



Safeguarding Policy

"Safeguarding Children, Young People and Vulnerable Adults is Everyone's Business"

Available to clients and young people on request.

Introduction

All children and young people have the right to lead lives free from neglect, exploitation, harm or abuse. Just for Kids Law has a responsibility to promote and protect the welfare of children and young people and to keep them safe. We are committed to practice in a way that ensures that this is the case.

Our safeguarding policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Just for Kids Law.

The purpose of this policy:

- To protect children (people aged up to and including 17 years) and young people (those aged 18 to 25 years) who receive Just for Kids Law's services or engage with us in other areas of our work including through online interactions. This includes the children of adults who use our services
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and the protection of children and young people

It includes four **appendices**:

- [Appendix A: Just for Kids Law Safeguarding Flowchart](#),
- [Appendix B: Digital Safeguarding Guidance](#)
- [Appendix C: Children and young people we work with](#)
- [Appendix D: Safeguarding Guidance for face-to-face group activities including events](#)

Legal Framework

This policy has been drawn up based on law and guidance that seeks to protect children and young people. It should be noted that many of the young people we work with at JfKL are aged 18+, and that the children's' and adults' safeguarding systems are conceptually and procedurally different and underpinned by different legislative frameworks. For example, when safeguarding a child, consent is not required to initiate a safeguarding response; by contrast, where adults are deemed to have capacity, it is broadly considered essential that their consent is sought before making a safeguarding referral.

For children, the relevant law and guidance is drawn from:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1989
- General Data Protection Regulation 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Children and Social Work Act 2017

- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2015
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: HM Government 2018
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018

For those aged 18+ the relevant law and guidance is drawn from:

- Care Act 2014
- Mental Capacity Act 2005

This policy should be read alongside our policies and procedures on:

- Responding to safeguarding concerns about a child or young person: A guide for Just for Kids Law staff and volunteers
- Compliments and Complaints
- Lone working policy and procedure Health and Safety
- Recruitment and induction
Supervision and Appraisal
Whistleblowing at Work

We recognise that:

- The welfare of children and young people is paramount, as enshrined in the Children Act 1989.
- All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some children and young people are additionally vulnerable because of the impact of previous experiences, individual circumstances, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies, is essential in promoting children and young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to, and respecting them
- appointing a Designated Safeguarding Lead (DSL) for children and young people, a Deputy Designated Safeguarding Lead (DDSL), as well as designated safeguarding officers and a lead board member for safeguarding (see [Useful Contacts](#) for details).
- adopting child and young person protection and safeguarding practices through procedures for staff and volunteers (see [Appendix A](#) alongside *Responding to safeguarding concerns about a child or young person: A guide for Just for Kids Law staff and volunteers*)
- providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures

- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

Useful Contacts

Designated Safeguarding Lead (DSL)

Aika Stephenson, Legal Director, AikaStephenson@justforkidslaw.org
07886 755321

Deputy Designated Safeguard Lead (DDSL)

Chris Callendar, ChrisCallender@justforkidslaw.org

Chair of Just for Kids Law Board of Trustees:

Max Alexander, max.alexander@sxswlondon.com

Further advice and information

NSPCC Helpline - 0800 800 5000

Provides advice and support via helpline on safeguarding issues- please call if you are unable to speak with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. They will advise you on whether a safeguarding alert needs raising.

CEOP - wmv.ceop.police.uk

Exists to help keep children and young people safe from sexual abuse and grooming online. Allows the reporting of online abuse and gives advice on issues around online abuse and grooming.

For further information on recognising the signs and symptoms of **child** abuse please see:

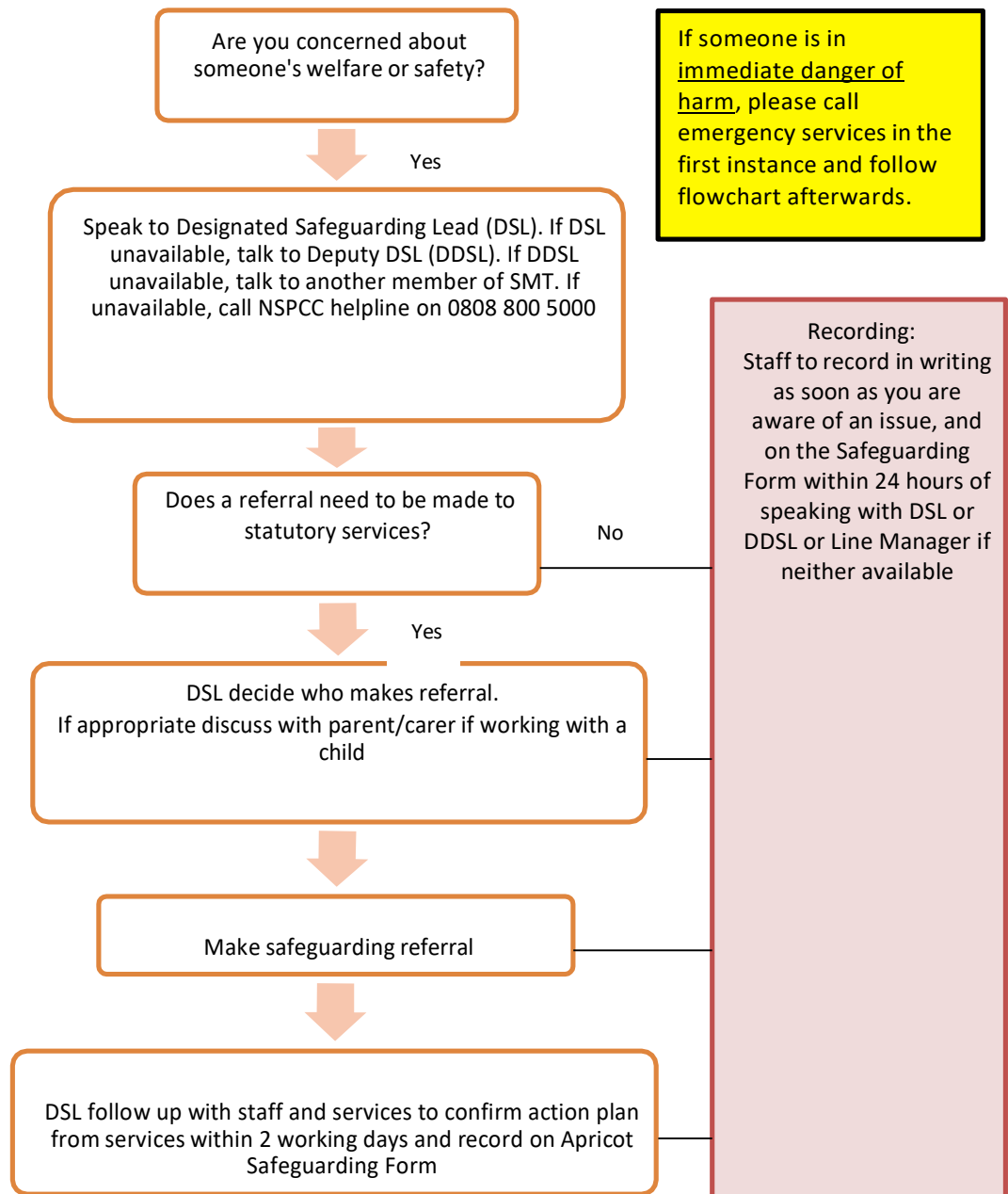
<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

For signs and symptoms of abuse in **adults** please see:

<https://www.scie.org.uk/publications/ataglance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

We are committed to reviewing our policy and good practice regularly.

Appendix A: Just for Kids Law Safeguarding Flowchart



Designated Safeguarding Lead (DSL): Aika Stephenson,
AikaStephenson@justforkidslaw.org, 07886 755321
Deputy Designated Safeguarding Lead (DDSL): Chris Callender,
ChrisCallender@justforkidslaw.org
NSPCC Helpline: 0808 800 5000
Islington Safeguarding helpline: 0207 527 740

Islington Emergency Team helpline: 020 7226 0992

Appendix B: Digital Safeguarding

Digital technologies present a huge range of opportunities for innovation. When we are not able to physically meet with young people in groups or as individuals or when some might find it difficult to meet and talk in person, the Internet enables us to connect and communicate in a range of ways.

Connecting through a smartphone or computer opens up huge potential for a different kind of outreach, where we can invite young people to view, consult and even participate in activities or receiving some support without having to come to the office or other physical meeting space.

Forms of online work

- Meeting as a group through an online video chat platform such as Zoom or Teams
- Broadcasting activities or video on social media platforms such as Twitter or Instagram
- A video call one to one with a young person through Zoom/WhatsApp video/Teams

Risks associated to online working

It is important to remember that communicating with young people one to one online, whether via messaging or video, is the equivalent of meeting a young person in a room on your own with no one around. Communicating with groups and holding virtual gatherings via online platforms also presents challenges that should be considered before giving access to your virtual environment to those who you may not know.

Some risks that should be kept in mind include:

- The opportunity for grooming/sexual exploitation
- Sharing of personal contact details of young people and youth workers
- Inappropriate conversations between young people and workers
- Potential allegations against workers
- Use of apps with age restrictions
- Disclosures within a group

Good Practice Guidance

- As in normal circumstances, contact with young people should take place with appropriately vetted and checked workers present. If you are working with an external worker, it is advisable that you are on the call too
- Ensure a record is kept of all one-to-one video calls held and the content covered in each call.
- To minimise risks, always consider if a group communication can be achieved rather than one to one.
- Recordings of group calls should not be made unless there is a compelling reason to do so. Make sure the call organiser can mute/block participants in the event they are displaying/sharing anything unsuitable or illegal.
- Respect the minimum age requirements for video chat enabled platforms and consider a minimum age limit for anyone to one chat.
- Avoid using personal accounts for video chats. Use organisational profiles wherever available. Ensure you periodically review these arrangements to identify any poor practice or any challenges to positive and safe engagement.
- Make sure that names and personal details of young people are never shared publicly, e.g., through a live chat function. If you are making your video available publicly, do not share any specific information about young people in what you say.
- Establish a group agreement with young people and have a clear agenda to share for each video call.
- Be appropriately dressed to take part in any online sessions/activities.

Appendix C: Children and young people we work with

Safeguarding concerns at Just for Kids Law

At Just for Kids Law we often work with children and young people in crisis. Due to the nature of this work, safeguarding concerns often revolve around the conditions and circumstances in which children and young people are living, the impact these conditions are having on children and young people, and the support which children and young people may or may not be receiving in response to these conditions. Specific examples often include but are not limited to:

- Homelessness;
- Lack of support from social services;
- Child or adult sexual exploitation including historical issues; Exploitation related to the sale of illegal drugs;
- Domestic violence;
- Parental neglect or emotional abuse.

Although we do deal with more traditional disclosures of abuse in our practice, this is less common, and it is the above contexts that you will need to be especially mindful of when thinking about safeguarding for many of the children and young people we work with.

Through our practice we have also found that the children and young people we work with are often primarily concerned with resolving the immediate issues they are faced with. They may not recognise an issue as a safeguarding issue in the way a professional might do and may not see it as a priority to pursue the safeguarding process. As such, it is important that staff remain aware that what a young person tells us, and the circumstances in which we often find young people living, might at times have safeguarding implications.

It should also be noted that many of the young people we work with at JfKL are aged 18+ and that the children's and adult's safeguarding systems are conceptually and procedurally different and underpinned by different legislative frameworks. For example, when safeguarding, a child's consent is not required to initiate a safeguarding response; by contrast, where adults are deemed to have capacity, it is broadly considered essential that their consent is sought before making a safeguarding referral. In both instances, with children and with adults, staff should still follow the same process detailed in the safeguarding flowchart on the following page.

Disclosures and receiving information from young people:

It is important that children and young people are aware that when they tell us something that makes us worried about their safety or the safety of those around them, we may have to inform social services or others as part of our safeguarding duties.

Therefore, all staff should discuss safeguarding duties and confidentiality as part of an initial meeting. They are then able to refer back to these conversations as needed when discussing any safeguarding issues children or young people may bring up.

The ways in which children and young people bring safeguarding issues up to staff at Just for Kids Law is often not direct and is likely to be part of an organic conversation where they mention a range of issues they are facing. It is important therefore to have sensitivity around how a child or young person's experiences may bring up worries about their safety and the safety of those around them.

Ways that a concern can come to your attention:

- A child or young person's direct circumstances may pose a safeguarding concern- e.g. homelessness, exploitation
- A child or young person may tell you about an experience they have had in the past
- A child or young person might make a direct disclosure about him or herself
- A child or young person might tell you something concerning about another child or young person including another young person also supported by Just for Kids law.
- A child or young person might offer information that is worrying but not a direct disclosure
- A child or young person might share information about a member of Just for Kids Law staff team.
- A member of staff might be concerned about a child or young person's appearance or behaviour or about the behaviour of a parent or carer towards a child or young person.
- A parent or carer might make a disclosure about abuse that a child or young person is suffering or at risk of suffering
- A parent or carer might offer information about a child or young person that is worrying but not a direct disclosure

Abuse in children and young people

The NSPCC website provides useful information about the signs and symptoms of abuse — see link below:

[Spotting the signs of child abuse | NSPCC](#)

The information makes it clear that abuse is not always obvious, and that there are many reasons why children and young people may not tell anyone that they are being abused. They might not even realise that what is happening to them is abusive.

Many of the signs that suggest abuse may also be caused by other issues, and often it is a case of investigating agencies needing to build up a picture of a child or young person's life by piecing together information held by different individuals and organisations.

It is also important to point out that children and young people can experience various types of abuse at the same time. For example, all abuse involves an element of emotional abuse, and neglect often occurs in contexts where children and young people are also being subjected to physical or sexual abuse.

Safeguarding and digital platforms

It is important to remember that communicating with children and young people one to one online, whether via messaging or video, is the equivalent of meeting a child or young person in a room on your own with no one around. Communicating with groups and holding virtual gatherings via online platforms also presents challenges that should be considered before giving access to your virtual environment to those who you may not know. Appendix B, Digital Safeguarding, sets out potential safeguarding risks associated with online working and good practice guidance to be followed.

Safeguarding involving a member of Just for Kids Law staff

If you become aware of a safeguarding concern, through disclosure or other means, involving a member of the Just for Kids Law staff team, immediately inform your Designated Safeguarding Lead (DSL) and they will give guidance on next steps. If the disclosure relates to your DSL, speak with the Deputy Designated Safeguarding Lead (DDSL). If the disclosure relates to the DDSL, speak to a member of SMT. If the disclosure relates to a member of SMT, speak with the chair of trustees - see the end of this guidance for their contact details. You should not speak with the member of staff concerned or to others in the organisation.

Safeguarding involving peers working with Just for Kids Law

Safeguarding concerns can involve other children and young people supported by Just for Kids Law. One young person we are working with may make a disclosure about another child or young person we are working with, for example. If this happens you should speak immediately with your Designated Safeguarding Lead (DSL). You should take particular care not to speak with others at Just for Kids Law or to other young people about the information you have received, to ensure any investigation that is necessary is not jeopardised.

When speaking with the Designated Safeguarding Lead (DSL):

As a smaller team we have a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL). If you become aware of a safeguarding concern, you should discuss this in the first instance with the DSL or DDSL if the DSL is not contactable. A decision will need to be made by the DDSL or DSL (with your input) about whether the external agencies including the local authority need to be informed, who should inform them, and when they should be informed. The DSL or DDSL will also consider whether other services or people in the child or young person's network may be able to support with the concern and consider alerting them as appropriate.

If you have involved the police and/or the health services or support providers (e.g. school staff or support workers), then the DSL or DDSL will consider whether they should be part of this decision i.e. whether they should be the ones to initially share information with social services.

Issues that will need to be taken into account in these decisions are:

- The child or young person's wishes and feelings
- The welfare of the child or young person

- Which other services or people in the child or young person's network are likely to be able to support with the issue raised.
- Which agency or individual is best placed to make the initial alert- who has the most comprehensive knowledge of the issues.
- The current assessment of the risk to the child or young person and the source of that risk alongside any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart Appendix A.

When parents are directly involved in the child or young person's life

Although this is not something which often arises in our safeguarding work, it is important to consider parents when they are closely involved in a child or young person's life. A decision will need to be made by the DSL or DDSL around whether parents need to be informed about a safeguarding concern when this is the case.

The DSL or DDSL and staff member will need to consider:

- The child or young person's wishes and feelings
- The parent's right to know (unless this would place the child/ young person or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent
- The current assessment of the risk to the child or young person and the source of that risk alongside any risk management plans that currently exist.

Recording your concerns: An example JfKL Safeguarding Email Template

RE: Name and DOB: John Smith (15/01/2001)

Location: 134 Bill street, Southwark, SE1 2QE

Safeguarding issue – a short summary (please see attached safeguarding form for more information:

John is facing street homelessness in Southwark tonight and is at risk of gang violence in the area, he is in need of accommodation.

Please can you confirm you have received this alert and describe the plan of action the local authority have for John Smith within one working day in line with *Working together 2018* and the *London Child Protection Procedures* from the London Safeguarding Children Board.

I am available on 0203 174 2279 and my work mobile is XXXXXXXXXX if you would like to discuss this further.

Many thanks,

Appendix D: Safeguarding Guidance for face-to-face group activities including events

Respect for the views of the child (Article 12) is a general principle of the UN Convention on the Rights of the Child (UNCRC) and as a rights-based organisation, is central to Just for Kids Law's values. We want to ensure we do this safely when we include children, young people, and adults-at-risk in our work. The aim of this guidance is to ensure that events, activities, and trips organised and run by Just for Kids Law staff and volunteers are done so in a way which prevents harm being caused and is inclusive.

By events and activities, we mean any event, trip, meeting, or any other activity run by Just for Kids Law staff, volunteers, board members or lead activists, which will be associated with Just for Kids Law's work.

Making events and group activities safe for children, young people and adults-at-risk

Code of behaviour

At the beginning of all projects involving two or more children and young people, we will co-develop a code of conduct as a group to discuss what behaviours and practices are acceptable and unacceptable while participating. When starting a new event/activity, you should revisit the agreed code and remind participants what was discussed and agreed to.

Before the event/activity

1. When planning an event/activity, you should start by completing a risk assessment. In the risk assessment you should consider
 - a. Who is attending?
 - i. are there adults-at-risk attending eg. 18-25 year old young people – how can you make sure reasonable adjustments are made,
 - ii. are there individuals under 18 attending – what risks are associated with that and how to do you mitigate them?
 - b. The venue and any risks associated with that – this could be physical risks as well as safeguarding risks posed by people to other people.
 - c. What is the topic? Is there sensitive/traumatic information, which could be difficult for someone to hear. How can you prepare people for this and offer support to mitigate harm?
 - d. Are there any risks from the community? E.g., are you travelling somewhere? Will there be bystanders who could impact or be impacted by the event/activity?
 - e. Number of staff attending and responsible adults – are there enough to cover if someone gets sick or has to leave because of an emergency? Depending on the ages of the children attending, are there enough adults there to provide the support needed?
2. During sign up, consider what information needs to be collected. Always ask if individuals attending need any reasonable adjustments to make the event accessible and any dietary requirements.
3. Consider if you need a designated safeguarding lead – if there may be individuals under 18 or adults-at-risk attending, then you should designate someone who has that responsibility, and a deputy designated safeguarding lead in case the allocated DSL is unavailable.
 - a. They are responsible for making decisions and/or taking any actions if any safeguarding concerns arise.
 - b. They should have completed safeguarding training and have read Just for Kids Law's safeguarding policy and procedures.
 - c. A discussion can be had with the DSL about this beforehand if there are any concerns regarding this.
4. Get consent forms where needed – see section below
5. Make sure you have enough adults with DBS checks to run the event safely – when the event is aimed at individuals under 18, adults in all break-out rooms should be checked. See details later on ratios.
6. Where an event or activity is taking place at the weekend or 'out of usual working hours', you should talk to the DSL about how to manage any issues arising when services eg. health services, may not be open to understand the process of how to resolve.

During the event/activity

1. Designated safeguarding lead should be allocated and known to those running the event so they can refer to them if a safeguarding concern arises.
 - a. They or an allocated other person, should have the details for all the individuals under 18, their emergency contacts and health forms. These should be kept with the person at all times and not left around, and at the end of the event a decision needs to be made about whether they need to be stored or destroyed. See later section on consent for further details on what information to gather.
2. Ensure that any reasonable adjustments and/or dietary requirements which have been agreed on are in place to make the event/activity accessible.
3. A first aider should be available in case of incidents, and all staff/volunteers should be made aware who they are.
4. If it is a difficult and potentially triggering subject matter being focused on, then it may be helpful to have a safe space individuals can go for a break and making that clear at the beginning of the meeting. All staff/volunteers helping at the event should know where this is. Please bear in mind that an adult should never be left 1:1 with a young person in this space.
5. Make sure to abide by the following
 - a. Never be alone with any young person – if you do need a private conversation, do it in a space you can be seen but not overheard.
 - b. Make sure to record and report all concerns as soon as possible using the reporting template available in the safeguarding folder.
 - c. Make sure that if someone does not have a DBS check, they are not left alone with a group of individuals under 18.
6. Before the event, all staff/volunteers involved in the running of the event should be made aware of who the safeguarding lead is, who the first aider is, and what to do if there is a concern about an individual attending, i.e., make sure the individual is safe and report to the safeguarding lead or first aider as appropriate.

Procedure for running residential (over-night) activities with individuals under 18

This should provide clear direction to staff and volunteers at Just for Kids Law when running an activity which involves an overnight stay for one or more individuals under 18. It may be that it is an activity with a mix of individuals under 18 and adults staying overnight, or it may be an activity just aimed at individuals under 18, with only adults who are there to supervise. Either way, risks need to be considered and mitigated.

This applies to circumstances of a child or young person being overnight at a Just for Kids Law organised residential activity, event or meeting.

A residential activity/event is any which includes the hours between 22:00 and 06:00

Before the residential

1. Determine if an overnight element is necessary and why, for example it would be necessary if
 - a. The activity/event is over two or more days
 - b. Travel time to meeting/activity/event requires an overnight stay for attendees
2. Undertake a risk assessment of the activity/event, including the risks posed by an overnight stay, and how they will be mitigated, consider;
 - a. Where are you staying – are you renting a whole hostel/activity centre or are you staying in hotel rooms?
 - b. Who will therefore have access to the individuals under 18 – if it's a hotel then other people will be staying there, how can you minimise that risk?
 - c. How you will be travelling?
 - d. What should be done in case of an emergency – see full safeguarding policy and procedure for more information on safeguarding concerns arising.
3. Ensure that there are enough adults with the appropriate DBS check.

4. Ratios should be:
 - a. 1 child = at least 1 adult
 - b. 2-9 children = at least 2 adults (ideally 3)
 - c. 10+ children = a ratio of one adult for every 10 children e.g. 30 children, at least 3 adults
 - d. At least one adult scheduled on stand-by in case of adult illness/unforeseen circumstances.
5. There should be an allocated designated safeguarding lead (DSL) for the overnight part of the activity, this person should have an up-to-date DBS check, have undertaken safeguarding training, and be the person who holds the details of the home/emergency and contacts and health forms for all the individuals under 18 in attendance.
6. A consent form should have been signed by the parents/carers and young person attending the residential – this form should include any health/adjustment needs.
7. There should be one first aider on the residential, or reassurance from the venue that they have a trained first aider on site.
8. When allocating rooms
 - a. No under 18 to share with an over 18-year-old (unless they are related and previously agreed by parents/carers) and no mixed gender sharing.
 - b. Where there is the possibility of sharing rooms then apply the following rules:
 - i. Consider and discuss with individuals under 18 if there is a reasonable need for them to have a room to themselves (some people may have a significant reason for needing a room to themselves)
 - ii. Discuss with the young person their preference for who they share a room with and accommodate where possible.
 - iii. Where possible try to accommodate them with someone in the same age bracket as themselves (e.g., 14-15, 15-16, 16-17)

During the residential

1. Review the risk assessment and make sure there is a DSL for each night of the event.
2. The responsible adults (those allocated by the ratios above) should not consume alcohol – no adult in attendance should consume illegal substances.
3. Ensure there is enough food provided to accommodate all attendees and duty adults and that all dietary requirements are catered for.
4. Responsible adults to be aware at all times of their roles as role models to individuals under 18, how their behaviour and language can be interpreted particularly with the power dynamics.
 - a. In particular for overnights, avoid going into the individuals under 18's room, make sure you are never left alone 1:1 in the room if you do have to go into the room and, that if you do have to, all in the room are appropriately dressed.
 - b. If a private conversation is needed, try to have this in a quiet area of a public space such as the lobby where it can be observed but not overheard.
5. At the start of the overnight stay brief all the individuals under 18 with the expectations
 - a. Explain to individuals under 18 that they should not leave the venue without permission from the responsible adult, or in the case of an emergency.
 - b. Explain that after lights out, they should not visit each other's bedrooms.
 - c. Ensure all individuals under 18 have contact details and room number/location of the responsible adults.
 - d. Ensure that all individuals under 18 know how and where to raise concerns/questions.
 - e. Ensure that a clear meeting point with location and time is agreed with the individual under 18 the morning.
 - f. Ensure that they agree to respect each other and support each other in their requirements, for example need for sleep, space to do homework.
 - g. Make sure they know not to consume alcohol or illegal substances during the residential
6. No under 18 should at any point be left at the venue unaccompanied. It may be that before 22:00 or after 06:00, this adult may not be the responsible adult for the overnight stay, but that adult should still have had safeguarding training and an up-to-date criminal record check.

7. Ensure that all responsible adults have full access to the room allocation and contact details for individuals under 18.
8. Consider what would happen if the responsible adult got unwell during the night, is there someone who can step in and help? This should be included in the risk assessment for the event.

Travel to and from residential

1. Agree travel arrangements with young person and their parent/carer in advance of the meeting/residential.
2. Clearly indicate the point from which Just for Kids Law staff become responsible for the young person e.g., on arrival to the venue/station/getting onto the train.
3. Where possible use a Just for Kids Law phone to make contact – for those who may not have a Just for Kids Law phone, ensure that any contact with individuals under 18 or parents/carers is limited to communication about the event and the numbers of any young person should be deleted when it is no longer needed.
4. If you are communicating with individuals under 18 via phone, make sure they have their phones charged and can make as well as receive calls.
5. Ensure that the responsible adult who is meeting the young person has their contact details and at least two parent/carer contact details to contact in case of emergency. Also make sure the parent/carer and young person have the responsible adults and possibly a backup adults contact details.
6. Ensure a meeting point is arranged prior to the collection in case you are not able to communicate.
7. At point of contact and drop off (at end of event)
 - a. Make sure adult is there early (prior to arrival time) – only leave once young person is on transport.
 - b. Make sure to update parent/carer (either adult or young person can do this)
 - c. Continue to update other responsible adults involved throughout travel to make sure they know your movements. If it is only one child, then a backup person or manager should be updated to give accountability and support where needed.

Role of Designated Safeguarding Lead (DSL) at events

If a safeguarding concern arises, these should be reported to the pre-allocated DSL and the guidance followed as detailed in Just for Kids Law's Safeguarding Policy.

Before the event you can print off or make sure you have access to the safeguarding policy available on SharePoint, which will give guidance on what to do when a concern arises.

Below are also some additional support links in case any specific areas of concern arise

- Addiction: <https://www.mind.org.uk/information-support/types-of-mental-health-problems/recreational-drugs-alcohol-and-addiction/drug-and-alcohol-addiction-useful-contacts/>
- Anxiety UK – provide support and advice for anyone with an anxiety condition, whether diagnosed or not - <https://www.anxietyuk.org.uk/>
- Childhood abuse: NAPAC – support for survivors of childhood abuse. <https://napac.org.uk/>
- Child to Parent abuse: <https://www.pegssupport.co.uk/parents> - They have a network of fellow parents, as well as the PEGS team themselves, who are there to support you, believe you, listen to you, and stand beside you.
- Domestic abuse: Refuge (UK) – for women and children against domestic violence. <https://www.refuge.org.uk/>
 - National Centre for Domestic Violence: 0207 186 8270
- Eating Disorder - <https://www.beateatingdisorders.org.uk/> - provides support and advice to young people and adults who are affected by eating disorders. Helpline: 0808 801 0677. Youth Line: 0808 801 0711
- Mental Health - Papyrus speak for free to young people under 35 that are feeling suicidal as well as anyone (like family, friends or professionals) concerned about a young person at risk of suicide.
 - www.nightline.ac.uk – Listening service for students
 - support by telephone, email and text.

- Rape - Rape Crisis – offer support to victims of rape. <https://rapecrisis.org.uk/>
- Trauma - <https://www.freedomfromtorture.org/what-we-do/therapy-and-support>

If there is a concern that someone poses a risk, if it is appropriate, address it with them, or if you are not comfortable with that, ask the reporter to share exactly what was said/done and by whom, and then discuss it with the DSL.

Remember that before an event a safeguarding lead should be allocated, and they can meet with the DSL to discuss the role and their responsibilities.

Consent

You should always get parental consent for anyone under the age of 18 engaging in Just for Kids Law participation activities. Therefore, if an under 18 is regularly attending group activities, such as meetings, or attending a one-off event, you should get their parent/carers contact details and consent for the individual under 18 to attend as well as consent for emergency medical treatment from a health professional or qualified first aider if it is required. The child should also consent to their own involvement. Information on any additional needs, health issues or dietary requirements should also be ascertained.

When you ask for parent/carer consent, then you should always talk through getting consent with the child involved. Discuss the role they are taking on and why you need consent, explaining about safeguarding and the responsibilities Just for Kids Law has. You should then ask if it is okay to reach out to their parent/carer and seek parent/carer consent and ask for their parent/carers contact details. It is good practice to then include the individual under 18 in any communication with their parents/carers, to keep them fully informed.

In some cases, the individual under 18, may express concerns, for example, because of a fear of retribution at home because of their association with Just for Kids Law or their involvement in activism. In these situations, staff should seek to explore appropriate solutions together with the activist while managing their expectations and explaining Just for Kids Law's legal duties. For further advice or guidance on these, these situations can be discussed on a case-by-case basis with the Just for Kids Law Designated Safeguarding Lead.

If an individual attends an event without a consent form, then you can call and speak to their parent/carers to get consent and ask for the parent/carers to share this via email. If this cannot be done, then the individual should not attend the event on this occasion. Check with them that they are able to get home okay, and if not continue trying to contact a parent/carer.

