



# Safeguarding Policy

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Organisation	Ygam
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## 1. Introduction

Ygam are committed to safeguarding and ensuring the safety and protection of children and young people. Ygam believe that safeguarding is everyone's responsibility and that all children and young people have a right to be protected from abuse of any kind. This policy manages three principle safeguarding risks;

- (i) Risks to young people who may be affected by gaming and gambling-related harm and
- (ii) Risks to young people from Ygam employees or volunteers which wish to cause young people harm.
- (iii) Risks to young people from outside of Ygam which may be observed by or reported to a Ygam employee or volunteer during or after a workshop

### 1.1 Terminology

When referring to safeguarding, a **'child or young person'** is defined as anyone up to their 18<sup>th</sup> birthday (Children's Act 1989).

**'Adults at risk'** are also recognised within the safeguarding policy and this terminology has replaced the previously used term of 'vulnerable adults' with a preference to referring to the circumstances that a person finds themselves in rather than the characteristics of the person experiencing harm (Care Act 2014).

**Safeguarding** is the action that is taken to promote the welfare of children and adults at risk, protecting them from harm, living safely and free from abuse and neglect. Effective safeguarding prevents the risks and negative experiences, ensuring that wellbeing is promoted, and circumstances are consistent with the provision of safe and effective care.

## 2. Policy Statement

Ygam has a statutory and moral duty to ensure that we function with a view to safeguarding and promoting the welfare of children, young people and adults at risk receiving education and training.

Ygam is committed to ensuring that it:

- provides appropriate safety and protection of children and young people whilst in the supervision of YGAM employees and volunteers
- allows all employees and volunteers to make informed and confident responses to any safeguarding issues
- identifies and reports any cases of children and young people who are suffering, or likely to suffer any significant harm
- In pursuit of these aims, the organisation will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people learning.
- Aiding the identification of children and young people at risk of significant harm, and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
- The safe recruitment of staff and on-going training.

In developing the policies and procedures, the Board of Trustees will consult with, and take account of, guidance issued by;

- Department for Children Schools and Families (DCSF)
- National Institute of Adult and Continuing Education (NIACE)
- The Protection of Freedoms Act 2012
- The Children Act 1989 & 2004.
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2022
- The Care Act 2014
- Mental Capacity Act (MCA) 2005
- Any other relevant bodies and groups identified by the board

All staff working with children, young adults and vulnerable adults will receive training adequate to familiarise themselves with child protection issues and the professional responsibilities, roles and duties to follow which are outlined within the policy and procedures. Updated training will be required within a three-year period, or earlier as need is identified and judged appropriate. An Annual Safeguarding Report will be presented to the Board of Trustees by the director.

### 3. Scope

3.1 The scope of this policy includes:

- All staff (employees and consultants), volunteers and trustees.
- Young people both directly involved in the Ygam peer education programme and indirectly in the universities in which Ygam works

3.2 Programmes undertaken by Ygam include but are not limited to:

- National Education Programme
- Safer Gambling
- Mindful Resilience
- Preventing Gambling Harm in Diverse Communities
- Student and University Engagement
- Parental Engagement

3.3 Locations include:

- Online

- Face to face. Where Face to face delivery occurs these will be delivered in Educational/Partner organisations.
- In either location, Ygam staff should not be working alone with CYP without prior agreement from line management or for any non-operational reason.

### 3.4 Partners

YGAM will undertake due diligence prior to any partnership agreements, where partners will be expected to confirm they have their own safeguarding policies and procedures in place. YGAM do not take responsibility for the currency and relevancy of the content within these documents, but may ask to see examples of risk assessments as part of the due diligence process.

## 4. Values and principle risk

Ygam recognises that all young people have the right to freedom from harm and will ensure that the welfare and safety of the young person is of paramount importance. Ygam staff and volunteers will not investigate any issues that relate to safeguarding but will always refer the matter to professionals and partner organisations who hold responsibility for the CYP within their care

The organisation recognises the highest risk to safeguarding within Ygam's work will be from those young people who may be experiencing gambling-related harm. Ygam staff and volunteers will refer the young person to professionals for help at the earliest opportunity and inform the Safeguarding Team

## 5. Recruitment, vetting and training

The organisation recognises the importance of safe recruitment particularly in roles for those who will come into contact with children and young people. All reasonable steps are taken to ensure that unsuitable individuals are prevented from working or volunteering within Ygam as follows:

