



KFC Youth Foundation Middlesbrough Safeguarding Policy

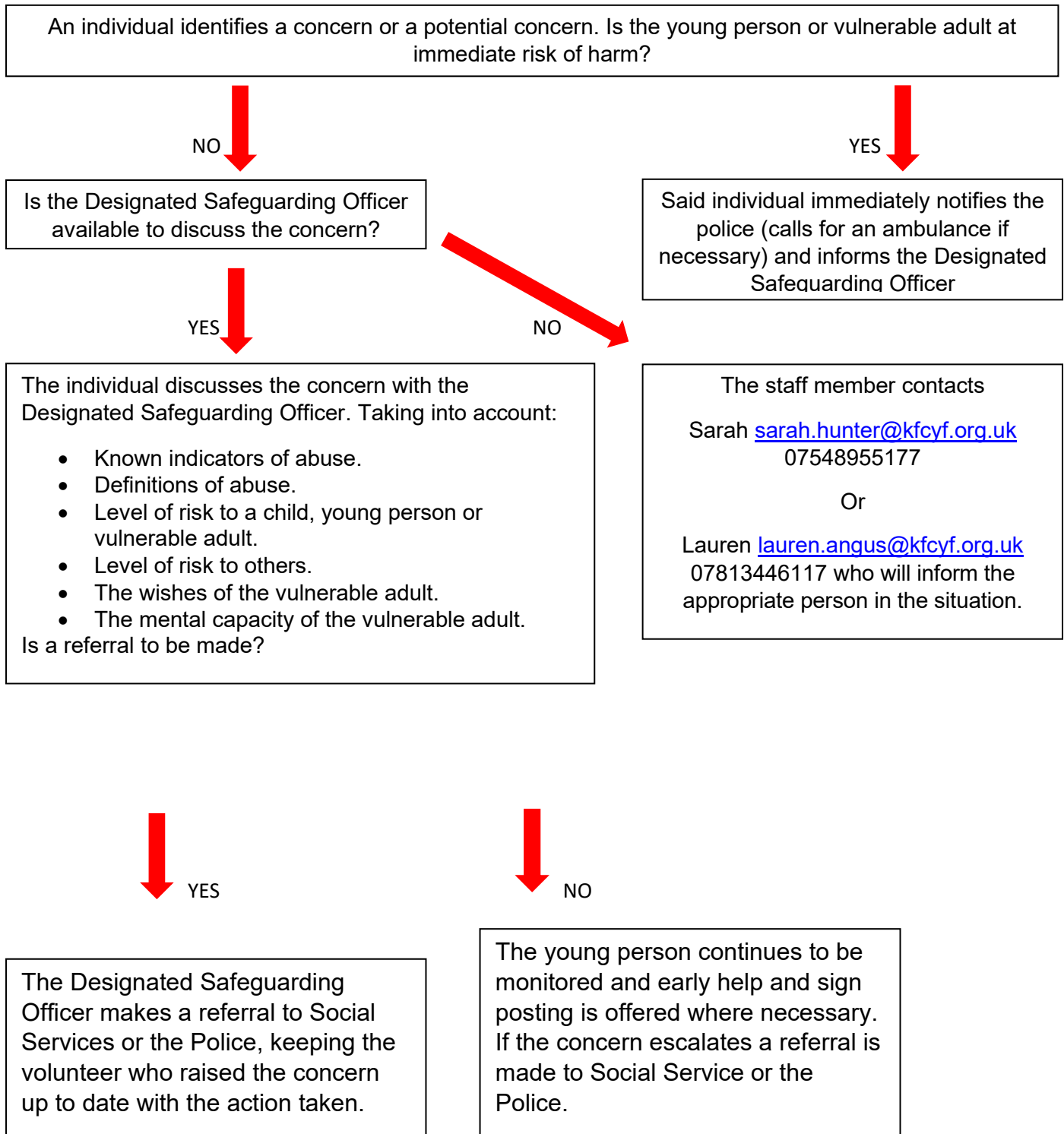
**KFC Youth Foundation
Middlesbrough Safeguarding Policy
January 2025**

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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; safe spaces and employing youth workers that allow young people who most need it, to feel 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 the Youth Hub; 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.
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.
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.
Designated Safeguarding Officer:	Sarah Hunter sarah.hunter@kfcyf.org.uk
Designated Safeguarding Lead:	Lauren Angus Lauren.angus@kfcyf.org.uk
Trustees:	The KFC Youth Foundation charity Board of Trustees



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Volunteer	A person who is freely offering to undertake a task(s) and representing the KFC Youth Foundation on behalf of the youth hub.
Young Person:	Anyone under the age of 25, as this is the age range supported by KFC Youth Foundation

ACCOUNTABILITY AND SAFEGUARDING RESPONSIBILITY

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 and is updated annually, or sooner if necessary, 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 anyone employed or volunteering with the KFC Youth Foundation has been through appropriate Due Diligence in order to safeguard children, young people, and adults in the community.

To help ensure the day-to-day fulfilment of safeguarding obligations, the Trustees have appointed a Designated Safeguarding Lead 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 quarterly Trustee meetings which will include a verbal review of all safeguarding cases by the Designated Safeguarding Lead, 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

- the welfare of children and young people 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 and young people, 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 and young people 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 and young people who are additionally vulnerable safe from abuse.

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

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- valuing, listening to and respecting them.
- appointing a nominated child protection lead for children and young people, a deputy 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, young people 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.

All members of staff 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 refreshed at least every three years.

RELATIONSHIPS OF TRUST

The power and influence a member of staff or someone in a leadership role has over someone attending a group activity cannot be underestimated. Therefore, staff are expected to act within appropriate boundaries with young people, in relation to all forms of communication. Staff should be mindful of any physical contact and should not have intimate or sexual relationships with young people.

“It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people.” (Sexual Offences Act 2003).

SUPERVISION RATIOS

Youth work organisations must ensure that an assessment is made, specific to the programme to ascertain staffing requirements, which will enable effective supervision of young people and



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effectively manage the associated risks.

The national guidance states that the level of supervision should take account of:

- The age and ability of the young people.
- The activity being undertaken.
- Children's growing independence.
- Children's need for privacy.
- The geography of the facility being used.
- The Risk Assessment.

GUIDELINES OF PARTICIPATION CONSENT

Consent to participate in an activity led by anyone at the Youth Hub should be obtained and processed before the event through a Participation Consent Form. Any young person under the age of 18 should have consent from a parent or guardian. If this is not possible, seek advice from the Designated Safeguarding Officer. Any exceptions should be recorded in the Risk Assessment. Information provided on for the consent of the activity will not be kept longer than necessary.

GUIDELINES ON YOUNG PEOPLE AND USE OF THE INTERNET AND E-SAFETY

The Internet is significant in the distribution of indecent photographs/pseudo photographs of children and young people. Adults often use the Internet to establish contact with young people to "groom" them for inappropriate or abusive relationships.

When a worker or volunteer is discovered to have placed child pornography on the internet, or accessed child pornography, the police will normally consider whether that individual might also be involved in the active abuse of young people. In particular, the individual's access to young people should be considered.

Any project that provides service users with direct access to the Internet must have protocols in place to ensure safe use. Many websites contain offensive, obscene or indecent material such as:

- Sexually explicit images and related material
- Advocating of illegal activities
- Advocating intolerance for others

Staff authorised to use the internet must not download pornographic or any other unsuitable material on to their technical equipment or distribute such material to others. In addition, users must not upload any material to the internet that could be considered inappropriate, offensive or disrespectful of others.

Disciplinary action will be taken against staff in breach of this policy. Where this is done unintentionally, the user must exit the website and/or delete all material immediately. Breach of this will be treated as gross misconduct. Where exemption is required, because of the nature of the work of the member of staff, written permission must be given in advance with the Foundation Manager.



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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.

The following list show 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

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- 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 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.



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VULNERABLE YOUNG PEOPLE

The KFC Youth Foundation has a responsibility to be aware that some children and young people who take part in our activities may experience difficulties that adversely affect their lives at home and/or within their lives outside of the organisation and therefore be at risk of harm.

The following list show some of the ways in which young people may be at increased risk of harm:

- Children and young people with a disability (disability can take many forms including):
 - Physical disability
 - Sensory disability
 - Learning disability
- Children and young people at risk of sexual exploitation (CSE)
- Young Carers
- Children and young people affected by gang affiliation
- Children and young people missing education
- Young people who are homeless
- Children and young people who are experiencing domestic abuse
- Children and young people whose parents/carers misuse substances
- Children and young people whose parents/carers have learning disabilities
- Children and young people whose parents/carers have a mental illness
- Unaccompanied asylum seeking and refugee children.

These categories are defined in Appendix 2

Any concerns relating to particularly vulnerable children and young people must be raised with the Designated Safeguarding Officer as soon as possible. Do not make assumptions that another agency or local authority provision is already managing this because the young person is already known to them.

Data Protection and management of confidential information

The KFC Youth Foundation is committed to the safe and secure management of confidential information. All personnel information, including volunteer information, is stored securely and can only be accessed by those that require it to carry out their role. Only relevant information is stored and this is regularly reviewed and outdated information destroyed appropriately. The KFC Youth Foundation is also committed to the rights of children and young people to confidentiality. However, where a worker feels that the information disclosed by a child or young people should be referred to their line manager for investigation by an appropriate agency, the young person should be told that confidentiality cannot be kept.

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.



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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 Designated 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.

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 Designated 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:



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1. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Designated Safeguarding Officer.

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

NAME: Sarah Hunter

ROLE: KFC Youth Foundation Hub Manager

NUMBER: 07548955177

EMAIL: sarah.hunter@kfcyf.org.uk

2. In the event that the Designated Safeguarding Officer 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 Lauren Angus (lauren.angus@kfcyf.org.uk) or Louise Norris (louise.norris@yum.com) who will inform the Designated Safeguarding Lead, or the appropriate person in the situation.

3. Whilst allegations or suspicions of abuse will normally be reported to the Designated Safeguarding Officer, the absence of the Designated Safeguarding Officer should not delay referral to Social Services or the Police.

4. The Designated 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 Designated 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

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



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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>

IF AN ALLEGATION IS MADE AGAINST A STAFF MEMBER

Any concerns involving the inappropriate behaviour of a staff member towards a young person will be taken seriously and investigated. The LADO will be informed where the incident occurred. The situation will be explained to the staff member (if deemed appropriate) who is at the centre of the allegation. They may be asked to cease working on a temporary basis until the matter is formally resolved, and after investigation this could lead to dismissal and further action being taken against the member of staff. This will be reviewed on a case-by-case basis. Support will be provided for the person who the allegation has been made against.

IF AN ALLEGATION IS MADE ABOUT THE DESIGNATED SAFEGUARDING OFFICER

Any concerns involving the DSO directly should be reported to Lauren Angus (lauren.angus@kfcyf.org.uk) or Louise Norris (louise.norris@yum.com). It is important that all staff are aware of the KFC Youth Foundation's staff reporting structure.

MALICIOUS ALLEGATIONS

An allegation may be classified as malicious. Care should be taken in dealing with such an outcome, as some facts may not be wholly untrue. Some parts of an allegation may have been fabricated or exaggerated but elements may be based on truth. Where a preliminary enquiry / investigation was undertaken and the allegations were deemed to be **malicious**, a record should be made stating that:

- An allegation was made (but not what the allegation was).
- Date the allegation was made.
- The allegation was fully investigated.

The outcome was that it was found to be malicious or unsubstantiated and that no further action was taken.

Please refer to LADO guidelines for classifications of outcomes following investigations.

WHISTLEBLOWING

Whistleblowing is the process whereby an employee raises a concern about malpractice, wrongdoing, risk, or illegal proceedings, which harms or creates a risk of harm to the people who use the service, employees, or the wider community.

Whistleblowing is not the same as making a complaint or raising a grievance. Whistleblowing is different because it involves a situation where an employee raises a concern about some form of malpractice that they have witnessed in their workplace.

A whistleblowing concern is when a person witnesses an issue or risk that affects someone other than themselves. A young person maybe directly affected by an act or decision within their organisation or that the organisation has a safeguarding issue which is not being addressed

This policy should be read in conjunction with the KFC Youth Foundation's Whistleblowing Policy.



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

This policy should be ready in conjunction with the Safer Recruitment Policy.

SAFE PEOPLE & CODE OF CONDUCT

Youth services would not exist without the thousands of staff and volunteers who deliver provision. There are many different roles to play in delivering quality services for young people and ensuring we encourage individuals that are suitable to work with young people is essential. Getting the right people in place is key to well organised and quality services delivered in a safe and supportive environment.

Safe recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. Safe recruitment procedures should be adopted and applied consistently when appointing a staff member, associate or volunteer. Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

- 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 Designated 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

Visiting and volunteering Foundation Projects and Partners is an important way to engage our 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 in relation to the Youth Hub or partner visits.



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Safeguarding measures include:

- Wherever possible, a representative of the KFC Youth Foundation will attend any visits to the Youth Hub and Partners arranged by the KFC Youth Foundation
- Where the visit cannot be accompanied, the KFC Youth Foundation Administrator must be aware of and approve the visit in advance.
- When Volunteers are attending the Youth Hub or Partner the KFC Youth Foundation Administrator 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 Youth Hub 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 Hub 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 Hub or Partner and will only be used in accordance with the Hub 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 Foundation Manager.

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 the KFC Youth Foundation will use it (e.g. in communications with KFC UK&I, Instagram, KFC Foundation website). To meet GDPR requirements it must also explain how the 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.

If any material is going to be shared wider than, then consent needs to be obtained. Any young person under the age of 18 should have consent from a parent or guardian. Material will be kept no longer than two years and young people can withdraw consent at any time.

APPROVAL AND REVIEW

The Safeguarding Policy was approved by KFC Youth Foundation's Board of Trustees in January 2025.

The framework will be reviewed annually, and any revisions submitted to the Board of Trustees for approval.

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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.
- 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.

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- 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.

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).



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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:

- 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:

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- 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 people 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.

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.



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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.

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

Particularly vulnerable young people could include:

- Children and young people with a disability (disability can take many forms including)
 - Physical disability

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- Sensory disability
- Learning disability

Research indicates children and young people with a disability are more likely to be abused than non-disabled children. They may find it more difficult to recognise abuse. Disclosing abuse is difficult for any child; for a child with disabilities, it may be especially difficult, for the following reasons:

- their life experience may be limited, therefore struggle to recognise inappropriate behaviour
- communication difficulties can make it hard to report abuse
- they may not be able physically to leave an abusive situation
- they receive intimate physical care and, therefore, the abuse may seem 'normal'
- their self-esteem and self-image are poor
- they may not be aware of how or to whom they can report abuse

Children and young people at risk of sexual exploitation (CSE)

Young people at risk of, or engaged in, sexual exploitation may not see themselves as victims. Workers need to be aware of young people who may be at risk. The sexual exploitation of children and young people is defined in government guidance documents (2017) as follows:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Often the exploitative situation includes contexts and relationships where young people receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised by the child's limited availability of choice, resulting from their social/economic and/or emotional vulnerability.

There are strong links between children who go missing and the internal trafficking, between towns, of young people for the purposes of sexual exploitation. Children and young people from loving and supportive families can be at risk of exploitation and workers must be careful not to stereotype specific groups of children as potential victims.

Young Carers

A young carer is a child or young person whose life is restricted by the need to take responsibility for another person. The person might be a parent, a brother or sister, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care, support or supervision. Young carers can become isolated, with no relief from the pressures at home, and no chance to

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enjoy a normal childhood. They are often afraid to ask for help as they fear letting the family down or being taken into care. Everyone should be aware of the needs of a young carer and be able to offer support and/or signpost him/her to a charity specifically for young carers. If their needs are more serious or urgent these concerns must be shared with the Designated Person for Safeguarding within the organisation.

Children and young people affected by gang activity

Young people who become involved in gangs are at risk of violent crime and are, therefore, deemed vulnerable and in need of safeguarding. The nature and characteristics of gangs vary but generally:

- are predominantly young males
- begin offending early and have extensive criminal histories
- are often territorially based or linked to a particular religion or culture
- deal in drugs as a way to make money

Girls tend to be less willing than boys to identify themselves as gang members but are often drawn into male gangs as girlfriends of existing members. They (and sisters of gang members) are at particular risk of being sexually exploited or abused, but this risk can also affect male gang members. Youth workers have a responsibility to safeguard and promote the welfare of these young people and to prevent further harm both to themselves and to other potential victims. As the young person may be both a victim and a perpetrator, it is vital that workers recognise their needs and provide support.

Children and young people missing education

The law requires all children and young people between the ages of 5 and 16 to be in full time education. Children and young people who are not attending school or not being home-educated may be particularly vulnerable. The local authority's Children's Services will be keen to be informed if you know about children and young people who are not either in school or receiving education at home, or if you have any concerns about children or young people who have gone missing from your area or neighbourhood, so that they can make sure that they are safe and that they receive an appropriate education. Raise your concerns with the Designated Safeguarding Officer within the organisation, who can then make a referral.

Young people who are homeless

Homeless young people are not just those who are sleeping on the streets. Young people may be 'sofa surfing', staying on the floors and sofas of friends or family, in temporary hostel or bed and breakfast accommodation or in unsuitable or unsafe accommodation. There are many reasons why young people are homeless but, whatever the reason, insecure housing is likely to have a debilitating impact on their lives and increase their vulnerability.

