



Manchester Young Lives

Safeguarding & Child Protection Policy

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1. INTRODUCTION

This policy has been developed to ensure that all adults with Manchester Young Lives (MYL) are working together to safeguard and promote the welfare of children and young people.

This policy has been approved by the Board of Trustees on **24/1/2019** and will be reviewed in **January 2020**.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all children, young people and staff. It identifies actions that should be taken to address any concerns about child safety and welfare including protecting young people and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and ethos of MYL will be vigorously challenged

MYL staff will listen to and take seriously any disclosure or information that a child may be at risk of harm. They will report immediately any concerns or disclosure to the Designated Safeguarding Lead and not express feelings or judgements regarding any person alleged to have harmed a child. All information will be kept confidential as far as possible but will usually be shared with a small group of people following a strict risk management process.

The Board of Trustee Designated Safeguarding Lead for Manchester Young Lives or, in their absence, the CEO, has the ultimate responsibility for safeguarding and promoting the welfare of children and young people.

MYL Designated Safeguarding Lead

Name	Designated Area	Contact No
Chris Zastawny	Board of Trustees	0161 437 5923
Paul Fletcher	MYL Organisation Lead	07880 388859
Lee Ann Igbon	Youth Engagement Citywide Lead	07879 555056
Elaine Young	P&Y (Stirling/Norbrook/Aquarius/TLM/St Pauls)	07880 033609
Jackie Whitmore	Independent School	07879 555054
Nozir Uddin	P&Y (Moss Side/Hulme)	07551 151487
Ian Goddard	P&Y (A6, St Phillips)	07879 555058
Elaine Vickers	P&Y (Wythenshawe)	07879 555057
Samantha Maunder	Study Programmes	07388 993265
Kath Pollitt	Moss Side Millennium Powerhouse	07388 993265

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities

and functions of Manchester Young Lives. This policy complements and supports other relevant school and MYL policies.

‘Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.’ (KCSIE)

Manchester Young Lives has developed this policy in accordance with the statutory guidance which also informs our practice and procedures.

‘Safeguarding and promoting the welfare of children is defined as:- protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.’ (KCSIE)

Manchester Young Lives will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them.

Under the Education Act 2002 and Independent School Standards 2015 schools/settings have a duty to safeguard and promote the welfare of their pupils and, in accordance with guidance set out in ‘Working Together to Safeguard Children (March 2015) ‘and ‘Keeping Children Safe in Education’ (Sept 2016).

2. ETHOS

Manchester Young Lives aims to create and maintain a safe environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our organisation is committed to the principles outlined in ‘Working Together to Safeguard Children 2015’ and implements policies, practices and procedures which promote safeguarding and the emotional and physical well-being of children, young people and staff.

MYL is committed to supporting the delivery of effective early help using The Multi-Agency Levels of Need and Response Framework which is embedded into everyday practice and procedures when responding to children’s need. The children and young people have access to appropriate curriculum opportunities, including emotional health and well-being, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life.

Access to a diverse range of activities will provide opportunities to develop self-esteem and self-motivation and to help children/young people respect the rights of others, particularly those groups who may be considered a minority.

MYL will exercise diligence and prevent any organisation or speaker from using MYL facilities to disseminate extremist views or radicalise young people or staff.

3. SAFE PRACTICE

MYL will comply with current Safe Practice guidance from the DfE:

- Working Together to Safeguard Children (March 2015)
- Keeping Children Safe in Education (Sept 2016)
- Safer Working Practice for Adults who work with Children and Young People in Educational Settings (October 2015)

Safe working practice ensures that children are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- involve other appropriate colleagues when dealing with situations that may be open to misinterpretation;
- discuss and or take advice from line managers over any incident which may give rise for concern;
- record any incidents or decisions made;
- apply the same professional standards to all children and young people;
- are aware of confidentiality guidance;
- are aware that breaches of the law and other professional guidelines could result in criminal action being taken against them.

4. SAFEGUARDING INFORMATION

MYL will inform young people whom they might talk to, both in and out of school and the other areas of activity of the organisation, of their right to be listened to and heard and what steps can be taken to protect them from harm.

MYL will sign post young people to information to raise awareness about safeguarding concerns and how to protect themselves through relevant web information or to specialist services.

5. ADVICE AND GUIDANCE

Advice and guidance is available from MCC Designated Officer (Formerly LADO), NSPCC, Children's Social Care (Early Help Hubs – Manchester).

In the absence of the Designated Safeguarding Lead, CEO, Deputy CEO or Designated Safeguarding Trustee any member of staff can make a referral to the

Designated Officer (formerly LADO) and or Early Help Hub. (Please refer to Appendix C and D for full guidance)

6. WORKING WITH PARENTS

MYL has a responsibility to safeguard and promote the welfare of all children and young people in our care and shares with parents a purpose to educate and keep children safe from harm and to have their welfare promoted. MYL will keep parents informed with information via our website and by direct contact through telephone calls and letters as necessary to safeguard young people.

