



Registered Charity 1185578

Friends of Histon & Impington Community Young Person Safeguarding Policy

Introduction

This policy defines the key responsibilities and the processes to support them to safeguard all young persons involved in Friends of Histon & Impington Community (also referred to as HI Friends) activities.

A copy of this policy will be posted on our website. A copy will be provided or sent to all employees/coaches engaged and regular volunteers. Reference to the policy will be made on all registration/online application processes.

Policy sections

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A. Policy statements

- HI Friends has a duty of care to safeguard all young persons from harm.
- A young person for the purposes of this policy is anyone who has not yet reached their 18th birthday and is involved (with) in activities organised by HI Friends including as a participant or volunteer. Note the term “young person” is used in preference to “child” as the policy of necessity refers to all up to their eighteenth birthday.
- The policy applies to all such young persons irrespective of their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity. The particular needs of those with disabilities will be taken into account.
- The policy covers all concerns of harm or abuse whether or not it occurred during HI Friends activities so long as the concern is made apparent during such activities.
- The aim of this safeguarding policy is to promote good practice by providing appropriate safety and protection with employees and volunteers informed to respond properly.
- It is the duty of anyone involved in HI Friends who has suspicion that matters of concern have arisen to report them to the Young Person Safeguarding Officer.
- All concerns, with the concurrence of the Young Person Safeguarding Officer, will be reported to the appropriate authorities. If the Young Person Safeguarding Officer is the subject of the concern, the matter should be dealt with by the HI Friends Adult Safeguarding Officer, or if the Adult Safeguarding Officer is the same person as the Young Person Safeguarding Officer, then the matter will be dealt with by the Charity Manager or the Chair of Trustees.
- It is not the responsibility of anyone working in or with the Charity, in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the named Young Person Safeguarding Officer for further action.
- HI Friends will reassure all staff/volunteers that it will fully support and protect anyone, who, in good faith reports his or her concern that a colleague is, or may be, abusing a young person.

B. Definitions

Designated Young Person Safeguarding Officer:

A person is nominated by the Trustees to be the Young Person Safeguarding Officer.

The named officer is Neil Davies who be contacted by email; neil@hifriends.org.uk

Employed/ engaged person:

Any person who has access to adults who may be at risk through direct involvement with HI Friends activities or any person who has access by virtue of their involvement with HI Friends, and who is remunerated for their involvement with HI Friends. Their remuneration may be paid by HI Friends or another organisation

Volunteer

Any person who is not an “employed person” but has regular, repeated or predictable contact with young people through their unpaid work with HI Friends. In the rest of this policy statement such persons are referred to as ‘volunteer’. Persons who are simply “activities volunteers” who do not meet the definition in this paragraph are expected to act in a reasonable manner within generally accepted practice.

C. Practice

All involved with HI Friends are required to behave according to accepted good practice, described below:

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a ‘need to know’ basis only. This includes the following people:

- the Young Person Safeguarding Officer
- the parents/guardians of the person who is alleged to have been abused (unless they are the alleged abuser)
- the person making the allegation

We are advised:-

“In English law, where there are concerns that a child is, or may be, at risk of significant harm, the prevailing consideration is to safeguard the child and confidentiality may be overridden in such situations.”

Maintain confidentiality on a need to know basis only.

Good practice means:

- Always working in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young persons with equal concern and with respect and dignity.
- Always putting the welfare of each young person first.
- Building balanced relationships based on mutual trust which empowers all to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play. Activities should be age appropriate.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to the needs as identified in partnership working with parents and other relevant professionals
- Consulting with all including parents/guardians/carers whenever possible.
- Ensuring that appropriate qualifications and training is provided to all staff.
- Ensuring that appropriate first aid and safeguarding training is in place.
- Being an excellent role model especially in relation to language, social interactions, smoking, alcohol, and use of personal mobiles.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of all participants including those with additional needs - avoiding excessive training or competition and not pushing them against their will. Providing opportunities that will challenge but are achievable.
- Securing parental consent in writing to act *in loco parentis* if the need arises to administer emergency first aid and/or other medical treatment.
- Ensuring that up to date contact details are available and that details of adults responsible for collection of the young person are recorded and adhered to.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, it should be wherever possible with the full knowledge and consent of someone in charge of the HI Friends activity or the person's parents or guardians. For example, a young person sustains an injury and needs to go to hospital or a parent fails to arrive to pick a young person up at the end of a session:

- Avoid spending time alone with a young person or young persons away from others
- Avoid taking or dropping off a young person to an event or activity without the clear and obvious request of the parent/guardian.
- Avoid taking away a young person from an event or activity without the clear and obvious request of the parent/guardian.
- Avoid taking photographs of young persons from which they can be recognised unless written permission has been given by parent/carer.
- Avoid Use of personal mobile phones in sessions for personal matters, except in emergencies.

Practices never to be sanctioned

- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never share a toilet or changing facility with a young person.
- Never allow or engage in any form of inappropriate touching.
- Never allow young persons to use inappropriate language unchallenged.
- Never make sexually suggestive comments to a young person, even in fun.
- Never reduce a young person to tears as a form of control.
- Never fail to act upon and record any allegations made by a young person.
- Never do things of a personal nature for young persons or disabled adults that they can do for themselves.
- Never invite or allow young persons to meet or stay with you at your home
- Never invite young persons to 'become friends' on personal social networking sites such as Facebook.

Incidents that must be reported/ recorded

If any of the following occur you should report this immediately to the Young Person Safeguarding Officer and record the incident. You should also ensure that the parents/guardians of the young person are informed unless doing so puts the young person at additional risk:

- If you accidentally hurt a young person.
- If he/she seems distressed in any manner.
- If a young person appears to be sexually aroused by your actions or displays sexual activity.
- If a young person misunderstands or misinterprets something you have done.
- If a young person discloses abuse of any kind – physical, emotional, sexual, neglect.
- If any adult behaves in a way is inappropriate or may pose a threat to the safety of young persons

If a young person is in immediate danger, please call 999

Children Services 0345 045 5203 Mon – Thurs 8am to 5.30pm (Friday) 8am – 4.30pm

Emergency Duty Team (out of hours) on 01733 234724

Local Authority Guidance and Procedures

HI Friends will follow practice laid out Working Together to Safeguard Children 2023 Government Guidance. This will be achieved by following the guidance and procedures found at:

- Cambridgeshire County Councils Safeguarding Information
[Safeguarding children and child protection - Cambridgeshire County Council](#)
- Cambridgeshire County Councils Policy guidance for voluntary and community organisations

D. Process requirements

Recruiting:

All recruiting of employees/engaging of coaches and of “volunteers” will conform to accepted good practice in recruiting, including

- having more than one person involved in the recruitment
- the candidate will be expected to list the organisations that have been involved with in the last five years
- obtaining references, including directly conversing with the referee
- Evidence of identity (passport or driving license with photo), copies of public liability insurance and, if relevant, proof of attendance at safeguarding training
- Coaches will be expected to provide evidence of their coaching qualifications

For persons supplied by other organisations (e.g.sports coaches) direct confirmation of the use of proper selection will be obtained from the supplying organisation

Vetting:

All employed persons and regular volunteers with significant contact with young people through their HI Friends work will be required to have a current DBS check

Those wishing to be in either category but without a current check will be DBS checked.

The Young Person Safeguarding Officer will oversee the validation of DBS checks, arrange DBS checks for those who do not have one, keep a register of the known DBS checks and regularly review the currency of the checks to ensure those due to expire are processed for renewal.

Those who begin work before a current DBS check has been carried out will be supervised at HI Friends activities by someone with a current DBS check until their vetting process has been completed.

Categorising Volunteers:

The Volunteer Officer will advise the Young Person Safeguarding Officer regarding any volunteers without a valid DBS check, and the Adult Safeguarding Officer is responsible for ensuring their DBS check is obtained as soon as possible.