Children and young people who are experiencing domestic abuse

In a house where domestic abuse occurs, the children and young people are being abused too. Children and young people may be aware of the abuse of a parent, through hearing or seeing incidents of physical violence or verbal abuse. They may also continue to witness and/or hear abuse during post- separation contact visits.

Research shows the risks of children and young people being directly physically or sexually abused are markedly increased, in homes where domestic violence occurs. The impact on such children and young people may be demonstrated through aggression, anti-social behaviour, anxiety or depression.

Children and young people whose parents/carers misuse substances

Although there are some parents/carers who are able to care for and safeguard their children despite their dependence on drugs or alcohol, parental substance misuse can cause significant harm to children at all stages

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of their development. Where a parent has enduring and/or severe substance misuse problems, the children in the household are likely to be at risk of, or experiencing, significant harm primarily through emotional abuse or neglect. The child or young person's daily life may revolve around the parent's/carer's substance misuse and they may be assuming inappropriate responsibilities within the home.

Children and young people whose parents/carers have learning disabilities

Parental learning difficulties do not necessarily have an adverse impact on a child's developmental needs. But, where it is known parents/carers do have learning disabilities, workers should be particularly aware of the developmental, social and emotional needs of the children and young people in the family.

Risk of harm to well-being could be:

- a child having caring responsibilities inappropriate to their age, such as looking after siblings
- a child experiencing neglect
- a child with a mother with learning disabilities, who may be targeted by men to gain access to children, for the purpose of sexually abusing them must also recognise that parents/carers with learning difficulties may need to have information about programmes and activities explained to them verbally and may need support when forms need to be completed.

Children and young people whose parents/carers have a mental illness

Parental mental illness does not necessarily have an adverse impact on a child or young person's care and developmental needs. However, a studies show the chance of child death through abuse or neglect where parental mental illness is present, is greatly increased. In a household where a parent has enduring and/or severe mental ill-health, children are more likely to be at risk of, or experiencing, significant harm.

Risk of harm to well-being could be:

- parental aggression or rejection
- having caring responsibilities inappropriate to his/her age
- witnessing disturbing behaviour arising from the mental illness (e.g. self harm,
- suicide, uninhibited behaviour, violence)
- being neglected physically and/or emotionally by an unwell parent

Unaccompanied asylum seeking and refugee children

Children who have come to the UK without parents or relatives, are some of the most vulnerable children in our society. They are alone in an unfamiliar country, at the end of what has most likely been a long, perilous and traumatic journey. They may have experienced exploitation or persecution in their home country, or on their journey to the UK. Some may have been trafficked, and many more are at risk of being trafficked or being exploited in other ways, some of which are covered here, such as becoming homeless, becoming involved in gang activity and being out of education. Such children and young people should be living in foster care or supported

accommodation. Asylum seeking children also have a greater risk of going missing or experiencing mental health issues. Reasons for this could be:

- difficulties in communication
- frustration at not understanding the asylum seeking process and not feeling believed/supported
- worries for family members that they may have lost touch with since leaving their country/during the journey to the UK
- exploitation by the traffickers, who they may now owe money to



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- post-traumatic stress disorder
- isolation and loneliness

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:



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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:		
Relationship to child, young person or adult at risk:		
Email address:		
Contact number:		



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Incident Details:

Date/ Time:	Group name (if applicable):
Location of incident:	
Description of the incident or concern: (continue on separate sheet if necessary & include reference number): <i>(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)</i>	
Details of any previous concerns, incidents or relevant safeguarding records:	



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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)*

Details of any witnesses:



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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:
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Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:		
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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:
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Outcome of incident & immediate actions taken: (tick box where relevant)



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<p>Ambulance required? Y/N</p> <p>Name of hospital / medical facility attended if applicable:</p> <p>Police/fire/rescue services attended? Y/N</p> <p>Notes:</p>	<p>First aid treatment provided: and by whom</p> 	<p>Medication given:</p>
<p>Any resulting change of plans or disruption to the programme, if applicable:</p> 	<p>Disciplinary procedures enacted:</p> 	<p>Were any immediate changes to risk management procedures made?</p>
<p>Signed By Author:</p>	<p>Name:</p>	<p>Date:</p>

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



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Date & time DSO notified of incident/concern:		
Date & time this form passed on to DSO (if different from above):		
DSO comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):</i>		
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:	



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Agreed action or advice given:	Agreed action or advice given:	Name of contact person:
		Contact number / email:
		Agreed action or advice given:

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 sarah.hunter@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.