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# Safeguarding Policy

APRIL 2024



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<b>Content</b> This document contains information as follows:		
Policy statements	Must be followed	Y
Procedure	Must be followed	N/A
Guidance	Recommended practice that should be followed	N/A



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## The Policy

### The policy applies to

- » All staff and volunteers of The Duke of Edinburgh's (DofE) Award. This includes contractors, agency staff and those on secondment.
- » Visitors acting in a professional capacity such as funders, staff from partner organisations, etc.
- » Organisations which the DofE licences to provide its programme of activities. For the purpose of this Policy known throughout as LOs and AAPs (Licensed Organisations and Approved Activity Providers).
- » All participants of DofE programmes.

### Purpose

This policy sets out the safeguarding expectations for all staff, volunteers, participants, partners and those working in and for LOs and AAPs when they are delivering DofE activities and programmes.

The purpose of this policy is to describe DofE's commitment to safeguarding, its duties and the processes DofE has in place for fulfilling these and making sure safeguarding is at the heart of all we do.

### This is both in relation to DofE's direct activities where DofE staff or volunteers

- » represent DofE in their general day-to-day role and/or at events, regardless of whether they are working directly with children and young people or adults at risk
- » directly deliver or support the delivery of the DofE programme as a staff member or volunteer

### and the way in which the DofE charity holds to account those who

- » deliver DofE activities under DofE licensing agreements or accreditation which includes LOs and AAPs
- » visit DofE sites or attend DofE organised events or activities

How we do this is set out in the **Safeguarding Approach** section.

**Note:** The Policy will be implemented alongside and, in certain circumstances take precedence, over other DofE policies and procedures. For example, where a complaint is found to include or suggest safeguarding concerns or allegations about a member of staff, the complaints process will pause whilst the safeguarding policy and relevant procedures are implemented. In the case of allegations about staff, HR policies and procedures will also apply.



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## **Safeguarding**

### **Our Safeguarding Approach**

DofE is committed to the safeguarding of all children, young people and adults at risk.

#### **We will do this by**

- » ensuring our staff and volunteers follow all legal, contractual and safeguarding best practice standards in all our work
- » recruiting all staff and volunteers in line with safer recruitment measures
- » supporting our staff and volunteers with appropriate training and supervision, relevant to their role
- » holding our LOs and AAPs to account through setting contractual and best practice obligations for safeguarding standards of practice when delivering the DofE programme
- » creating and embedding a culture of transparency and learning so that all staff, volunteers, LOs and AAPs understand when and how to report safeguarding concerns, incidents or allegations and feel safe and supported to do so
- » providing accessible and best practice information to parents/carers, participants and partners about safeguarding expectations for DofE activities and who to speak to if they have a concern

LOs and AAPs retain responsibility at all times for the safeguarding of participants whilst delivering the DofE programme. They must adhere to DofE's safeguarding expectations as a minimum, which includes requirements that they have key policies in place and an effective safeguarding and safe practice approach.

Specific provisions and expectations relating to LOs and AAPs are set out in their respective contracts and licensing documents.



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## **DofE's Mission**

The DofE's mission is to empower young people; to support them as they learn new skills, overcome obstacles, and build confidence and resilience.

Our purpose is to help young people build lifelong belief in themselves, supporting them to take on their own challenges, follow their passions, and discover talents they never knew they had. To do this, the DofE programme is designed so that each participant engages in activities which offer personal challenge within a setting that understands risk management and promotes safeguarding and safe practice.

Our aim is that DofE is open to all young people and that our participants reflect the most diverse generation of young people ever. We want to increase participation in DofE activities, particularly among those who experience marginalisation.

DofE recognises that safeguarding and safe practice is key to how we will accomplish this mission. As such, safeguarding must be at the very heart of everything we do, in evidence at all levels of the organisation and we must be clear about our expectations of those who work with us. We will do this through the principles set out in this policy.

An effective safeguarding culture and practice is underpinned by key elements such as anti-discriminatory practice, risk assessment, effective case management, case recording and data protection. Reference is made throughout this policy where applicable and further information can be found in relevant DofE policies, procedure and guidance which are listed and which DofE staff and volunteers are expected to follow.

