



Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

SAFEGUARDING POLICY

Policy statement

Fun 4 Young People (F4YP) is committed to promoting best practice, ensuring that children and vulnerable adults accessing our service are safeguarded from harm and abuse. Where harm or abuse is recognised or suspected, F4YP expects staff and volunteers to respond and refer in accordance with this policy and operational procedures. F4YP adopts procedures defined by Bedfordshire Safeguarding Adults and Children’s Boards and statutory legislation to ensure that its own policies and practices are effective - both in terms of preventing abuse and to ensure that cases of alleged/suspected abuse are reported promptly.

In line with the Working Together to Safeguard Children 2023, F4YP seeks to underpin safeguarding practice with the following safeguarding principles:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Providing help and support to meet the needs of children as soon as problems
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing impairment of children’s mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework.

Scope

This policy applies to: -

- All personnel this includes employees, casual and sessional contractors, volunteers and trustees, as well as all other persons supporting, providing, or delivering services for or on behalf of F4YP
- Parent/carer/guardian and service users.

Abuse can take place in any setting and be perpetrated by anyone. Safeguarding is everyone’s business.

Key safeguarding practices

- Vulnerable adults (over 18) - to adhere to the Bedford Borough, Luton Borough and Central Bedfordshire Multi Agency Adult Safeguarding Policy, Practices and Procedures.
- Children (under 18) - to adhere to the Bedford Borough, Central Bedfordshire and Luton Local Safeguarding Children Board’s Inter-Agency Procedures for managing allegations and concerns regarding children and young people.
- To maintain safer recruitment procedures in line with statutory guidance, including:
 - Enhanced Disclosure and Barring Service (DBS) checks with barred list information where appropriate
 - Verification of identity and right to work in the UK
 - Two satisfactory references obtained prior to appointment
 - Relevant prohibition, Section 128 or other regulatory checks where applicable
 - Ongoing suitability declarations for staff in regulated activity

Code: 1.1.1	Date: January 2026	Next Review: January 2027
F4YP © UNCONTROLLED IF COPIED OR PRINTED		Page 1 of 10



Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

- Ensure that all staff and volunteers undertake LSCB safeguarding e-learning modules as a minimum (including Prevent) to recognise symptoms of abuse as part of induction, and are appropriately informed to understand their obligations under this policy
- Ensure that all staff and volunteers are aware of reporting procedures on induction and that, where appropriate, service users understand what abuse is and how to raise a concern
- Recognise that it is the responsibility of everyone covered under the scope of this Policy to prevent exploitation and abuse and to report any abuse discovered or suspected
- Keep safeguarding on the agenda for all staff meetings and 1 -1 reviews with a focus on prevention
- Understand the impact of trauma and aim to ensure that all children, young people and vulnerable adults are welcomed into a caring environment with a safe, positive and friendly atmosphere
- Recognise the responsibility to implement, maintain and regularly review procedures, which are designed to recognise and respond effectively to cases of abuse
- To maintain good links with the statutory safeguarding authorities and ensure organisational co-operation with any concerns.
- Learn from findings from any investigations to prevent abuse and improve practice
- Respond to any breach of safeguarding practice as a potential disciplinary matter.
- Ensure that any colleagues, partner organisations, service users or family members who report abuse are taken seriously and offered support if required
- Produce quarterly safeguarding reports for the Board, and exceptionally where an incident has occurred
- The Board is responsible for ensuring that the Safeguarding Policy is appropriate and sufficient and reviewed regularly. Any Policy reviews are to be approved by the Board
- To appoint a designated member of the Board with safeguarding responsibility, a Safeguarding Lead from the Senior Leadership Team (CEO) with responsibility for implementation of the Policy and a Deputy Safeguarding Lead to act in the absence of the Lead (Head of Operations)
- The policy is to be reviewed annually and in response to any changes in legislation
- Staff to undertake CPD and Safeguarding Lead to maintain knowledge of any heightened safeguarding intelligence of risks locally.

Legal framework

This policy is underpinned by current safeguarding legislation and statutory guidance, including:

The Children Act 1989 and 2004, the Children and Social Work Act 2017, and Working Together to Safeguard Children 2023 (including updates to date). It also reflects relevant adult safeguarding legislation where appropriate, including the Care Act 2014 and the Mental Capacity Act 2005. Fun 4 Young People operates in line with the Safeguarding Vulnerable Groups Act 2006 and Disclosure and Barring Service (DBS) requirements and complies with the Data Protection Act 2018 and UK GDPR, the Human Rights Act 1998, the Equality Act 2010, the Domestic Abuse Act 2021, and the Modern Slavery Act 2015. The organisation follows local safeguarding arrangements and inter-agency procedures set by the Bedford Borough, Central Bedfordshire and Luton Safeguarding Children Partnerships, and the relevant Safeguarding Adults Boards.

Categories of abuse

There are many types of abuse, and all result in behaviour towards a person that deliberately or intentionally causes harm. These are violations of an individual's human and civil rights and include:

- Psychological - emotional abuse, threats of harm, humiliation, controlling, coercion, isolation
- Physical - assault, hitting, pushing, restraint

Code: 1.1.1	Date: January 2026	Next Review: January 2027
F4YP © UNCONTROLLED IF COPIED OR PRINTED		Page 2 of 10



Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

- Sexual - rape, sexual assault, non-consensual acts or being pressured into consenting
- Financial or material - theft, fraud, exploitation or coercion with financial affairs or arrangements, misappropriation of possessions or benefits
- Neglect and acts of omission - ignoring medical or care needs, failure to provide access to appropriate services (health, care, education etc.), withholding necessities of life
- Domestic - threatening behaviours/ abuse between adults who are or have been in a relationship
- Modern slavery - criminal exploitation, domestic servitude, forced labour, sexual exploitation
- Self-neglect - failing to care for personal hygiene, health or surroundings, hoarding
- Discriminatory - on grounds of race, gender and gender identity, disability, sexual orientation, religion, age
- Organisational - neglect and poor care practice within an institution or care setting

Many of our clients have experienced trauma, this increases their vulnerability to exploitation or abuse. The examples for each category listed above are not exhaustive.

21st Century Safeguarding Concerns

The concerns outlined below are high on the safeguarding agenda and particularly target vulnerable children and adults. Staff must be aware of the reporting mechanisms, risk factors, signs and behaviours indicating that a vulnerable child or adult is at risk of or experiencing:

- Child Sexual Exploitation (CSE) - can be perpetrated by individuals or groups, males or females and children or adults. It can range from a one-off opportunistic incident to complex, organised abuse.
- Radicalisation - the process by which a person comes to support terrorism or extremist ideologies, and in some cases, to then participate in terrorist groups. ‘Prevent’ is part of the government’s counter-terrorism strategy that aims to stop people becoming radicalised.
- County Lines - the exploitation of children by gangs and organised crime networks selling drugs.
- Cuckooing - where drug dealers take over the home of a vulnerable person in the community for use as a base.
- Online abuse - clients are at risk of harm through the use of ICT and social media through cyberbullying, grooming by extremist groups or paedophiles, exposure to unsuitable/ violent material and sexualisation.

Online Safety Within F4YP Provision

- F4YP recognises its responsibility to safeguard young people in digital environments. Where devices or internet access are provided as part of delivery, appropriate supervision, filtering and monitoring arrangements will be in place proportionate to the level of risk.
- Staff are responsible for maintaining active supervision of device use and for responding to any safeguarding concerns arising from online activity.
- Online safety expectations are reinforced through behaviour guidance and staff training.

Information sharing

It is everyone’s duty to report anything that they suspect to constitute abuse, risk of abuse or neglect, in order for the right action to be taken. Information should be shared with consent where possible; however,

Code: 1.1.1	Date: January 2026	Next Review: January 2027
F4YP © UNCONTROLLED IF COPIED OR PRINTED		Page 3 of 10



Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

rights to confidentiality are not absolute and may be overridden where it is necessary to share information to support an investigation or where there is a risk to the safety and well-being of the person or to others, based on the facts. Information shared must be necessary, proportionate, relevant, accurate, timely and secure. A record of the decision to share or not to share should be kept on the client's file, along with a note of what has been shared with whom and for what purpose.

Reporting Procedure

If you believe a child is in immediate danger → call 999

If you are concerned that someone is experiencing or at risk of abuse, in the first instance, speak to the most senior member of your team who will contact the relevant safeguarding team from the list below and escalate to the Safeguarding Lead. In the absence of a manager, contact the Safeguarding Lead or Deputy (in the Safeguarding Lead's absence) directly.

Safeguarding Lead: Sophie Stock; CEO: 07506 151855

Deputy Safeguarding Lead: Sarah Collins; Head of Operations: 07944 273228

Out of hours: contact respective on-call or the EDT from contacts below.

If you think a crime has been committed against someone unable to protect themselves from abuse, or that a risk is imminent, call the police:

In an emergency call 999 In a non-emergency situation call 101

Bedford Borough

- **Safeguarding children – what to do if you're concerned:**
[Safeguarding children from harm and child protection – Bedford Borough Council](#)
- **General children's social care information:**
[Children and families overview – Bedford Borough Council](#)

To report a concern for **under 18's**:

Phone:	01234 718700
Out of hours, phone the EDT on	0300 300 8123
Email:	IFDinformation@bedford.gov.uk
Integrated Front Door Online Form	

To report a concern for **18 and over**:

Phone:	01234 276222
Out of hours, phone the EDT on	0300 300 8123
Email	adult.protection@bedford.gov.uk



Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

Luton Borough

- **Safeguarding overview and children’s services:**
[Safeguarding – Luton Borough Council \(children and adults\)](#)
- **Children’s services (including child protection):**
[Children’s services – Luton Borough Council](#)

To report a Safeguarding concern for **under 18’s**

Phone:	01582 547653
Out of hours, phone the EDT on	0300 3008123
Email:	Mash@luton.gov.uk

To report a concern, phone or complete a Safeguarding **Adult** Concern form: download [here](#)

Phone:	01582 547659
Out of hours, phone the EDT on	03003 008123
Email:	adultsafeguarding@luton.gov.uk

Central Bedfordshire

Central Bedfordshire Safeguarding Children Partnership:

[Safeguarding Bedfordshire – Central Bedfordshire Safeguarding Children Partnership](#)

To report a concern for **under 18’s** complete a BIC 100 online form here [here](#)

Phone:	0300 300 8585
Out of hours, phone the EDT on	0300 300 8123
Email	cs.accessandreferral@centralbedfordshire.gov.uk

To report a concern for **18 and over** complete an online safeguarding of vulnerable adults form [here](#)

Phone:	0300 300 8122
Out of hours, phone the EDT on	0300 300 8123
Email	adult.protection@centralbedfordshire.gov.uk

Pan-Bedfordshire Safeguarding Website (Children & Adults)

- **Safeguarding Bedfordshire (children and adults partnership information):**
[Safeguarding Bedfordshire - multi-agency procedures and contacts](#)

This is a joint resource for Bedford, Central Bedfordshire and Luton safeguarding partnerships.

Code: 1.1.1	Date: January 2026	Next Review: January 2027
F4YP © UNCONTROLLED IF COPIED OR PRINTED		Page 5 of 10



Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

Reporting concerns about terrorism

In an emergency, dial 999.

For non-urgent concerns, contact the police via 101.

If you see something suspicious that could be connected to terrorism, you can call the Anti-Terrorism Hotline on 0800 789 321.

Recording

All safeguarding concerns must be recorded in accordance with F4YP's Safeguarding Procedure.

[Microsoft Word - Safeguarding Procedure.docx](#)

A pastoral log must be completed as soon as possible after the concern arises. Where recorded on Salesforce, this will automatically notify the Designated Safeguarding Lead (DSL).

Records must be factual, accurate and objective, clearly distinguishing between observation, disclosure and professional opinion. Entries should be concise but sufficiently detailed to support decision-making and any subsequent referral.

Where a concern meets the threshold for external referral (including MASH, Integrated Front Door (IFD), BIC 100, SOVA, MARAC or equivalent), a copy of the referral must be provided to the DSL at the earliest opportunity. The outcome of the local authority's decision, including whether the concern meets the threshold for enquiry, must also be recorded.

All safeguarding documentation must be stored securely in line with F4YP's Safeguarding Procedure and data protection requirements.

Concerns and Allegations About Staff and Volunteers

F4YP promotes a culture of openness and early reporting. Any concern about the conduct of a member of staff or volunteer must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.

Concerns may range from low-level concerns to formal allegations. A low-level concern is behaviour that may be inconsistent with the Code of Conduct but does not meet the threshold for LADO referral. All low-level concerns will be recorded, reviewed by senior leadership and addressed proportionately to identify patterns and maintain a safe culture.

Where a concern indicates that a member of staff or volunteer may have harmed, may have harmed, or poses a risk of harm to a child, or may have committed a criminal offence, the DSL (or Deputy) will refer the matter to the Local Authority Designated Officer (LADO) without delay.

All concerns and allegations will be managed promptly, fairly and in line with statutory guidance and local safeguarding procedures, ensuring both the protection of children and the fair treatment of staff.

LADO Contact Details:

- **Bedford Borough:** 01234 276693 / 01234 276560
- **Central Bedfordshire:** 0300 3008142
- **Luton Borough:** 01582 548069
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Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

Whistleblowing

F4YP encourages a culture where concerns can be raised without fear of retaliation. Where an individual feels unable to raise a safeguarding concern through normal management channels, they may use the organisation's Whistleblowing Policy.

Concerns may also be raised externally with relevant statutory bodies. Staff may contact the NSPCC Whistleblowing Advice Line on 0800 028 0285 if they believe safeguarding concerns are not being addressed appropriately.

All whistleblowing concerns will be taken seriously and handled confidentially where possible.

Lead Trustee for Safeguarding - Responsibilities

The lead trustee for safeguarding takes on three main sets of duties related to safeguarding in addition to their wider responsibilities as a trustee.

Strategic

- Consider the organisation's strategic plans and make sure they reflect safeguarding legislation, regulations specific to your activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the CEO and designated safeguarding lead regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe.
- Check the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees' liability.
- If your organisation delivers activities that need inspections, be aware of how ready for those inspections you are and respond to any following reports.
- Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.

Effective policy and practice

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Understand the monitoring your charity does to see whether policies and procedures are effective.
- Call for audits of qualitative and quantitative data (either internal or external) when they're needed.
- Learn from case reviews locally and nationally, to improve your organisation's policies, procedures and practices.
- Oversee safeguarding allegations against staff or volunteers, together with CEO (designated safeguarding lead).
- Be a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.

Creating the right culture

- Champion safeguarding throughout the organisation.
- Attend relevant safeguarding training events and conferences.
- Support the trustees in developing their individual and collective understanding of safeguarding.
- Attend meetings, activities, projects to engage with staff, volunteers and beneficiaries to understand safeguarding on the ground.



Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

- Work with the chair, CEO and Head of Operations in order to manage all serious safeguarding cases.
- Support regular safeguarding updates for staff, volunteers and beneficiaries.
- Make sure you have ways of gathering the views of staff and volunteers in relation to safeguarding and sharing these with the board.

Support from the chair

The chair should make sure that the lead trustee for safeguarding either has the required knowledge, skills, and experience or is supported to develop these.

ADDENDUM TO SAFEGUARDING POLICY

Issuing Statements of Evidence to External Agencies

Purpose

To ensure that F4YP provides statements of evidence to third parties in a lawful, consistent, and appropriate manner, with clarity on the circumstances in which such information can be shared.

Scope

This procedure applies to all F4YP staff who may receive requests for written statements or evidence to support:

- Court proceedings (e.g. via CAFCASS or legal representatives)
- Child Protection Plans
- Neurodiversity or medical assessments (e.g. by Community Paediatrics, CAMHS)
- Education, Health and Care Plans (EHCPs)
- Disability Living Allowance (DLA) applications
- Housing Applications
- Any other formal assessment or statutory process

General Principles

1. Data Protection and Consent

All information shared must comply with data protection legislation (GDPR and the Data Protection Act 2018). Consent and/or a valid legal basis for sharing must be established before any information is released.

2. Neutral and Factual Evidence

Statements provided by F4YP must remain factual, objective, and based on observed behaviours, participation, or documented records. Staff must not offer diagnoses or personal opinions.

Procedure

Authorised Requests

F4YP will consider providing a written statement or evidence only if one of the following is provided:

1. A Formal Request from an Authorised Agency

- a. This includes agencies such as:



Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

- i. The Child Development Centre (CDC)
 - ii. An NHS or Local Authority assessment team
 - iii. CAFCASS
- b. The request must be made in writing and clearly state:
- i. The purpose of the evidence
 - ii. The specific information requested
 - iii. The name and contact details of the professional making the request

2. Parental/Carer Request Supported by Written Confirmation

- a. If a parent or carer asks F4YP to provide evidence, we will require written proof that:
- i. A third party (such as a GP, school SENCO, social worker, or assessment team) has invited contributions from external organisations
 - ii. This could be a letter or email clearly stating that F4YP may provide information for the purpose of the assessment

Internal Process for Responding

1. Verification of Request
 - a. Check that one of the two authorised conditions (above) has been met.
 - b. Verify the identity of the requester, if not already known.
2. Initial Receipt
 - a. Verified requests should be forwarded immediately to the Designated Safeguarding Lead or a member of the Senior Leadership Team (SLT) Sophie Stock, Sarah Collins, Becky Ireland.
3. Review of Records
 - a. Relevant delivery staff or project leads may be asked to share information or observations they have recorded.
 - b. Information should be drawn only from documented interactions or professional observations.
4. Drafting the Statement
 - a. SLT in conjunction with relevant pastoral staff, will coordinate drafting the response, ensuring it is:
 - i. Factually accurate
 - ii. Professionally worded
 - iii. Free from opinion or speculation
 - iv. Reviewed by a second SLT member where possible
5. Approval and Submission
 - a. The final statement will be signed off by the Safeguarding Lead before release.
 - b. It will be sent securely via email or post, as required.



Policies & Procedures
Owner: Chief Executive Officer
Title: Safeguarding Policy

6. Record Keeping

- a. A copy of the request, supporting documentation, and the final statement must be securely stored in the relevant young person's file.

Who Can Author Statements on Behalf of F4YP

Only the following individuals are authorised to issue statements of evidence:

- CEO
- Designated Safeguarding Leads (Sophie Stock, Sarah Collins, Becky Ireland)
- Designated SLT member