



Lincolnshire YMCA Ltd

Policy Document

Safeguarding Policy

Owned by: Acting CEO/Director of Housing
Committee: Housing/Children 19/20 May 2025
Date for Board: 7 July 2025
Review date: May 2026

Introduction.

At YMCA Lincolnshire we regard the safety of everyone engaging in our services as our top priority. This policy sets out clearly our approach to ensuring the safety of those engaging with our services and those working for us. It applies to all staff, the board of trustees, volunteers, contractors and all other persons supporting, providing or delivering services for or on behalf of the charity.

Policy Statement.

YMCA Lincolnshire is fully committed to continually ensuring the safety, welfare and well-being of all children, young people, vulnerable adults and staff directly engaged in our business activities. We will ensure that we provide a safe and suitable environment for all children, young people, vulnerable adults and staff attending or working at any of our premises or off-site activities.

Purpose.

We believe that everyone has an absolute right to protection from abuse regardless of background and protected characteristic identified in the Equality Act 2010. The purpose of this policy is to ensure that:

- Children, young people and vulnerable adults who receive services from YMCA Lincolnshire feel safe and protected.
- Staff and volunteers are trained and knowledgeable about the overarching principles that guide our approach to safeguarding and protecting children, young people and vulnerable adults.
- Staff and volunteers know that they have a responsibility to act on a suspicion or disclosure. There are clear lines of reporting through the organisation.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

YMCA Policies and relevant Legislation

This policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and adults at risk. Please see a full list of relevant legislation in Appendix C. This policy should be read in conjunction with all relevant YMCA policies and procedures including:

- Safeguarding Procedures manual.
- Anti-Bullying and Harrassment Policy
- Health and Safety policy.
- Equality Diversity and Inclusion policy.
- Conduct at Work policy.
- DBS policy.
- Recruitment and Selection policy.
- Disciplinary and Appeals policy.
- Grievance Policy
- GDPR policy.
- Other housing or nursery specific policies
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Details on procedures to be followed by all staff are contained within the Safeguarding Procedures Manual. If any member of staff is in a position to raise a concern please follow this manual.

Aim of Policy.

Our overall aim is one of prevention and early intervention. We have in place robust procedures for children, young people and vulnerable adults including:

- Designated Safeguarding Leads (DSL) for both children & young people and vulnerable adults.
- Designated Safeguarding Officers (DSO) for each department/service.
- Governance provided by our Board of Trustees. Safeguarding is a standing item at the Risk and Compliance Committee Young People, Children and Communities Committee, both of which feed into our main board meetings..
- Clear reporting responsibilities and procedures.
- Prevent duty
- Operation Encompass
- Safer Recruitment.
- Staff training and supervision.
- Adhering rigorously to our policies, procedures and code of conduct
- Working cooperatively with other agencies to safeguard and promote the welfare of children, young people and vulnerable adults.
- Ensuring that DBS practices are followed and the confidentiality of personal information is maintained and the requirements of the UK GDPR (General Data Protection Regulation) and the DPA (Data Protection Act) 2018 is followed
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Child and Vulnerable Adult Protection.

Child and Vulnerable Adult protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children and vulnerable adults who are suffering or likely to suffer Significant Harm.

Effective child and vulnerable adults protection is essential as part of wider work to safeguard and promote the welfare of children and vulnerable adults. YMCA Lincolnshire aims pro-actively to safeguard and promote the welfare of children and vulnerable adults so that the need for action to protect children and vulnerable adults from harm is reduced.

Each service within the organisation recognises that our work will bring teams into engagement with children, young people and vulnerable adults who are already suffering significant harm and each has developed robust procedures for such engagements.

Definitions.

Vulnerable children.

According to No Child Left Behind there is no commonly used definition of childhood vulnerability. A child can be vulnerable to risks and poor outcomes because of individual characteristics; the impact of action or inaction by other people; and their physical and social environment. Additional factors include:

- the child's physical, emotional, health and educational needs
- any harm the child has experienced or may be at risk of experiencing – these can include a specific set of childhood experiences known as 'adverse childhood experiences'

- the capability of the child's carers and wider family environment to meet the child's needs, or indeed to cause harm – these might include homelessness or poor housing conditions, the presence of adults in the home with mental health problems, alcohol and drug dependence, or contact with the criminal justice system, domestic abuse and poverty
- the absence of supportive relationships in a child's life
- the wider community and social conditions beyond the family including crime, the built environment, community cohesion and resilience This list is not exhaustive, and children can experience one or several of these factors with different levels of consequences over the course of their lives including into adulthood.

