



Brave Futures

Be believed. Be empowered.

Safeguarding Children, Young People & Adults Policy

This version updated by Kate Grimwood, Operations Manager.

Signed by the Chair of Trustees:

A handwritten signature in black ink that reads "SDFly".

Date Approved by Board of Trustees: February 2026

Review date: February 2027

Policy - Safeguarding Children, Young People & Adults

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Policy Statement

Brave Futures acknowledges the duty of care to safeguard, protect and promote the welfare of all children and young people. We are committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice as per Norfolk and Suffolk Child Safeguarding Partnership.

Policy - Safeguarding Children, Young People & Adults

Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment, or victimisation because of:

- age
- culture
- disability
- gender
- sexual orientation
- gender reassignment
- marriage and civil partnerships
- religion or belief

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents, carers, adults concerned and any relevant agencies when necessary and appropriate.

We will:

- ✓ treat everyone with respect and celebrate their achievements,
- ✓ carefully recruit and select all staff whether paid or unpaid,
- ✓ respond to concerns and allegations appropriately.

When there are concerns about the welfare of any, child or young person at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

Our policy is approved by our board of trustees and will be reviewed and updated annually. We will publish and promote this policy to all staff, paid or unpaid, through induction, training, and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our organisation e.g., the children and young people at risk, their parents, carers, and others such as partners and fundraisers.

Policy Aim

As members of SAFE, we always aim to attain SAFE standards, throughout all our activities with children and young people at risk, their families, and/or carers.

We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance, and risk assessments. Our organisation holds current Public Liability Insurance which covers all our activities.

Leads for Safeguarding

The responsibility of managing the safeguarding of children and young people at risk can be both demanding and challenging and therefore must be appointed at managerial level or training to level 3 Safeguarding. To personnel who are available whenever operational, which includes cover for sickness and holidays.

As an organisation with more than one operational site, consideration has been given to appointing more than one Safeguarding Lead but is felt that at the present time a Deputy Lead in each County will be sufficient. However, this will be closely monitored, and an additional lead brought in if case numbers continue to increase.

Safeguarding Leads

- **Kate Grimwood** – Operations Manager – T: 07546 696 125 or 07930 501632, e-mail: kate@bravefutures.org

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- **Ginny Ryan** – Service Delivery Manager – T: 07999 339 184 or 07764 748 871, e –mail: ginny@bravefutures.org
- **Lucy Firth** – Clinical Lead – T: 07526 777 099 or 07979 457 733 e – mail: lucy@bravefutures.org
- **Hannah Walker** – Engagement and Fundraising Manager – T: 07591 601 620 or 07515 152 936 e – mail: Hannah@bravefutures.org
- **Jason Popple** – Lead Practitioner – T: 07903532932 or e-mail: jason@bravefutures.org
- **Keri Symonds** – Trustee Safeguarding Lead -T: 07709859275 e-mail: keri.symonds@nsft.nhs.uk

Their role is to oversee and ensure that our safeguarding policy, which includes ESafety, is fully implemented.

Their responsibilities are:

- ✓ monitoring and recording concerns
- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ liaison with other agencies
- ✓ arranging training for all staff

The Deputy should be available to support or cover for the Lead. S/he will also handle any complaints or allegations against the Lead if appropriate.

Additional Senior Lead

A Senior Member of the organisation at Trustee level has been appointed to take leadership responsibility for the organisation's safeguarding arrangements. This person should have up to date and relevant training and the ability to develop knowledge, skills, and expertise in safeguarding.

Additional Senior Lead Is: Keri Symonds, Trustee, T: 07709 859275 e – mail: keri.symonds@nsft.nhs.uk

Why do we need a Safeguarding Policy?

All organisations that work or come into contact with children and young people at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children and young people at risk, families, parents, and carers have responsibilities for safeguarding. It is important to remember that children and young people at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have senior managers and trustees committed to safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to children, young people, and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children & young people
- have procedures for safeguarding children and young people at risk
- have procedures for dealing with allegations against, and concerns about any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews, and support
- have agreements about working with other organisations and agencies

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Definition of a child/young person

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article 1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday.

Definition of an adult

An adult is anyone aged 18 or over. Safeguarding duties apply to adults who have care and support needs, are at risk of abuse or neglect, and may be unable to protect themselves because of those needs.

Data Protection

We will treat any personal information by which an individual can be identified (i.e., name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children and young people at risk, parents, and carers.

We fully endorse the principle that the welfare of children and young people at risk, override any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

Whistleblowing – Freedom to Speak Up

Whistleblowing is when someone raises a concern internally or externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of children and young people at risk as soon as possible with the Lead or Deputy for Safeguarding.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, and /or the relevant Regulatory Authority.

