



# SAFEGUARDING POLICY

**17.02.2026**

## **REVOLUTION YOUTH**

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## SECTION 1: OUR ORGANISATION

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### **Who are we?**

Revolution Youth is a youth organisation set up for the benefit of young people in Wythenshawe. Working primarily with those from areas of social deprivation, we operate with a Christian ethos in order to support young people holistically in all areas of their life, providing new opportunities, fun, and a supportive community for any who wish to access it.

### **Our Commitment**

As Revolution Youth we recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people may be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As Revolution Youth we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight. Revolution Youth undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the way we use premises meets the requirements of the Equality Act 2010 and all other relevant legislation, and that it is a welcoming and inclusive environment
- support the Safeguarding Co-ordinator in their work and in any action they may need to take in order to protect children and adults with care and support needs.

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## SECTION 2: PREVENTION

### Understanding Abuse and Neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and young people in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known by, or in a trusted relationship with, the child or adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 states:

*1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

### Safer Recruitment

Revolution Youth will ensure all workers (workers referring to volunteers and paid workers) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- Those joining the team have been interviewed
- References have been obtained where necessary
- A Disclosure and Barring Service check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). Revolution Youth may consider accepting DBS checks from other organisations on a case-by-case basis. The DBS check will be undertaken as soon as the member joins the team, and DBS's are valid for a maximum of 3 years.
- A suitable training programme is provided for the successful applicant

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- The applicant has been made aware of where to access important documents, such as the safeguarding policy, risk assessments, etc.
  - Recruits for the team undertake a probationary period where appropriate.

### **Safeguarding Training**

Revolution Youth is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive regular training, which will include safeguarding training. We run training sessions once per term.

Staff undertaking paid employment with our organisation must have at least a Level 2 (or equivalent) certification in Safeguarding before beginning work. We also make free safeguarding training available to all of our volunteers, which will be offered when they join the organisation. The training must be refreshed every 3 years.

### **Management of Workers – Codes of Conduct**

As Revolution Youth we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a Staff and Volunteer Handbook and should act in line with this at all times.

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## SECTION 3: DEFINITIONS OF ABUSE

### **What is Abuse and Neglect?**

Abuse and neglect are forms of maltreatment of a child. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such a to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - Protect a child from physical and emotional harm or danger;
  - Ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment.
  - It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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## SECTION 4: PRACTICE GUIDELINES

As an organisation with children and young people with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices.

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and young people. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

### **General Guidelines**

As Revolution Youth, working with children and young people with care and support needs, we want to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

Where a case-specific care plan has been agreed, workers should aim to work within the boundaries of the safeguarding policy as far as is reasonably practicable, but may defer to the care plan for additional guidance in those scenarios.

### Adult to Child Ratio

As far as is reasonably practicable, we aim to meet or exceed the NSPCC guidelines on adult:children ratios. They are as follows:

Age	Adults: Children
Age 4-12	1:8
Age 13-18	1:10

If there are not enough adult workers to meet the above criteria, then you must report this concern immediately to the team leader. They must then find someone who can join the team and assist, or decide if the event will need to be cancelled or postponed. It may be necessary to telephone for help or contact parents or carers to come and collect young people if the ratios are insufficient to keep the group operating safely.

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There should always be a minimum of two adults present at an event, regardless of the number of young people, except under certain circumstances outlined in this document, such as mentoring (see section I).

As workers you should also ensure that you do not:

- Allow unauthorised people in the room (or cordoned area) – this includes people who claim to be parents or family members, but are not part of the activity which is happening.
- Be alone with a young person as that could be misconstrued or put the individual at risk of an accusation. This applies to normal working situations. (Where one-to-one mentoring has been agreed by parents or guardians, see section I.) Partners, such as girlfriends, boyfriends, fiancés, husbands, or wives do not usually count (without specific approval from a senior member of Revolution Youth for a clear reason) as an extra worker due to the conflict of interest in the case that an accusation arises. Interaction with a young person should take place in plain view of others, or in an area which is not private and can be accessed by others at any time. For instance, being alone in a room with a young person with a closed door would not be acceptable, but a room with an open door that others can enter would be.
- Use inappropriate touch and never degrade or hit/hurt a child. Some young people may not want physical contact. Volunteers should let young people take the lead in matters of affectionate physical contact, ensuring that the level and frequency of contact is not open to being misinterpreted by an outsider looking in. Other than in cases of emergency, such as administering first-aid, physical contact should be initiated or consented to by the young person. In all instances, ensure that any physical contact is appropriate and never make physical contact with a young person in a 1-to-1 setting.
- Make sexually suggestive comments to a young person or remarks about their ethnic, religious or sexual identity, even in "fun".
- Invite a child or young person to your home alone; you should invite a group or ensure that a second worker is in the house. Make sure the parents know where the child/young person is, and that a senior member of the organisation is aware. For more information on in-home meetings, see section M.