In most cases parents/carers will be informed when concerns are raised about the safety and welfare of their child and given the opportunity to address any concerns raised. We will aim to engage with parents/carers through the LA Early Help processes, including carrying out an Early Help Assessment (EHA).

We will inform, and gain consent, from parents/carers if possible, if a referral is to be made to the Children's Social Care Service or any other agency **unless it is believed that doing so would put the child at risk**, eg in cases of suspected sexual abuse. We will record the reasons, if consent is not gained.

If MYL staff have any reason to believe that adults, who claim to be a parent or guardian, are not genuine, they will not allow these individuals access to MYL sites or allow a child to leave site with them.

7. THE CURRICULUM

Children and young people have access to an appropriate curriculum, differentiated to meet their needs. All children have access to an appropriate curriculum, differentiated to meet their needs. They are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others.

Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote respect and empathy for others. There is access to information and materials from a diversity of sources which promote social, spiritual and moral well-being and physical and mental health.

Personal Health and Social Education and Citizenship lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues.

We take account of the latest advice and guidance provided to help address specific vulnerabilities, risks and forms of exploitation including Obesity, poor mental health, CSE, Radicalisation and Extremism, Modern Slavery, County Lines, Female Genital Mutilation, Forced Marriage.

All children and young people will know that there are adults within MYL whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

8. SAFETY ON & OFF SITE

A) Buildings & Centres

It is the duty of all staff to:

- sign in and out of MYL buildings at all times
- wear or carry MYL identification at all times
- be vigilant in ensuring the security of MYL buildings

Visitors – all visitors will be issued with an approved visitor pass and asked to sign in and out using the Centre's visitor book.

Visiting Professionals requiring access to Children or Young People - all visits should be pre-arranged, from a recognised agency working in partnership with MYL or MCC. Visiting professionals will be asked to produce their identification with photograph on entry to MYL buildings.

Staff will challenge any person who is unknown to them who does not have an approved visitor pass or is not accompanied by another member of staff.

A sign will be on display at the main reception that explains these standards to all visitors.

B) Work Placements

We have a work placement policy and procedures in place to ensure all young people are appropriate safeguards in place during a work placement arranged as part of their education or training with Manchester Young Lives

C) Off Site Activities

All off site activities are fully risk assessed in line with MYL Health & Safety Policy and no child will be taken on any off site activity without parental consent

9. ATTENDANCE AND EXCLUSIONS – Independent School

In accordance with the Manchester Young Lives Attendance Policy, absences are rigorously pursued and recorded. The setting, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care.

The Attendance Policy identifies how individual cases are managed and how we work proactively with parents to ensure that they understand why attendance is important. In certain cases this may form part of an Early Help Hub Assessment (EHA) or a Parenting Contract.

The designated person will be informed when exclusion is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently excluded we will work with other agencies to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

10. CHILDREN MISSING EDUCATION

A child going missing from education, which includes within the school day, is a potential indicator of abuse and neglect, including sexual exploitation.

Unauthorised absences will be monitored and followed up in line with procedures, particularly where children go missing on repeated occasions. All staff will be aware of the signs of risk and individual triggers including travelling to conflict zones, FGM and forced marriage.

All students will be placed on admission and attendance registers as required by law. MYL will inform the referring school and/or local authority of any child removed from our admission register. We will inform the home school and/or local authority of any pupil who fails to attend for a continuous period of 10 days or more in line with local MCC/MSPRU procedures.

11. ROLES & RESPONSIBILITIES

The CEO of Manchester Young Lives will ensure that:

- The policies and procedures adopted by the Board of Trustees to safeguard and promote the welfare of children/young people are fully implemented and followed by all staff including volunteers.
- Safe recruitment and selection of staff and volunteers is practiced.
- A Designated Senior Member of staff for safeguarding and child protection is identified and receives appropriate on-going training, support and supervision.
- Sufficient time and resources are made available to enable the Designated Member of staff to discharge their responsibilities, including attending inter-

agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate.

- All staff and volunteers receive appropriate training which is regularly updated.
- All temporary staff and volunteers are made aware of Manchester Young Lives' safeguarding policy and arrangements.
- All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.
- Ensure that the Safeguarding and Child Protection Policy is available on the MYL website
- Parents/carers are aware of and have an understanding of the organisation's responsibilities to promote the safety and welfare of its students by making its obligations clear in the setting guidelines/information.
- Provide support and training for staff and volunteers and make sure that the Designated Person receives MCSB approved refresher training every two years.
- Ensure that MYL cooperates with the appropriate agencies and risk based approached to ensure children and young people are safeguarded against any potential grooming activities which may draw them into harmful activities e.g. CSE and radicalisation and extremism.