Standards and expectations for LOs and AAPs are set out in the licensing agreement in place between each organisation and the DofE charity.



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## **DofE's Safeguarding Principles**

- 1.** The welfare of the child, young person or adult at risk is paramount.
- 2.** All children, young people and adults regardless of age, disability, gender, racial heritage, religious belief or lack thereof, sexual orientation or identity, political or immigration status have the right to equal protection from all types of harm or abuse.
- 3.** Safeguarding is everyone's responsibility and everyone must play their full part in safeguarding children, young people and adults at risk.
- 4.** All delivery partners of the DofE must adhere to the highest of safeguarding standards and practice and adhere to the DofE's safeguarding framework.
- 5.** Children, young people, adults at risk and their families and carers should be seen as key partners in safeguarding and at the centre of all decision-making wherever possible.
- 6.** Everyone must contribute to a safeguarding culture where people are listened to and allegations, concerns or views and wishes are taken seriously.

## **How we fulfil our Principles**

We safeguard and promote the welfare of children and adults at risk by embedding safe practice.

### **We do this through the following:**

- » Appointing a designated lead person and deputy for safeguarding of adults, children and child protection (DSL and DDSL) and ensuring their contact details are well-publicised to all
- » Appointing a lead trustee for safeguarding
- » Valuing, listening and respecting all equally
- » Creating and maintaining an anti-bullying and inclusive environment which is supported by policy
- » Having a code of conduct for DofE staff and volunteers
- » Setting clear standards regarding our safeguarding expectations of LOs and AAPs with provision for reporting, sharing of safeguarding concerns, managing allegations and the management of licensing and accreditation
- » Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- » Making sure participants and their families know who to speak to if they have a concern



- » Sharing relevant information with agencies, when appropriate to do so and in line with our procedures
- » Following procedures to manage any low-level concerns or allegations about staff and volunteers promptly and appropriately
- » Having effective complaints and whistleblowing procedures which are easily found
- » Following legislative and regulatory guidance for the health and safety of our participants, staff and volunteers
- » Keeping our policies and procedures under a cycle of regular review and promoting a culture of learning

## **What is Harm and Abuse?**

The DofE believes that children, young people and adults at risk should never experience abuse of any kind.

We recognise that abuse can take place in any context including the home, community, online and that anyone may be the abuser.

Abuse is when a child or adult at risk is intentionally harmed by another adult or child. It may be physical, sexual, emotional or financial abuse. It could also be a failure to provide appropriate care, which is neglect. There is often presence of grooming behaviours on the part of the abuser. Abuse can take place face-to-face and digitally. It may often also be a criminal offence.

## **Response to concerns of abuse**

The DofE recognises that there are many kinds of abuse or harm relating to children, young people and adults at risk which cannot be limited to a list. All concerns must be reported without delay to the Designated Safeguarding Lead (DSL) following the Safeguarding Procedures in this document.

### **The role of the DSL is to provide advice and support in relation to all safeguarding matters, to ensure DofE**

- » responds appropriately and in a timely way; and
- » to ensure as far as possible that the DofE has up-to-date intelligence about safeguarding issues and risks in the organisation and its network

More detailed information about types of abuse, possible indicators and risk factors are set out in the safeguarding procedures, including how to respond and report.





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## **Risk factors**

The DofE recognises that children and adults can be at increased risk of harm and/or experience barriers to seeking help due to circumstances or factors present in their lives.

### **These factors can include**

- » previous experience such as bereavement or trauma
- » being a looked-after child or 'care experienced'
- » having a disability or developmental needs
- » having communication needs or language barriers
- » having caring responsibilities for others
- » isolation or lack of opportunity to tell someone

Adults (whether they are participants in our services, parents of participants, volunteers, coaches or staff members) may at any time have care and support needs due to physical or mental health or other personal circumstances. DofE is mindful that changes to health or other personal circumstances may lead to the adult becoming an adult at risk.

