



# JOHN LYON'S CHARITY

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## SAFEGUARDING POLICY

<b>Document name:</b>	<b>Safeguarding Policy</b>
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<b>Authorised by:</b>	<b>CEO</b>

## **1. PURPOSE**

This policy sets out John Lyon's Charity (JLC) approach to Safeguarding. Its primary aim is to ensure everyone connected to the Charity is safe and protected from possible abuse and exploitation. This Safeguarding policy has therefore been developed to ensure that staff, Advisers, Trustees, and anyone else who works with JLC understands their responsibilities and knows what to do to safeguard people who may be at risk. This policy should be read in conjunction with the Charity's whistleblowing policy, and Anti-Bullying and Harassment policy.

## **2 . POLICY STATEMENT**

JLC mission is to promote the life-chances of children and young people through education. Safeguarding is fundamental to our work, and we aim to ensure the highest standards of safeguarding are held by all associated with the Charity. JLC is committed to protecting any person who comes into contact with the Charity from harm or abuse and recognise the legal responsibilities and the duty of care that we have towards children, young people and adult at risk in particular.

JLC believes that all children and adult at risk have the right to protection from all types of abuse and neglect without discrimination on the basis of gender, ethnicity, disability, sexuality or belief.

JLC requires that funded organisations take their safeguarding responsibility very seriously and that appropriate procedures are in place in the charities to protect vulnerable people from abuse.

## **3. Scope**

Safeguarding is the responsibility of everyone working or volunteering in an official capacity at the Charity. This policy applies to all Trustees, staff members (whether permanent or temporary) and volunteers of the Charity who take part in charitable activities coordinated by the Charity involving children or adults at risk.

The Charity fulfils its charitable purposes, primarily by making grants to other charities and as such, does not work directly with children or adult at risk. However, it is possible that some of the Charity's

Trustees, and staff may come into contact with people who are at potential risk of harm, including children and adults whom the law defines as vulnerable or people with disabilities, for example the Charity's Internship programme adapted to employ a young person with special educational needs

and/or disabilities. Therefore, JLC, is committed to safeguarding the well-being of all individuals who come into contact with the Charity and its activities, including ensuring that JLC meets all its legal obligations as required by law on projects and programmes that may involve children, young people, adult at risk or people with disabilities.

This policy also covers safeguarding in the context of the Charity's Grant making. The Charity recognises its role in ensuring that grantees take safeguarding seriously. We take steps to ensure that Safeguarding policies are implemented in activities directly funded by the Charity, as well as in activities delivered by grantees using Charity funds. The Charity takes a number of steps during the assessment and due diligence processes to set minimum standards it expects from grantees and reporting of any serious incidents to the Charity as outlined within the standard grant terms and conditions. Throughout the annual reporting period further scrutiny may be applied where necessary.

#### **4. Principles**

As part of our commitment to safeguarding the wellbeing of individuals who come into contact with the JLC and its activities, we commit to ensuring that:

- The Trustee, staff and volunteers are clear about their safeguarding responsibilities and know how to respond to concerns appropriately.
- All concerns of a safeguarding nature arising in the course of the Charity's work will be taken seriously and responded to swiftly and appropriately.
- Safe recruitment and vetting process for all staff
- Fostering an open culture in which staff not only feel safe, but also able to speak up, if they have any concerns.
- Staff adhering to conduct as outlined in the JLC staff handbook
- Contractors working on behalf of the Charity have agreed to the Contractors Code of Conduct
- Provide staff with appropriate Safeguarding training to outline what is excellent safeguarding when working with an organisation and to enable them to feel more confident in their safeguarding responsibilities.

#### **5. Definitions**

A child is anyone under the age of 18, as set out in the Children Act 1989.

Safeguarding and promotion of children's welfare is defined in *Working Together to Safeguard*

*Children, 2023* as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Adults aged 18 and over have the potential to be at risk for a variety of reasons and in different situations. An adult may be at risk if he/she/they/them:

- Has a learning or physical disability
- Has a physical or mental illness, including addiction to alcohol or drugs
- Has a reduction in physical or mental health
- Is in the receipt of any form of healthcare
- Is detained in custody
- Is receiving community services because of age, health or disability
- Is living in sheltered or residential care home
- Is unable, for any reason, to protect themselves against significant harm or exploitation.