Photo consent

For events where people of all ages are attending, if you are taking photos, then it is good practice to have signs up around the event venue saying that photography/filming is taking place and that individuals can inform a member of staff if they don't want to be photographed.

If you don't want attendees to take photos, then this should be made clear at the sign-up stage and be included in the signs around the venue and particularly at the entrance.

When an activity is aimed at individuals under 18, you will also need to get consent to take photos and use them from parents/carers, consent for this is included in the consent form, and to ensure the consent is informed consent, you need to be specific about what it will be used for. Children should also give consent for their photos to be used.

If consent is not given for a photograph of an under 18 to be taken at an event, or there are particular concerns about taking photos of certain adults, then the photographer should be informed of who these people are so they can avoid. If it is an event where several individuals would be put at risk if their photograph was taken and shared, then photographs where individuals are identifiable, should be avoided.

Storing consent forms

You also need to make a decision about how these will be stored and for how long. During the event you need to be careful that consent forms, or any information about participants is not left around or made accessible to other attendees. Only specific staff who need the information should have access to it.

Following the event any paper documents should be destroyed (i.e. shredded). Information should then be kept in line with the data retention guidance.

For more information on data retention and why and how we store information, you can refer to Just for Kids Law's [privacy notice](#).

Organising safe events/meetings with speakers who are 'individuals at risk'

Prior to the event carry out a risk assessment which includes any potential safeguarding risks and ensure there is a designated safeguarding lead allocated to be at the event.

You also need to consider the wellbeing of the presenter, checking with them before and after the event/meeting to make sure they are okay and if they are in need of any additional follow-up support.

Make sure you also discuss photos being taken and if they are comfortable with photos being taken - they may have reasons that they do not want a photo taken and used by Just for Kids Law. A consent form for photographs should also be obtained by the individual and their parent/carer if under 18 (see above).

Risk assessment template and important considerations needed

When you are running an activity or event, you should always complete a risk assessment in advance using the risk assessment template.

Within these risk assessments, you should consider the different safeguarding risk factors and how these risks should be mitigated. When thinking about the safeguarding risks consider:

- The different types of abuse to children and adults, including abuse outside of the home,
- If individuals under 18 are attending and if so, what risks are specifically posed to them?
 - do all those running the activity/event have appropriate training, including safeguarding training, and have the necessary DBS checks been undertaken?
 - is everyone clear about their own roles and responsibilities and, crucially, what to do if they have any concerns about an individual's welfare?
 - is the right level (ratios as stated) of supervision in place for your group?
 - what facilities are available?
 - will the location be accessible to the public? If so, what risks does this present in terms of safeguarding?
 - do the individuals under 18 and staff/volunteers know and understand the code of behaviour, and why they are there?
- Are there additional risks to disabled participants, or those with additional needs? Or does the topic of the event increase risk to people from a specific background attending the event, for example, people from different nationalities? And if so, how can you mitigate these additional risks? Should you be asking in advance? Should you offer them additional support?
- Staffing – are there enough staff to cover if someone needed to leave in case of an emergency.
- Worst case scenarios – they may be unlikely but if the harm would be extreme, we need to consider (and record) why the risk is low and how/if we can make it lower.
- The topics being discussed at the event/activity, and support needed/impact of those topics – could it be triggering for anyone? If so, do you need to give a trigger warning or a space they can go for a break.

Ratios

When running an event/activity with individuals under 18:

As stated above, ratios for overnight events should be:

- 1 child = at least 1 adult
- 2-9 children = at least 2 adults (ideally 3)
- 10+ children = a ratio of one adult for every 10 children e.g. 30 children, at least 3 adults
- At least one adult scheduled on stand-by in case of adult illness/unforeseen circumstances.

For day events/activities, these ratios aren't needed. When it is a group of under 18s not associated with schools, there should always be 2 adults present in any room, and ideally at least 2 adults per 30 children.

For adult only events:

For adult only events, you need to consider staff to attendee ratios. There is no specific ratio for this but in deciding more specifically how many staff to have, you should consider in the risk assessment:

- a) Are any attendees more at risk and therefore in need of more direct support? If so, you will need more staff.
- b) What activities are happening? Are they in different rooms, and therefore do you need to make sure at least one member of staff is in each room, maybe two in case a concern arises?
- c) Are you leaving the main venue? If so, what are the risks involved? Do you need staff to make sure people getting somewhere and back safely? Should you be checking numbers? Is there anyone who is disabled or with additional needs who would be more at risk and need more support?
- d) What roles are needed, including a designated safeguarding lead?

Policy Management Log

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