#### **a. Keeping Records**

Ensure that a register of children or young people attending a club/activity is always taken, along with a note of the helpers attending.

Where possible, get parents/guardians to fill out information forms about their children; the data can then be logged onto a suitable online medium. If a child wanders in without the knowledge of their parents, try to obtain an emergency contact phone number. This number should be used to obtain permission from a parent/guardian before the next event they attend.

#### **b. Behaviour Policy**

Although each of our groups have their own specific policies and rules more relevant for their context, we uphold the same core policy for all the groups that look after young people and children across Revolution Youth.

We want to create a culture where every child can feel loved, valued and respected. Our focus is on rewarding positive behaviour; therefore praise, encouragement and positivity are important. When a child tests the boundaries, we want them to know that they have a

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choice with their behaviour. There will be appropriate consequences to actions, which should, as far as is practicable, be specifically related to the action (e.g. if they intentionally create a mess, they need to help clear up after themselves and others).

### Core policies

All workers and volunteers should:

- Provide a positive example of behaviour by treating children, parents and one another with friendliness, care, understanding and acceptance.
- Use a firm but fair voice to keep children safe.
- Never smack or hit a child or young person.
- Not shout or raise their voice in a threatening way or humiliate a child as a way of punishment.
- Be consistent with your actions and enforcement of rules amongst children or young adults to avoid accusations of favouritism. However, recognise that all children are individuals, and that it may be reasonable to amend actions and responses based on the needs or understanding of a specific young person.
- Find all opportunities to praise and encourage a young person for their actions.

Occasionally it may be the case that it is appropriate to discuss negative behaviours with a parent/guardian, but this should not be the first reaction and workers should be aware that this can cause negative effects at home which they may not be aware of. This should only be done if behaviour has been consistently disruptive, or of a serious nature, and it has meant that an additional action needs to be taken, such as asking them to not return the following week, or a longer ban. This action should only be taken to explain to parents why they are being asked not to return, and not to seek out further punishment for a young person at home.

### **c. Anti-Bullying Policy**

The Anti-Bullying Alliance defines bullying as: *“The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.”*

#### Prevention

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Encouraging the Young Leaders to sign a behaviour contract, with a clear indication of what the consequence will be if it's broken.
- Having discussions about bullying and why it matters.
- Making use of separating young people where there is clear fallout.
- De-escalation techniques, including distracting any children involved with other tasks.

#### Procedures

- Report the bullying incident to team leaders - ensure that details are carefully checked before action is taken.
- Incidents should be reported by the worker on the safeguarding form.
- If possible, the involved parties should be helped to reconcile.
- After the incident has been investigated and dealt with, the situation should be monitored by the team to ensure repeated bullying does not take place.

### **d. Social Media Policy**

Social media and social networking have become essential to young people's lives and

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therefore we recognise that there can be benefits in using it to communicate. This policy aims to give guidance to youth and children's workers who may need to communicate to those under the age of 18. (Social media can be defined as Internet communication over sites such as Facebook, Instagram, WhatsApp, Twitter, TikTok, YouTube, Snapchat and others.)

Revolution Youth recognises that there are some safeguarding issues and other risks involved in social media such as cyberbullying, online grooming, emotional abuse and online abuse. We recognise that we have a responsibility to help keep all children and young people within our care safe online and protected from potential harm.