## **6. Legislative framework and guidance**

JLC recognises its legal responsibility to safeguard children and adults with care and support needs and promote their welfare. We will therefore act within the framework set by the Children Acts 1989 and 2004 and the Safeguarding Vulnerable Groups Act 2006. We will also implement guidance including:

- Working Together to Safeguard Children 2018,  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- London Safeguarding Procedures, published by the London Safeguarding Children Board, London Safeguarding Children Procedures
- Guidance on handling safeguarding allegations in a charity, DCMS, 2020,  
<https://safeguarding.culture.gov.uk/>
- Social Care Institute for Excellence guidance on safeguarding for children and adult at risk.

## JOHN LYON'S CHARITY SAFEGUARDING PROCEDURES

### 7. Purpose and Aim

These procedures set out actions to be taken by the Charity for Safeguarding children, young people and adult at risk.

Purpose:

- To protect children and young people and adult at risk who the Charity may come into contact with, observe or hear information about concerning welfare.
- Make all staff, volunteers and Trustees aware of what is expected of them in terms of their approach, behaviour and actions, roles and responsibilities.
- To provide all staff, volunteers and service users with clear procedures to follow for reporting Safeguarding concerns and responding to allegations
- To set out roles and responsibilities for responding to Safeguarding concerns and allegations against staff/volunteers and disclosures made to the Charity externally about organisations funded by the Charity

### 8. Recognising abuse and neglect

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children & young people may be abused in a family, institutional or community setting; by those known to them or, more rarely, by a stranger.

**Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including by fabricating the symptoms of, or deliberately causing, ill health.

**Emotional abuse:** persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities,

whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving children in looking at, or in the production of, sexual images or videos, or encouraging children to behave in sexually inappropriate ways.

**Neglect:** 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, such as failing to provide adequate food, shelter & clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.

**Abuse also includes:** Bullying, County Lines, Criminal Exploitation, Domestic Abuse, FGM, Grooming, Harmful sexual behaviour, Modern Slavery, Online Abuse, Radicalisation, Sexual Exploitation and Trafficking.

#### **There are many signs of abuse and neglect including**

- regular flinching in response to sudden but harmless actions, for example someone raising a hand quickly
- showing an inexplicable fear of particular places or making excuses to avoid particular people
- knowledge of 'adult issues' for example alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development
- angry outbursts or behaving aggressively towards other children, adults, animals or toys
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or thoughts about suicide
- changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling clothes
- in older children, risky behavior such as substance misuse or criminal activity
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

A full description is given on the NSPCC website at [www.nspcc.org.uk](http://www.nspcc.org.uk).

Whilst these signs do not necessarily mean that a child or person at risk is being abused, they probably indicate that the child or family is having some problems which should be investigated.

## **9. Roles and Responsibilities**

Safeguarding is the responsibility of everyone working at the Charity.

The Trustee has ultimate responsibility for safeguarding at JLC. Our Trustee is responsible for:

- Approving the Safeguarding Policy and overseeing its implementation and effectiveness, and ensuring this is reviewed on an annual basis.
- Ensuring JLC is compliant with Charity Commission regulations and that all serious incidents are reported to the Charity Commission.
- The Lead Trustee updates the board of any risks associated with Safeguarding. The Lead Trustee works directly with the safeguarding Leads at the Charity.

The Senior Leadership Team (SLT) have responsibility for:

- Ensuring the Safeguarding measures outlined in this policy are implemented within their areas of responsibility
- Ensuring JLC staff have access to appropriate training and support to enable them to fulfil their safeguarding responsibilities.
- Ensuring safeguarding is included in the organisational risk register and that the level of risk is monitored and reviewed on a regular basis.
- The Director of Impact & Grant Practice (also Deputy DSL) is accountable to the Lead safeguarding Trustee and the wider Board of Trustees and will keep them informed on progress and any concerns in relation to safeguarding.

All staff and volunteers at JLC have a duty to report concerns so that the agencies powered with investigative responsibility can do so.

**Designated Safeguarding Lead for the Charity (DSL):** Matt Keane, Partnership and Capacity Building Manager, [matt@jlc.london](mailto:matt@jlc.london)

**Deputy Designated Lead:** Karen Millen, Director of Impact and Grant Practice, [karen@jlc.london](mailto:karen@jlc.london)

**Lead Trustee: Sonal Shenai,** [sonal\\_shenai@hotmail.com](mailto:sonal_shenai@hotmail.com)

Tel: 020 7259 1700 and ask for the Safeguarding Lead

The role of the Designated and Deputy Safeguarding Lead is to:

- Make sure all staff and volunteers are aware of this policy and how to raise safeguarding concerns
- Ensure all staff and volunteers understand the symptoms of abuse and neglect

- Oversee referrals and reporting of any concerns to the Local Authority Designated Officer or to the police
- Maintain accurate and secure safeguarding records

## **10. How to respond to Safeguarding concerns**

JLC staff do not work directly with its beneficiaries, however, they may in the course of their duties become aware of an issue and as such be required to respond to concerns and allegations of abuse.