All media enquiries will be handled by Hannah Walker - Fundraising and Marketing Manager or Kate Grimwood - Operations Manager

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the Lead or the Deputy

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Safer Recruitment

Our organisation is committed to safe recruitment and complies with Norfolk and Suffolk Safeguarding Children Partnership Policy for safer recruitment for all staff, paid or unpaid.

We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details including fitness to work with children and young people at risk by application form (not CVs) with relevance to previous work with children and young people at risk
- always taking up two written references, one from the most recent employer
- undertaking all interviews face to face, based on the job description
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment Training, in line with the relevant Regulatory Authority's safe recruitment guidelines.
- having sound procedures and recording for interviewing to ensure we are satisfied and can evidence that the applicant is appropriate and suitable.

Any appointment will only be confirmed subject to:

- ✓ satisfactory criminal records check at the appropriate level
- ✓ a follow up of written references by telephone if relevant to vacant post
- ✓ a check of essential qualifications
- ✓ confirmation of the right to work in the UK if relevant
- ✓ fitness to work as relevant

Induction and Training

Safeguarding training is undertaken by all staff, paid or unpaid during their induction to the charity. As per job descriptions it is a requirement that all staff undertake mandatory safeguarding training and attend refresher sessions. A register is held by the charity to ensure all staff mandatory safeguarding training is kept up to date.

All staff working face to face with children and young people will be trained to Level 3 Safeguarding Children Training in line with legislation and the intercollegiate document.

Expectation of Our Workforce

All staff, paid or unpaid will be expected to:

- Complete the mandatory safeguarding and attend refresher sessions.
- Adhere to this policy.
- Contribute to creating an environment that promotes wellbeing and reduces the risk of harm.

Trustees

All trustees will be appointed for their skill set following a successful:

- interview with the Chair plus at least one other Trustee/Director
- reference from two referees who were also spoken with.
- criminal record clearance at the appropriate level

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Trustees will undertake

- induction
- regular Safeguarding training
- Governance training

They will be expected to understand the workings of the charity and be a support to the culture of transparent working practices and the safeguarding of children and young people.

Working Practices

When consent is required for any activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding.

Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting where possible the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

Lone Working

The nature of our work entails lone working. The risk to both parties is understood and assessed. We ensure:

- ✓ the lone worker has been recruited, trained, and supervised to undertake this role,
- ✓ that health and safety issues have been identified and recommendations followed,
- ✓ safeguards are in place to protect individuals' rights to safe working practice,
- ✓ safeguards are in place in relation to strategies for emergency situations,
- ✓ accurate and relevant written recording is maintained following any concern or activity, signed, and dated.
- ✓ Brave Futures ensures all outreach staff are made aware of inherent vulnerabilities and take all necessary precautions to create a safe working environment for themselves and the children.

Home Visits

Each home visit for assessment purposes will be carried out in conjunction with our lone worker policy. Visits will be carefully planned and recorded to include:

- who will carry out the visit
- who is being visited
- the time expected to carry out the visit
- who is expected to be present during the visit
- who was present at home visit. Seen or unseen/ siblings/adults/carers, including members of staff.
- the address being visited
- staff will inform the office when they leave the visit (to ensure they are safe)

All home visits will be made in a polite and friendly manner. Personal relationships or showing favouritism must not happen.

Any safeguarding concerns raised and any untoward incidences, such as no access or a child being at home alone, should be followed up, recorded, and managed in line with this safeguarding policy.

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Codes of Conduct

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity, and inclusion. We undertake to:

- ✓ treat all children and young people and adults at risk with respect and dignity
- ✓ ensure that their welfare and safety is always paramount
- ✓ maintain professional boundaries both face to face and when using technology
- ✓ always listen to individuals and take account of their wishes and feeling
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with parents and carers
- ✓ listen to, and act upon, any disclosures allegations, or concerns of abuse
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ Always follow our safeguarding policy
- ✓ only use physical contact if necessary – Examples of this could include:
 - A child or young person is injured and needs first aid (e.g., applying pressure to a wound, helping them stand if they have fallen).
 - Practitioners need to support them until medical help arrives.
 - Prevent a child or young person from running into a dangerous situation (e.g., into a road).
 - Gently guide someone away from harm (e.g., removing them from a hazardous environment).
 - Support someone who is dissociating, fainting, or at risk of collapse—*only if appropriate and no alternative is available.*
 - Providing a tissue or water and briefly guiding a hand, *if requested or clearly welcomed.*
 - Supporting grounding if the young person explicitly asks for handhold support and it is deemed safe, appropriate, and trauma-informed.

