



KFC Youth Foundation Safeguarding Policy

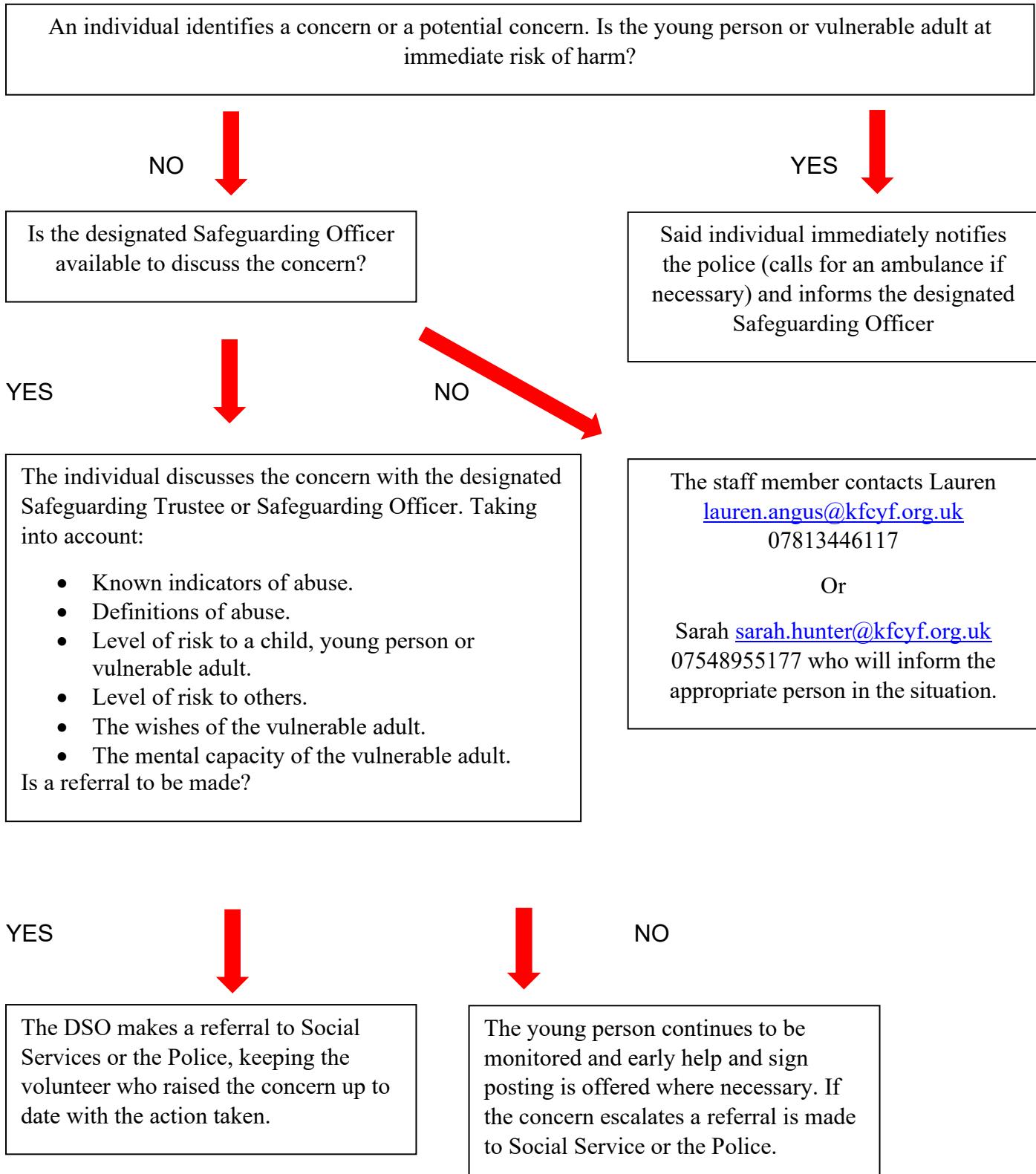
**KFC Youth Foundation
Safeguarding Policy
July 2025**

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SAFEGUARDING REPORTING PROCESS

This process should be followed before a referral is made.