The Manchester Young Lives Board of Trustees will ensure that:

- A member of the Board is identified as the designated board member (DBM) for Safeguarding and receives appropriate training. The DBM will provide the Trustees with appropriate information about safeguarding and will liaise with the Designated Member of staff.
- There is a senior member of MYL's leadership team who is designated to take lead responsibility for safeguarding within the organisation.
- MYL's safeguarding policy is reviewed and updated annually and the organisation complies with local safeguarding procedures.
- MYL operates safe recruitment and selection practices including appropriate use of references and checks on new staff and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with Local Authority procedures.
- All staff and volunteers who have regular contact with children and young people receive appropriate training which is up-dated by regular refresher training
- MYL cooperates with the appropriate agencies and risk based approached to ensure children and young people are safeguarded against any potential grooming activities which may draw them into harmful activities e.g. CSE and radicalisation and extremism.

The Designated Senior Member of Staff for Child Protection has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people registered with Manchester Young Lives.

The Designated Person will:

- Act as the first point of contact with regard to all safeguarding matters.
- Attend up-dated training every two years
- Provide relevant information to the LA on how Manchester Young Lives carries out its safeguarding duties.
- Ensure that MYL's actions are in line with the MCSB Safeguarding Inter-Agency Procedures. (Guidance on these procedures may be found on MSCB website at mscb.org.uk)
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role..
- Manage and keep secure MYL's safeguarding records.
- Ensure that all staff and volunteers understand and are aware of reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Liaise with the Chief Executive about any safeguarding issues.
- Ensure that the Safeguarding Policy is regularly reviewed and up-dated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.

12. SAFE RECRUITMENT – SELECTION OF STAFF/VOLUNTEERS

Manchester Young Lives' recruitment and selection policies and processes adhere to the DfE guidance set out in "Keeping Children Safe in Education Recruitment in Education' (Sept 2016). For full details see MYL Safer Recruitment Policy

13. WORKING WITH OTHER AGENCIES

Manchester Young Lives has developed effective links with other relevant agencies and co-operates as required with any enquiries regarding child protection issues.

The Designated person will notify the Social Care if:

- A child subject to a child protection plan is about to be permanently excluded.
- There is an unexplained absence of a young person who is subject to a child protection of more than two days from MYL school provision
- It has been agreed as part of any child protection plan or core group plan.

14. CONFIDENTIALITY, RECORDING AND INFORMATION SHARING

Manchester Young Lives will keep and maintain up to date information on children, including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies and any other significant event in a child's life.

Staff ensure that confidentiality protocols are followed and information is shared appropriately. The Chief Executive or Designated Member of Staff discloses any information about a young person to other members of staff on a need to know basis only.

All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff and volunteers must be clear with children that they cannot promise to keep secrets.

All MYL staff are expected to follow HM Government Guidance on Information Sharing (March 2015) and have due regard to the 7 principles which consider whether the information to be shared is:

- 1) Necessary and proportionate
- 2) Relevant
- 3) Adequate
- 4) Accurate
- 5) Timely
- 6) Secure
- 7) Recorded

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to the CEO.

MYL complies with the Data Protection Act 2018 and GDPR and ensures that all information is processed fairly, lawfully and is kept safe and secure

15. TRAINING – STAFF & VOLUNTEERS

Training is provided for all staff and volunteers. Induction training includes basic safeguarding information about Manchester Young Lives' policies and procedures, signs and symptoms of abuse (emotional and physical), indicators of vulnerability to radicalisation, how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child.

All staff and volunteers who are in regular contact with children will receive basic Level 1 training which is up-dated by regular refresher training. The Designated Person for Safeguarding will receive refresher training every two years as well as further training at Level 3 and above.

All staff will receive training or briefings on particular safeguarding issues, for example, Guns and Gangs, Forced Marriage, Female Genital Mutilation (FGM) Domestic Abuse, Preventing Violent Extremism, Radicalisation and Child Sexual Exploitation

In addition all staff receive regular safeguarding and child protection updates as required but at least annually, to provide them with the relevant skills to safeguard children effectively.

16. RECORDING AND REPORTING CONCERNS

All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously. If a concern arises all staff, volunteers and visitors must:

- Speak to the Designated Person or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using MYL's safeguarding recording system

17. INFORMING PARENTS/CARERS

Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

Parents and carers will be informed if a referral is to be made to the Children's Social Care Service or any other agency.

Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Person or CEO will seek advice from the Children's Social Care

18. DOMESTIC ABUSE

MYL is aware that children and young people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue.

Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.

Information about Domestic Abuse and its effect upon children and young people will be incorporated into staff Safeguarding and Child Protection training and briefings. Manchester Young Lives' Safeguarding and Child Protection Policies and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse.