A vulnerable adult is described in the 2014 Care Act as;

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or is at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Principles.

Our policy and procedures are guided by the following principles.

- The welfare of children, young people and vulnerable adults is our primary concern.
- YMCA Lincolnshire believe that children, young people and adults at risk should never experience abuse of any kind.
- We believe that everyone has an absolute right to protection from abuse regardless of age, race, religion, ability, gender, language, background or sexual orientation.
- We value and respect every child or vulnerable adult and always endeavour to listen to them, to consider their wishes and feelings and respond appropriately to safeguard them, promote and protect their human and civil rights, wellbeing, and the independence and choices of adults.
- Safeguarding is everyone's responsibility.
- Confidentiality will be respected and upheld in line with all relevant legislation.
- Adults are assumed to have capacity, except where it has been established that this is not the case. Where an adult lacks the mental capacity to make decisions, multidisciplinary assistance is offered to support decisions being made in the adult's best interests. Otherwise we acknowledge and accept that an adult has the right to self-determination and risk taking. We will monitor this and undertake recorded risk assessments as necessary.
- In relation to safeguarding vulnerable adults we will adopt the 6 'Making Safeguarding Personal' principles. (see Appendix B)

Contextual Safeguarding.

At YMCA Lincolnshire we recognise that as young people grow and develop they are influenced by a whole range of environments and people outside of their family, or time spent in our sessions, or example in school or college, in the local community, in their peer groups or online. Children and young people may encounter risk in any of these environments. Sometimes the different contexts are inter-related and can mean that children and young people may encounter multiple risks.

Our teams take consideration of multiple factors when assessing the need to keep children safe. Understanding the environment that the young person is in, social, political, economic and educational for example. We work with others (see below), including schools, parents, agencies to better understand the context of young people using our services. Our work also requires us regularly to listen to young people themselves to learn.

Working Together.

We recognise that in order to effectively enact this policy and associated procedures that it is imperative to work in partnership with other agencies. The Working Together 2023 guidance states:

Successful outcomes for children depend on strong partnership working between parents/carers and the practitioners working with them. Practitioners should take a child centred approach to meeting the needs of the whole family. Protecting children from abuse, neglect and exploitation requires multi-agency join up and cooperation at all levels. Local organisations and agencies that work with children and families play a significant and often statutory role when it comes to safeguarding children. Many of these organisations and agencies have a duty to ensure their functions are discharged having regard to the need to safeguard and promote the welfare of children.

Whilst the guidance relates specifically to safeguarding children and young people, the principle is the same when protecting vulnerable adults and we will apply the strategy across the organisation. We will ensure strong relationships with both the Lincolnshire Safeguarding Children's Partnership (LSCP) and Lincolnshire Safeguarding Adults Board (LSAB) and engage at all times with all organisations relevant to the safety of all beneficiaries.

We will also engage with external bodies as part of our ongoing audit process to ensure our policy and processes remain effective.

Training.

All staff and Trustees working at YMCA Lincolnshire will be required to undertake mandatory safeguarding training which is refreshed annually. This training consists of:

Safeguarding Everyone in Lincolnshire.
Prevent Duty.
GDPR.

In addition, staff in our nursery setting are also required to undertake the following training:

Paediatric First Aid.
First Aid In The Workplace
Working With Babies

SEND training for relevant staff.

Those acting as Designated Safeguarding Officers will also be given additional training to support them in this role.

Governance.

This policy is approved as dated by the YMCA Lincolnshire board of Trustees. It will be reviewed on the following basis:

- Annually.
- Following changes to relevant legislation.
- Following significant changes to the charity's leadership
- Following a significant incident.

Safeguarding shall be a standing item on the agenda of each Risk and Compliance Committee meeting. Annual review of policy shall go through this committee. Other committees, particularly the Young People, Children and Communities Committee will also receive regular updates on any current safeguarding concerns. Committees shall report into the main board meeting.

We will ensure that Safeguarding Awareness is included within team meetings and as part of 1-2-1 supervisions/Performance Development reviews as appropriate.

Nominated Designated Safeguarding leads have responsibility for ensuring that this policy and relevant procedures are followed. The CEO has overall responsibility for ensuring that the charity is compliant and ensuring the effectiveness of the policy.