### **Policy Guidelines for Volunteers and workers**

- Staff and youth and children's workers are asked to set a good example in the way in which they communicate, including via social media.
- Where possible use equipment and technology provided by the organisation to communicate with children and parents.
- Communication with young people should be accountable and transparent.
- All social media interaction via official channels, e.g. Revolution Youth Facebook, Instagram, etc, shall be limited to certain individuals but always visible to all linked individuals.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming (grooming is when someone builds a relationship of trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them).
- One-to-one messaging with a young person is not permitted except in case of an emergency (and in such a case must always be reported to a senior member of Revolution Youth). WhatsApp communications may be permissible where a group exists with at least two youth leaders in it, so long as a senior member of the organisation has been made aware and agreed.
- All interaction between workers/volunteers and children under 18 on social media or email should be recorded for safeguarding purposes. (This can differ between workers but must be agreed by the line manager.)
- Any safeguarding concerns arising from social media shall be referred onto the Safeguarding Co-ordinator.
- Do not delete or edit any messages sent to young people.
- When messaging a young person, ensure that "disappearing messages" is not switched on for either party.
- We are aware at times young people may initiate contact with volunteers and workers themselves. Where possible, a second member of the team should be added to the chat to make it a group chat with 2 unrelated members of staff, or the message should not be responded to until the young person is next seen in person. In cases where this may not be imminent or delaying a reply to the young person may adversely affect their physical or mental health or wellbeing, the volunteer can reply, and inform the DSL as soon as possible. Every effort should be taken to inform the young person they can have this conversation later or in a group chat and dissuade them from messaging one-to-one. Where a young person is persistent in messaging a member of staff one-to-one, this should be again, raised to the DSL for review on further actions and for boundary establishment in a kind and respectful way.
- Youth leaders should not communicate with young people before 7am or after 10pm unless for a specific safeguarding concern for which the DSL has been made aware (or is made aware as soon as possible after the event), or any other appropriate exceptional circumstance, or in circumstances where youth work is still ongoing (such as an event or residential with a later ending time).

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This applies to both messaging and in-person communication.

#### **Unacceptable Use of Online Networking:**

- Use of offensive language, bullying or harassment.
- Compromising photos of yourself or others that are accessible to young people.
- Posting photos of young people or children at organised events to your personal pages (though sharing of images posted to official Revolution Youth pages is acceptable).
- One-to-one messaging of a young person unless in case of an emergency, or when any other medium is available.
- Adding young people or encouraging young people to add you as a friend or form a connection on social media. If a young person tries to send a friend request or follow you - you should not accept, ensure you stop them from following and report to DSL. We would advise people to have private social media accounts to reduce the risk of young people following you without your knowledge however staff can choose what they wish to do. Staff and volunteers should be aware that it is their responsibility to be aware if a young person follows you on social media (on a personal account). The only exception to this would be if the member of staff has a business or 'influencer' account with multiple followers in which it would be hard to enforce these rules due to the number of followers on the account. In this case, the content of the account must be suitable for young people and in line with the previously stated social media guidelines.
- One to one use of Zoom, Skype or other web camera or visual communications via the Internet for workers/volunteers communicating with children under the age of 18. (Conference calls and group uses of Zoom, Skype or web cameras for projects with clear aims and objectives are considered appropriate.)

#### **Acceptable Communication:**

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with youth to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with youth, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only make contact with youth for reasons related to the work of the organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Communication history should be kept and dated. (This can differ between workers but must be agreed by the line manager). Messages must never be intentionally deleted under any circumstances.
- Group chats on social media involving youth and adults must always include at least two unconnected (i.e. not married, in a relationship, or a family relation) youth leaders.

#### **e. Online Safety**

When using devices owned by Revolution Youth, workers and children should not:

- Search for or download pornographic, racist or hate-motivated content.
- Illegally copy or play copyrighted content where permission has not been received.

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- Send, request or display offensive messages or pictures.
  - Harass, insult or bully others.
  - Access the Internet using another person's login details.
  - Access, download, send or receive any data (including images), which Revolution Youth considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

#### **f. Photography and Videography**

- All parents will be encouraged to complete the photography consent part of our children's information form, and consent for photographs will be sought when contact is made.
- If a young person attends a public Revolution Youth event and specific consent has not been given (but also not withheld), the default position of the organisation is that photographs may be used, however young people and parents/guardians may opt out at any time. At such a time, any photographs of the young person will be removed.
- Children's full names will not be used on the website in association with their photographs.
- It is good practice, as far as is practicable, to clearly signpost at events where photographs will be taken.

#### **g. Zoom/Online Gatherings**

Online gatherings may be a useful tool for building relationships. However, with all online activity it is important to consider the risks.