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Introduction

The KFC Youth Foundation aims to empower young people in the UK to fulfil their potential and build a positive future by creating amazing spaces and employing awesome youth workers that allow young people who most need it, to feel safe and secure.

The purpose of this policy statement is:

- to protect children and young people who receive the KFC Youth Foundation's services from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

Scope

All representatives of the KFC Youth Foundation must read, understand and comply with the safeguarding policy outlined in this document. This includes:

- The board of trustees
- Paid staff
- Volunteers
- All visitors to KFC Youth Foundation Partners; and All agencies or organisations employed to deliver services on behalf of the KFC Youth Foundation.

Glossary of Terms

Beneficiary:	Any Young Person or adult who is a recipient of, or who benefits from, the intended aims of KFC Youth Foundation Partner Organisations.
Code of Conduct:	The KFC Youth Foundation Code of Conduct at Annex 1 of this Safeguarding Policy, as may be updated by KFC Youth Foundation from time to time.
Due Diligence:	Reasonable steps taken to ensure that appropriate procedures, processes and practices are in place to prevent harm and keep the work and people involved safe.
Grant Agreement:	An agreement governing the provision of a grant by KFC Youth Foundation to a Partner Organisation.
KFC:	The KFC Group and KFC franchisees.
KFC Group:	Means for the purposes of this Safeguarding Policy (i) Kentucky Fried Chicken (Great Britain) Services Limited; (ii) any company which is a subsidiary or holding company of Kentucky Fried Chicken (Great Britain) Services Limited; and (iii) any company which is in the same group of companies or is a subsidiary of the same ultimate holding company of Kentucky Fried Chicken (Great Britain) Services Limited.



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KFC Youth Foundation: The charity; KFC Youth Foundation is a registered charity in England, Wales, (1163560) and in Scotland (SCO46098)

Partner Organisations: Organisations who receive grants from the KFC Youth Foundation, including but not limited to registered charities, registered community interest companies, unincorporated clubs or associations or unregistered charities.

Safeguarding Officer: Lauren Angus lauren.angus@kfcyf.org.uk 07813446117

Trustees: The KFC Youth Foundation charity Board of Trustees

Volunteer An employee or contractor of KFC who is representing the KFC Youth Foundation at a Partner Organisation

Young Person: Anyone under the age of 25, as this is the age range covered by the projects supported by KFC Youth Foundation

1. Accountability & Safeguarding Responsibilities

Everyone has a duty to promote the safety and well-being of anyone connected with the work of the KFC Youth Foundation, but the Trustees have a legal duty to ensure that the KFC Youth Foundation takes all reasonable steps to protect Beneficiaries, Volunteers and others involved with or in contact with the KFC Youth Foundation from harm.

Trustees must ensure that this safeguarding policy is being followed, is updated as and when it is necessary to do so, ensuring that, at all times there are appropriate safeguarding measures in place and that there are clear lines of responsibility for safeguarding. If something goes wrong, the Trustees are accountable for ensuring that all possible action is taken to put things right. Trustees must also be satisfied that, having conducted the appropriate Due Diligence, that any KFC Youth Foundation Partner Organisation has adequate measures in place to safeguard children and adults in the communities they serve.

To help ensure the day-to-day fulfilment of safeguarding obligations, the Trustees have appointed a Safeguarding Officer who will be the first point of contact for any safeguarding concerns raised.

To ensure that Trustees are able to fulfil this role, safeguarding will be reviewed at monthly Safeguarding Committee Meetings which will include a verbal review of all safeguarding cases by the Safeguarding Officer, areas of risk and a review of the safeguarding implementation plan.