Concerns and allegations of abuse will be taken seriously by the JLC and responded to appropriately. The following procedures shall be taken by staff and volunteers when they are concerned about a potential instance of abuse:

### **a. What to do if you have a safeguarding concern about a child or adult at risk**

- **If you think that a child or adult at risk, is at risk of immediate harm, please contact the police immediately on 999.**
- **If you have an urgent safeguarding concern about a child or young person please call the Local Authority Children’s Services Duty Line without delay and follow their instructions or the Multi Agency Safeguarding Hub (MASH)– more information about MASH can be found in Appendix 5.**
- **If you have an urgent safeguarding concern about an adult at risk please contact** local authority adults social services – Contact details on page 11.

### **b. Where there is a concern about the welfare of a child, but no immediate risk, it should be discussed as soon as possible with the DSL or Deputy.**

The DSL will support the worker to write their concerns, discuss a course of action and contact the appropriate local authority.

The reports template in **Appendix 1** should be completed to detail the concern.

The Designated Safeguarding Lead will respond as quickly as possible and will assess the concerns to determine whether an external referral to children’s services (MASH), to adult social care or the police should take place.

In the event that a staff member makes a referral, a copy must be provided immediately to the DSL

and Deputy.

- c. In an emergency, where a child, young person or adult at risk makes a serious allegation, or if there has been an assault or a worker witnesses an incident which causes him/her to consider a child or adult at risk is in immediate risk of significant harm, immediate action should be taken to protect that child or adult at risk.**

If it is not possible to discuss the situation immediately with the DSL or the Deputy, the worker will need to contact the police or Local Authority directly. These external agencies will be in a position to determine an appropriate course of action and to advise you on next steps.

In all situations, you may be asked to provide an outline of your concerns in writing. If the matter is referred to children or adult services or the police, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

JLC Human Resources is responsible for ensuring that incident reports, referrals and all information regarding safeguarding individual children and adults is securely stored in a password protected computer file.

## **11. Responding to Disclosures from children and adult at risk**

If you are approached by a child, young person or adult at risk, with a disclosure that s/he is being, or has been harmed or abused, or you are informed of such a disclosure by a staff member or member of the public.

### **Do:**

- Stay calm
- Listen to what is said, allowing the child to proceed at his or her own pace
- Explain to the child that this information will probably need to be shared with others and never promise to “keep a secret”
- Ask questions for clarification only, and not to elicit a particular answer.
- At the earliest opportunity, and within a maximum of 24 hours of the incident taking place, write a report of exactly what was said, not an interpretation (e.g. “Then X said “P touched my bum” NOT “Then X told me his friend had touched him inappropriately”) and ensure this report is signed and dated. (Use incident report form in Appendix)

**Don't:**

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual who is freely recalling significant events.
- Make the individual tell anyone else. S/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.
- Discuss the information with anyone other than your line manager, or a Safeguarding Officer.

- If concerns have developed over a period of time, either from observing the behaviour of a child or adult at risk or from observing someone's behaviour towards them, the JLC staff member must complete a dated report detailing the reasons for the concern. As with a verbal disclosure this report must be objective, with descriptions of specific and observable incidences and should distinguish fact from opinion. (Use incident report form Appendix).

**12. Allegations against staff members and personnel**

Allegations of abuse or concerns raised against members of staff, volunteers, or anybody in an official capacity for the Charity will always be treated seriously. Where there is an allegation against a member of staff the CEO should be informed immediately and a disciplinary investigation will be carried out. There may also be criminal (police) investigations.

The CEO, cooperating with the DSL, will pass on all concerns relating to staff to the Local Authority Designated Officer (LADO – see Appendix 5 Glossary of Terms for explanation). In the first instance this can be verbal but should be followed up by a written Childcare Concern.

JLC is based in Westminster and therefore, any referrals or calls for guidance should be made to the LADO in Westminster. Contact details can be found below:

Tel: 020 7641 7668 and ask to speak to the Duty Child Protection Advisor/LADO.

