



Safeguarding Children and Young People Policy

Organisation: Shrewsbury House Youth & Community Centre (CIO)

Charity Number: 1058694

Policy Owner: Board of Trustees

Designated Safeguarding Lead (DSL): CEO- Vicki Parker

Deputy DSL(s): Senior Youth Worker- John Dumbell

Last Review: January 2026

Next Review: January 2027

1. Policy Statement

The Shewsy is committed to safeguarding and promoting the welfare of all children and young people. We believe that every child has the right to feel safe, be respected, and be protected from harm.

Safeguarding is central to everything we do and underpins our culture, values and practice. We will act without delay where concerns arise and always place the welfare of the child first.

This policy works alongside our Health & Safety Policy, recognising that unsafe environments, poor practice or operational failures can present safeguarding risks.

2. Scope of the Policy

This policy applies to:

- All children and young people accessing Shewsy activities

- Staff, volunteers and trustees -
- Visitors, partners and contractors
- All on-site and off-site activities

3. Key Principles

We are guided by the following principles:

- The welfare of the child is paramount
- Safeguarding is everyone's responsibility
- Children should be listened to and taken seriously
- Early action can prevent harm
- Safer practice protects both young people and adults

4. Roles and Responsibilities

4.1 Board of Trustees

The Board will:

- Ensure effective safeguarding policies and systems are in place
- Receive reports on safeguarding concerns and serious incidents
- Hold senior leadership to account for safeguarding practice

4.2 Designated Safeguarding Lead (DSL)

The DSL will:

- Take lead responsibility for safeguarding and child protection
- Receive and respond to safeguarding concerns
- Make referrals to statutory agencies where required
- Provide advice and support to staff and volunteers
- Ensure safeguarding records are maintained securely

4.3 Staff and Volunteers

All staff and volunteers must:

- Be alert to signs of abuse, neglect or poor practice
- Follow this policy and the Safeguarding Code of Conduct
- Report concerns immediately to the DSL or Deputy DSL
- Never promise confidentiality to a child

5. Recognising and Responding to Concerns

Safeguarding concerns may arise from:

- A disclosure from a child or young person
- Observed changes in behaviour or presentation
- Unsafe environments or practices
- Concerns about an adult's behaviour

All concerns must be reported to the DSL **without delay**. Staff should record what they have seen or been told factually and pass this on promptly.

6. Managing Allegations and Poor Practice

Concerns about staff or volunteers will be managed sensitively and in line with statutory guidance. Where appropriate, referrals will be made to the Local Authority Designated Officer (LADO).

Low-level concerns and poor practice will be addressed early to prevent escalation.

7. Safer Recruitment and Training

Safer Recruitment and Selection

The Shewsy is committed to safer recruitment and selection practices to ensure that all staff and volunteers are suitable to work with children and young people.

We will:

- Include safeguarding responsibilities in all role descriptions

- Require applicants to complete an application form (CVs alone are not accepted)
- Obtain and verify appropriate references prior to appointment
- Carry out enhanced DBS checks, including barred list checks where required
- Verify identity, right to work, and relevant qualifications
- Ensure safeguarding is discussed as part of the interview and selection process
- Provide safeguarding induction before any unsupervised contact with children or young people

No member of staff or volunteer will be permitted to work unsupervised with children or young people until all required checks are satisfactorily completed.

Training

The Shewsy will:

- Ensure safeguarding training for all staff and volunteers
- Provide role-specific training where appropriate
- Refresh training regularly to maintain awareness and good practice.

8. Record Keeping and Confidentiality

Safeguarding records will:

- Be accurate, factual and timely
- Be stored securely
- Be shared only on a need-to-know basis

9. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in response to changes in legislation or guidance
- Monitored through SLT and Trustee oversight

10. How Safeguarding Links to Health & Safety (One-Page Summary)

Safeguarding focuses on:

- Protecting children and young people from harm
- Responding to concerns, disclosures and allegations
- Safe culture, boundaries and behaviour

Health & Safety focuses on:

- Premises safety
- Fire and emergency procedures
- Risk assessments and safe activities

When Health & Safety becomes Safeguarding

A health and safety issue becomes a safeguarding issue when:

- A child or young person is injured or at risk of harm
- Unsafe conditions impact a child's welfare
- Poor practice places children at risk

What staff should do

1. Take immediate action to keep the child safe
2. Inform a manager
3. **Report the concern to the DSL immediately**
4. Record the concern factually

Together, these policies ensure the Shewsy remains a safe, trusted and supportive place for young people.