Any physical contact should be:

- **Proportionate**
- **In the child/young person's best interests**
- **Documented** if linked to a safeguarding or wellbeing concern
- **Avoided whenever verbal cues can be used instead**

Recognising Abuse in Children, Young People and Adults at Risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g., is what you are observing and being told about an injury consistent with the injury?

- Alcohol and Substance misuse
- County Lines – drug trafficking across borders
- Concealed pregnancy
- Discriminatory
- Domestic violence, including "honour" based violence
- Emotional abuse-can be alone or is often present with other forms of abuse
- Exploitive use of technology

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- Female Genital Mutilation (FGM), also known as female genital cutting, female genital mutilation/cutting and female circumcision, is the ritual cutting or removal of some or all the external female genitalia.
- Financial or material abuse
- Gambling (addiction)
- Hate and "mate" crime
- Misuse of technology
- Modern slavery
- Neglect and acts of omission
- Organisational or institutional
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Sexual Exploitation
- Spiritual abuse
- Trafficking

Handling Disclosures

When a disclosure is made by a child or young person at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always

- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- They are themselves abusing or likely to abuse someone else

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Responding to Concerns

It is everyone's responsibility to understand and know how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone including both the Lead and Deputy for Safeguarding will deal with concerns using the following:

Step One:

If you are worried a child, young person or adult is at risk has been abused because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- A child, young person or adult say they are abusing someone else.

Step Two:

Check our safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated, then report to the Additional Senior Lead.

Step Three:

The Lead, Deputy or Additional Senior Lead should refer the concern to the local area designated officer without delay. Then follow up the referral in writing within 24 hours.

In cases of allegations against a person with a "person of trust" with a "duty of care", towards a child, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the police or social care services and all relevant Authorities, when they are concerned the organisation is not managing safeguarding concerns appropriately.

**CONSULT,
MONITOR
AND RECORD**
Sign/Date/Time
*Include name and
job role*

When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Lead or Deputy that you have referred a concern.

Record keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient details of child or young person at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
 - what has been monitored/observed
 - what has been said and by whom
 - what has given cause for concern
 - what action has and/or will be taken including the reason for those actions
 - the reason stated for no action being taken and by whom
- nonjudgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

Our policies and procedures are in line with the statutory guidance, the relevant Regulatory Authority guidelines, our disciplinary, complaints and grievance procedures, these will be made available to everyone. Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with LADO as per Norfolk and Suffolk Partnership Safer Recruitment Policy.

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Additional Senior Lead. If there is a belief that the concern has not been taken seriously or acted upon then any one can "Whistle blow"

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and/or the police, the LADO, with regards to children. Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- criminal records service
- Regulatory Authority
- professional body.

Bullying and Harassment

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest, or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages, and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender, and disability

Whether directed at children or young people at risk, staff, volunteers, parent, and carers; bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children and young people at risk.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed, and dated

E-Safety

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children and young people at risk, families, parents, and carers have responsibilities. It is also important to remember, children and young people at risk can also abuse and such incidents fall into the remit of this policy

E-Safety Code of Conduct:

We expect everyone in our organisation to agree and sign up to our ESafety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody
3. seek permission if they want to use personal information or take photographs of other people
4. report any concerns to the Lead or Deputy
5. be clear that we cannot maintain confidentiality if there is a concern about the welfare of a child, young person, or adult at risk

What are the Risks?

There are many potential risks including:

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- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person, or adult at risk for their own illegal purposes including sex, drugs, or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g., music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

What else might be of concern?

A child or young person at risk who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for lengthy periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you do not know.
- does not appear to have the money they should have.

A person who:

- befriends a child or young person at risk on the internet or by text messaging.
- has links to children and young people at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

What do I do if I am concerned?

If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told

Minimising the Risks

We will:

- talk to children and young people at risk about what they are accessing online
- ensure everyone uses PCs, iPads, and other technology in a general space where we can monitor what is going on
- explain the risks of giving out personal details online
- talk about how people can be anyone they want to be online, e.g., by using misleading Emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children and young people at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children and young people at risk to only text, chat, or webcam to people they know in real life
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online “friends” in real life.
- make sure children and young people at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems.
- talk about how/when information or images get on to the internet, they can never be erased.

Photography & Filming Guidance

The use of photography is important to record the successes and achievements of children and young people at risk in their lives and activities. However, it is vital to remember that photography cannot be used and distributed inappropriately including on the Internet.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary
- the purpose of photos e.g., parent’s and carer’s own record, media, and publicity etc
- the content required when using a professional photographer
- informing parents and seeking their consent for any publication or media use
- publishing only limited details alongside individuals’ photos in newspapers etc
- taking photographs openly and away from changing areas
- the suitability of clothing e.g., swimsuits
- any group photos being taken only during the activity or on the premises
- all those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras, which and who’s equipment is used should also be recorded on the registration form.