You can send LADO referrals to: [lado@westminster.gov.uk](mailto:lado@westminster.gov.uk)

Named LADO: Aqualma Daniel (current as at August 2025 date)

Position: Safer Organisations Manager & Local Authority Designated Officer (LADO) RBKC and

Westminster

Tel : 07870481712

Email [Aqualma.Daniel@rbkc.gov.uk](mailto:Aqualma.Daniel@rbkc.gov.uk) and [kclado.enquiries@rbkc.gov.uk](mailto:kclado.enquiries@rbkc.gov.uk)

Appendix 2 details the LADO contact details for all nine boroughs in the Beneficial Area.

### **13. Safeguarding within Grant Making**

It is the responsibility of each individual funded organisation to have robust and appropriate Safeguarding policies and procedures in place to protect children, young people and adult at risk they work with. The Charity takes necessary steps to ensure the highest standards of practice are in place, and that any concerns made to the Charity are reported and appropriate actions taken in accordance with our grant giving policies.

As part of the grant application process, JLC makes clear its expectations regarding adequate Safeguarding measures, (see Appendix 3), to funded organisations to have in place. During the assessment the Grants Team may ask additional questions on any element of this including requesting examples of how the safeguarding policy is implemented in practice.

Once a Grant has been offered, an organisation must accept the Charity's Terms and Conditions of grant funding which includes the requirement to notify JLC of any serious incidents, including Safeguarding related incidents in line with the legal requirements mandated by the Charity Commission to inform relevant partners, which includes funders. Failure to do so is a breach of contract with JLC and the Charity Commission's directive.

**When a safeguarding incident is reported to the Charity by a grantee**, the following procedures will take place:

- The Grant Manager will notify the DSL or Deputy to seek guidance on what further information is required.
- A record will then begin on JLC serious incident tracker form documenting the initial disclosure
- If JLC is satisfied that the appropriate course of action has taken place in line with the grantees procedures, correspondence can be sent to the Grantee thanking them for the disclosure. The Grant Manager will make a record of the incident on JLCs grant management system and close the entry on the incident tracker.
- If a follow up is required, the Grant Manager can contact the grantee to seek further clarifications about how the incident is being dealt with. Additional details should be made on the incident

tracker and a discussion should take place with the DSL and Deputy on next steps. If JLC is satisfied with the response, the Grant Manager will make a record of the incident on JLCs grant management system and close the entry on the incident tracker.

- In communications, JLC staff should remain objective, obtaining facts only and not offer advice or guidance.

At this stage, if the case remains unresolved, the Grants Manager should refer the information to the DSL and Deputy. Depending on the circumstances the following actions may be taken:

- If a grantee is unable or unwilling to respond appropriately to safeguarding concerns, JLC has the option to suspend funding and/or revoke a grant in line with its grant giving procedures. The decision to pause funding will be taken by the JLC SLT, in discussion with the Grants Directorate.
- JLC may notify the Charity Commission and other statutory bodies (e.g. LADO) if the grantee has failed or refused to do so in line with their procedures and there are reasonable grounds to believe that inaction places individuals at continuing risk of significant harm or abuse.

#### **14. Recruitment**

JLC is committed to a safe recruitment and vetting process for all individuals be they staff, volunteers or Trustee. JLC will ask for references from two previous employers and will conduct appropriate background checks, such as Enhanced Disclosure and Barring Services check (DBS) and those required by law. JLC does not work directly with children and young people or adults with care and support needs so are not legally required to carry out DBS checks, however in some instances, for example visiting some schools, a DBS check has been requested. The Charity hosts a 12-month Office Assistant Internship for young people with learning disabilities. To maintain good practice the Charity has elected to carry out DBS checks on all staff upon recruitment and renew them for existing staff within three years of a DBS being issued.

#### **15. Training**

JLC will provide all staff with Safeguarding training. The primary purpose of this training is for staff to feel confident with the policy and procedures set out in this document. New employees will be provided with Safeguarding training as part of their induction. For staff in the Grants Team, additional training is available to outline the context of safeguarding for funded groups and the Charity's obligations as a funder towards safeguarding.

JLC may provide additional training to staff and volunteers where they believe it would be necessary or where it might be helpful for staff and volunteers working on specific projects.

The DSL and Deputy will undertake Safeguarding Level Three training which is the minimum for this position.

## APPENDIX 1: Incident/Concern Recording Log

Section 1: Details of the child and their parent/carer		
<b>Name of child/young person/adult at risk:</b>		
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	<b>Age:</b>	<b>Date of Birth:</b>
<b>Ethnicity:</b>	<b>Religion:</b>	<b>Child's First Language:</b>
<b>Home Address (including postcode and address of parent/carer if different from child:</b>		
<b>Communication Needs (interpreter/signer/other):</b>		
<b>Additional Needs:</b>		
<b>Sibling Information:</b>		
Section 2: Your Details		
<b>Your Name:</b>		
<b>Your Position:</b>		
<b>Date and Time of Incident:</b>		
Section 3: Your Report		
<b>Are you reporting your own concerns or responding to concerns raised by someone else?</b>		
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	<b>If responding to concerns raised by someone else, please provide their name and position within the organisation:</b>	
<b>Please provide details of the incident or concerns you have, including times, dates or other relevant information (such as a description of any injuries, whether you are recording fact, opinion or hearsay)</b>		
<b>The child/young person's account, if it can be given, of what has happened and how:</b>		
<b>Please provide details of the person alleged to have caused the incident/injury including. Where possible, their name, address and date of birth (or approximate age):</b>		
<b>Please provide details of any witnesses to the incident(s):</b>		
<b>Your signature:</b>		
<b>Designated Safeguarding Lead received this information</b>		

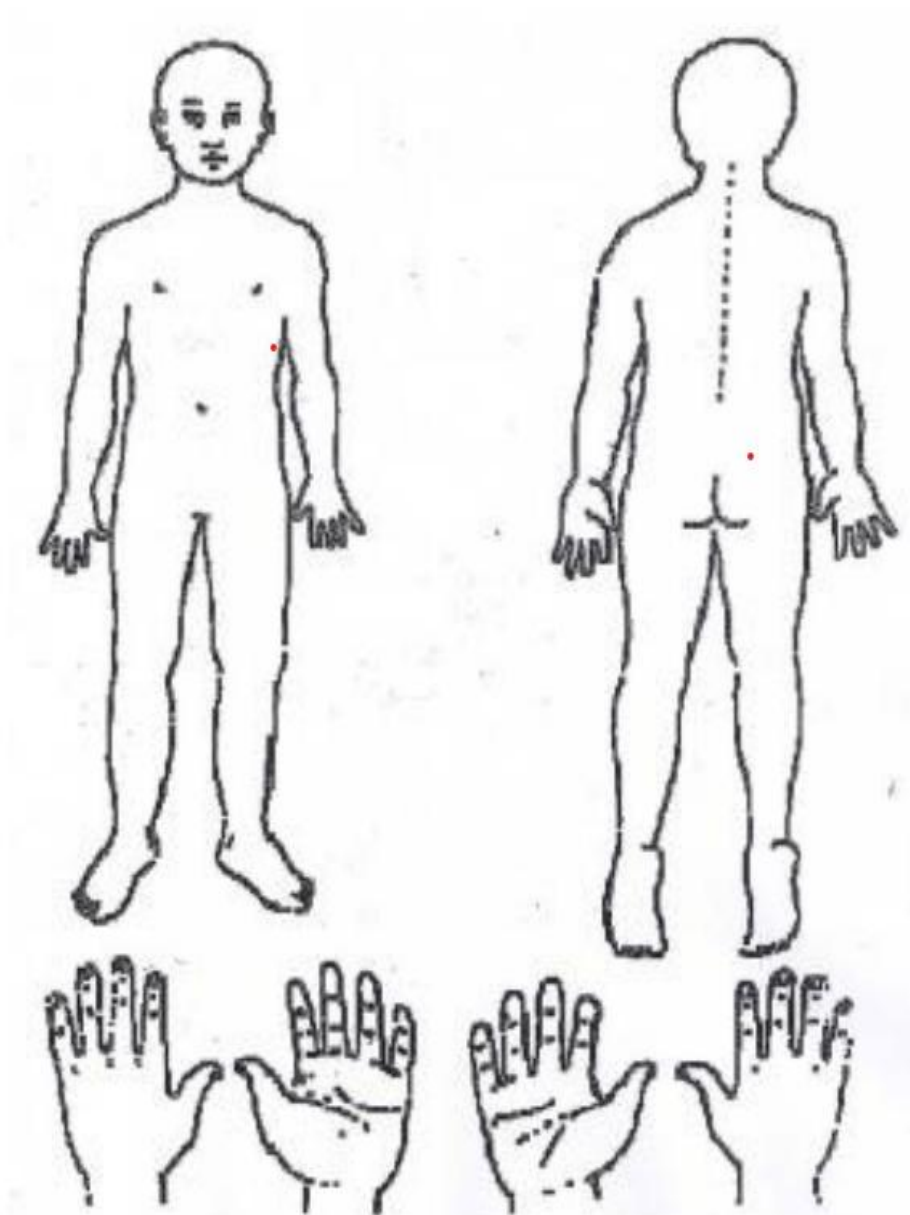
Date:

Time:

DSL's signature:

### Body Map

If there are visible marks on the child or young person they should be recorded here.



## **Appendix 2 – LADO contacts**

### **Barnet**

Multi-Agency Safeguarding Hub (MASH) telephone: 020 8359 4066.

### **Brent**

Brent Family Front Door telephone: 020 8937 4300 – Option 1

Email: family.frontdoor@brent.gov.uk

### **Camden**

Telephone: 020 7974 4556

LADO@camden.gov.uk

### **City of London**

Telephone: 07795 090649

lado@cityoflondon.gov.uk

### **Ealing**

Telephone: 020 8825 8930

asv@ealing.gov.uk

### **Hammersmith and Fulham**

LADO@lbhf.gov.uk

### **Harrow**

Email: lado@harrow.gov.uk

The Golden Number: 020 8901 2690 (out of hours: 020 8424 0999)

### **Kensington and Chelsea**

Telephone: 0207 361 2120 and ask to speak to the Duty LADO

Email: kclado.enquiries@rbkc.gov.uk

### **Westminster**

Telephone: 020 7641 7668 and ask to speak to the Duty LADO

Email: [lado@westminster.gov.uk](mailto:lado@westminster.gov.uk)

## Appendix 3 – JLC Grant Team Due Diligence

- **Safeguarding Policy:** A Safeguarding policy is required to be considered for funding. If this is not provided with the application form, Grant Managers (“GMs”) should be requesting it/exploring why it was not provided. A safeguarding policy should contain:
  - Named Designated Safeguarding Lead (“DSL”) and contact details for them
  - Definitions of abuse
  - Procedures
  - Contact details for reporting concerns to appropriate authorities
  - Last review date
  - Next review date

Where any of these things are missing, GMs should go back to the organisation to query/ask for more information.

- **Application Question:** ‘When was your last safeguarding incident and how was it dealt with? *Please provide a brief overview of the incident and your organisation's response. Please ensure you do not provide any details which may identify those involved.*’
  - GMs should not be assessing the nature of the incident per se. The focus should be on ensuring that the response to it was correct and appropriate. Organisations should be demonstrating a clear understanding of how to implement their safeguarding policy and procedures.
  - If the incident is serious enough it may warrant a conversation to understand whether anything has been put in place to prevent it happening again.
  - If an organisation says nothing, N/A etc then this should be interrogated further to understand why. For some organisations this might be appropriate, they may not have direct contact with children and young persons for example or might be new enough that none have arisen. However, given the pandemic and the huge increase in safeguarding issues this brought about, it would be unusual for an organisation which directly supports children and young people to say they have not experienced a safeguarding issue. GMs must reassure themselves that the understanding and procedures are in place.
- **DBS:** Confirmation that all staff and volunteers that should be, are DBS checked. The organisation must be able to provide evidence to confirm this if requested. Ideally,

this should be all staff and volunteers in an organisation but for some larger organisations this might not be the case. However, all staff or volunteers involved in delivery or contact with children and young persons should be DBS checked.

- **Visits:** visits are extremely helpful in understanding the approach an organisation takes to safeguarding. Questions do not necessarily need to be asked but good practice should be on display.