- All prospective staff and volunteers must be vetted through the Disclosure & Barring Service (DBS) and undergo an Enhanced disclosure where appropriate.
- Any potential member of staff or volunteers with offences against young people or adults at risk will not be confirmed in post.
- For any other offences or convictions, recruitment will refer to Handling of DBS Certificate Information policy and will be reviewed on a case-by-case basis
- All prospective staff and volunteers must allow Ygam to contact two independent referees and two written references must be provided, on official headed paper. Authenticity of the reference must also be validated by speaking to the person who wrote the reference and calling the telephone number as listed on the headed paper
- All prospective staff will undergo a probationary period as specified in their job description
- Staff and volunteers are required to inform their line manager / HR of any changes to circumstances which may affect their involvement with Ygam. Ygam will carry out an annual review of DBS information

- Regular updates to DBS checks will be undertaken in line with Ygam policy

During the induction process, all staff who encounter children and young people as part of their role, will have mandatory in-house training on recognising and reporting concerns in respect of safeguarding. Employees will also have access to this policy and procedures and must confirm with their line manager that they have read and agreed the contents. Staff will be required to complete the refresher safeguarding course annually, with further in-house training as appropriate.

Ygam will undertake due diligence prior to any partnership agreements, where partners will be expected to confirm they have their own recruitment and vetting policies and procedures in place. There is an expectation of reasonable information sharing between partners should a safeguarding disclosure or incident occur where Ygam are not the primary care holders. Please refer to MOU for specific details.

## 6. Safeguarding structure within Ygam

The implementation of this policy is mandatory across the full scope of the work of Ygam, specific responsibilities are outlined below. All staff, as part of their contract, are expected to operate within codes of conduct outlined within the various policies that support the work of Ygam. Any behaviour by a member of staff that contravenes the terms of the Safeguarding Policy may be considered for disciplinary action which in turn may lead to dismissal.

All members of the safeguarding team as per below will be responsible for reviewing the policies and procedures on an annual basis, with risk assessments reviewed quarterly, making any relevant updates and changes.

- *Designated Safeguarding Lead (DSL)*

The DSL role is to provide support to employees and volunteers regarding safeguarding matters, ensure that they are recorded correctly and to report any issues deemed necessary to the Senior DSL's. To implement in-house training on a regular basis to ensure that all staff have confidence in knowing the safeguarding procedures within Ygam.

- *Senior Designated Safeguarding Lead (Senior DSL)*

The Senior DSL role is to assist and support the DSL and to decide the appropriate action to be taken should matters need escalating to an SLT level. Ensures that the DSL is in place and that all staff and volunteers know the safeguarding structure, procedures and policies within Ygam, and that relevant training is undertaken.

- *Board Designated Safeguarding Lead (Board DSL)*

The Board DSL role is to provide oversight and accountability for policies and procedures, by a designated person on behalf of the trustees. They ensure that safeguarding is embedded at all levels of the charity and considered with all new projects and programmes.

## 7. Guidance for effective safeguarding procedures

### 7.1 *Recognise:*

Safeguarding is everyone's responsibility and it is important that any employee or volunteer of Ygam is trained as outlined above, to feel confident in recognising key signs of safeguarding matters.

### 7.2 *Respond:*

Where a safeguarding concern is either observed or brought to the attention of a Ygam employee or volunteer, the individual should not investigate whether or not they believe the young person to be at risk, but that they raise the matter to the DSL.

### 7.3 *Report:*

Any safeguarding concerns, or matters of uncertainty around safeguarding should be discussed initially with the DSL for advice and guidance. Should it be deemed necessary, then the DSL will further report this to the Senior DSL / Board DSL for action. It is recognised that most safeguarding concerns will be reported within an education or youth work setting, whereby Ygam are not the primary care giver, therefore the matter should be reported to both the education / youth work DSL and Ygam's DSL. In this situation, the school / youth work setting would be the safeguarding lead but it should be reported to Ygam's DSL for auditing purposes.

### 7.4 *Record:*

All safeguarding concerns raised by employees and volunteers at Ygam must be recorded using the JOT form. In accordance with GDPR, all data containing personal information should be only for the purpose in which they are held, in this circumstance for safeguarding. They must be accurate and up to date and they should only be kept for as long as is necessary. After this period the records must be destroyed.