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Transport

For children and young people at risk, individuals, parents, or carers should ideally make their own arrangements for transport to and from the venue.

Members of staff paid or unpaid who use their own cars to carry out duties undertaken on behalf of our organisation

must ensure:

- they are suitably qualified to drive the vehicle they are using
- that insurance is in place regarding business use and that it is fully comprehensive
- that both drivers and vehicles are registered with the organisation
- the vehicle is roadworthy and suitable for purpose

Providing transport for users to attend our venues.

The taxi company must.

- be suitable i.e. recruited under safeguarding recruitment procedures
- be certain the vehicle is roadworthy and suitable for transporting everyone
- have suitable and age-appropriate seat belts, booster seats and wheelchair anchor points

Brave Futures must ensure.

- written permission to carry children, young people is obtained from parents or carers
- where possible they avoid transporting children, young people, or adult at risk on their own
- they keep a register of who is being transported, company and driver names, journey details with times specified
- they provide all those transporting and being transported with emergency contact numbers
- person being transported is comfortable with arrangement and aware of emergency procedures

The Late Pick Up of a Child or Young Person at Risk

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person, or adult at risk with other staff, volunteers, or parents wherever possible.

Staff paid and unpaid should avoid:

- taking the child or young person home or to another location.
- Waiting alone with the child or adult in a vehicle or at the venue.
- Sending the child home with another person, without parental consent.
- Leaving the child alone.
- Consideration to be made of the need to refer to the child's social care for late pick-ups. This depends on individual circumstances.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

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Child, Young Person goes Missing

If a child or young person at risk goes missing from the group or organisation it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- Is under 16
- Has expressed feelings of suicide
- Has been acting totally out of character
- Has mental health issues
- Is under increased stress
- Has an illness or a physical disability
- Has a learning disability
- Needs regular medication/care
- Known to use substances

The Lead or Deputy should be informed as soon as possible, and all details and actions recorded dated timed and signed.

First Aid

Our First Aiders have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

Our organisation undertakes to ensure there is always a trained first aider on site at our venues or, if other venues used, that they have appropriate first aid cover.

All incidents will be reported and recorded in the First Aid and Incident Accident Books

Buildings and venues

Safeguarding risk assessments will be carried out on all building and venues used by our organisation or by the host's venue management.

The safeguarding risk assessment should cover

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues

Recommendations

Everybody needs to be vigilant in adhering to this policy and assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead and/or Deputy. However, it is the

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responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

Safeguarding is everyone's responsibility, and it is only through adopting safe policies and practices that we can all be confident we have done everything we can to safeguard the children, young people, and adults at risk in our care

Lead for Safeguarding: Kate Grimwood, Operations Manager 07546 696 125

Lead for Safeguarding: Jason Popple, Lead Practitioner 07903532932

Lead for Safeguarding: Ginny Ryan, Service Delivery Manager 07999 339 184

Lead for Safeguarding: Lucy Firth, Clinical Lead 07526 777 099

Lead for Safeguarding: Hannah Walker, Engagement & Fundraising Manager 07591 601 620

Trustee Clinical Adviser: Keri Symonds, 07709 859 275

If an individual has a Safeguarding concern involving one of the Directors, then this should be reported directly to the Chair of Trustees, Steve Flory 07879 493517