Dealing with concerns:

Those seeing or hearing of a potential concern will make a confidential note of all the details as soon as possible. All concerns must be reported to the Young Person Safeguarding Officer as soon as is reasonable. The HI Friends reporting pro forma is the preferred mechanism for this.

If the concern does not reflect against the young person's parents or guardians, their early involvement should be attempted, so long as the Young Person Safeguarding Officer concurs.

With the advice and concurrence of the Young Person Safeguarding Officer, all concerns will be reported to the Chair of Trustees.

All relevant material, including notes of meetings and conversations shall be treated as confidential material. The Young Person Safeguarding Officer will be the custodian and the Data Protection Officer will be made aware of the case but not of the details.

New employees and volunteers:

Inducting new employees/ engagement of sports coaches, volunteers (including those taking on new roles) should include the following

- expectations of behaviour and conduct should be clearly explained
- the job requirements and responsibilities should be clarified and any questions discussed and clarified.
- be provided with a copy of the HI Friends Young Person Safeguarding Policy
- young person safeguarding procedures are explained and training needs identified
- all should be encouraged, on a regular basis, to analyse their own practice against established good practice and to ensure that their practice is not likely to result in allegations being made.
- the absolute requirement always to respond to concerns expressed by a young person and to work safely and effectively with young persons will be emphasised

E. Special considerations for technology

Photographs:

There is evidence that some people have used childcare as an opportunity to take inappropriate photographs or film footage of young persons in vulnerable positions. All should be vigilant and any concerns should be reported to the Young Person Safeguarding Officer.

With the easy access and frequent use of cameras on mobile phones, it is impractical to prevent their use at events organised by HI Friends. All are expected to remain vigilant, especially for photographs taken of young persons not related to the person taking the photograph. Any suspicion of inappropriate photographs will be acted upon.

Where possible, written permission should be sought from parents or guardians to take photographs for HI Friends' use and they should be aware of how they will be used. Written permission will be obtained from parents or guardians to take photographs for HI Friends' use and they will be made aware of the context in which they will be used. Photographs will never be accompanied by the names of the young person.

On the Charity's website (or in any publicity material), photographs from which individual young persons can be recognised will never be used.

Mobile phones:

It is recognised that, on many activities, it is imperative for people involved in an activity to have a mobile phone immediately available (e.g. as a marshal on running or cycling events) or to have one close to hand (in order to be able to summon emergency assistance quickly in the case of accidents).

However, a mobile phone can also be used for taking photographs. All involved with HI Friends are reminded of the above strictures on photography and asked to remain vigilant for inappropriate use of a mobile phone.

Consideration will be taken regarding a young person's use of mobiles during their time with HI Friends activities.

Provision should be made to ensure the safety of the young persons and this may mean storing their mobile phones in named envelopes/small plastic bags which are kept safe (if a locked safe area is not available for all attendees' personal belongings). It is the supervisor's/manager's responsibility to make exceptions to this in the case of a family emergency etc. and to risk assess appropriately.

Social media:

HI Friends activities will be promoted through public social media sites.

The above notwithstanding, no young person will be encouraged to enrol with a social media outlet, unless there is specific permission from their parents or guardians.

F. Whistleblowing

Whistleblowing is the process whereby a worker raises a concern about malpractice, wrongdoing, risk, or illegal proceedings, which harms or creates a risk of harm to the people who use the service, employees or the wider community.

Whistleblowing is not the same as making a complaint or raising a grievance. It's about situations where a worker has witnessed some form of malpractice in their workplace and needs to raise a concern.

Reporting Process:

In the first instance, you should raise your concerns with the Young Person Safeguarding Officer.

Whistleblowers are protected by the Public Interest Disclosure Act 1998 (PIDA). People can challenge practices in their workplace and not be discriminated against because of it.

This policy was agreed by Charity Trustees on 15th October 2025.