Additional measures may be needed to safeguard children impacted by risk factors and adults who have care and support needs. We ensure that staff and volunteers receive appropriate training, guidance and support to achieve this.

## **Safeguarding Legislation and frameworks for children and adults**

The DofE recognises that the law across the four UK nations provides different frameworks for children (under 18) and adults (those 18 and above).

### **The DofE will follow the relevant legal provision and be mindful that:**

- » The welfare of the child is paramount
- » The wellbeing of the adult is fundamental
- » Safeguarding is person-centred
- » If a child, young person or adult has difficulty making their views and wishes known, they must have support to enable them to do so
- » Adults have the right to self-determination and all safeguarding of adults will be guided by the Safeguarding Principles relevant to each nation
- » Decisions made on behalf of adults (where due to lack of mental capacity, they cannot make decisions for themselves) will be in the person's best interests and in line with the relevant legislation for each nation



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## **Ensuring our participants and members of the public can raise concerns**

DofE expects that all participants of DofE activities (and their parents or carers) will be given clear, accessible information about what to do if they have concerns or feel unsafe. DofE ensures that information about how to report a concern is also available on its website and social media platforms.

## **Information Sharing and Confidentiality**

All staff and volunteers must handle information in line with DofE policies, data protection law and best practice, ensuring that confidential information is secure.

However, multi-agency working and information sharing is key to effective safeguarding. Whilst working in line with data protection protocols at all times, confidentiality and data protection will never be a barrier to sharing information in order to safeguard a child, young person or adult at risk. Under no circumstances will any staff or volunteer of DofE keep confidential any information that raises concerns about the safety and welfare of a child, young person or adult at risk.

This position is made clear to all participants through relevant consent forms by DofE when delivering direct work. LOs and AAPs must comply with this provision as part of their license.

Access to confidential records is restricted to authorised users only who require access in order to carry out their responsibilities. Authorised users must first complete satisfactory screening and checks (in line with safer recruitment) and have received training and/or support to ensure they understand how to comply with data protection at all times.

## **Data Protection and Consent**

DofE frequently takes photographs of participants at activities and events. This is only done with the express written consent of parents or carers. At all times written permission from parents or carers will be obtained before any photographic material is used in the public domain.



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## **Licensing and partnership arrangements**

DofE must have confidence that those we work with, or license to deliver activities, will safeguard others to our standards, as a minimum.

Before entering into a licensing arrangement, joint working or contracting, the DofE will undertake appropriate due diligence checks to satisfy itself regarding lawful and safe practice of the company or individual.

In all circumstances, DofE maintain the right to refer concerns regarding children and adults directly to the relevant local authority safeguarding team. This is regardless of

- » the nature of the relationship i.e., licensed organisation or lead partner of a joint enterprise and
- » to whom the safeguarding concern was initially reported.

Where staff or volunteers of DofE are concerned a child, young person or adult may be experiencing abuse or harm or is at risk, this must be reported to the DofE DSL who will ensure all necessary steps are taken.

## **Licensed Organisations and Approved Activity Providers**

Organisations who are licensed by DofE to deliver activities (LOs and AAPs) are responsible by contract for putting in place and following sound safeguarding arrangements. We will hold them accountable and expect that their staff, volunteers and those accredited by us will follow good safeguarding practice at all times.

These expectations and standards are set out in the relevant contractual documentation.

## **Partners and joint working**

In addition to its licensing arrangements with LOs and AAPs, from time to time DofE may work jointly with other agencies to deliver activities, events or services.

When setting up joint working arrangements, DofE will ensure the safeguarding policies and procedures of other parties and agencies are fit for purpose. This may involve a written agreement that sets out all parties' responsibilities, including who will be the lead partner for safeguarding.



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## **Training and Supervision**

All DofE staff and volunteers will receive training and support relevant to their role. The relevant level of safeguarding training must be completed within the probation period and renewed at least every three years, or sooner where need is identified by DofE.