Any child or young person thought to be at immediate risk will be reported without delay to the Manchester Children's Social Care and or the police service. The Manchester Early Help Hub will also be contacted as soon as possible.

19. FEMALE GENITAL MUTILATION

Manchester Young Lives is sensitive to cultural traditions.

Female Genital Mutilation (FGM) a form of child abuse. It is illegal in the United Kingdom and is a violation of human rights of girls and women. Information on FGM will be incorporated into staff Safeguarding and Child Protection training and briefings and Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of Female Genital Mutilation.

The Serious Crime Act 2015 strengthened further the legislation on FGM and now includes a new statutory duty placed on professionals (including teachers) to notify the police when they discover that FGM appears to have been carried out on a girl under 18.

Further statutory guidance has been issued under Section 5c (1) of the Female Genital Mutilation Act 2003 "Multi Agency Statutory Guidance on Female Genital Mutilation – April 2016"

MYL is aware of and will comply with the mandatory duty to report any known cases of FGM in under 18s.

20. FORCED MARRIAGE

Manchester Young Lives is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Forced marriage is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by MYL. Child abuse cannot be condoned for religious or cultural reasons.

Information about forced marriage will be incorporated into staff Safeguarding and Child Protection training and briefings and MYL's Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of forced marriage.

Forced Marriage became a criminal offence in June 2014. It is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by MYL.

If a case of forced marriage is suspected, parents and carers will not be approached or involved about a referral to any other agencies.

21. PREVENTING EXTREMISM AND RADICALISATION

Manchester Young Lives are aware of the rise in cases of Extremism and Radicalisation. The organisation is committed to providing opportunities for cultural awareness and exploring diversity, through both targeted group work sessions and visits to external institutions. Protecting children from the risk of radicalisation is seen as part of MYL's wider safeguarding duties, it is acknowledged that it is similar in nature to protecting children from other forms of harm and abuse and the importance of early intervention by our organisation. We follow the guidance set out in Keeping Children Safe in Education 2016

MYL will complete a risk assessment which includes vulnerability factors associated with extremism and radicalisation, external speakers, attendance at external events and access to social media.

The organisation will appoint a senior manager as named lead for the Prevent Duty, introduced by the Counter Terrorism and Securities Act, July 2015. Concerns about extremism and or radicalisation should be raised with the Prevent Lead who will consider whether a referral is made to the Channel programme. The organisation recognises and will conform with the duty to report required under the Act.

MYL will promote British Values as a positive alternative to extremist views We also support our children to be resilient against radicalisation.

School actively builds student's resilience to radicalisation through the curriculum and a whole school ethos which promotes British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Designated Prevent Lead

Name	Designated Area	Contact No
Chris Zastawny	Board of Trustee Lead	0161 437 5923
Paul Fletcher	MYL Organisation Lead	07880 388859

We have clear procedures in place for protecting children at risk of radicalisation. These procedures are set out in this safeguarding document and other existing policies where relevant.

We work in partnership with other agencies including the Local Authority and MSCB to share concerns and improve practice in this area. We regularly review our IT policies to ensure that IT use across the school is safe. Children and young people are supported to know how to stay safe on line and when accessing social media both in and out of school.

The organisation will provide awareness raising training to all staff as part of a wider safeguarding agenda. Staff are aware that Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Staff know that

there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology but they are alert to the signs and changes of behaviour which may be indicators. Staff are confident to challenge and support young people who may be vulnerable. Staff also know what to do if they have concerns that a young person is being radicalised.

MYL seeks to have effective engagement with parents and families in order to work in partnership to protect our children and young people.

22. CHILD PROTECTION CONFERENCES & CORE GROUP MEETINGS

Members of staff are likely to be asked to attend a child protection conference or other relevant core group meetings about an individual child or young person and will need to have as much relevant updated information about the child as possible. A child protection conference will be held if it is considered that the child/children are suffering or at risk of significant harm.

All reports for a child protection conference should be prepared in advance of the meeting and will include information about the child's physical, emotional, intellectual development and well-being as well as relevant family related issues. This information will be shared with the parents/carers.

All relevant staff will be confident in using the tools which are part of the Signs of Safety approach.

23. MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF/VOLUNTEERS

When an allegation is made against a member of staff, set procedures must be followed. It is important to have a culture of openness and transparency and a consultation with the Designated Officer will happen if staff have;

- Behaved in a way which has harmed, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates they would pose a risk of harm to children.

An uncomfortable fact is that some professionals do pose a serious risk to children and young people and MYL must act on every allegation. However staff, volunteers or contractors working on site who are the subject of an allegation have the right to have their case dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made. Suspension is not the default option and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected. Staff will be advised to contact their trade union and will also be given access to a named representative.

Allegations against staff should be reported to the CEO – See Appendix D for full details

MYL follows the procedures recommended by the MSCB when dealing with allegations made against staff and volunteers.

MYL also has a duty to make a referral to the Disclosure and Barring Service (DBS) if there are concerns that a member of staff or volunteer has

- harmed or poses a risk of harm to a child or young person
- has received a caution or conviction for a relevant offence and;
- the DBS may consider it appropriate for the person to be added to a barred list

24. ALLEGATIONS AGAINST THE HEADTEACHER

If the allegation made to a member of staff concerns the CEO or Head teacher, the person receiving the allegation will immediately inform the Trustee Safeguarding Lead, who will inform the Chair of Trustees who will consult the Designated Officer (Formerly LADO) and HR services, without notifying the Head teacher/CEO first.

MCC Designated Officer contact details - Tel 0161 234 1214

25. COMPLAINTS OR CONCERNS BY STAFF/VOLUNTEERS

Any concern or expression of disquiet made by a child or young person will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

Staff who are concerned about the conduct of a colleague or safeguarding practice at MYL are undoubtedly placed in a very difficult situation.

All staff must remember that the welfare of the child is paramount and staff should feel able to report all concerns about a colleague or the safeguarding practice. MYL's Whistleblowing Policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

26. GROOMING AND CHILD SEXUAL EXPLOITATION

Manchester Young Lives is aware of and will be vigilant to detect activities which may be linked to grooming. This will include; Undue attention and potential favouritism, offers of gifts and presents, unusual or suspicious contact, especially where this is linked to out of centre activities. Where there is any cause for concern related to

grooming Manchester Young Lives staff will report this to the Designated Safeguarding Lead and / or MSCB.

MYL is also aware of the rise in cases of Child Sexual Exploitation in and around Manchester. We will ensure that our staff have the knowledge to detect the signs of and know what, when and who to report to. If we have information relating to or suspicion of the Sexual Exploitation of any child or young person.

27. E SAFETY & ONLINE ABUSE

Manchester Young Lives operates a forensic monitoring system to ensure that all online activity is routinely monitored and suspicious or actual incidents are identified and acted upon. This includes reporting occurrences to appropriate agencies. Manchester Young Lives is guided by the recommendations and safeguards for reporting online abuse by CEOP.

MYL has an E-safety Policy which recognises that E-safety is a safeguarding issue not an ICT issue. The purpose of internet use for young people attending MYL provision is to help raise educational standards, promote achievement, and support the professional work of staff as well as enhance the MYL's management information and business administration.

The internet is an essential element in 21st century life for education, business and social interaction and MYL has a duty to provide children and young people with quality access as part of their learning experience.

It is the duty of MYL to ensure that every child and young person in its care is safe and this applies equally to the 'virtual' or digital world.

MYL will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

MYL has an acceptable use policy and E Safety Agreements for both staff and young people.

MYL follows the MSCB guidelines 'Safeguarding online guidelines for minimum standards'

28. PEER ON PEER ABUSE

Staff at MYL recognise that children are capable of abusing their peers. We recognise that children are capable of abusing their peers.

Abuse will never be tolerated or passed off as "banter" or "part of growing up". Most cases of children hurting other children will be dealt with under our behaviour policy, but this safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put other children at risk
- Is violent
- Involves children and young people being forced to use drugs or alcohol
- Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting)

If a child makes an allegation of abuse against another child:

- You must tell the DSL and record the allegation, but do not investigate it
- The DSL will contact the local authority Children's Social Care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

We will minimise the risk of peer-on-peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour
- Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards females, and initiation or hazing type violence with respect to boys
- Ensuring our curriculum helps to educate students about appropriate behaviour and consent
- Ensuring students know they can talk to staff confidentially by speaking to their designated Key Worker or Centre Manager
- Ensuring staff are trained to understand that a child harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy

29. SEXTING

Sexting involves the sending and or receiving of images, videos or messages of a sexualised nature. Sexting among children and young people can be a common occurrence, where they often describe these incidents as 'mundane'. Any concerns about sexting should be reported to the Designated Safeguarding Lead who will record all incidents of sexting. This should include how the concern has been dealt with including any actions taken, together with justifications.

In applying judgement to the sexting incident consider the following:

- Significant age difference between the sender/receiver involved
- If there is any external coercion involved or encouragement beyond the sender/receiver.
- If the child/young person appears as more vulnerable than is usual.

- If the image is of a severe or extreme nature.
- If the situation is not isolated and the image has been more widely distributed.
- If this is not the first time children/young people have been involved in a sexting act
- If other knowledge of either the sender or recipient may add cause for concern.

Situations will be managed individually and include; recording details of the incident, action, resolution or further referral as appropriate.

