

# **Leicester City of Sanctuary**

## **Policy and Procedures for the Safeguarding of Children and Young People**

### **Contents**

1. Introduction
2. Safeguarding policy and other related policies
3. Types of Abuse
4. Legal Framework
5. Code of Conduct
6. Action to be taken if abuse occurs or is suspected
7. Responding to a disclosure
8. Support & Training
9. Safer Recruitment
10. Contacts

### **1. Introduction**

Leicester City of Sanctuary (LCoS) is a charity which welcomes and provides support and activities for people from a refugee and asylum seeking background in Leicester. LCoS believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. LCoS is committed to managing the risk of harm to children using our services through acts of omission (failure to act on a safeguarding concern) or commission (direct abuse of a child) by anyone working on behalf of LCoS.

LCoS requires that anyone under the age of 18 attending our services and activities is always accompanied by a parent or guardian, and that they remain with this person at all times. Children are the responsibility of their parent/guardian at all times but LCoS will support them in protecting their children. If there is a conflict between protecting a child and working with a parent's consent, then LCoS will make the safety and welfare of the child the paramount consideration.

Some of our services are only available to those over 18 (see below, item 5: Code of Conduct).

### **2. Safeguarding policy and other related policies**

This policy applies to trustees, paid staff (including freelancers), volunteers, students or anyone working on behalf of LCoS with children and young people aged 0 to 18 years. For guidance and procedures to follow when working with vulnerable adults, see LCoS Safeguarding Policy: Vulnerable Adults.

All of us have a responsibility to keep children safe and protect children from abuse. The purpose of this policy is:

- to protect children and young people who receive LCoS services
- to promote the welfare of children and young people who receive LCoS services

- to provide LCoS staff, volunteers and anyone working on behalf of LCoS with the principles which guide our approach to safeguarding

Other LCoS Policies which are relevant to work with children/young people are:

- Health & Safety Policy, including a procedure for reporting accidents
- Volunteer Grievance & Disciplinary Policy, including a procedure for managing concerns or allegations against volunteers
- Confidentiality & Data Protection Policy, including a procedure regarding photography of children
- Photography and video consent statement and form

### **3. Types of Abuse affecting Children and Young People**

Abuse can potentially be perpetrated by anyone who has contact with a child or a young person, including family members, other LCoS users or LCoS staff or volunteers. Staff, volunteers and anyone else working on behalf of LCoS with children or young people may become aware of the signs and indicators of possible abuse, and for more information on this, see <https://learning.nspcc.org.uk/child-abuse-and-neglect/> Broadly speaking, the categories of abuse are as follows:

#### Physical Abuse

Physical abuse includes hitting, throwing, shaking, poisoning, burning, suffocating or causing any other physical harm.

#### Neglect

Neglect is the failure to meet physical needs which could affect both health and development. For example, a failure to provide food, shelter or clothing, access to medical care or protection from danger.

#### Emotional Abuse

Emotional abuse is persistent ill treatment, causing adverse effects on emotional development. For example, encouraging feelings of worthlessness or inadequacy. It may also include serious bullying (including cyber bullying) and exploitation, causing fear and feelings of danger.

#### Sexual Abuse

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. It may also include activities where there is no physical contact, for example looking at pornographic material or watching sexual activity.

For the full definitions of categories of abuse, see the government guidance: Working Together to Safeguard Children.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

In addition, there are other variations of abuse, such as sexual exploitation, exposure to domestic abuse, trafficking and abuse linked to cultural practice and beliefs. Children and young people are vulnerable to abuse or exploitation outside their families, at school, within peer groups or from the wider community and/or online. We need to understand the impact of contextual issues on their safety and welfare, while considering the individual needs and vulnerabilities of each child or young person.

#### **4. Legal framework**

This policy has been drawn up in line with the following legislative framework:

Children Act 1989

Children Act 2004

Children and Social Work Act 2017

It follows the key statutory guidance, 'Working Together to Safeguard Children' (see link above).

#### **5. Code of Conduct for LCoS Staff, Volunteers and anyone working on behalf of LCoS with Children and Young People under 18**

##### ***You should:***

- Put the health, safety and interests of the children and young people first
- Treat all children and young people with respect and dignity
- Provide an example of good conduct that you wish others to follow
- Be welcoming and positive
- Show respect for culture, religion and belief
- Be prepared to listen and engage with concerns
- Report any concerns or allegations of abuse to the LCoS Safeguarding Officers (see Contacts)
- Be willing to offer parents appropriate support and advice if requested, but only if you are qualified to give the advice
- Be vigilant for hazards which may harm children or young people, taking account of LCoS risk assessments
- Remain in public view at all times when interacting with children or young people Be cautious about circumstances in which you physically touch a child/young person – whether for comfort or in an emergency to protect them, and conscious of age appropriateness

##### ***You should never:***

- be alone with children or young people attending LCoS
- take a child or young person to the toilet
- take a child or young person into another room for activities without a parent/guardian

- pick up a child or give a child/young person food etc. without asking permission from parents/guardians
- enter into babysitting arrangements with service users
- arrange to have contact with children or young people attending LCoS outside official LCoS sessions, unless they are accompanied by their parent/guardian

There may be occasions when being alone with a child/young person is unavoidable, if, for example, there is an emergency and no one else is around. In such situations, the staff member/volunteer or person working with the child/young person should try to get another adult to accompany them. If this is impossible, it should be recorded as soon as possible after the event, and the LCoS Safeguarding Officers informed.

The following LCoS services are **not** available to children or young people under 18:

- the IT and sewing class
- the English classes held at the University of Leicester
- the Football session
- NEST activities

Children under 18 are only allowed to attend the Wednesday Hub session if they attend with their parents to register with us, or for attendance at planned family activities.

## **6. Action to be taken if abuse has occurred or is suspected**

**Where there is immediate danger to a child or young person you should:**

- Secure the safety of the child or young person, for example by seeking medical attention, contacting the police, social services, or by calling 999.
- Contact a Safeguarding Officer, but do not delay taking action if the child/young person would be put at risk.
- Use the Safeguarding Children Alert Form (SCAF) as soon as possible to record what you were told and what you did.

**Where there is a concern about a child or young person**

- Where abuse is disclosed or there are suspicions of abuse such as suspicious marks on the child or young person, or behaviour which causes concern, it must be reported immediately to a Safeguarding Officer who will make a decision on referral to social services. The Safeguarding Officer should inform the trustee with responsibility for Safeguarding about the incident and the decision taken as soon as practical after the event.
- If for any reason no Safeguarding Officer is available email your concerns to [safeguarding@leicester.cityofsanctuary.org](mailto:safeguarding@leicester.cityofsanctuary.org) and at the same time inform the person responsible for the activity (if that is not you) that this has been done
- The Safeguarding Officer may share the concern and referral with the parent/guardian if in their view doing so would not place the child or young person at increased risk of harm

- For young people who are age disputed as being over 18 but claim to be younger, a discussion should be had by the Safeguarding Officer with NSPCC
- Verbal referrals of possible abuse to Leicester City Children & Adults Services should be confirmed in writing within 24 hours by email and post by a Safeguarding Officer. The written referral should be shown to the trustee with responsibility for Safeguarding
- In cases where a statutory assessment is made, LCoS will establish what contribution it is required to make to the assessment
- If there is disagreement with the statutory authority's decision about whether or not to take action, this should be expressed in writing by the trustees

## **7. Responding to a disclosure**

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

- ☐ listen, keep listening and take seriously what is being said
- ☐ do not question or investigate – this is the job of someone else and evidence could be compromised
- ☐ assure them they are not to blame and they are right to be telling you about their concerns.
- ☐ do not promise to keep it secret but say that you will only tell people whose job it is to keep them safe
- ☐ do not contact anybody who is implicated in the disclosure
- ☐ keep calm and try not to appear shocked or angry.
- ☐ as soon as possible after the conversation, make careful factual notes of what was said, dates, times, events, using the LCoS SCAF form for reporting a concern about a child.
- ☐ report the disclosure to a Safeguarding Officer immediately or email [safeguarding@leicester.cityofsanctuary.org](mailto:safeguarding@leicester.cityofsanctuary.org)
- ☐ The safeguarding alert form is given at the end of this policy and where possible it must be filled in. The form ensures that all the information necessary is recorded and nothing has been missed.
- ☐ It is important to ensure that there is an address so it is clear which Safeguarding Board to contact - (either Leicester City or Leicestershire and Rutland) Details given in contacts below

## **8. Support and Training for Staff & all involved in working with children and young people**

In order to make sure that all LCoS staff, volunteers and anyone working on behalf of LCoS with children and young people are equipped to deal with any safeguarding issues

- LCoS safeguarding policy and procedures will be explained to all new volunteers and staff as part of their induction
- all staff, volunteers and anyone working on behalf of LCoS with children and young people will be provided with a copy of this policy for reference.
- all staff and volunteers will be given a list of contact numbers to enable them to follow the procedure
- staff and volunteers overseeing regular contact with children and young people should receive regular safeguarding training. Failure to engage with this will exclude them from continuing in such a volunteering role.
- A Safeguarding risk assessment document, including effective risk management procedures, will be drawn up for the guidance of anyone responsible for activities with children and young people
- third party information which is required to be kept confidential should be retained in a restricted access section of a file.
- The trustee responsible for safeguarding, making use of information provided by the lead safeguarding officer, will prepare an annual report for trustees on child protection matters

## **9. Safer Recruitment**

LCoS is committed to Safer Recruitment

- thorough selection and recruitment procedures for all individuals working with the organisation, whether in a paid or voluntary capacity
- references will be taken up for all staff and volunteers
- DBS checks will be sought where the post/role requires it.

## **10. Contacts (NB to be kept under regular review) Internal**

Safeguarding Officers for LCoS services involving children & young people

Lead: Maggie Edgington [maggie@leicester.cityofsanctuary.org](mailto:maggie@leicester.cityofsanctuary.org)

Deputy: Hafsa Mitha [hafsa@leicester.cityofsanctuary.org](mailto:hafsa@leicester.cityofsanctuary.org)

Trustee with Safeguarding responsibility: Pete Hobson

[petetrustee@leicester.cityofsanctuary.org](mailto:petetrustee@leicester.cityofsanctuary.org)

## **External**

Local Leicester Safeguarding Board <https://www.lcitylscb.org/>

Leicestershire and Rutland Safeguarding Children Partnership <https://lrsb.org.uk/lrscp>

Leicester City Children & Adults Services 0116 454 1004 (24hrs)

E-mail: [CASP-Team@leicester.gov.uk](mailto:CASP-Team@leicester.gov.uk)

Secure e-mail: [CASP-Team@leicester.gov.uk](mailto:CASP-Team@leicester.gov.uk)

Mansfield House Police 0116 222 2222

NSPCC: 0808 800 5000 Free helpline for adults worried about a child or needing advice and support, open Mon-Fri 8am to 10pm and weekends 9am to 6pm.

Childline (nspcc) 0800 111 (24hrs)

## **LCoS Safeguarding Child Alert Form (SCAF)**

Strictly Private & Confidential



### **Child at Risk**

<b>Name</b>	
<b>DoB</b>	
<b>Age</b>	
<b>Gender</b>	
<b>Ethnicity</b>	
<b>First Language</b>	
<b>Address</b>	
<b>Contact Number</b>	

### **Reporter information**

<b>Date of incident reported on this form</b>	
<b>Name of person making the report</b>	
<b>Role</b>	
<b>Safeguarding Officer</b>	<b>Y/N</b>
<b>Reporters contact number</b>	

**Method of disclosure**Witnessed ☐Reported by child at risk ☐Reported by 3<sup>rd</sup> party ☐Concerns but no disclosure ☐**Location**Drop-in, The Bridge ☐English Class, The Bridge ☐

Other – please state

Is/was the person at immediate risk

Y/N

If yes, were the emergency services contacted?

Y/N

If yes, name the Safeguarding Officer and date you alerted them:

Name

Date

Have you spoken to the child and what was said?

Have you spoken to the parent(s) and what was said?



**Abuse/Concern****Type of Abuse**

Physical	
Emotional	
Sexual	
Neglect	

**Alleged perpetrator**

Name	
Relationship	
LCoS Representative	Y/N
Address and contact details (if known)	

**Summary of incident/concern** (please use additional sheet if required):

--

**Action/intervention plan:** please outline any action which has been taken by you or others, in progress or planned:

--

Date the matter was discussed with the Safeguarding Officer and their name

--

Has the incident/concern been reported to anyone externally, eg police, hospital, social services?  
Y/N

If so: By whom

Role

Date

Organisation contacted

Signature(s) and dates of those contributing to this form

--

*Policy reviewed and updated: June 2025*