Staff and volunteers who deliver direct work with participants or oversee safeguarding such as DSOs and DSLs, will receive regular supervision (minimum 6 weekly) with a suitably competent manager. Supervision will include safeguarding and safe practice as a standard agenda item in order to ensure issues or concerns are identified as soon as possible, actioned and monitored.

The DSOs and DSLs will meet every 4 weeks for group supervision and case management. Facilitation will include focus on developing skills such as reflective practice and critical thinking to enhance safeguarding practice.

Participants may be required to attend safeguarding training and informal supervision for certain roles, such as Ambassadors and Young Leaders. Staff responsible for delivery of programmes must follow the Standard Operating Procedures for that programme.

## **Reporting**

### **Internal**

The Board of Trustees receives an annual safeguarding report which enables the Trustees to give due scrutiny and consideration to safeguarding risks, policy, practice, implementation and recommendations. The Board may from time-to-time commission audits, reviews or assessments into any area of safeguarding and safe practice.

The Safeguarding Board maintains oversight on behalf of the Board of Trustees regarding safeguarding issues across DofE business. The Safeguarding Board is convened thrice yearly and receives a report at each meeting regarding safeguarding matters. This includes numbers of referrals made and any serious safeguarding matters.



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### External

The DofE recognises its duties in relation to reporting to external bodies such as the Charity Commission for serious safeguarding incidents. In addition to the protection reporting processes, the DofE has a legal duty to refer anyone who is considered unsuitable to work with children or adults at risk (because they have harmed or are a risk to children, young people or adults at risk) to the relevant criminal records agency and local authority designated officer. It may also be necessary to notify other regulatory bodies where the person is part of a profession (e.g. teachers).

Where the individual works or volunteers in an LO or AAP, the DofE will expect the LO or AAP to take appropriate safeguarding action and provide the DofE with written confirmation they have done so. However, the DofE may also report the matter, if considered necessary.

The DSL will advise and lead on reporting such matters. The DSL will be supported by the Safeguarding Board as well as the CEO and Lead Trustee, where necessary.

### Making sure we listen

The DofE strives at all times to follow good safeguarding practice. We are an organisation that is open to learning and understanding how we can do better and, above all, we believe safeguarding should be evidenced at the heart of all we do.

We have policies to ensure that all safeguarding concerns are taken seriously and that appropriate action is taken. Steps to take for staff, volunteers, participants and others where they have ongoing concerns are set out in our Safeguarding Procedures.

The DofE has a Whistleblowing Policy and procedure for its own staff and volunteers.

Staff and volunteers of Licensed Organisations and Approved Activity Providers (LOs and AAPs) or others with whom DofE may undertake joint working (e.g., at events), should follow the provisions of the License Agreement and licensed organisation's safeguarding policy (LOs and AAPs) or Joint Working protocol in the first instance. Where they feel their concern is not being acted on appropriately, they may follow their organisation's Whistleblowing Procedures and they are encouraged to contact the DofE with their concerns so that appropriate action can be taken.



## **Responsibilities**

The CEO sits on the Safeguarding Board. The CEO holds the executive leadership team to account, assists and supports with safeguarding matters that require escalation, makes strategic decisions and keeps the Chair of Trustees updated. In order to lead the safeguarding culture and be appraised of operational issues and their strategic implications, the CEO receives regular safeguarding updates from the DSL.

**The CEO shall ensure that a single central register is held and maintained which ensures that**

- » all criminal record checks for staff and volunteers are up-to-date;
- » all staff and volunteers complete core safeguarding training.

## **Executive Leadership Team (ELT)**

Each member of the ELT is accountable for safeguarding matters within their line management chain. They must be a role model to staff and contribute to the building of a safeguarding culture, advocating for safeguarding at every level of the charity. They must be familiar with DofE's safeguarding policy, procedures and reporting processes.

**ELT must make sure staff and volunteers**

- » are recruited in line with safer recruitment measures
- » have a job description which clearly articulates their responsibilities and contribution toward safeguarding
- » receive appropriate training and support for their role including safeguarding
- » follow DofE's Code of Conduct, policies and procedures at all times

ELT must ensure that licensing and management of licensed providers of DofE activities (LOs and AAPs) is in line with DofE's safeguarding policies and measures.

