to statutory agencies, referral to DBS, or reporting to the Charity Commission.

18. Photography, filming, digital and online safety

The Charity will protect children and adults from misuse of images and digital information.

The Charity will ensure:

- photography and filming are approved in advance;
- consent is obtained and recorded;
- personal devices are not used to photograph or film children;
- images are stored securely;
- children are not identified unnecessarily;
- school and parent/carers consent arrangements are clear;
- social media use is controlled;
- staff and volunteers do not contact children through personal accounts;
- online concerns are treated as safeguarding concerns.

Any concern involving online grooming, image misuse, cyberbullying, sexual exploitation or harmful digital behaviour must be reported through safeguarding procedures.

19. Recognising abuse, neglect and harm

Safeguarding concerns may arise from:

- disclosure by a child or adult;

- observation of behaviour or injury;
- information from a school, parent, carer, professional or visitor;
- concerns about staff, volunteers, contractors or visitors;
- incidents during events or residential stays;
- online activity;
- poor practice;
- breaches of boundaries;
- environmental or site safety concerns;
- concerns about food, allergies, medication or supervision;
- bullying, harassment or discrimination.

Signs may include:

- unexplained injuries;
- significant changes in behaviour;
- fearfulness, withdrawal or distress;
- sexualised language or behaviour;
- poor hygiene or unmet needs;
- hunger, exhaustion or unsuitable clothing;
- anxiety about going home;
- concerning comments about family, peers, adults or online contact;
- self-harm or suicidal thoughts;
- aggressive, controlling or coercive behaviour by another person;
- repeated bullying or humiliation;
- signs of exploitation.

Poverty alone is not neglect. Concerns must be based on evidence of harm, risk, unmet need or failure to protect, not assumptions about income, family background or community.

Further detail on recognising abuse, neglect and harm is provided in Appendix 2

20. Responding to a disclosure

If a child or adult discloses abuse, harm or neglect, staff and volunteers must:

1. stay calm;
2. listen carefully;
3. take the person seriously;
4. avoid leading questions;
5. reassure them they have done the right thing by speaking;
6. explain that information may need to be shared to keep them or others safe;
7. not promise confidentiality;
8. not investigate;
9. complete the "Cause for Concern" form (appendix 4). record the person's words as accurately as possible; Keep it fact based and, in the child, or young person's own words.
10. report immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

Where there is immediate danger, call 999.

21. Reporting safeguarding concerns (see flow chart appendix 3)

All concerns must be reported without delay.

The person identifying the concern must complete a Cause for Concern Form as soon as possible and on the same day wherever practicable.

The form must record:

- date and time;
- name and role of person recording;
- details of child or adult at risk;
- factual description of concern;
- exact words used where possible;
- visible injuries or behavioural signs;
- immediate action taken;
- who has been informed;
- decision by the Designated Safeguarding Lead;
- referrals made;

- outcome and next steps.

Records must be factual, accurate, signed, dated and stored securely.

22. Referral routes

22.1 Immediate danger

If a child, adult, staff member, volunteer, visitor or member of the public is in immediate danger, call 999.

22.2 Child safeguarding concern

Concerns about a child should be referred to Leeds Duty and Advice Team during office hours, or the Children's Emergency Duty Team out of hours, where the threshold for external referral is met. Refer to flow chart appendix 3

22.3 Allegation against adult working with or around children (refer to flow chart appendix 3)

Any allegation involving a member of staff, volunteer, trustee, contractor, school staff member, visiting professional or other adult working with or around children must be referred to the Local Authority Designated Officer where the threshold is met.

22.4 Police

The police must be contacted where there is immediate danger, suspected criminal behaviour, sexual offence, serious assault, exploitation, trafficking, or another urgent risk.

22.6 Charity Commission

The Chief Executive and trustees must consider whether a serious safeguarding matter should be reported to the Charity Commission as a serious incident.

23. Managing allegations and low-level concerns

The Charity will respond promptly and fairly to allegations or concerns involving adults.

This includes concerns about:

- staff;
- volunteers;
- trustees;
- the Chief Executive;
- the Designated Safeguarding Lead;
- contractors;

- suppliers;
- visiting school staff;
- social care professionals;
- corporate visitors;
- donors;
- event organisers;
- members of the public.

Where an allegation concerns the Designated Safeguarding Lead, it must be reported to the Chief Executive.

Where an allegation concerns the Chief Executive, it must be reported to the Chair of Trustees.

Where an allegation concerns the Chair of Trustees, it must be reported to another trustee and the Safeguarding Trustee.

Where an allegation concerns a trustee, the Chair and Safeguarding Trustee must consider appropriate action, including external advice and Charity Commission reporting.

The Charity will:

- take allegations seriously;
- protect the child, adult or person at risk;
- preserve evidence where relevant;
- seek advice from the LADO or statutory agency where required;
- avoid internal investigation before statutory advice where this could compromise the process;
- consider suspension, redeployment or restriction of duties where necessary;
- maintain confidentiality on a need-to-know basis;
- support all parties appropriately;
- record decisions and rationale;
- refer to DBS and Barring where legal criteria are met.

Low-level concerns must be recorded and reviewed, even where they do not meet the LADO threshold. Patterns of low-level concern may indicate wider risk.

24. Staff, volunteer and trustee safeguarding

The Charity has a duty to protect those who work and volunteer for it.

Staff, volunteers and trustees must be protected from:

- bullying;
- harassment;
- sexual harassment;
- discrimination;
- victimisation;
- abuse from visitors, hirers, donors or members of the public;
- unsafe lone working;
- retaliation for raising concerns;
- misuse of power;
- inappropriate behaviour by colleagues, trustees, contractors or partners.

Concerns may be raised through safeguarding, line management, whistleblowing, grievance or complaints routes depending on the nature of the issue.

Where staff or volunteers experience distress following a safeguarding incident, the Charity will provide appropriate support, debriefing and signposting.

25. Whistleblowing and speaking up

The Charity expects staff, volunteers, trustees and contractors to raise concerns about unsafe, inappropriate, abusive or unlawful practice.

No person will be treated unfairly for raising a genuine concern in good faith.

Concerns may include:

- failure to report safeguarding concerns;
- poor practice;
- unsafe staffing or supervision;
- inappropriate behaviour;
- bullying or harassment;
- unsafe site conditions;
- misuse of Charity resources;

- concealment of incidents;
- failure to act on known risk.

Where internal reporting is not appropriate or has not worked, external reporting routes may be used, including statutory agencies, the Charity Commission, police or relevant safeguarding bodies.

26. Information sharing, confidentiality and records

Safeguarding information must be handled lawfully, securely and proportionately.

The Charity will:

- share information where necessary to protect a child or adult from harm;
- not allow data protection concerns to prevent appropriate safeguarding action;
- keep safeguarding records separate from general records;
- restrict access to those who need to know;
- record decisions and rationale;
- retain records in line with retention requirements;
- share information with schools, social care, police, LADO or other agencies where appropriate;
- inform individuals where safe and appropriate to do so.

Safeguarding records must not be deleted, altered or shared casually.

27. Serious incident reporting

The Charity will determine whether a safeguarding concern, allegation, incident or pattern of concern requires reporting to the Charity Commission as a serious incident, in line with the Commission's guidance.

This may include:

- actual or alleged abuse of a child or adult at risk;
- harm or risk of significant harm to beneficiaries, staff, volunteers or others;
- failure of safeguarding systems;
- serious injury or death;
- criminal investigation;
- serious allegation against a trustee, staff member, volunteer or contractor;

- serious reputational risk;
- regulatory investigation;
- incident requiring LADO, police or social care involvement.

The Board of Trustees remains responsible for serious incident reporting. Operational responsibility may be delegated to the Chief Executive, but accountability remains with trustees.

28. Visiting organisation and hirer requirements

All schools, social care partners, corporate users, event organisers, event hirers and other visiting organisations must comply with the Charity's safeguarding requirements.

Before a visit or event, the Charity may require confirmation of:

- named visit leader;
- named safeguarding contact;
- emergency contact arrangements;
- supervision arrangements;
- risk assessment;
- medical, allergy, dietary and SEND information;
- behaviour support needs;
- safer recruitment assurance for visiting adults;
- photography and filming arrangements;
- first aid arrangements;
- overnight supervision arrangements where relevant;
- event safeguarding controls;
- agreement to report concerns arising on site.

The Charity may refuse, cancel or stop activity where safeguarding information is inadequate or expectations are breached.

29. Risk assessment and safe operating practice

Safeguarding considerations must be included in all risk assessments and safe operating procedures across the organisation. All operating procedures state that they must be read alongside the Safeguarding and People Protection Policy. All risk assessments include the following safeguarding hazard line:

Hazard	Who Might Be Harmed and How	F	S	R	Action Taken	F	S	R
Safeguarding	Children, young people, adults at risk, staff, volunteers, contractors and visitors — risk of harm, abuse, neglect, unsafe practice or boundary breaches	3	5	15	Safeguarding Policy, Code of Conduct, DBS checks, safer recruitment, staff training, reporting procedures, on-call SMT	1	5	5

Risk assessments must be reviewed after incidents, near misses, significant changes or concerns.

30. Monitoring, audit and Board reporting

The Board will receive regular safeguarding assurance reports.

Reports should include anonymised information on:

- number and type of concerns;
- referrals made;
- allegations and low-level concerns;
- adult safeguarding concerns;
- staff and volunteer safeguarding concerns;
- training compliance;
- DBS and safer recruitment compliance;
- event or hirer-related concerns;
- residential visit themes;
- catering, allergy or medication incidents;
- site safety safeguarding concerns;
- serious incidents and statutory reporting;
- learning and improvement actions.

The Safeguarding Trustee, Chief Executive and Designated Safeguarding Lead will review safeguarding themes and report material issues to the Board.

31. Review of policy

This policy will be reviewed annually and sooner if:

- there is a serious safeguarding incident;
- law or statutory guidance changes;
- the Charity's operating model changes;
- the Charity introduces new provision;
- a safeguarding audit identifies material gaps;
- trustees request review;
- the Designated Safeguarding Lead or Chief Executive identifies the need for change.

32. Linked policies and procedures

This policy should be read alongside:

- Child Protection Procedure;
- Staff Code of Conduct;
- Trustee Code of Conduct;
- Safer Recruitment and DBS Procedure;
- Whistleblowing Policy;
- Complaints Procedure;
- HR Disciplinary and Grievance Procedures;
- Dignity at Work / Anti-Bullying and Harassment Policy;
- Health and Safety Policy;
- Lone Working Procedure;
- Food Safety and Allergen Policy;
- Residential Visits Procedure;
- Missing Child Procedure;
- Medication and First Aid Procedures;
- Photography, Filming and Social Media Policy;
- Data Protection Policy;

- Information Retention Schedule;
- Event Management Procedure;
- Contractor Management Procedure;
- Volunteer Policy;
- Terms and Conditions for Schools, Hirers and Event Organisers.

Appendix 1: Key safeguarding contacts

Designated Safeguarding Lead: Centre Manager

Deputy Designated Safeguarding Lead: Lead Activity Worker

Chief Executive

Chair of Trustees

Safeguarding Trustee

Leeds Duty and Advice Team: 0113 376 0336

Children's Emergency Duty Team: 0113 535 0600

Police, immediate danger: 999

Leeds LADO: 0113 378 9687

DBS helpline: 03000 200 190

Leeds Adult Social Care safeguarding: 0113 222 4401

Adult safeguarding out of hours emergency: 0113 378 0644

NSPCC Whistleblowing Advice Line: 0800 028 0285

These contact details must be checked at least annually.

Appendix 2: Recognising Abuse, Neglect and Harm

1. Definitions

What is a Child?

The Children Act 1989 and Children Act 2004 states that a child is defined as being up to and including the age of 18. Extensions of this exist for children who are disabled and for those in local authority care settings.

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Child protection is part of safeguarding and promoting the welfare of children and is defined as an activity that is undertaken to protect specific children who are

suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.”

(Reference: Working Together to Safeguard Children (HM Government 2023, Introduction, and P:7)

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is the first priority but emotional bullying can be more damaging than physical; staff must make their own judgments about each specific case.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

Cyber-bullying

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click.

1. CONCERN
Staff or volunteer has a concern



2. COMPLETE CAUSE FOR CONCERN FORM	
Concern involves	Report to
Child or young person safeguarding concern	Tamzin Glindon (DSL) or Joanna Weston (DDSL)
Concern about Joanna Weston (DDSL)	Tamzin Glindon (DSL)
Concern about Tamzin Glindon (DSL)	Sharon Milner (CEO)
Concern about Sharon Milner (CEO)	Duncan Pearce (Chair of Trustees)
Concern about a Trustee	Duncan Pearce (Chair of Trustees) and/or the Safeguarding Trustee(s)
Concern about Duncan Pearce (Chair of Trustees)	Another Trustee and the Safeguarding Trustee(s), with referral to the Charity Commission where appropriate



3. SAFEGUARDING LEAD REVIEWS CONCERN
• Nature of issue • Risk to child • Parental involvement • Appropriate referral route



4. OPTIONS		
Option A Low-level concern • Record & monitor • No external action • File until child is 30	Option B Serious concern/risk of harm Refer to: • Duty & Advice Team 0113 376 0336 • Emergency Duty Team 0113 535 0600. • Police	Option C Allegation against staff/volunteer Refer to: • LADO within 1 working day : 0113 3789687



5. REFERRAL ACKNOWLEDGED BY EXTERNAL AGENCY
Further action decided within 1 working day.



6. INTERNAL ACTION
• Suspension (if needed) • Report to DBS and Barring if needed • Disciplinary process • Record maintained securely • Review and learn

Appendix 4: Cause for Concern Form

Cause for Concern Form**Leeds Children's Charity at Lineham Farm**

CONFIDENTIAL – For internal safeguarding use only

Section A: Details of Person Completing the Form

Your full name: _____

Role/Job Title: _____

Date of concern: _____

Time of concern: _____

Location of incident/disclosure: _____

Section B: Child/Young Person's Details

Full name of child/young person: _____

Date of birth: _____

Group/School (if applicable): _____

Any known additional needs/disabilities:

Section C: Nature of Concern

Describe exactly what you saw, heard, or were told. Use the child or young person's exact words wherever possible. Do not interpret or make assumptions.

Concern (please include full factual detail):

Visible injuries or marks? ☐ Yes ☐ No

If yes, please describe:

Behavioural signs noticed? ☐ Yes ☐ No

If yes, please describe:

Was a disclosure made directly by the child/young person? ☐ Yes ☐ No

Section D: Immediate Action Taken

Was the child/young person spoken to? ☐ Yes ☐ No

Was the Named Safeguarding Lead (Tamzin Glindon) informed? ☐ Yes ☐ No

Was the Deputy Safeguarding Lead (Joanna Weston) informed? ☐ Yes ☐ No

Any other actions taken:

Section E: Signature

Your Signature: _____

Date: _____

Time: _____

Section F: For Safeguarding Lead Use Only

Date received: _____

Time received: _____

Received by (Name): _____

Referral made to external agency? ☐ Yes ☐ No

If yes, to whom: _____

Date/time of referral: _____

Outcome/next steps agreed:

Signed (Named Safeguarding Lead): _____

Date: _____

Appendix 5: Residential Safeguarding Agreement for Schools

Before arrival, the visiting school must confirm that:

1. the school has completed and approved its educational visit risk assessment;
2. a named visit leader will be present;
3. school staff will stay on site with children overnight;
4. the school understands that Leeds Children's Charity does not routinely provide staff on site overnight;
5. the school has appropriate supervision arrangements;
6. the school has safer recruitment and DBS arrangements for its own staff and volunteers;
7. the school has provided medical, allergy, dietary, SEND and behaviour information;
8. the school has emergency parent/carer contact arrangements;
9. the school has an out-of-hours safeguarding contact;
10. the school will report safeguarding concerns arising on site to Leeds Children's Charity;
11. the school will contact statutory agencies or emergency services where required;
12. the school will comply with the Charity's site rules, safeguarding requirements and emergency procedures.

Appendix 6: Event and hirer safeguarding standard

All hirers and event organisers must:

1. comply with the Charity's safeguarding expectations;
2. identify a responsible event lead;
3. complete an event risk assessment;
4. manage children attending the event safely;
5. ensure appropriate supervision;
6. control alcohol-related risk;
7. manage photography and filming responsibly;
8. provide food safety and allergen information where food is supplied;
9. ensure suppliers and contractors follow site rules;

10. report concerns, incidents or unsafe behaviour immediately;
11. cooperate with Charity staff, trustees and statutory agencies;
12. accept that the Charity may stop activity if safeguarding expectations are breached.

Appendix 7: Board safeguarding assurance dashboard

The Board should receive regular reports covering:

Area	Measure
Safeguarding concerns	Number, category, source and status
Child protection referrals	Number and agency referred to
Adult safeguarding referrals	Number and agency referred to
LADO referrals	Number and status
Low-level concerns	Number, themes and action
Staff and volunteer concerns	Themes and action
Training	Compliance by staff, volunteers and trustees
DBS and safer recruitment	Compliance and overdue checks
Residential visits	Themes, incidents and learning
Events and hirers	Incidents, concerns and action
Catering and allergens	Incidents, near misses and learning
Site and woodland	Safeguarding-related risks or incidents
Serious incidents	Reports made or considered
Actions	Open, overdue and completed actions

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