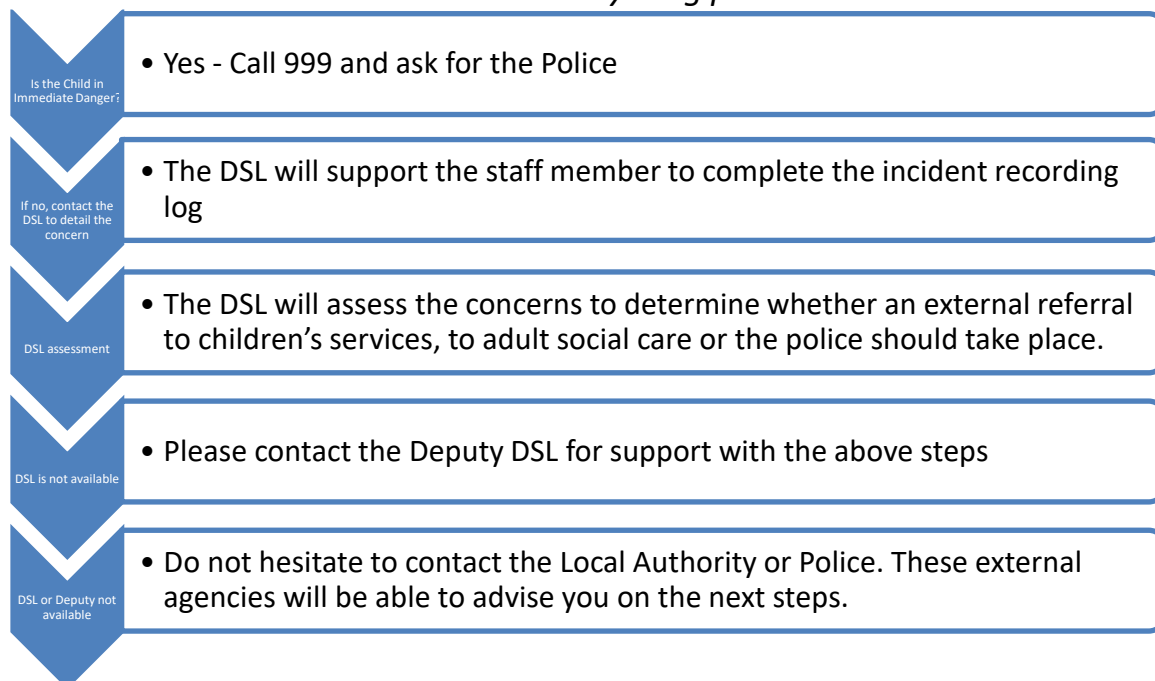
Where a GM feels that an organisation's safeguarding policy is not fit for purpose, in the first instance, the GM must discuss his/her/their concern(s) with the relevant organisation and direct the organisation to its local Young People's Foundation for support. The organisation should be required to respond to the GM with a revised policy as soon as possible.

Where a GM feels that an organisation's safeguarding policy is not being implemented or implemented properly, the GM should alert the Charity's Grants Director and subsequently must discuss his/her/their concern(s) with the relevant organisation. The outcome of the grantee meeting should be discussed with the Grants Director and if it is felt that further action is required the Charity's CEO (and Board if deemed necessary) should be informed. Concerns should be escalated within the grantee organisation (i.e. to DSL or CEO if not already involved or Trustees), or to the Charity Commission and/or other regulatory bodies. John Lyon's Charity is required to report any serious incidents to the Charity Commission, as explained in the [ACF Safeguarding Framework for Foundations](#).

In either of these circumstances, if a grant has been awarded but has yet to be paid (or instalments remain outstanding) then the payment of any further monies may be made conditional upon a safeguarding review/update, etc to the satisfaction of JLC before any money is released. This condition will be included in the grant contract sent to the grantee. All JLC staff are expected to receive safeguarding training in the coming months (delayed as a result of the pandemic). JLC will also engage further with the [Funders Safeguarding Hub](#) and other suitable resources as they become available and where appropriate engage external expertise to advise.

## Appendix 4 – Flow Charts

*I have a concern about a child or at-risk young person:*



*Responding to a disclosure from a child or adult at risk*

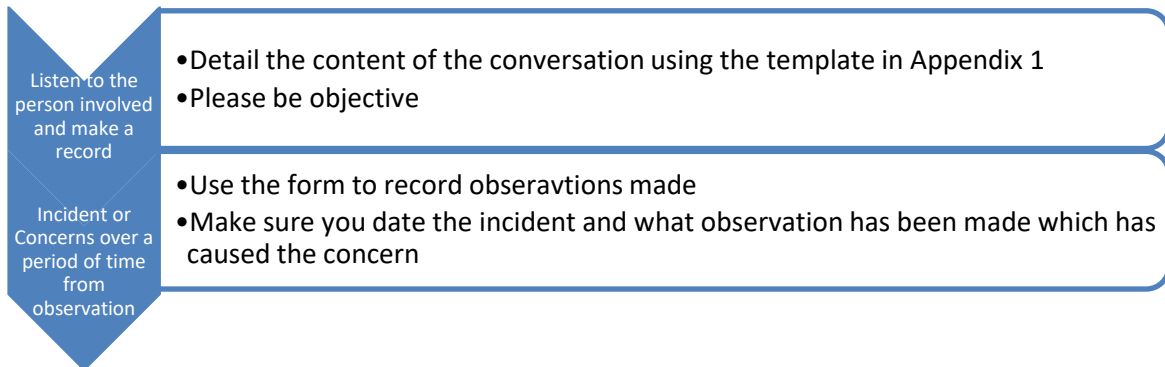
### **Do:**

- Stay calm
- Listen to what is said, allowing the child to proceed at his or her own pace
- Explain to the child that this information will probably need to be shared with others and never promise to “keep a secret”
- Ask questions for clarification only, and not to elicit a particular answer.
- At the earliest opportunity, and within a maximum of 24 hours of the incident taking place, write a report of exactly what was said, not an interpretation (e.g. “Then X said “P touched my bum” NOT “Then X told me his friend had touched him inappropriately”) and ensure this report is signed and dated. (Use incident report form in Appendix)