## **Senior Leadership Team (SLT)**

ELT delegate the operational oversight of safeguarding matters to members of the senior leadership team (SLT). They must be a role model to staff and contribute to the building of a safeguarding culture, advocating for safeguarding at every level of the business. They must be familiar with DofE's safeguarding policy, procedures and reporting processes.



### **This includes**

- » oversight of safeguarding concerns, ensuring that the DSL is informed and that actions are being carried out and staff/volunteers appropriately supported;
- » making sure there are systems in place so that the safeguarding policy and procedures are being followed;
- » providing support to the DSL and DDSL;
- » ensuring that safeguarding matters are reported to the CEO where appropriate.

### **Designated Safeguarding Lead and Deputy Designated Safeguarding Lead**

The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) are part of the DofE Quality and Compliance Directorate. The DSL is also part of the Senior Leadership Team. They must be role models to staff and contribute to the building of a safeguarding culture, advocating for safeguarding at every level of the business.

### **Their responsibilities include**

- » Responding to all safeguarding concerns, allegations or disclosures in a timely manner
- » Providing advice and support in relation to safeguarding and where matters cross over into other areas such as project planning or procedures such as complaints
- » Making safeguarding referrals and track their outcome, escalating where necessary
- » Making a referral to the relevant criminal records check agency for any person who has been dismissed due to inappropriate behaviour with children and report this to the Local Authority Designated Officer LADO (England) and to the safeguarding board
- » Working with the charity's people team to develop, coordinate, market and provide safeguarding training to the charity's staff and volunteers
- » Raising awareness about safeguarding amongst staff and volunteers
- » Familiarising themselves with the safeguarding policies and procedures
- » Ensuring that all staff and volunteers have familiarised themselves with the safeguarding policies and procedures and that these are easily accessible
- » Keeping written records in line with DofE policies, data protection law and best practice.
- » Reporting to the safeguarding board regarding safeguarding matters including practice, risks, areas for improvement, preparing and submitting quarterly reports and as needed
- » Attending relevant safeguarding training at least once every two years



## Line Managers

### Managers across the charity will

- » Be a role model to staff, volunteers, young people and other stakeholders by promoting a safeguarding culture
- » Monitor the implementation of this policy and report any concerns to the DSL
- » Ensure there is a culture of openness, where everyone feels able to speak up and voice concerns
- » Work with the charity's people team to keep records of concerns raised against a member of staff or volunteer on their personal file and share with the DSL in line with data protection protocols
- » Ensure all staff and volunteers attend required safeguarding training within their probation period and that this is refreshed in accordance with this policy
- » Ensure that any concerns or allegations are promptly investigated and reported

**All staff and volunteers** have a responsibility for participants who access DofE activities or children, young people and adults that come into contact with DofE as a result of its activities.

### All staff and volunteers must be committed to

- a. Treating all children, young people and adults with respect and dignity
- b. Always listening to and taking seriously any concerns raised by a child, young person or adult
- c. Valuing each individual
- d. Using appropriate language, particularly when communicating with children and young people

### All staff and volunteers must

- » Report any incident, concern, allegation or disclosure without delay using the report form and procedures detailed or via the reporting portal in the CRM.
- » Report any concerns about the behaviour of staff, volunteers, contractors, or others towards children, young people or adults in line with the procedures. LOs and AAPs will report in line with the relevant requirement and process set out in their licensing and contractual documents. Where safeguarding issues are raised by an LO or AAP directly to a DofE member of staff or volunteer, that staff member or volunteer must report to the DofE DSL.
- » Complete training and update criminal record checks when required
- » Ensure they are familiar and up-to-date with DofE policies, procedures and Code of Conduct and follow these at all times





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## **Review and Maintenance of the Policy**

The Safeguarding Board shall ensure this policy, its implementation and effectiveness is reviewed annually.

The views of staff, volunteers, participants and other stakeholders such as LOs and AAPs shall be sought through ongoing feedback, collation of information from complaints, investigations, near misses and other relevant processes. These shall be considered and reflected in the review process.

Any new legislation or developments in existing legislation, statutory guidance or best practice will be considered as and when required and the policy will be updated to reflect these developments.

The Policy may be reviewed and updated in the light of learning identified from internal case reviews.

All staff and volunteers will receive up-to-date training appropriate for their role in relation to changes to safeguarding policy or procedures.



## Glossary of Terms

### Abuse

Children and adults may experience abuse or neglect from within their family or social network and individuals they meet. It can take many forms and may include one or more of the following:

- » physical, emotional, sexual abuse or neglect
- » exploitation by gangs or organised crime groups
- » trafficking and modern slavery
- » domestic abuse
- » sexual exploitation
- » abuse linked to faith or belief
- » bullying
- » peer-on-peer abuse including harmful sexual behaviours
- » radicalisation
- » female genital mutilation (FGM)
- » discriminatory abuse or hate crime
- » forced marriage
- » domestic violence
- » self-harm or neglect

**Adult:** anyone aged 18 years or over.

**Adult at risk:** someone aged 18 or over with needs for care and support who is at risk of or is experiencing abuse and is unable to protect themselves as a result of their need for care and support.

**Allegation:** is a claim made about someone (usually staff or volunteers) that they have acted inappropriately, are abusing a child or adult or are putting them at risk of abuse or harm. It may include “low-level concerns” where there is no clear evidence of abuse or harm but the behaviour is in breach of the Code of Conduct and falls short of standards expected by DofE.

**Approved Activity Provider (AAP):** organisations whose opportunities have been approved by the DofE as meeting its sectional conditions and can count towards the achievement of a DofE Award. AAPs may have charitable or commercial status.



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**Child or young person:** anyone under the age of 18 years.

**Child protection:** is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This is the threshold at which local authority intervention is considered necessary in order to protect the child.

**Designated Safeguarding Lead (DSL):** The person who leads and has accountability for safeguarding and child protection and ensures that the organisation is following the appropriate safeguarding policies and practices. This person is accountable to the organisation and to the DofE Board of Trustees. They are supported by a Deputy Safeguarding Lead (DDSL).

**Disclosure:** is where someone tells another (e.g., staff or volunteer) information that describes or indicates abuse or harm.

**Emotional (or psychological) abuse:** continual emotional mistreatment including intimidation or bullying, humiliation, threats, isolation.

**Financial (or material) abuse:** a breach of trust which involves theft of money or possessions such as bullying, misuse of money or preventing access to it; scamming or fraud.

**Grooming:** when someone builds a relationship, trust and emotional connection with a child or young person or adult so they can manipulate, exploit and abuse.

**Incident:** is any event that occurs which involves and/or impacts on the safety of children or adults. It may not be a safeguarding concern initially (although it may become a safeguarding matter, on further investigation). It may relate to health and safety practices, participant behaviour, a complaint or feedback. However, it must be reported and investigated in order to safeguard children and adults and prevent escalation.

**LADO (local authority designated officer):** Person who has oversight of allegations about practitioners who pose a risk to children. They give advice to agencies, ensuring appropriate action taken and information shared appropriately with other agencies.

In some local authorities the same officer or similar appointment will deal with concerns about practitioners who pose a risk of harm to adults at risk. They may also be referred to as the DASM (Designated Adult Safeguarding Manager).

For the purpose of this policy, LADO will refer to the designated local authority lead for both adults and children in England and Wales or the equivalent person in Scotland and Northern Ireland.

**Licensed organisation (LO):** organisations which have been awarded a licence by DofE to deliver DofE activities. This may include for example, local authorities, schools, charities and private companies.



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**Mental Capacity:** The ability to consider relevant information, make and communicate a decision.

**Neglect:** is the ongoing failure to meet the needs of a child or adult at risk. This may include leaving them hungry, dirty, without access to shelter, not attending to medical or health needs.

**Participants:** anyone aged 13-24 who is undertaking a DofE Award through a Licensed Organisation or DofE Direct; taking part in DofE programmes such as Young Leaders and Youth Ambassadors or representing DofE as an ambassador.

**Physical Abuse:** hurting or harming a child or adult at risk intentionally including hitting, slapping, rough handling, physical punishments and restraints.

**Safeguarding concern:** is where a child or adult is being abused or is at risk of abuse. This concern may arise through what is observed, heard or told (a disclosure).

**Safeguarding:** is the action that is taken to promote the welfare of children and at risk adults to protect them from harm.

### Safeguarding children is defined as

- » protecting children from abuse and maltreatment
- » preventing harm to children's health or development
- » ensuring children grow up with the provision of safe and effective care
- » taking action to enable all children and young people to have the best outcomes

Safeguarding adults is protecting their rights to live in safety, free from abuse and neglect.

**Sexual Abuse:** forcing or tricking someone into sexual activities including rape, inappropriate touching, indecent exposure, forcing of creating or watching sexual photography.

**Staff:** anyone employed by DofE including agency staff, those on secondment or placement and contractors.

**Volunteer:** anyone carrying out a volunteer role for DofE in which they are managed by and/or it has been agreed in writing that they are directly responsible and accountable to DofE whilst carrying out their role. This includes but is not limited to Trustees, Volunteers for programmes such as DofE Direct and Youth Ambassadors and others acting as ambassadors for DofE from time to time. The term excludes those persons acting in a volunteer capacity for LOs or AAPs or any organisation other than DofE.



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## Relevant legislation

The DofE operates in all four nations of the UK. Whilst legislation and safeguarding procedures for children and adults differ across the nations, each recognises its safeguarding responsibility for children and for adults who are suffering or are at risk of abuse or neglect and who are unable to protect themselves or their property due to their care or support needs (adults at risk).

The DofE will work within the relevant legislative framework for each nation and follow best practice to safeguard children and adults at risk.

In addition, the DofE recognises children's rights as set out in the UN Convention on the Rights of the Child (to survive, grow, participate and fulfil their potential) and The Human Rights Act 1998. Our safeguarding commitment and approach is underpinned by these rights.

Further details regarding the relevant safeguarding legislation and guidance for each nation is contained in Appendix 1.

## Relevant policies and further information

**This Policy must be read in conjunction with related policies and procedures which primarily include**

- » Safeguarding Reporting Procedures
- » Digital Safeguarding Policy
- » Code of Conduct and Professional Boundaries Policy
- » Low-Level Concerns Policy
- » Managing Allegations Against Adults Procedures
- » Recruitment and Selection Policy (incorporating safer recruitment)
- » Recruitment of Ex-Offenders Policy
- » Criminal Disclosure and Record Risk Assessment Policy
- » Data Protection Policy
- » Complaints Policy
- » Health and Safety Policy
- » Equality Diversity and Inclusion Policy



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- » Whistleblowing Policy
- » Recruitment and Selection Policy (includes safer recruitment measures)
- » Bullying and Harassment Policy
- » Licensing and contractual documentation for LOs and AAPs

## **Guidance**

### **Safeguarding Behaviours**

The following guidance describes behaviours that promote good safeguarding practice which all staff and volunteers are expected to follow.

Where staff or volunteers have concerns about behaviour of others (whether they are from DofE or another organisation), they must report it to their designated Safeguarding Lead without delay.

Good safeguarding practice requires that staff and volunteers must be accountable and transparent. They are encouraged to speak to their manager or designated safeguarding officer as soon as possible if they are not sure how to manage a situation or follow this guidance.