The board of trustees have overall responsibility for ensuring that this policy complies with the charity's legal and ethical obligations.

Failure by any member of staff or volunteer to adhere to this policy may be treated as misconduct and dealt with under our disciplinary procedure. If a breach amounts to gross misconduct this may result in dismissal and possibly criminal prosecution.

Signed:



Date: 25/07/2025

Appendix A – Prevent.

Our Prevent statement is intended to:

- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.
- Tackle the causes of radicalisation.
- Enable those who have already engaged in terrorism or radicalisation to disengage and rehabilitate.

In line with the government's Prevent Strategy, we will work with local authorities, the police, statutory partners and the local community to safeguard children and adults from being drawn into extremism, radicalisation or committing terrorist related activities; recognising that early interventions may help to protect and divert them away from these risks.

The aim of the Prevent Policy is to create and maintain a safe, healthy and supportive environment. We will work to protect and take action to protect all involved with YMCA Lincolnshire from extremist and violent views.

Radicalisation is a form of grooming and therefore abuse. Example indicators that could suggest an individual is engaged with an extremist group, cause or ideology could include but not limited to:

- Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Possession of materials or symbols associated with an extremist cause.
- Attempts to recruit others to the group/cause.
- Communications with others that suggests identification with a group, cause or ideology of concern
- Using insulting and/or derogatory names for another group.
- Increase in prejudice-related incidents committed by that person.

Radicalisation can be a complex issue and therefore each case should be considered on its merits & professional advice sought where any doubts exist. We further recognise that if we fail to challenge extremist views we are failing to protect people from potential harm. Therefore, as part of our duty we will ensure that all staff undertake mandatory Prevent training.

YMCA Lincolnshire will ensure that its usual safeguarding processes be followed in the first instance.

Early intervention is vital and any concerns should be referred to CHANNEL (a programme which focuses on providing support at an early stage to people identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people) by following the advice on the Lincolnshire Police Webpage or send an email to

CTP-EM-Prevent-Referral@lincs.pnn.police.uk

Anyone who identifies a concern through conversations, behaviour, appearance or actions should report these concerns to the designated safeguarding lead for YMCA Lincolnshire: Chris Kirkwood (Children and Young People) Helen Wright (Vulnerable Adults).

Appendix B – Operation Encompass.

Each of our nursery settings is part of Operation Encompass.

Operation Encompass is a national police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Violence and Abuse and which is in place in every police force in England and Wales.

Children were recognised as victims of domestic abuse in their own right in the 2021 Domestic Abuse Act.

Operation Encompass means that the police will share information with our nursery settings about all police attended Domestic Abuse incidents which involve any of our children PRIOR to the start of the next school day.

Once a Key Adult (DSL) and their deputy/ies (DDSLs) have attended either an Operation Encompass briefing or completed the online Operation Encompass Key Adult training they will cascade the principles of Operation Encompass to all other school staff and Governors. All schools staff and Governors can undertake the online training.

Our parents are fully aware that we are Operation Encompass settings and we ensure that when a new child joins one of our settings the parents/carers are informed about Operation Encompass.

The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information.

As a staff we have discussed how we can support our children who are experiencing Domestic Violence and Abuse on a day-to-day basis and particularly following the Operation Encompass notification.

We are aware that we must do nothing that puts the child/ren or the non-abusing adult at risk.

We have used the Operation Encompass Key Adult Responsibilities checklist to ensure that all appropriate actions have been taken by the settings.

When staff with lead and DSL responsibility leave and other staff are appointed, they will ensure that all Operation Encompass details are shared with the new service lead/DSL and that the new member of staff will undertake the Operation Encompass online training.

Appendix C - Legislation and Guidance.

Below you will find a list of legislation that is relevant to our safeguarding work. Legislation is always developing, so an awareness of new acts of parliament or regulations that could impact upon our ability to carry out our duty to safeguard everyone is paramount.