Safeguarding concerns regarding employees or volunteers should be retained for 10 years following the concern, or until retirement age, so as to provide information for future reference requests. Safeguarding concerns regarding a child, young person or adult at risk who has engaged with YGAM should be until the individual is 25 years old. However if this is less than 6 years then records will be kept for 6 years.

### 7.5 *Refer:*

The responsibility of employees and volunteers of Ygam is to follow the outlined process above, however should the safeguarding concern be believed that a child or young person is in immediate danger to themselves or others, they should call 999. Other referrals such as LADO / social services / healthcare should be made by the DSL or Senior / Board DSL where necessary.

When making a referral every effort will be made to ensure confidentiality is maintained for all concerned and any information that is shared will be done so on a strictly need to know basis. Under the GDPR and Data Protection Act 2018 information relating to safeguarding may be shared, without consent if, in the individual's judgement, there is a lawful basis to do so, such as where safety may be at risk.

## 8. Safeguarding best practice

### 8.1 Working directly with young people under 18

If a staff member is required to work with someone under the age of 18 they should ensure one or more of the following measures are put in place:

- The young person is accompanied by a responsible person with duty of care for their organisation
- If no such responsible person is available prior agreement must be documented from a person with duty of care responsibilities, the young person themselves, Ygam Line management and the session must be recorded, with the recording stored on onedrive and used in line with agreed parameters.
- No member of staff should find themselves in an unaccompanied 121 scenario when face to face with anyone under the age of 18. In this instance they must take steps to ensure they are in a public space or are accompanied by a person with Duty of Care responsibilities for the young person.
- In the event of live streamed events all participants must receive a briefing on the scope of conversation, expectations on behaviour and immediate actions should issues arise. No live streamed events should be conducted publicly without prior agreement of all parties.

### 8.2 What to do if a young person raises a general safeguarding concern

The following are guidelines on immediate action to be taken following a report harm:

- React calmly.
- Re-assure the young person that you are glad they have told you, and it is not their fault.
- Don't promise to keep it to yourself, at the earliest opportunity remind young person that you will have to pass this information on to somebody trusted to deal with it appropriately (normally the Ygam Safeguarding Officer).
- Allow the young person to explain how they feel.
- It is important to clarify what you have heard, and to establish the basic facts. However, avoid leading questions and do not ask the young person specific questions about explicit details.
- If possible, make brief notes during the initial disclosure, explaining to the young person why you are doing this. If not possible to do at the time, make notes as soon as possible afterwards.
- Talk to the young person about GamCare and the national problem gambling helpline and provide information on how to access their services

### 8.3 Reporting an Issue of Concern in relation to a Young Person

Document the issue, information should include:

- The nature of the disclosure (i.e. self-harm, potential suicide).
- A description of any visible injury.



- Dates and times and any other factual information (being careful to distinguish between fact, opinion or hearsay).

Staff or volunteers should not attempt to investigate any disclosure, suspicion or allegation beyond the gathering of information as outlined above.

Inform the Safeguarding Officer immediately of the conversation by calling the mobile number as below. If the Safeguarding Officer is unavailable, call the Chief Executive Officer or the Chair of the Board of Trustees.

#### **8.4 Reporting a Safeguarding Concern involving a Member of Staff or Volunteer**

In the unlikely event that a young person reports inappropriate behaviour towards them from a member of staff, it is important that it is raised immediately with the Chief Executive Officer, who will inform the Board of Trustees and take appropriate action.

If the allegation concerns the Chief Executive Officer, then the Chair of the Board of Trustees must be notified immediately.

If the allegation concerns the Chair of the Board of Trustees, then the Chief Executive Officer must be notified immediately.

#### **8.5 Support for employees**

The charity recognises that observing or hearing about someone experiencing abuse can be upsetting. Any employee or volunteer who is involved with a safeguarding concern is encouraged to speak with their line manager for support.

#### **Contact details**

- Designated Safeguarding Lead:  
Sacha Kent – 07949389120, (email): [sachakent@ygam.org](mailto:sachakent@ygam.org)
- Senior Designated Safeguarding Lead:  
Linda Scollins Smith – 07944 447752, (email): [linda@ygam.org](mailto:linda@ygam.org)
- Board Designated Safeguarding Lead:  
Jane Rigbye – 07722 577656, (email): [janerigbye@ygam.org](mailto:janerigbye@ygam.org)