

Children's Safeguarding Policy Template

The Volunteering Together 4 Health service is delivered by a partnership team of volunteering experts across the 5 boroughs of North Central London. Whether looking for volunteering advice and guidance at a system-wide or local level, you will find dedicated and expert support.

[Organisation Name] Child Safeguarding Policy

1. Purpose of the Policy

[Organisation Name] is committed to safeguarding and promoting the welfare of all children who come into contact with its activities, services, staff, volunteers, trustees, partners and representatives.

The purpose of this policy is to set out [Organisation Name]'s approach to child safeguarding and child protection, including how the organisation will prevent harm, recognise concerns, respond appropriately, report concerns, and keep accurate records. Safeguarding means protecting children from maltreatment, preventing impairment of children's health or development, ensuring children grow up in safe and effective care, and taking action to enable children to have the best outcomes.

This policy applies to everyone working on behalf of [Organisation Name], including trustees, directors, committee members, employees, volunteers, sessional workers, contractors, consultants, students, agency workers and anyone representing the organisation.

This policy will be made available to all relevant people and will be reviewed at least annually, or sooner if there are changes in legislation, statutory guidance, organisational activities, or safeguarding risks.

It helps everyone involved in our organisation to:

- Be aware of their legal responsibilities.
- Understand safeguarding risks relevant to the organisation's activities and the communities it works with.
- Know how to respond if they have concerns about the wellbeing or welfare of a child who comes into contact with the group.

This policy should be read alongside related organisational policies and procedures, including safeguarding adults, safer recruitment, whistleblowing, complaints, health and safety, data protection, online safety, photography and image use, and incident reporting.

Safeguarding Statement

[Organisation Name] is committed to providing a safe, inclusive and supportive environment where the welfare of every child is paramount. We have a zero-tolerance approach to abuse, neglect, exploitation and harm of any kind. Everyone working on behalf of the organisation shares responsibility for safeguarding children and must act promptly whenever concerns arise.

We believe that every child has the right to be protected from abuse regardless of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, family circumstances or background.

2. Code of Conduct

When working with children, we are in a position of trust. We expect all members, volunteers, staff, and trustees to act according to the following values:

- All children have an equal right to protection from abuse and to be kept safe from harm regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- We recognise that some children may be additionally vulnerable because of their age, disability, communication needs, previous experiences, family circumstances, immigration status, online activity, or other factors.
- We listen to and respect all children and treat them with dignity.
- We use language appropriate to the child's age and understanding, avoiding any discriminatory or offensive language.
- We encourage honesty and openness, creating a safe environment for children to share concerns.
- All allegations or suspicions of abuse will be taken seriously and responded to promptly and appropriately.

When working with children, [Organisation Name] and anyone acting on its behalf must never:

- Promise to keep secrets — safeguarding depends on sharing concerns responsibly.
- Ignore or dismiss suspicions or allegations of abuse.
- Act in a threatening, abusive, or bullying manner.
- Jump to conclusions without checking facts.
- Enter into a sexual or intimate relationship with a child.

3. Legislation

[Organisation Name] recognises that safeguarding children is a shared responsibility and will work in partnership with children, parents and carers, local safeguarding partners, the local authority, police, health services and other relevant agencies where appropriate.

This policy and practice are based on the following legislation and guidance:

- The Children Act 1989 and 2004.
- Working Together to Safeguard Children statutory guidance, and any subsequent updates
- The Education Act 2002.
- The Sexual Offences Act 2003.
- Keeping Children Safe in Education, where relevant to the organisation's work.
- The Female Genital Mutilation Act 2003.
- The Children and Families Act 2014.
- The Human Rights Act 1998.

For organisations operating within North Central London, this policy should be read alongside the relevant local safeguarding children partnership procedures and local authority referral pathways applicable to the area in which the child resides or the concern arises. If there is an immediate risk of harm to a child, call 999. All child safeguarding and child protection concerns must be referred promptly to the appropriate local authority children's social care service in line with local procedures. Safeguarding concerns should be followed up using the relevant referral process and documentation required by the local authority where appropriate.

Local procedure: The Designated Safeguarding Lead (DSL) should seek advice from the relevant children's social care service or safeguarding professionals where there is uncertainty about the level of need, risk, or the most appropriate course of action. Referrals and information sharing must be recorded clearly, including the date, time, person contacted, advice received, decisions made, and actions taken. Where a concern is urgent but does not require an immediate emergency response, the DSL should contact the appropriate children's social care service as soon as possible and, wherever practicable, no later than 24 hours after the concern is identified.

4. Definitions

A **child** is anyone under 18 years of age.

Abuse is any action or inaction that harms or puts a child at risk of harm. Abuse can occur within any relationship and may result in significant harm to the child.

Types of child abuse include (see Appendix 1 for detailed definitions):

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect
- Child Sexual Exploitation

- Bullying and Cyberbullying
- Exposure to Domestic Abuse
- Female Genital Mutilation (FGM)
- Radicalisation and Extremism

5. Recognising Safeguarding Concerns

Signs a child may be experiencing abuse include — but are not limited to —:

- Unexplained injuries or bruises.
- Changes in behaviour or emotional wellbeing, such as withdrawal or aggression.
- Poor hygiene, inadequate clothing, or signs of neglect.
- Fear of particular individuals or reluctance to go home.
- Disclosure of abuse or distressing experiences.
- Frequent absences or disengagement from activities.
- Signs of online abuse or exploitation.

All concerns should be taken seriously and reported.

6. Responding to Concerns

[Organisation Name] will appoint a Designated Safeguarding Lead (DSL) and, where possible, a deputy DSL. Contact details must be completed in section 10.

If a child discloses abuse or you suspect abuse, you should:

- Listen carefully and reassure the child — do not promise confidentiality.
- Do not investigate or ask leading questions.
- Report the concern immediately to the DSL.
- If the DSL is implicated, report to a trusted trustee.
- Record the information accurately and promptly. The DSL will:
- Assess the concern and decide next steps.
- Refer to the local authority children's safeguarding team or police if required.
- Support the child and staff involved.
- Keep accurate records of actions and decisions.

Emergency incidents: If there is an immediate risk of harm, call emergency services (999) immediately.

Non-emergency concerns: Where there are concerns about a child's welfare that do not require an immediate emergency response, the Designated Safeguarding Lead (DSL) should contact the appropriate local authority children's social care service as soon as possible and no later than 24 hours after the concern is identified. The DSL should follow any advice received and complete the relevant referral process and documentation in accordance with local safeguarding procedures.

6A. Allegations Against Staff, Volunteers and Trustees

Where a safeguarding concern or allegation relates to a member of staff, volunteer, trustee, contractor or anyone acting on behalf of [Organisation Name], the concern must always be taken seriously and managed separately from concerns about children generally.

The person receiving the allegation must:

- Report the concern immediately to the Designated Safeguarding Lead (DSL).
- If the allegation concerns the DSL, report it immediately to the Chair of Trustees or another designated senior trustee.
- Where appropriate, seek advice from the Local Authority Designated Officer (LADO) or relevant local authority safeguarding advice service before investigating internally.
- Avoid discussing the allegation with anyone who does not need to know.
- Maintain confidentiality while ensuring the safety and welfare of children remains the priority.
- Consider appropriate risk management measures, which may include temporary changes to duties or suspension where necessary to protect children. Suspension is a neutral act and does not imply guilt.

The organisation will fully cooperate with any investigation undertaken by the local authority, police, regulatory body or other statutory agency.

A clear written record of the allegation, advice received, decisions taken and actions implemented must be maintained securely.

6B. Low-Level Concerns

The organisation encourages staff, volunteers and trustees to report low-level concerns about behaviour that may not meet the threshold for abuse but could indicate poor professional boundaries or emerging safeguarding risks.

Examples include:

- over-familiar behaviour with children;
- inappropriate language or jokes;
- unnecessary one-to-one contact;
- excessive or inappropriate communication outside organisational activities;
- failure to follow safeguarding procedures;
- repeated minor concerns about professional conduct.

Low-level concerns should be shared promptly with the Designated Safeguarding Lead or, where appropriate, the Chair of Trustees.

All concerns will be recorded, reviewed and managed proportionately. Patterns of behaviour will be monitored so that emerging risks can be identified and addressed before they escalate.

No individual will suffer disadvantage for raising a genuine safeguarding concern in good faith.

7. Keeping Records

All safeguarding concerns and actions must be recorded accurately and securely by the DSL.

Records include:

- Date, time, and nature of concern.
- Details of individuals involved.
- Description of what was said or observed.
- Actions taken and outcomes.

Records will be kept confidential and stored securely — in locked cabinets or password-protected electronic files — accessible only to authorised personnel.

8. Confidentiality, Consent and Information Sharing

We comply with the UK General Data Protection Regulation (GDPR) while sharing information responsibly to safeguard children.

Information will be shared within the organisation only when necessary to protect the child, and with Islington Council, police, health services or other safeguarding partners where required by law, local procedure or the child's best interests.

We will:

- Have a clear purpose for sharing information.
- Keep records of what information is shared and why.
- Ensure sharing does not increase risk to the child.
- Seek consent where appropriate — but override this if the child or others are at serious risk.

9. Recruiting and Training Volunteers

All staff, volunteers and trustees whose roles involve contact with children, families, or safeguarding information will:

- Undergo an induction covering safeguarding policies and procedures.
- Receive training on recognising abuse, reporting concerns, and the code of conduct.
- Know who the DSL is and how to contact them.
- Be subject to Disclosure and Barring Service (DBS) checks where required by law.

The DSL and deputy DSL will receive appropriate safeguarding training and refresh this regularly. [Organisation Name] will keep records of induction, training, DBS checks where required, references, role descriptions and safer recruitment decisions.

Safer recruitment: Recruitment processes should include role descriptions, application forms or written expressions of interest, identity checks, references, appropriate interview or discussion, safeguarding questions, and DBS checks where the role is eligible. Any concerns arising during recruitment must be considered before appointment.

Online safety and images:

Online safety, photography and images

[Organisation Name] will take reasonable steps to protect children from online abuse, inappropriate contact, bullying, exploitation and misuse of images. Photographs or videos of children must only be taken, stored and shared where there is an identified organisational purpose and appropriate parent or carer consent has been obtained, unless another lawful basis applies.

Images will:

- respect children's dignity and privacy;
- never be used in a way that could place a child at risk;
- be stored securely;
- only be shared in accordance with the organisation's data protection, privacy and safeguarding procedures.

Children's personal information will never be shared alongside photographs unless there is a clear lawful reason for doing so.

10. Contacts

- Designated Safeguarding Lead: [Full name]
- DSL role/job title: [Role/title]
- DSL phone: [Phone number]
- DSL email: [Email address]
- Deputy Designated Safeguarding Lead: [Full name]
- Deputy DSL phone/email: [Phone number/email address]
- Local authority Children's Services Contact Team: [Phone number]
- Local authority Children's Services Contact Team: referrals email: [Email address]
- Local authority Children's Social Care out of hours: [Insert current out-of-hours number if different from CSCT or local procedure]
- Police Non-Emergency Number: 101
- Emergency Services: 999
- NSPCC Helpline: 0808 800 5000

11. Review

This policy will be reviewed annually by [Organisation Name]’s leadership or governing body and updated in line with changes in legislation, statutory guidance, local safeguarding procedures, organisational activities or identified risks. The date of approval, review date and person responsible should be recorded below.

Approved by	[Name / role / board or committee]
Date approved	[Date]
Next review date	[Date]
Policy owner	[Name / role]

Appendices

Appendix 1: Types of Child Abuse — Detailed Definitions

Physical Abuse

Deliberate physical harm or injury to a child, such as hitting, shaking, burning, or biting. It can also include giving a child harmful substances or fabricating symptoms.

Sexual Abuse

Any sexual activity with a child, including direct contact (touching, penetration) or non-contact activities (exposure to sexual acts, grooming, online exploitation).

Emotional Abuse

Persistent emotional maltreatment causing severe and persistent adverse effects on the child’s emotional development. Includes bullying, humiliation, threats, rejection, or withholding love and support.

Neglect

Failure to meet a child’s basic physical and emotional needs, such as adequate food, shelter, clothing, medical care, supervision, or emotional support, resulting in harm or risk of harm.

Child Sexual Exploitation (CSE)

A form of sexual abuse where children are manipulated or coerced into sexual activity in exchange for money, gifts, status, or affection.

Bullying and Cyberbullying

Repeated aggressive behaviour intended to hurt or intimidate a child, including online abuse via social media, texts, or emails.

Exposure to Domestic Abuse

Children living in homes where domestic violence occurs are at risk of emotional and physical harm.

Female Genital Mutilation (FGM)

The partial or total removal of female genitalia for non-medical reasons, a serious form of abuse and a criminal offence in the UK.

Radicalisation and Extremism

The process by which children are drawn into terrorism or extremist ideologies and behaviours, often through grooming or exposure to extremist material.

Appendix 2: Safeguarding Concerns Reporting Procedure

Purpose: This procedure sets out the steps that staff, volunteers, trustees and representatives must follow if they are worried about a child's safety, welfare or wellbeing. All concerns must be taken seriously, recorded accurately and reported without delay.

1. **Recognise the concern.** A concern may arise from something seen, heard, disclosed by a child or another person, or identified through changes in behaviour, appearance, attendance, communication or wellbeing.
2. **Respond calmly and appropriately.** Listen carefully, reassure the child that they have done the right thing by speaking up, do not promise confidentiality, do not investigate, and do not ask leading questions.
3. **Take immediate action if there is an emergency.** If a child is in immediate danger or needs urgent medical attention, call 999. Inform the Designated Safeguarding Lead as soon as it is safe to do so.
4. **Report the concern to the Designated Safeguarding Lead.** Report all safeguarding concerns to the DSL as soon as possible on the same day. If the DSL is unavailable, contact the deputy DSL. If the concern relates to the DSL, report it to the Chair, trustee, director or another appropriate senior person.
5. **Record the concern accurately.** Write a factual record as soon as possible, including the date, time, place, names of those involved, what was seen or heard, the child's own words where relevant, actions taken and any advice received.
6. **DSL reviews the concern and decides next steps.** The DSL will consider the level of risk, whether urgent action is required, whether parents or carers should be contacted, and whether a referral or professional advice is needed.
7. **Follow the relevant local authority referral pathway where appropriate.** For non-emergency child safeguarding concerns, the Designated Safeguarding Lead (DSL) should contact the appropriate local authority children's social care service as soon as possible and no later than 24 hours after the concern is identified. The DSL must follow any advice provided and complete the relevant referral form or safeguarding documentation required under local procedures where applicable.
8. **Maintain confidentiality and information security.** Share information only with those who need to know in order to protect the child. Safeguarding records must be stored securely and separately from general files.
9. **Continue support and monitoring.** The organisation should continue to support the child and any staff or volunteers involved, monitor any ongoing risks, and record further concerns or actions.

Appendix 3 – Safeguarding Incident Recording Form

Safeguarding Incident Recording Form

Section	Information
Child's full name	
Date of birth (if known)	
Address (if known)	
Parent/carer details	
Date of concern	
Time of concern	
Location	
Person reporting concern	
Role	
Nature of concern	
Was this a disclosure?	Yes / No
Child's own words (where possible)	
What was observed?	
Immediate action taken	
Who was informed?	
Date/time reported to DSL	
Advice received	
Referral made?	Yes / No
Agency referred to	
Date/time of referral	
Outcome/follow-up	
Record completed by	
Date completed	
DSL signature	

Recording guidance

- Record only factual information.
- Distinguish between observations and opinions.
- Record the child's own words wherever possible.
- Complete records as soon as possible after the incident.
- Store all safeguarding records securely and separately from general personnel records.

Approval Checklist

Safeguarding Policy Approval Checklist

Before approving this policy, confirm that the following information has been completed:

- ☐ Organisation name inserted throughout the document.
- ☐ Designated Safeguarding Lead details completed.
- ☐ Deputy Designated Safeguarding Lead details completed.
- ☐ Local authority safeguarding contact details checked and updated.
- ☐ Local referral procedures confirmed.
- ☐ Trustee or governing body approval recorded.
- ☐ Policy owner identified.
- ☐ Review date completed.
- ☐ Safer recruitment arrangements confirmed.
- ☐ DBS checking arrangements confirmed where applicable.
- ☐ Safeguarding induction and training arrangements in place.
- ☐ Staff and volunteer code of conduct communicated.
- ☐ Reporting forms and safeguarding records available.
- ☐ Policy shared with staff, volunteers and trustees.

References and Guidance used to inform this template

This template has been developed with reference to current national safeguarding legislation, statutory guidance and recognised safeguarding practice guidance. Organisations should always check that the guidance remains up to date and adapt the policy to reflect their own activities, risks, governance arrangements and local safeguarding procedures.

- Department for Education: Working Together to Safeguard Children statutory guidance.
- Local Safeguarding Children Partnerships and local authorities: relevant local child safeguarding procedures, referral pathways, and children's social care guidance applicable to the area in which the organisation operates or the child resides.
- NSPCC Learning: safeguarding and child protection policy guidance, including guidance on writing safeguarding policies and procedures.
- NCVO: safeguarding policies and procedures guidance for voluntary and community organisations.
- Relevant legislation including the Children Act 1989 and 2004, Education Act 2002, Sexual Offences Act 2003, Female Genital Mutilation Act 2003, Children and Families Act 2014, Human Rights Act 1998 and UK data protection legislation.

For further support contact your local volunteering experts:

Bridge Renewal Trust (Haringey)

CBPlus (Barnet)

Enfield Voluntary Action

Haringey Community Collaborative (Public Voice)

London Plus (Lead Partner)

Voluntary Action Islington

Volunteer Centre Camden (Operational Lead)

Volunteering Barnet (Groundwork London)