- Data Protection Act 1998 & 2018
- Children Act 1999 and 2004.
- Human Rights Act 1998
- Sexual Offences Act 2003 (*April 2023 amendments to S22a re position of trust)
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006 & 2014
- Deprivation of Liberty Safeguards (DoLS) 2005
- Equality Act 2010
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Care Act 2014
- Care and Support Statutory Guidance 2014
- Special Educational Needs and disability (SEND) Code of Practice: 0 to 25 years – Statutory Guidance for organisations which work with and support children and young people who have special educational needs or disabilities: HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: HM Government 2015
- Counter-Terrorism & Security Act 2015 (Includes Prevent Duty).
- Serious Crimes Act 2015
- General Data Protection Regulations 2018
- Working together to safeguard children; a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2023
- Digital Economy Act 2018
- Voyeurism Offences Act 2019
- Education and Training Act 2021
- Domestic Abuse Act 2021
- Police, Crime, Sentencing and Courts Act 2022.*

Appendix D.

Partner Organisation Policy Statement

Safeguarding Children, Young People and Vulnerable Adults in Partnership

YMCA Lincolnshire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and have a duty to ensure that there are arrangements in place so that written agreements clarify responsibilities around safeguarding for all partners involved.

Where third parties work in one of our venues, or in conjunction with one of our projects, but are not directly employed by our Charity, the third party is responsible for undertaking checks, storing records and ensuring their service users are aware of their safeguarding procedures. Written confirmation of this must be given to us prior to engagement as a partner. Where this is not the case (eg: such as the use of emergency plumbers) third parties must be supervised at all times by a YMCA employee.

We have a robust safeguarding policy and safeguarding procedures in place that are reviewed regularly. All staff (including bank/casual staff, volunteers and partner agencies) must ensure that they are aware of, and understand, our policy and procedures.

Parents and carers are welcome to read our policies and procedures on request. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's, young persons or vulnerable adults' welfare.

In the case of children and young people, we will ensure that our concerns about children who attend our services are discussed with the child's parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare. If necessary, where we have concerns about a vulnerable adult in our care we will, with appropriate permissions, discuss and make referrals to other services, unless with believe this would be contrary to their welfare.

If you are concerned about a child, young person or vulnerable adult's welfare, please report this the Designated Safeguarding Officer for the departmental area as soon as possible on the same day. Contact details are displayed in all our departments, at all sites.

Please do not investigate the incident except in conjunction with our safeguarding representatives.

Appendix E. Equality Impact Assessment.

Equality Impact Assessment – Safeguarding Policy	Comments on potential impact or specific requirements (eg: reasonable adjustments for disability)
Overall	There is a clear statement on page 2 confirming YMCA Lincs belief that protection from abuse applies to all under 2010 Equalities Act. This reiterated within the Policy Principles section on Page 4. The policy covers our approach to safeguarding for both Children & Young People and vulnerable adults. The policy also references other YMCA Lincolnshire Policies that this policy should be read alongside particularly our Equality Diversity and Inclusion Policy. All staff are given mandatory training in safeguarding and introduction to our policy forms part of staff inductions.
Age	YMCA Lincolnshire is part of a movement founded on principles of supporting young people. YMCA Lincolnshire is clear that it is an inclusive organisation that works with and for people of all ages and none Staff are aware of the differences in safeguarding approach for children and vulnerable adults. The policy clearly sets this out. We are confident that our policy won't negatively impact on anyone because of their age.
Disability	The policy applies to anyone accessing services or working for us and we don't believe anyone would be negatively impacted by this policy. Any reasonable adjustments would be considered for anyone with disabilities and implemented should they be required.

Race	The policy applies to anyone accessing services or working for us and we don't believe anyone would be negatively impacted by this policy due to ethnic identity or race
Religion or Belief	YMCA Lincolnshire is part of a movement founded on Christian principles and values. YMCA Lincolnshire is clear that it is an inclusive organisation that works with and for people of all religions and none. The policy applies to anyone accessing services or working for us and we don't believe anyone would be negatively impacted by this policy due to religion or religious belief.
Sexual Orientation	The policy applies to anyone accessing services or working for us and we don't believe anyone would be negatively impacted by this policy due to religion or religious belief.
Marriage/ Civil Partnership	The policy applies to anyone accessing services or working for us and we don't believe anyone would be negatively impacted by this policy due to religion or religious belief.
Sex/Gender	YMCA Lincolnshire is part of a movement founded on principles of supporting Men. YMCA Lincolnshire is clear that it is an inclusive organisation that works with and for people of all sexes and gender identities. The policy applies to anyone accessing services or working for us and we don't believe anyone would be negatively impacted by this policy due to religion or religious belief.
Language	The policy and procedures can be made available in other languages on request.