To keep children and youth safe you can:

- Ensure that Zoom meetings are always held with more than one adult who has a current DBS certificate.
- Where break-out rooms happen, no young person should be left alone with an adult.
- Zoom meetings scheduled for young people should be by invite only, protected by passwords for extra security.
- Parents or guardians should be made aware of the meetings.
- Private/ one-to-one chat is not appropriate – ensure that this is disabled.

#### **h. Cyberbullying**

Cyberbullying – or bullying via digital technologies like mobile phones and computers – is a threat to children. It can be harder to spot and more difficult to stop than 'traditional' bullying but understanding the dangers can help keep children safe.

Cyberbullying is different to other forms of bullying because:

- It can occur anytime, anywhere – the victim can even receive bullying messages or materials at home.
- The audience to the bullying can be large and reached very quickly and easily if messages are passed around or things are posted online.
- It can be unintentional – people may not think about the consequences of sending messages or images.

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### Characteristics of Cyber Bullying:

- It can be anonymous – cyber abusers can utilise the Internet using pseudonyms.
- Loss of inhibition – the anonymity of the Internet can encourage cyber bullies to commit acts which they might otherwise not do in person.

### Protecting Children from Cyberbullying

As with other types of bullying it's important for you to listen to children and react with sympathy. You should let children know that bullying is always wrong, and that seeking help is the right thing to do.

It's important for them to learn to respect and look after their friends online and to think before they post or text. To help keep children safe you can:

- encourage them to talk to you or another adult about anything that's upsetting them.
- watch out for them seeming upset after using the Internet or their mobile phone.
- try to understand the ways in which they are using their digital technologies.
- ask them to think about how their actions affect other users.
- suggest that they only use moderated chat rooms.
- encourage them to show you any abusive or offensive emails or messages they've received and keep a record of them.
- help them report any abuse to their Internet service provider, the website manager/moderator, the mobile phone company or the police.
- tell them never to respond to any abusive messages or calls – this is frequently what the abuser wants.
- discuss keeping their passwords safe and avoiding giving their name, email address or mobile phone number to people outside of their circle of friends and family.
- change email address or telephone number if the abuse continues.
- turn on in-built Internet safety features and install computer software to ensure that you only receive emails from people you have chosen and to block unwanted images.
- tell them about places where they can go for help and support like ChildLine, CEOP's ThinkuKnow and Childnet International, Bullying UK.
- In the event that intimate photos of a young person have been shared, this should immediately be reported to the police without delay. Discuss with the police how best to proceed - be aware that they may ask that screenshots are taken if possible for the preservation of evidence if a criminal offence may have been committed. In this instance, ensure that there is a record from the police of the instruction to preserve this evidence. Never take screenshots or keep photographs of young people unless under specific instruction from the police, and never keep them for longer than absolutely necessary to present these to the police.

#### **i. Meeting 1-on-1 with young people**

Effective mentoring and excellent pastoral care are made easier by being able to relate on a one-to-one basis with a young person. Young people are often more open to sharing without their peers around as they feel safer in the context of speaking to someone they trust to handle what they say maturely.

There are, however, significant risks inherent with one-to-one work that can leave both a young person and the worker vulnerable to abuse and allegations of abuse.

### Policy Guidelines for Volunteers and Workers

- Define the role of the youth worker and the young person so that they are aware of the boundaries that exist in the relationship.

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- Make a plan of meetings, write in the central logbook and make sure consent is gained from parents or carers. Ensure that the Director or Safeguarding Officer is aware of the meeting.
  - Although one-off or emergency meetings might be asked for by the young person, where possible stick to meetings that are organised ahead of time.
  - Choose an appropriate venue that is public or in near proximity to others who are aware the meeting is taking place, such as a cafe.
  - The worker should keep a written record of the one-to-one meeting which is logged into a central system using Google Forms. A few short bullet points of the main themes of the conversations are enough. It is the mentor's responsibility to ensure that these records are logged.

Confidentiality can only ever be limited and should never be promised if the young person shares information that shows that they or someone else may be at risk of harm.

#### **j. Trips and Residentials**

- Consent is required from a parent or carer for a child/young person to go on any trip (for the purposes of this document, visiting a local park or similar space would not constitute a "trip" and require specific consent, provided it is in usual session times).
- Details of medical requirements and emergency contacts must be carried by at least two youth leaders.
- A risk assessment must be carried out and passed to the Safeguarding Co-ordinator.
- A trip leader will be appointed as well as a deputy leader to assist young people in case of an emergency.
- Where the trip is residential there must always be separate sleeping arrangements for workers and young people.