WE BELIEVE THAT

- children and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

WE RECOGNISE THAT

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- the welfare of children is paramount in all the work we do and in all the decisions we take.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

WE WILL SEEK TO KEEP CHILDREN AND YOUNG PEOPLE SAFE BY:

- valuing, listening to and respecting them.
- appointing a nominated safeguarding lead for children and young people and a lead trustee/board member for safeguarding.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- developing and implementing an effective online safety policy and related procedures.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- making sure that children, young people and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- creating and maintaining an anti-bullying environment.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

All staff who work directly with children and young people will undertake safeguarding training every year.



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All members of staff and trustees will have been screened with an up-to-date enhanced DBS check prior to being employed at The KFC Youth Foundation. DBS Checks will be checked annually via the DBS update service.

TYPES OF ABUSE (CHILDREN AND YOUNG PEOPLE)

Categories of Abuse

Abuse and neglect are forms of maltreatment of a child. The definition of abuse is wide in order to cover all forms of cruelty that young people may endure in their lives. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the individual. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. One young person may suffer different kinds of abuse at the same time. Abuse can happen wholly online, or technology may be used to facilitate offline abuse. Abuse can take many forms, the following list shows some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child.

- Physical Abuse
- Neglect
- Sexual Abuse
- Child Sexual Exploitation
- Harmful Sexual Behaviour
- Emotional Abuse
- Domestic Abuse
- Child Trafficking
- Female Genital Mutilation

These categories are defined in Appendix 1

TYPES OF ABUSE (VULNERABLE ADULTS)

Safeguarding duties apply when an adult is at risk of harm, and an adult is at risk of harm, if:

- another person's conduct is causing (or is likely to cause) the adult to be harmed, or
- the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

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The following list shows some of the ways in which abuse may be experienced by an adult but are not exhaustive, as the individual circumstances of abuse will vary.

- Physical Abuse
- Psychological abuse
- Sexual Abuse
- Financial or material abuse
- Emotional Abuse
- Domestic Abuse
- Modern slavery
- Female Genital Mutilation
- Discriminatory abuse
- Neglect and acts of omission
- Self-neglect

RECOGNISING THE SIGNS OF ABUSE (CHILDREN AND YOUNG PEOPLE)

The NSPCC says that "Child abuse is when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual, or emotional and it can happen in person or online. It can also be a lack of love, care, and attention – this is neglect. Signs of abuse may come in the form of a complaint, or an expression of concern, in something a child says directly or indirectly or demonstrates through their behaviour or be noticeable in the way the child presents. Anyone working with young people needs to be able to recognise the signs.

These include a young person:

- being afraid of particular places or making excuses to avoid particular people.
- knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour.
- having angry outbursts or behaving aggressively towards others.
- becoming withdrawn or appearing anxious, clingy, or depressed.
- self-harming or having thoughts about suicide.
- showing changes in eating habits or developing eating disorders.
- regularly experiencing nightmares or sleep problems.
- regularly wetting the bed or soiling their clothes.
- running away or regularly going missing from home or care.
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a young person is being abused. There may well be other reasons for changes in a young person's behaviour such as a bereavement or relationship problems



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between parents or carers. If you have any concerns about a young person's wellbeing, you should report them following safeguarding and child protection procedures.

Everyone within The KFC Youth Foundation should understand what to do, and where to go locally to get help, support, and advice. It is vital that everyone within The KFC Youth Foundation is vigilant on behalf of those unable to protect themselves, including:

- Knowing about different types of abuse and neglect and their signs;
- Supporting children and young people to keep safe; or supporting adults to keep children and young people safe;
- Knowing who to tell about suspected abuse or neglect.

RESPONDING TO A DISCLOSURE

Sometimes a young person or adult will entrust you with personal information or you will have a concern about their safety or wellbeing. It's extremely important that you understand your role, including what to say and how to behave.

If someone shares information with you (either about themselves or someone else) you must follow this 5-step model: LISTEN, BELIEVE, AFFIRM, REFER and SUPPORT:

Listen carefully and **believe** that what is being said is correct.

Affirm to the person that you cannot keep it a secret. Explain that you may need to pass the information on to keep them, or other people, safe.