Appendix 1: Safeguarding procedure following a disclosure

Appendix 2: Procedure to follow in the event of a Mental Health Risk

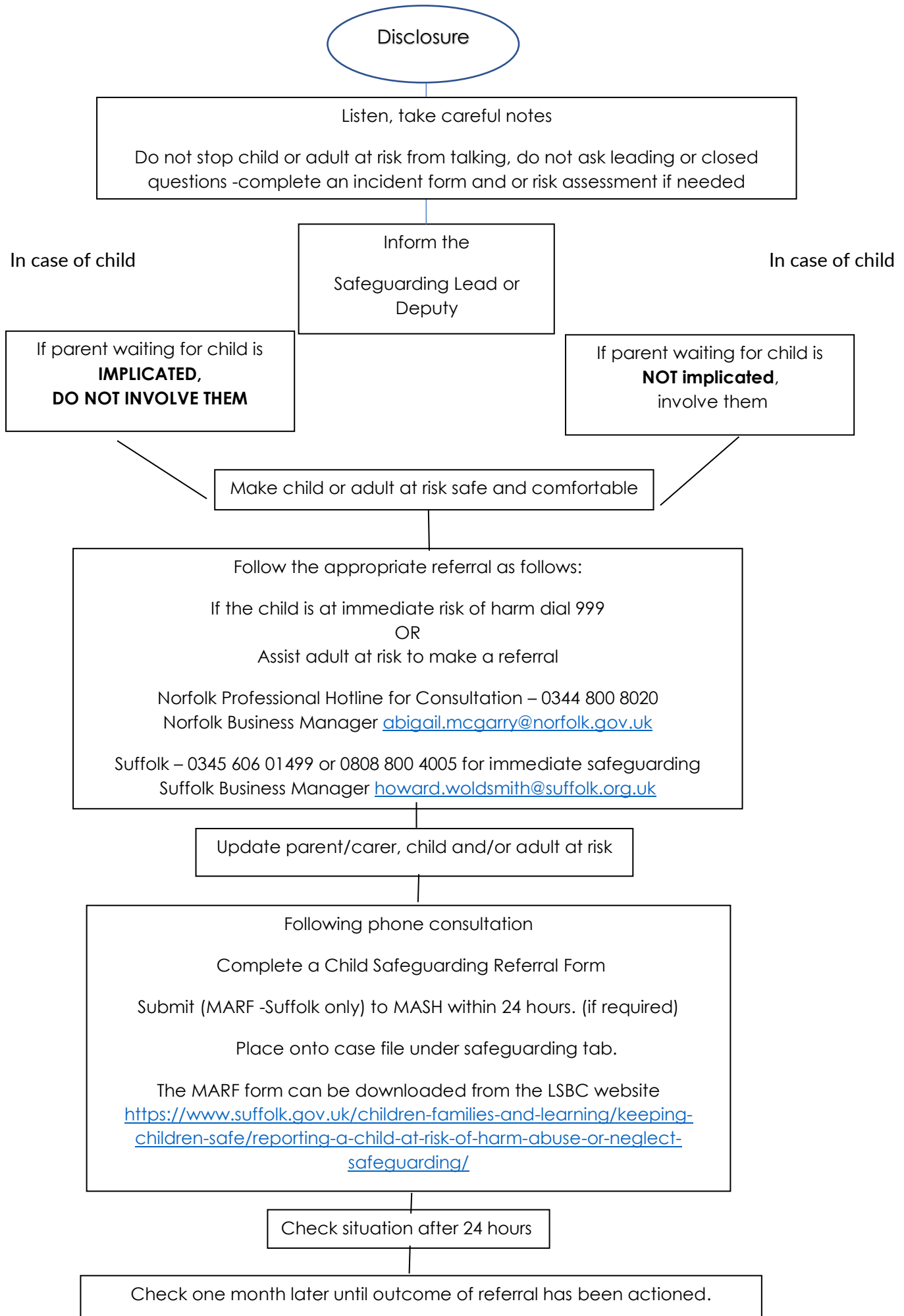
Appendix 3: ESafety Referral Flowchart

Appendix 4: Safeguarding Statement for Parents/carers

Appendix 5: Vulnerable to radicalisation referral process