30. PHOTOGRAPHY

Manchester Young Lives has issued strict guidance that prohibits the taking of photographs by staff, volunteers, and members of the public of any child or young person accessing Manchester Young Lives activities. The only exception to this is where explicit permission has been given by parents / carers for photography for promotional purposes. Any photographs taken will be taken using MYL equipment.

31. SERIOUS CASE REVIEWS

The Manchester Safeguarding Children Board will always undertake a serious case review when a child or young person dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the serious case review is to:

- Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people.
- Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
- Improve inter-agency working to better safeguard and promote the welfare of children and young people.
- If required Manchester Young Lives will provide an individual management report for a serious case review and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

APPENDIX A

The following definitions are from Working Together to Safeguard Children

Significant Harm:

The threshold that justifies compulsory intervention in family life and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering or likely to suffer significant harm.

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 an illness in a child.

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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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, 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:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. The activities may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is 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 for example.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, 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 caretakers).
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

APPENDIX B

Additional information on specific safeguarding issues

Child sexual exploitation

Child sexual exploitation (CSE) is a form of sexual abuse where children are sexually exploited for money, power or status.

This can involve violent, humiliating and degrading sexual assaults, but does not always involve physical contact and can happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam.

Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Indicators of sexual exploitation can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infections or becoming pregnant
- Displaying inappropriate sexualised behaviour
- Suffering from changes in emotional wellbeing
- Misusing drugs and/or alcohol
- Going missing for periods of time, or regularly coming home late
- Regularly missing school or education, or not taking part in education

FGM

The DSL will make sure that staff have access to appropriate training to equip them to be alert to children affected by FGM or at risk of FGM.

Section 19 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a child is at risk of FGM.

Indicators that FGM has already occurred include:

- A child confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/child already being known to social services in relation to other safeguarding issues

A girl:

- Having difficulty walking, sitting or standing, or looking uncomfortable
- Finding it hard to sit still for long periods of time (where this was not a problem previously)
- Spending longer than normal in the bathroom or toilet due to difficulties urinating
- Having frequent urinary, menstrual or stomach problems
- Avoiding physical exercise or missing PE
- Being repeatedly absent from school, or absent for a prolonged period
- Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
- Being reluctant to undergo any medical examinations
- Asking for help, but not being explicit about the problem
- Talking about pain or discomfort between her legs

Potential signs that a pupil may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider)
- FGM being known to be practised in the girl's community or country of origin
- A parent or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues

A girl:

- Having a mother, older sibling or cousin who has undergone FGM
- Having limited level of integration within UK society
- Confiding to a professional that she is to have a "special procedure" or to attend a special occasion to "become a woman"
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents stating that they or a relative will take the girl out of the country for a prolonged period
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
- Being unexpectedly absent from school
- Having sections missing from her 'red book' (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication

The above indicators and risk factors are not intended to be exhaustive.

Forced marriage

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats, or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the 'one chance' rule, i.e. we may only have one chance to speak to the potential victim and only one chance to save them.

If a member of staff suspects that a child is being forced into marriage, they will speak to the child about their concerns in a secure and private place. They will then report this to the DSL.

The DSL will:

- Speak to the child about the concerns in a secure and private place
- Activate the local safeguarding procedures and refer the case to the local authority's designated officer
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or fm@fco.gov.uk
- Refer the child to an Key Worker or Senior Manager as appropriate

Preventing radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Schools have a duty to prevent children from being drawn into terrorism. The DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

We will assess the risk of children at MYL being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding children board and local police force.

We will ensure that suitable internet filtering is in place, and equip children to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in children's behaviour.

The government website Educate Against Hate and charity NSPCC say that signs that a pupil is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves
- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance
- Rejecting activities they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
 - Talking as if from a scripted speech
 - An unwillingness or inability to discuss their views
 - A sudden disrespectful attitude towards others
 - Increased levels of anger
 - Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

Staff should always take action if they are worried including discussing their concerns with the DSL.

Manchester Young Lives Procedure for reporting safeguarding concerns about children and young people

Any member of staff or volunteer with concerns about a child or young person's welfare or safety, has a **duty** to report the concern to the Designated Safeguarding Lead (DSL)



You must record the information on a safeguarding concern form. Where a child or young person has made a disclosure to you, you must write down **exactly** what has been said by the child/young person. The form must only contain factual information. You must **not** interpret what has been said in your own words or include any opinions on the form. You must also complete a body map if the concern relates to injuries. You **must not** take photographs of any injuries or bruises on a child or young person for whom you are



The information is then passed to the Designated Safeguarding lead (DSL) for the setting the child/young person is registered to. It is important that you maintain confidentiality at all times and discuss the matter, or share information, only with the DSL or relevant professionals **if requested**. You may want to discuss the concern with the DSL before completing the concern form if you are unsure about anything, it is appropriate to do this if you need some guidance on the process.