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### **k. First Aid**

When medical assistance is required by a child, young adult or an adult with care and support needs, it is important to follow this good practice:

- Only those with a current and recognised First Aid qualification should respond to injuries, as far as is possible.
- Where the injury is serious, contact a medical professional immediately by calling 999.
- In all cases ensure that the child/young adults' parent/guardian or carer is contacted as soon as possible, unless it's in their best interest not to – for example if there is an accusation against the parent or carer; in this circumstance contact the police immediately.
- Keep a written record of any injury if any treatment is needed to be given on the Google Forms form.
- Ensure that medical information is up to date and be aware of any pre-existing conditions or medications being taken.

### **m. Meeting in homes**

Effective relationship building and excellent pastoral care are made easier by being able to relate in a home environment with young people. Young people are often more responsible, open to talk, and calm in a positive home environment.

There are, however, significant risks inherent within-home work that can leave both a young person and the worker vulnerable to abuse and allegations of abuse.

#### Policy Guidelines for Volunteers and Workers

- Meeting in homes should not be considered a default position, and should only be considered if there is a specific purpose for those meetings.
- Meetings in homes must always be agreed by the trustees prior to any meeting taking place. They may agree to a one-off meeting, or regular meetings if required.
- Always ensure that there are at least two unconnected youth leaders present. In no circumstances should one youth be left alone with one adult.
- Keep a house log book, which will record all meetings, youth present, leaders present, and timings. This can be done on the relevant Google Forms document.
- Always obtain written parental consent, which is recorded and can be referred back to. If the meetings are regular, ensure that there is a record of a parent giving permission for them to attend regularly.
- Unlike public youth sessions, parental consent must be received before the young person can attend the first session.
- All homes must be risk-assessed and approved by the Safeguarding Officer. This will include assessing risks around common hazards, e.g. fire, dangerous objects, lockable doors, etc.
- Be clear about boundaries - where is allowed, where is off-limits.
- Do not allow young people into bedrooms for any reason.
- Ensure no more than one person goes to the toilet at once.
- Be aware of where young people are at all times, and ensure they are supervised.
- Be aware of where youth leaders are - at no point should one youth leader be left alone with one youth, even for a short period of time.
- Ensure conduct is warm and friendly, but also professional.
- Ensure that all youth have left by a time agreed upon with parents.

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## **o. Whistleblowing**

Whistleblowing is the raising of a concern about an incident that is a danger to others, including members of the public. A whistleblower is the person raising the concern by reporting it. This could be because of inappropriate behaviour, poor practice or unlawful conduct.

In the first instance the person who has seen the incident should raise the concern with the Safeguarding Co-ordinator, carefully writing all information down. All concerns raised should be confidential and if there is a child at risk then Social Services should be informed immediately. (See section 4 for further details.)

If the person feels unable to raise the concern with the Safeguarding Co-ordinator they could either contact the Deputy Safeguarding Co-ordinator or the Director. If the concern is related to the Safeguarding Co-ordinator, Safeguarding Deputy or Director, then the concern can be referred to Social Services.

Whistleblowers are protected by the Public Interest Disclosure Act and the Enterprise and Regulatory Reform Act

## **p. Lifts and transportation**

Lifts to/from youth venues may be considered in some settings, but please be aware that it is not simply the default position of the organisation that lifts will be offered whenever a young person asks for one. Lifts should only be given when the risk of not giving a lift to a young person outweighs the risks that must be considered when offering a lift - including risks of false allegations.

Workers must consider:

- Whether a lift is genuinely needed, or whether there may be another way for a young person to make their way to/from a session
- Ensure that the young person is not becoming dependent or expectant that lifts will be offered. In the event that a young person genuinely cannot make their own way to or from sessions, this should be negotiated with their parent/guardian.
- Paid workers must have business insurance for their car. This is not a requirement for volunteer workers.
- There is never an expectation from the organisation that a worker will give a lift to a young person, except in extreme or emergency cases. Do not give a lift to a young person if you feel uncomfortable for any reason.
- Consent should be sought from parents/guardians before a lift is offered. If a parent/guardian cannot be reached, the only time a lift should ever be offered is if there is a genuine concern of the young person's safety if they are not offered a lift, and a senior member of the organisation must always be made aware. Typically, a text should be sent to a parent/guardian where possible informing them that you have attempted to reach them but been unable, and the reason you are giving a lift to their child.
- Consider the use of an in-car camera, provided by Revolution Youth, particularly for longer journeys or journeys where you believe there may be an increased risk for any reason. This should be discussed with a senior member of the organisation in advance, to allow time to get a camera for you.
- Consider whether you may prefer to have another youth worker on speakerphone in your car for the duration of your journey - this can increase accountability.