You **MUST refer** by sharing the report with the Safeguarding Officer, they will support you and tell you what to do.

Offer immediate **Support**, stay calm. Try not to show signs of anxiety or shock.

You should also:

- show you care, help them open up: Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.
- take your time, slow down: Respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
- show you understand, reflect back: Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.



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If a child tells you they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault.

Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

MAKING NOTES

It's important to keep accurate and detailed notes on any concerns you have about a child. You will need to share these with the nominated safeguarding officer.

Include:

- the child's details (name, age, address)
- what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
- any information the child has given you about the alleged abuser.

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. In all cases of alleged abuse, follow the procedure as below:

1. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the safeguarding officer.

Within the KFC Youth Foundation, those individuals are as follows:

NAME: Lauren Angus

ROLE: DSL

NUMBER: 07813446117

EMAIL: lauren.angus@kfcyf.org.uk

2. In the event that the DSL is not present at the activity, are unable to be contacted, or are implicated/involved in the report then the report should be made to Louise Norris (louise.norris@yum.com / 07837093381) who will inform the Safeguarding Trustee, or the appropriate person in the situation.



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3. Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Trustee, the absence of the Safeguarding Lead should not delay referral to Social Service or the Police.
4. The Safeguarding Lead is appointed by the Board of Trustees to act on their behalf in dealing with allegations of suspicions of neglect or abuse, including referring the matter on to the statutory authorities when required. The Board of Trustees will support the named Safeguarding Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a 'need to know' basis.
5. Following receipt of serious safeguarding concerns about a young person, or vulnerable adult, the Safeguarding Officer should contact:

Middlesbrough Social Work Services:

Middlesbrough Multi Agency Children's Hub – 01647 26004 /

MiddlesbroughMACH@middlesbrough.gov.uk

Middlesbrough LADO - Peter Storey 01642 726004 / middlesbrough@middlesbrough.gov.uk

Local Authority Designated Officer (ADO), Surrey County Council on 0300 123 1650 option 3 or LADO@surreycc.gcsx.gov.uk

MASH/ Surrey Safeguarding Children Partnership 0300 470 9100 or cspa@surreycc.gov.uk

If you think the individual is in immediate danger, contact the police on 999.

The Trustees will report serious incidents to the Charity Commission. For guidance on what constitutes a serious incident <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

PREVENTION OF ABUSE

Recruitment of Staff & Volunteers

It is important that a wide range of mechanisms and understood practises are in place surrounding the safe recruitment of staff and volunteers. This is an essential element in our safeguarding arrangements but also in best practice of managing and caring for those who work with us. Safer



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Recruitment practises will assist us in ensuring that we have the opportunity to prevent those we would not want to work with children and vulnerable adults from doing so at the earliest point.

The Foundation Manager, Louise Norris, (with oversight of the Board of Trustees) will ensure that all workers will be appointed, trained, supported and supervised in accordance with guidance on safer recruitment.

This includes aiming to ensure that:

There is an agreed Job Role/Description and person specification for all positions.

Those who express interest in working with the organisation are advised to express this directly to the Foundation Manager who will:

- Meet with the volunteer/staff member to ensure that they are a suitable candidate for the work;
- Ensure that a programme of ongoing review and supervision is in place, and that any necessary period of probation is communicated clearly;
- Roles, ethos and attitudes are focal points for all volunteers/ staff members wishing to engage with the work of the organisation;
- A suitable training programme (induction, safeguarding, and others) is identified and provided on an individual basis, and this training programme is subject to ongoing review;
- Qualifications, where relevant, have been verified;
- A DBS check has been conducted with all volunteers and staff who are assisting the project in a role of direct contact and care with children, young people or vulnerable adults on more than an occasional basis; and
- Volunteers/ staff members are given access to Safeguarding Policies and other important documents in order that they are kept up-to-date with relevant procedures.
-

GRANT MAKING

The KFC Youth Foundation will only support organisations which have adequate safeguarding policies and procedures in place to prevent harm and respond effectively if safeguarding issues do arise. We aim to ensure that safeguarding is integrated into our due diligence process and is monitored throughout the grant making process and partnerships. This includes:

- Asking questions relating to safeguarding at the grant application stage;
- Reviewing safeguarding policies for all Partner Organisations and prospective partners;
- Including a requirement to implement safeguarding policies and procedures within the Grant Agreement;
- Including a requirement to report serious safeguarding incidents to the KFC Youth Foundation within the Grant Agreement.
- Including a specific question on safeguarding regular reporting.



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- Monitoring safeguarding through Partner Organisation visits.

As part of the KFC Youth Foundation Grant Agreement, our Partner Organisations are required to notify the KFC Youth Foundation of:

- Allegations of harm, abuse or misconduct against staff or volunteers which has resulted in a referral to a relevant authority such as social services, the police or any regulatory body;
- Any serious breach or failure in safeguarding procedures or policies which may have put beneficiaries at risk and/ or has resulted in a referral to any regulatory body or relevant authority such as social services or the police; and/or
- Any allegations of harm, abuse or misconduct or breach or failure in safeguarding procedures or policies that are at risk of being picked up by the media.

Following a notification, the Safeguarding Lead will normally request to speak to the Charity Partner to better understand the issues and their response. We may also request copies of relevant policies and procedures to gain reassurance that appropriate safeguards are in place.

The Safeguarding Lead will inform the Trustees responsible for safeguarding by e-mail within 2 working days but they may be contacted sooner depending on the seriousness of the concern, to discuss the concern and the Partner Organisation's response. Where there are concerns that practice within a Partner Organisation is unsafe and may place Beneficiaries at risk, the Trustees may take the decision to suspend funding until the concerns are addressed to the satisfaction of the KFC Youth Foundation. If the Partner Organisation is unable or unwilling to sufficiently address concerns, the KFC Youth Foundation reserves the right to terminate funding.

SAFE PEOPLE & CODE OF CONDUCT

- Many Volunteers for the KFC Youth Foundation are employed by or contractors of KFC, not the KFC Youth Foundation, and are "on loan" from KFC. Therefore, the KFC Youth Foundation and its Volunteers are governed by the applicable recruitment procedures and employee policies of the applicable KFC entity which include equal opportunity, disciplinary, grievance, and whistle blowing policies.
- All Trustees, Volunteers and other representatives must read and sign that they comply with the Code of Conduct, signed copies of which will be retained by the Foundation Manager.
- Signed copies of the Code of Conduct will be obtained from agencies and other organisations paid to deliver services on behalf of the KFC Youth Foundation (e.g. communications, digital, creative or film partner agencies)
- If any Trustee, Volunteer or other representative of KFC Youth Foundation breaches the Code of Conduct it should be reported immediately to the Safeguarding Lead (or a line manager) who will follow the process previously outlined in this Safeguarding Policy.
- Breaches of the Code of Conduct may result in disciplinary action or termination of contracts. Where appropriate, the KFC Youth Foundation will make a referral to a relevant authority such as social services or the relevant policy or regulatory body.

VISITS



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Visiting and volunteering Foundation Projects and Partners is an important way to engage KFC restaurant teams and partners. However, these visits must not place any participants, Volunteers or Beneficiaries at risk, and safeguarding should be integrated into all visits, volunteering and other events with KFC Youth Foundation Projects and Partner Organisations.

Safeguarding measures include:

- Wherever possible, a representative of the KFC Youth Foundation will attend any visits to Projects and Partners arranged by the KFC Youth Foundation
- Where the visit cannot be accompanied, the KFC Youth Foundation Executive must be aware of and approve the visit in advance.
- When Volunteers are attending or with a Project or Partner the KFC Youth Foundation Executive must be aware of and approve the volunteering opportunities in advance.
- Ahead of a charity visit, volunteer opportunity or other activity all participants will be asked to sign the KFC Youth Foundation's Code of Conduct.
- Participants of a charity visit, volunteer opportunity or other activity should have identification or confirmation on Foundation letterhead that demonstrates they work for KFC or are affiliated with the KFC Youth Foundation.
- A verbal briefing will be provided prior to interactions with Young People and adults and participants must follow any guidelines laid out by the Project or Partner during the visit, volunteer opportunity or other activity.
- Any visitors, Volunteers or other representatives of KFC Youth Foundation must always be accompanied by Project staff when interacting with Beneficiaries.
- During a charity visit, volunteer opportunity or other activity participants will **not** take photos, films or recordings. Where images are required for communications, these will be requested from the Project or Partner and will only be used in accordance with the Project or Partners instructions.

PHOTOS AND COMMUNICATIONS

For safeguarding and data protection reasons, the KFC Youth Foundation will not take photos, films or Recordings of Beneficiaries during visits. Where photos, films or recordings are required for communications, these will be requested from the Partner Organisation and will only be used in accordance with the Partner Organisation's instructions.

Although these photos, films or recordings will have been obtained from the Partner Organisation, the KFC Youth Foundation will seek written confirmation that consent has been obtained from the individual to share the photo,

Film or recording for use by external organisations. The photograph consent form will explain how KFC Youth Foundation will use it (e.g. in communications with KFC UK&I, Instagram, KFC Youth Foundation website). To meet GDPR requirements it must also explain how KFC Youth Foundation will protect the participants' privacy, how long we will use the photos, films or recordings for and how a participant can withdraw their consent for KFC Youth Foundation to use them.

APPROVAL AND REVIEW

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The Safeguarding Policy was approved by KFC Youth Foundation's Board of Trustees on **XXX**. The framework will be reviewed annually, and any revisions submitted to the Board of Trustees for approval.

Annex 1

Definitions of Abuse

The recognised categories of abuse are:

Physical Abuse

Physical abuse happens when a young person is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning, or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Neglect

Neglect is not meeting a young person's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not:

- providing adequate food, clothing or shelter.
- supervising a young person or keeping them safe from harm or danger (including leaving them with unsuitable carers).
- making sure the young person receives appropriate health and/or dental care.
- making sure the young person receives a suitable education.
- meeting the young person's basic emotional needs – this is known as emotional neglect.

Neglect is the most common type of young person abuse. It often happens at the same time as other types of abuse.

Sexual Abuse

Sexual abuse is forcing or enticing a young person to take part in sexual activities. It doesn't necessarily involve violence and the young person may not be aware that what is happening is abuse. Sexual abuse can involve contact abuse and non-contact abuse. Contact abuse happens when the abuser makes physical contact with the young person. It includes:

- sexual touching of any part of the body whether the young person is wearing clothes or not.
- rape or penetration by putting an object or body part inside a young person's mouth, vagina or anus.
- forcing or encouraging a young person to take part in sexual activity.
- making a young person take their clothes off or touch someone else's genitals.

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- Non-contact abuse involves non-touching activities. It can happen online or in person and includes:
 - encouraging or forcing a young person to watch or hear sexual acts.
 - making a young person masturbate while others watch.
 - not taking proper measures to prevent a young person being exposed to sexual activities by others.
 - showing pornography to a young person.
 - making, viewing or distributing child abuse images.
 - allowing someone else to make, view or distribute child abuse images.
 - meeting a young person following online sexual grooming with the intent of abusing them.
- Online sexual abuse includes:
 - persuading or forcing a young person to send or post sexually explicit images of themselves, this is sometimes referred to as sexting.
 - persuading or forcing a young person to take part in sexual activities via a webcam or smartphone.
 - having sexual conversations with a young person by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped. Abusers will often try to build an emotional connection with a young person in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Harmful Sexual Behaviour

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

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HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards. HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other young people or adults.

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

Emotional Abuse

Emotional abuse involves:

- humiliating, putting down or regularly criticising a young person
- shouting at or threatening a young person or calling them names
- mocking a young person or making them perform degrading acts
- constantly blaming or scapegoating a young person for things which are not their fault
- trying to control a young person's life and not recognising their individuality
- not allowing a young person to have friends or develop socially
- pushing a young person too hard or not recognising their limitations
- manipulating a young person
- exposing a young person to distressing events or interaction
- persistently ignoring a young person
- being cold and emotionally unavailable during interactions with a young person
- not being positive or encouraging to a young person or praising their achievements and successes.

Domestic Abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Exposure to domestic abuse is child abuse. Young people can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Young people in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Bullying & Cyberbullying

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. Bullying includes:

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- verbal abuse, such as name calling
- non-verbal abuse, such as hand signs or glaring
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying. Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular young person
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Child Trafficking

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many young person are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children may be trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Young people who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

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Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a young person but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011). Child trafficking can also be organised by individuals and the children's own families.

Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a young person, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in

Female Genital Mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.

Psychological abuse

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse

Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.



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Neglect and acts of omission

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more.

Annex 2

Potential partners should fulfil the following basic criteria:

- Be a registered charity, a registered community interest company, an unincorporated club or association or an unregistered charity.
- Align with Foundation mission to empower young people in the UK to fulfil their potential and build a positive future.
- Be for the benefit young people aged 11-25 years old
- Support those in a position of social disadvantage (i.e. care leavers, those experiencing homelessness, young carers, young parents, refugees, young people at risk of or with experience of the criminal justice system)
- Support by providing spaces that allow young people to feel safe and secure, helping to unlock talent and build life skills, provide mentoring and improve their chances to gain meaningful employment.
- Have an annual income of no more than £400,000

Annex 3

Following nomination and meeting the basic criteria outlined above potential charity partners will be subject to due diligence.

They must be a reputable community partner:

- deliver services to one or more of our target groups
- have existed for at least 12 months at the time of submission
- have a signed constitution/ governing documents
- have a bank account in its own name which requires two unrelated signatories/ dual authorisation
- have an active board of trustees or directors.
- have a suitable safeguarding policy.



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Safeguarding Policy

KFC YOUTH FOUNDATION INCIDENT REPORTING FORM

Safeguarding incident or concern:

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the organisation's reporting protocols.

REFERENCE NUMBER

Name & role of person completing this form:

Programme name:

Date form is completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/carers details:

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of reportee:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns	

If responding to someone else's concerns, please provide their details below:

Name:



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Relationship to child, young person or adult at risk:

Email address:

Contact number:

Incident Details:

Date/ Time:	Group name (if applicable):
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Location of incident:

Description of the incident or concern: (continue on separate sheet if necessary & include reference number):
(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)

Details of any previous concerns, incidents or relevant safeguarding records:

Child, young person or adult at risk account of the incident or concern: *(use their own words)*

Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*



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Details of any witnesses:		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
Outcome of incident & immediate actions taken: (tick box where relevant)		
Ambulance required? Y/N Name of hospital / medical facility attended if applicable: Police/fire/rescue services attended? Y/N Notes:	First aid treatment provided: and by whom	Medication given:



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Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?
Signed By Author:	Name:	Date:

Reporting to the Designated Safeguarding Officer (DSO) section: (to be completed by DSO)

Date & time DSO notified of incident/concern:

Date & time this form passed on to DSO (if different from above):

DSO comments: (actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):

External agency referral:

Social services notified? Y/N	LADO notified? Y/N	Other referral made? Y/N
Date & time of referral:	Date & time of referral:	Agency:
Name of contact person:	Name of contact person:	Date & time of referral:
Contact number / email:	Contact number / email:	Name of contact person:
		Contact number / email:



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Agreed action or advice given:	Agreed action or advice given:	Agreed action or advice given:
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Signed By DSO:	Name:	Date:
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For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:

This form should now be given to the Designated Safeguarding Officer by hand or email to lauren.angus@kfcyf.org.uk marked Private and Confidential. If emailed, once confirmation of the receipt of the email has been acknowledged by the DSO, the physical form should be destroyed.