Who is the DSL for each setting at Manchester Young Lives?

Independent School	Jackie Whitmore	07879 555054
Youth Engagement	Lee Ann Igbon	07879 555056
P&Y (Stirling/Norbrook/Aquarius/ TLM/St Pauls)	Elaine Young	07880 033609
P&Y (Wythenshawe)	Elaine Vickers	07879 555057
P&Y (Moss Side/Hulme)	Nozir Uddin	07551 151487
P&Y (A6, St Phillips)	Ian Goddard	07879 555058
Powerhouse	Kath Pollitt	07798 911556
Study Programmes	Samantha Maunder	07388 993265

If you are unable to contact the DSL for the setting the child/young person is registered to you should contact either

Paul Fletcher - MYL CEO - 07880 388859
Or
Suzanne Cere – Deputy CEO – 07879 555055

DSL will assess concern in line with the **MSCB Levels of Need** assessment (see attached) and make referral as appropriate



What happens next?



Once a member of staff has completed a safeguarding concern and passed this to the DSL they have **fulfilled their duty** under MYL's Safeguarding Policy. The DSL will give you feedback on whether a referral has been made to Early Help or Children's Services or if the situation should be monitored within the setting.

You must maintain confidentiality around any safeguarding concerns at all time

Referral Contact Details

North	0161 234 1973	E-mail - earlyhelpnorth@manchester.gov.uk
Central	0161 234 1975	E-mail - earlyhelpcentral@manchester.gov.uk
South	0161 234 1977	E-mail - earlyhelpsouth@manchester.gov.uk

MASH consultation line **0161 219 2895**

Manchester Contact Centre **0161 234 5001**

Multi-Agency Decisions Framework: 'Levels on a page'

LEVEL			RESPONSE	
Universal	Level 1	Children, young person or families who are sufficiently supported by universal services.	Visit the Early Help Zone of Help and Support Manchester for further information and advice regardless of the level. Signpost families to Help and Support Manchester / SEND local offer	Universal Services <ul style="list-style-type: none"> At this level needs are met by parents, carers, communities and universal services.
Early Help	Level 2	Child, Young Person or family, who can be sufficiently supported by a single agency Early Help Assessment & response (or by signposting to an additional agency).		Complete an Early Help Assessment (EHA) <ul style="list-style-type: none"> Undertake a strengths based early help conversation and record a summary within the Early Help Assessment record. Work with the family and plan a response, either single or multi-agency. The plan should be developed WITH the individual and family; the EHA should clearly articulate the child, young person and/or families' voice.
Early Help	Level 3	Child, Young Person or family who would benefit from a coordinated programme of support from more than one agency using the Early Help Assessment and a Team around the Child/Family meeting. Your Early Help Hub will be able to help in identifying and coordinating support.		Complete an Early Help Assessment (EHA) <ul style="list-style-type: none"> At level 3, build on the strengths based conversation by holding a person centred meeting - this should involve the family; a Team around the Family meeting. Agencies involved should work around the family in establishing what is important to them, putting the family firmly in the centre of the supporting plan and the subsequent coordination of activity. Connect the family to local support within their existing networks and community Use the parents, carers and/or young person's guide to the EHA to help to reassure families who are concerned about working together. If the family refuse consent you should contact an Early Help coordinator. If you have any safeguarding concerns ring Contact Manchester.
Early Help	Level 4*	Child, Young Person or family who requires intensive & coordinated support for complex issues via Targeted Services / Early Help Hubs, & where support at Level 3 has not improved outcomes		An Early Help Assessment should have already been completed. Contact Early Help Hub who will advise if a Specialist Assessment is required. <ul style="list-style-type: none"> An EHA may have previously been completed, but the outcomes have not been met by the multiagency action plan. The Child, Young Person and/or their family may require longer term intervention from statutory and specialist Services. Please contact your local Early Help Hub who will advise if a Statutory / Specialist Assessment is required, and will support in coordinating more specialist and targeted interventions if appropriate.
Specialist	Level 5	Child or Young Person at risk of, or suffering Significant Harm, due to compromised parenting, or whose needs requires acute services or care away from their home		Statutory / Specialist Assessment <ul style="list-style-type: none"> If a child is in immediate danger then an urgent referral should be made to the police. Otherwise, urgently refer to the MASH 0161-219-2843 where practitioners can access specialist advice on safeguarding concerns. You must follow up the referral in writing in 48 hours Visit / Signpost to the FSD / SEND local offer

*Note: Level 4 is not Child in Need as defined by s17 the Children Act 1989 "as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health & development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. CIN may be assessed, in relation to SEND, as a carer, or because they have committed a crime. Where an assessment takes place, it will be carried out by a social worker". Social Workers within the EHH's will screen & escalate cases that meet the threshold for s17 assessment/intervention.