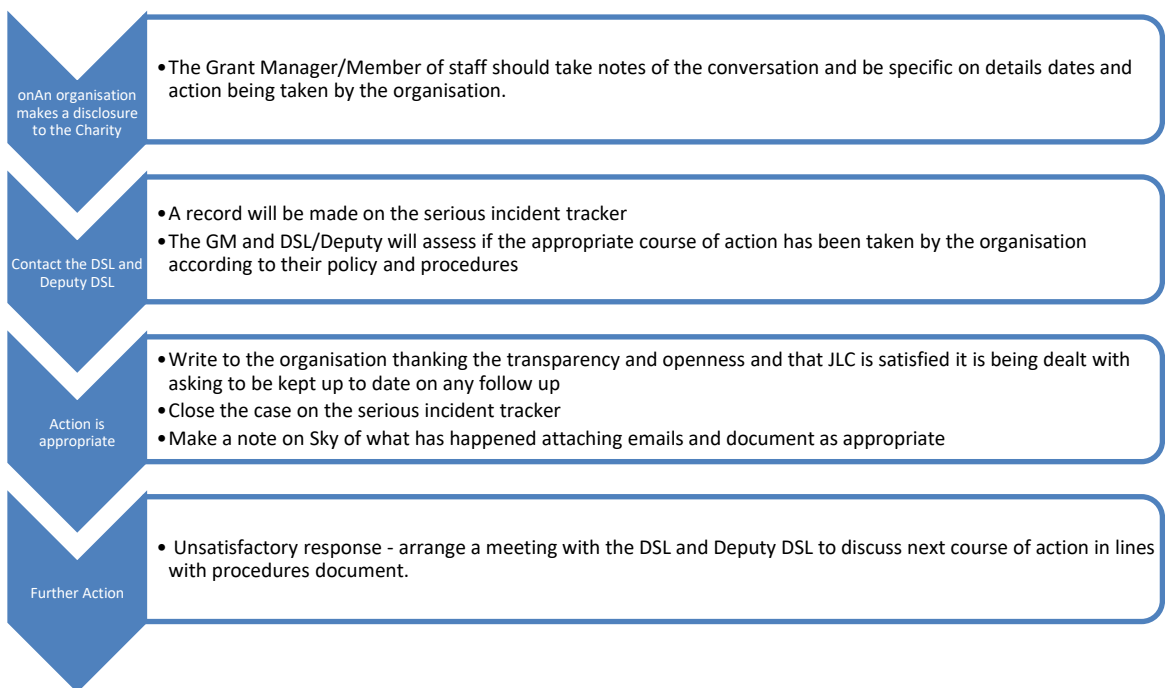
### **Don’t:**

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual who is freely recalling significant events.
- Make the individual tell anyone else. S/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.

- Discuss the information with anyone other than your line manager, or a Safeguarding Officer.



### *Responding to a disclosure from an Organisation*



### *Multi Agency Safeguarding Hub (MASH)*

MASH) brings key professionals together to facilitate early, better quality information sharing, analysis and decision-making, to safeguard vulnerable children and young people more effectively. They are normally formed of contributors including social services, police, probation and youth offending, housing and local healthcare.

MASH takes referrals from the police and local authorities, external organisations or any individual concerned with the welfare of a child.

Following the guidance above, if you have a concern about a child, a referral can be made to the relevant local authority MASH team who will investigate.

### *Local Authority Designated Officer (LADO)*

Each borough has a LADO which deals with allegations against staff within the children's workforce in its borough. The LADO is responsible for managing allegations against adults who work with children. This involves working with police, children's social care, employers and other involved professionals. The LADO does not conduct investigations directly, but rather oversees and directs them to ensure thoroughness, timeliness and fairness.

Where one of the following allegations have been made, these must be reported to the appropriate LADO within one working day:

- 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/children in a way that indicates they would pose a risk of harm if they work with children regularly or closely.

The LADOs can also be contacted for advice regarding concerns about behaviour towards children by staff within a funded organisation's children's workforce. This includes volunteers as well as paid staff and those in a position of trust for example faith leaders.