If it is determined that a lift is genuinely required, then we have a "Plan A-B-C" method to offering lifts:

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**Plan A: Offer a lift where at least two youth leaders are present.** It is usually beneficial to plan for two or more youth leaders to be in a car where possible. This will usually increase the sense of accountability - however, be aware that this is not always the case, and in some cases may be perceived as the opposite.

**Plan B: Offer a lift to a group of young people.** If it is not possible to have two youth leaders in a car, plan to include a group of young people. When dropping them off, aim to drop off the group together, to avoid a single young person being in a car with one youth leader. If it is not possible to drop them off as a group, consider carefully how best to plan this, to minimise time with a single youth and leader in the car, and consider whether a particular young person may be more vulnerable and less suitable to be in a one-to-one environment with too. In the instance that one youth has to be dropped off last, observe the rules under Plan C.

**Plan C: One-to-one lifts.** These should only be a last resort, where Plan A and B are not possible. In line with National Youth Agency guidance, the young person should be seated in the back seat. Parental consent is essential (except in case of emergency and where a parent or guardian cannot be reached). You must take the child directly to their destination and not take any unnecessary stops or detours.

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## SECTION 5: RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

### Documenting a concern

The worker should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Seyi Adeleye (hereafter the "Safeguarding Co-ordinator")

Tel: 07456488896

Email: [seyi@revolutionyouth.co.uk](mailto:seyi@revolutionyouth.co.uk)

The above is nominated by the Organisation and Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Safeguarding Deputy:

Name: Seyi Adeleye

Tel: 07380430495

Email: [seyi@revolutionyouth.co.uk](mailto:seyi@revolutionyouth.co.uk)

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then you may contact Social Services or the Police. (see page 2 for details). It is the hope that members of the organisation will discuss their concerns with the leadership of Revolution Youth in the first instance, but if this is not appropriate or you feel uncomfortable with doing this, you are free to approach other agencies directly.

- The Safeguarding Co-ordinator should contact the appropriate agency. They should then contact Social Services in the area the child or adult lives. (There are ten councils across Greater Manchester – Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan.)

Name of local authority: Manchester Safeguarding Partnership (or contact the specific service relating to the child's address, see above for list of councils)

Manchester Contact Centre Tel:

0161 234 5001

Email: [mcsreply@manchester.gov.uk](mailto:mcsreply@manchester.gov.uk)

Website Address: <https://www.manchestersafeguardingpartnership.co.uk/>

Police Protection Team Tel: 0161 856 8185

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:
  - The trustees who may then need to liaise with the insurance company or the Charity

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- Commission to report a serious incident.
- The Designated Officer, formerly called a Local Authority Designated Officer (LADO), if the allegation concerns a worker working with someone under 18.
  - Suspicions must not be discussed with anyone other than those stated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
  - Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator should not delay referral to Social Services or the Police.
  - The Leadership and Trustees of Revolution Youth will support the Safeguarding Co-ordinator/ Deputy Safeguarding Co-ordinator in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
  - It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies, although Revolution Youth hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/ Deputy Safeguarding Co-ordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator and/or Deputy Safeguarding Co-ordinator as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that Revolution Youth demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy Safeguarding Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Detailed Procedures Where There is a Concern about a Child:**

#### Allegations of Physical Injury, Neglect or Emotional Abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy Safeguarding Co-ordinator will:

- Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

#### Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department duty social worker for children and

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families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

#### Allegations of Abuse Against a Person who Works with Children/Young People

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regard to the suspension of the worker.
- Make a referral to a Designated Officer, formerly called a Local Authority Designated Officer (LADO), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the Designated Officer if they are involved.

#### Adoption of the policy

This policy was agreed by the Trustees and Senior Leadership team and will be reviewed annually on the Annual General Meeting.

Signed by:

Position:

Signed by:

Position

Date: