

Safeguarding:

Safeguarding is action that is taken to promote the welfare of children and protect them from harm. It also includes vulnerable adults where they are mistreated, neglected or harmed by another person who holds a position of trust. Although LKMco does not directly deliver services to children and young people, as part of our work we encounter children and young people who may give rise to concerns or disclose information relevant to safeguarding.

We are committed to ensuring all children and young people's welfare is safeguarded and will therefore take any concerns seriously. This policy and the procedures within it are designed to ensure we safeguard the children we encounter as part of our work. This policy applies to all staff as well as any contractors, it covers children under the age of 18 as well as vulnerable adults.

Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes.

All children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity and some will be particularly vulnerable for example where they are disabled or have special needs. We will always seek to work inclusively and actively combat discrimination.

This policy has been drawn up on the basis of law and guidance that seeks to protect children, including: The Children Act 1989, United Convention of the Rights of the Child 1991, Data Protection Act 1998, Sexual Offences Act 2003, Children Act 2004, Protection of Freedoms Act 2012, relevant government guidance on safeguarding children.

1. Reporting a safeguarding concern

A safeguarding concern is where you have concerns about a child's welfare or believe they are at risk of harm. The key designated safeguarding staff are:

- Loic Menzies (Director): **07793 370459**
- Anna Trethewey (Deputy Director): **07944 103895**

Lisa Pollitt is our safeguarding consultant and she is available between Monday – Friday between 9am-5pm. Should you be undertaking field work outside these hours, please contact her at least five working days in advance to notify her.

If you have a safeguarding concern about a child you encounter as part of your work:

1. If you believe anyone is in immediate danger, call the police and the LKMco Director (or Deputy Director) straight away and:
 - a. Report your concern to the person responsible for that young person- e.g. the teacher or activity organiser.
 - b. If your concern involves the person working with the young person, report it to their manager, e.g. the head-teacher or director of the organisation. If you are able to identify who the organisation's head of safeguarding is, report it to them.
 - c. Then follow step 2
2. In all cases (and if you do not believe anyone is in immediate danger), record your concern in writing as soon as you can using the LKMco "Logging a Concern Form." Save the form securely in your sookasa folder and submit to designated CP Loic Menzies using the following secure link (https://cloud.sookasa.com/upload_page/96b78752-6e1c-45b4-91fe-8a8d4179af41) within 24 hours. Loic will

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"Society should ensure that all young people receive the support they need in order to make a fulfilling transition to adulthood"

then contact the organisation concerned if further action is needed or liaise with local safeguarding teams/the police/NSPCC as appropriate.

3. In any case, [the NSPCC](https://www.nspcc.org.uk) can provide advice: help@nspcc.org.uk / 0808 800 5000. Our safeguarding consultant, Lisa Pollitt, will also be able to provide support on 07768 617387.

2. Whistle-blowing

If you have concerns about a colleague within LKMco or anyone contracted to work for LKMco, you should share these immediately with the LKMco Director. If the concern involves the Director, you should report it to the Deputy Director. If this is not possible, contact the NSPCC for advice.

3. Consent and confidentiality

Where they are able to do so, all children should provide voluntary informed consent before participating in research. Where they are unable to do so, the person responsible for them (e.g. their school or parent) should do so on their behalf. Unless specifically agreed, children should remain anonymous in research and all personal data should be kept securely in line with our data protection and security policy. Consent forms for both adults and children should state that if you are concerned about a child's safety or wellbeing you will not be able to maintain confidentiality and will need to tell someone who can help.

If a child discloses information relating to safeguarding during research, you should:

- Decide whether the child is at risk of immediate harm and, if so, call the police
- Let them know that the information cannot be kept confidential but that you will make sure you tell someone who can help.
- Avoid asking any leading questions or offering an opinion on what has happened.
- Record what was said as soon as possible and keep this information secure. Stick to a factual account rather than what you think about it.
- Follow the procedures set out in section 1 on reporting a concern.

Remember:

- Listen carefully, take it seriously and be non-judgemental
- Reassure them that they are right to tell and it is not his/her fault
- Negotiate getting help- tell them that you have to pass the concern to someone who is trained to help them
- If they are in immediate danger call the police and stay with them until the police arrive
- Make careful records of what was said and give to Designated Child Protection Lead within 24 hours using the "Logging a Concern" Form
- Maintain confidentiality

Training and induction

All staff and contractors will be given this safeguarding policy before working for LKMco and will be DBS/CRB checked before carrying out work that giving them unsupervised or regular contact with young people or before gaining access to sensitive or personal data. Designated safeguarding staff will receive designated person training. Referees for new staff will be asked if there have been any safeguarding concerns about applicants.

Safeguarding training will be provided for staff every 3 years with refreshers every year. Certificates and DBS forms will be held securely at the LKMco office.