Manchester Young Lives

Procedure for managing allegations against staff and volunteers

Any member of staff or volunteer who has concerns, or receives a disclosure from a child or young person about another member of staff or adult volunteer's conduct towards a child or young person has a **duty** to report this as a safeguarding concern



You must record the information on a safeguarding concern form. Where a child or young person has made a disclosure to you, you must write down **exactly** what has been said by the child/young person. The form must only contain factual information. You must **not** interpret what has been said in your own words or include any opinions on the form. If the concern relates to injuries to a child or young person, you must also complete a body map form and submit this with the concern form



The information is then passed only to the Senior Designated Safeguarding lead (DSL) for MYL. You must not pass this to the DSL for the setting

Paul Fletcher - CEO - 07880 388859
p.fletcher@manchesteryounglives.org.uk

If you are unable to contact the CEO you must pass the information to the Deputy CEO
Suzanne Cere – Deputy CEO – 07879 5550555 s.cere@manchesteryounglives.org.uk

It is important that you maintain confidentiality at all times and discuss the matter, or share information, only with the CEO or Deputy CEO **if requested**.

You may want to discuss the concern with the CEO/Deputy CEO before completing the concern form if you are unsure about anything, it is appropriate to do this if you need some guidance on the process.

The Senior DSL will assess the information on the referral form and may request more information. The CEO will inform the Designated Safeguarding Trustee and a decision will then be made to determine the route for further action to be taken (e.g is the matter poor practice and a conduct issue or possible abuse).

Part of this assessment will consider if the member or staff or volunteer has

- Behaved in a way which has harmed, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates they would pose a risk of harm to children.

If the outcome of the initial assessment finds that the concern **does not** meet the threshold above and relates to a conduct or poor practice issue, the matter will be addressed using MYL's internal Investigation and Disciplinary procedure. In this case there is no requirement to refer this to MCC Designated Officer

If the outcome of the initial assessment finds that the concern **does, or may** meet the threshold above. The Senior DSL will make contact and discuss with the Designated Officer (formerly LADO) for Manchester City Council. This must be actioned within 24 Hours of the concern being received

The matter is removed from the Safeguarding process and dealt with using MYL's internal Investigation and Disciplinary procedure

The Designated Officer (MCC) may ask the DSL (MYL) to provide additional information and context to establish whether a formal referral should be made or another course of action should be followed.

The DSL (MYL) will discuss with The Designated Officer (MCC) to determine the next steps

- Whether some initial investigation should be conducted by MYL under guidance from the Designated Officer (MCC) to provide further information within agreed timescales.
- Whether suspension is necessary and appropriate
- Whether the police should be informed
- Whether other statutory agencies should be informed

The DSL (MYL) will ensure the MYL Safeguarding Trustee Lead is updated at all times

The following definitions will be used when determining the outcome of allegation investigations

Substantiated: there is sufficient evidence to prove the allegation

Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive

False: there is sufficient evidence to disprove the allegation

Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence

Once a member of staff has completed a safeguarding concern and passed this to the Senior DSL they have **fulfilled their duty** under MYL's Safeguarding Policy. The DSL will give you feedback on whether the matter has been escalated in line with the policy.

You must maintain confidentiality around any safeguarding concerns at all time

Please remember that under GDPR regulations and any possible legal proceedings that may be linked to the referral, you may only be given limited information once the referral has been escalated

What should I do if the concern relates to the CEO or Deputy CEO?



You must follow the same procedure as above but you must report this to the **Designated Trustee Safeguarding Lead**

Chris Zastawny - -chriszastawny@hotmail.co.uk

If you are unable to contact the Trustee Safeguarding Lead you must report this to the **Chair of the Board of Trustees**

Chris Duncan - chrisjohnduncan42@gmail.com

If the member of staff or volunteer resigns or ceases to provide their services, following an allegation, or while under investigation, this should not prevent the allegation being followed up in line with the appropriate process.

Employers have a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who satisfies the harm test. If they have

- **Behaved in a way which has harmed, or may have harmed a child;**
- **Possibly committed a criminal offence against or related to a child or**
- **Behaved towards a child or children in a way that indicates they would pose a risk of harm to children.**

Where that individual has been removed from or would have been removed had they not left. MYL will fulfil its duty in making a referral to the DBS

What should I do if I think the concern hasn't been followed up in line with MYL's Safeguarding Procedure?



In the first instance you should contact one of the named Trustees above, alternatively you can contact any member of MYL Trustee Board. If for any reason you have exhausted all the internal reporting routes and cannot contact any member of the Trustee Board you may take the matter outside of MYL.

Please refer to the **MYL Whistleblowing Policy** for further information