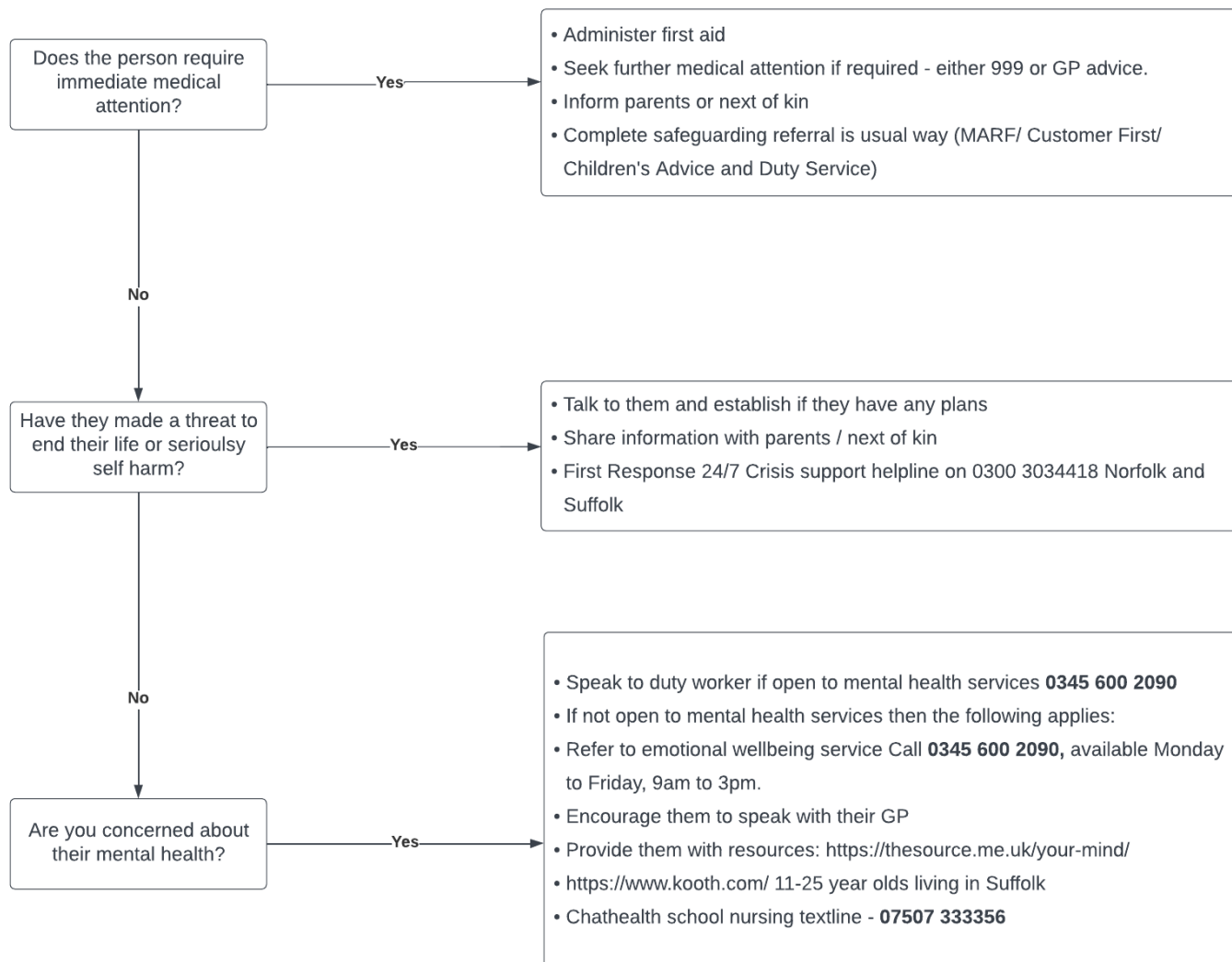
Policy - Safeguarding Children, Young People & Adults

Appendix 1 - Safeguarding procedure following a disclosure



Policy - Safeguarding Children, Young People & Adults

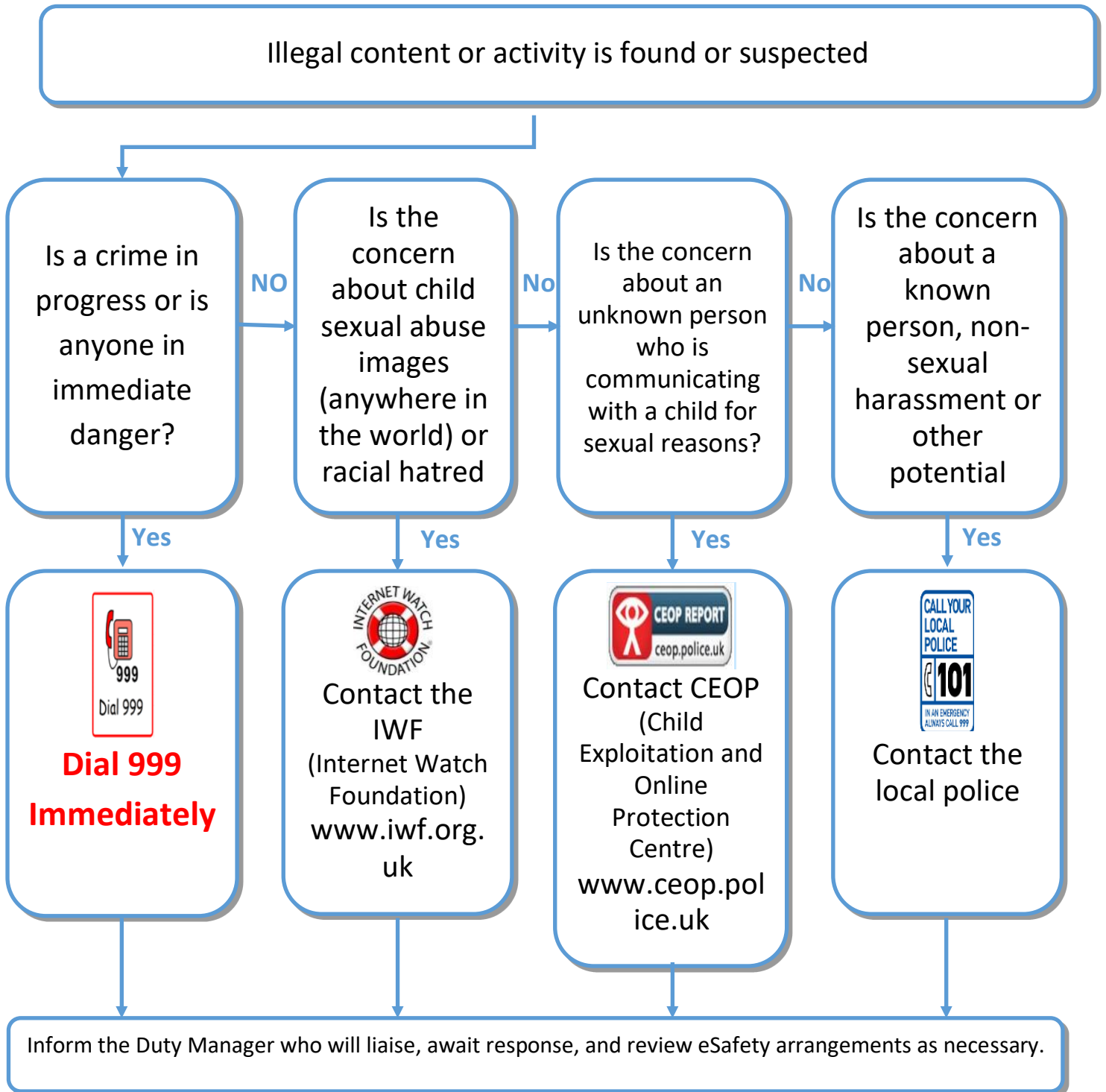
Appendix 2: Mental Health Risk Flowchart