### **What DofE expect**

- » Be an excellent role model at all times – this includes not smoking, vaping or drinking alcohol (including being under the influence) in the presence of participants
- » Create an environment where participants feel safe to express any concerns
- » Encourage an open and transparent culture, where anyone can challenge inappropriate attitudes or behaviours
- » Treat all participants and adults equally and with dignity and do not show favouritism
- » Always work in an open environment avoiding private or unobserved situations and encouraging open communication
- » Remember someone under 18 is a child, regardless of how they may look or behave
- » Always place the welfare of children and young people first
- » Consider how you will safeguard adults with care and support needs
- » Celebrate and respect difference and be alert to factors which may place some children, young people and adults at greater risk of abuse or harm
- » Keep a respectful physical and professional distance. Do not initiate hugs
- » Be aware of the effect that your words and actions may have



- » If a participant or adult is distressed, offer comfort with words rather than by touching them
- » Take concerns, allegations and disclosures seriously and report them immediately to the DSL for further action
- » Treat information confidentially and share appropriately in order to safeguard
- » Ensure LOs, AAPs and other partners are fully briefed about DofE Safeguarding arrangements and that they are able and willing to comply with DofE safeguarding requirements
- » Follow the relevant DofE policies and procedures and seek clarity from the DSL if you are unsure

### Practices to be avoided

- » Spending time alone (unsupervised) with children and young people. Where possible, remain where others are nearby or where you can be visibly seen
- » Straying from the task or activity which has been agreed
- » Being unnecessarily inquisitive
- » Saying anything that might make the child, young person or adult feel uncomfortable or debased
- » Saying anything that could be interpreted as aggressive, hostile or impatient
- » Being drawn into personal conversations or introducing personal subjects
- » Sitting or standing too close to a participant
- » Standing over a participant or otherwise making them feel pressured
- » Meeting other than at the pre-arranged venue
- » Giving a participant a lift in your car, unless prior arrangements have been made or in exceptional circumstances such as a medical emergency, where this is appropriate.

### You should never

- » Allow or engage in any form of inappropriate touching
- » Exchanging personal contact details **including personal mobile phone numbers, social media name(s) and personal email address**
- » Allow participants to use inappropriate language or behaviour unchallenged
- » Allow or encourage abusive peer activities (e.g., initiation ceremonies, ridiculing, bullying, cyber bullying, sexting, harassment, etc.)
- » Exaggerate or trivialise safeguarding issues
- » Do things of a personal nature for children, young people or adults that they can do themselves
- » Make sexually suggestive comments to a participant, even in fun or engage in sexually provocative games



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## Safeguarding Policy

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- » Reduce a participant to tears as a form of control
- » Allow allegations about staff or volunteers made by a participant, their parent or carer or other person to go unchallenged, unrecorded or not acted upon
- » Promise that confidences will be kept secret





## **Appendix 1**

### **Safeguarding Legislation and Statutory Guidance**

- » Human Rights Act 1998
- » United Nations Convention on the Rights of the Child
- » Counter-Terrorism and Security Act 2015
- » Fundraising Code of Practice

### **England and Wales**

- » Children Acts 1989 and 2004
- » Children and Social Work Act 2017
- » Working Together to Safeguard Children 2023
- » Keeping Children Safe in Education
- » Safeguarding Vulnerable Groups Act 2006
- » Domestic Abuse Act 2021
- » Sexual Offences Act 2003
- » Care Act 2014 (certain provisions extend to Wales, Scotland and N. Ireland but generally applies to local authorities in England)
- » Mental Capacity Act 2005

### **Wales**

- » Social Services and Wellbeing (Wales) Act 2014
- » Working Together to Safeguard People

### **Scotland**

- » Children (Scotland) Act 1995
- » Children and Young People (Scotland) Act 2014
- » Getting it right for every child (GIRFEC) (Scottish government, 2022)
- » National guidance for child protection in Scotland (Scottish government, 2021)
- » Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act)
- » Adult Support and Protection (Scotland) Act 2007
- » Mental Health (Care and Treatment) (Scotland) Act 2003
- » Adults with Incapacity (Scotland) Act 2000



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## **Northern Ireland**

- » The Children (Northern Ireland) Order 1995
- » Co-operating to Safeguard Children and young people in Northern Ireland (Department of Health, 2017)
- » Revised regional core child protection policies and procedures for Northern Ireland (Safeguarding Board for Northern Ireland, 2018)
- » Adult Safeguarding: Prevention and Protection in Partnership
- » The Mental Capacity Act (Northern Ireland) 2016