Simultaneous referral to children's/adult's social care in addition to advising MH.

Policy - Safeguarding Children, Young People & Adults

Appendix 3 ESafety Referral Flowchart





Appendix 4 – Safeguarding Poster

Safeguarding is everyone's business...

Safeguarding Statement for Parents / Carers

Confidentiality

Brave Futures respects children and families' right to privacy and confidentiality.

However, any information regarding possible or actual risk to a child or young person cannot be kept confidential and must be shared with children services or the police.

The need to share information when a child is thought to be at risk of harm is of the highest priority and takes precedence over all other considerations of confidentiality.

This is a legal responsibility.

Safeguarding

Safeguarding is everyone's responsibility with their parents/carers taking the lead for their child.

Brave Futures have a duty to keep children, young people, and vulnerable adults safe from harm.

If we have any concerns that a child, young person, or vulnerable adult is at risk of harm then we have a legal responsibility to share our concern with the appropriate services. It is our practice to inform the child's/ young person's parents or carers before we share this information unless to do so will place the child/young person in further harm.

Allegations of abuse against a person who works with children

If a member of the public has concerns about the behaviour of a member of staff or a volunteer towards children, young people, or adult at risk they are asked to share their concerns with the manager of the service.

If there are allegations of abuse against a person who works with children, young people, and vulnerable adults the named senior manager has a duty to contact the Local Authority Designated Officer (LADO) within one working day of receiving an allegation or concern.

The manager should not investigate the allegation.

Local Contact Telephone Numbers:

Brave Futures

Tel: 01473 353355

Safeguarding Leads:

- Lead for Safeguarding: Kate Grimwood, Operations Manager 07546 696 125
- Lead for Safeguarding: Jason Popple, Lead Practitioner 07903532932
- Lead for Safeguarding: Ginny Ryan, Service Delivery Manager 07999 339 184
- Lead for Safeguarding: Lucy Firth, Clinical Lead 07526 777 099
- Lead for Safeguarding: Hannah Walker, Engagement & Fundraising Manager 07591 601 620
- Trustee Clinical Adviser: Keri Symonds, 07709 859 275

To report child abuse:

Suffolk call 0808 800 4005

Norfolk call 0344 800 8021

Police: 101 or if an Emergency 999

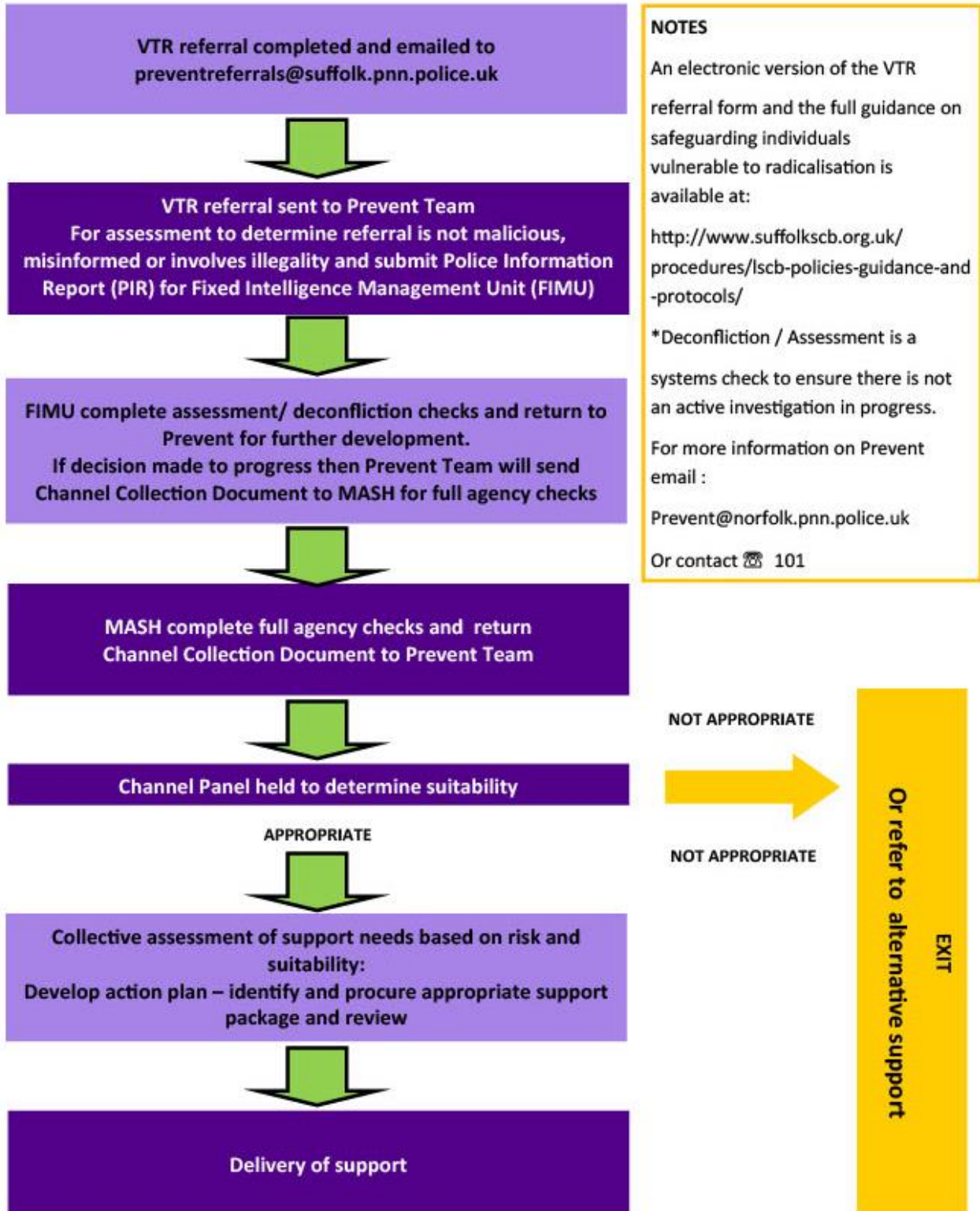
Childline 08001111

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Appendix 5 – Vulnerable to Radicalisation Referral Process



Vulnerable to Radicalisation (VTR) Referral Process



NOTES

An electronic version of the VTR referral form and the full guidance on safeguarding individuals vulnerable to radicalisation is available at:

<http://www.suffolkscb.org.uk/procedures/lscb-policies-guidance-and-protocols/>

*Deconfliction / Assessment is a systems check to ensure there is not an active investigation in progress.

For more information on Prevent email :

Prevent@norfolk.pnn.police.uk

Or contact ☎ 101

NOT APPROPRIATE



NOT APPROPRIATE

Or refer to alternative support

EXIT

Policy - Safeguarding Children, Young People & Adults

Date of first issue:	
This Version:	3.0 supersedes all previous versions
Last Date Reviewed & Board Ratified:	January 2025
Short Description of any changes / amendments since last review:	Safeguarding Lead contact amended. Adults' definition included. Adults reporting pathway
Informed Principles:	<input type="checkbox"/> Empowerment <input type="checkbox"/> Partnership <input type="checkbox"/> Prevention <input type="checkbox"/> Proportionality <input type="checkbox"/> Protection <input type="checkbox"/> Safety <input type="checkbox"/> Trustworthiness & Transparency <input type="checkbox"/> Peer Support <input type="checkbox"/> Collaboration & Mutuality Empowerment
Further information to assist with implementation of this policy:	
Distribution:	The term 'team members' applies to all volunteers, employees, training placements, sub contracted therapists and trustees at Brave Futures who have signed a compliance statement stating they have read and will adhere to this policy / procedure and acknowledge that failure to comply with Brave Futures policies and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation