

**Safeguarding, Child Protection and Protection of Adults at Risk Policy and
Procedures**

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1. Emergencies

If you believe that a child is in immediate need of protection you must contact the police on 999.

2. Key Contacts

Designated Safeguarding Lead	Alastair Smith-Agbaje	07748 254 065 020 3141 6575 (Out of office hours)
Deputy Designated Safeguarding Leads	Out of Hours Tel No Owen Thomas Ann Cayenne	020 3141 6575 07910 857 725 07984 047902

Named Safeguarding Trustee	Add details of interim Trustee if not yet appointed	- Dr Yansie Rolston
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Local Support		
Westminster Safeguarding Childrens Partnership	Westminster Duty Line	020 7641 4000 (Duty Line) accesstochildrensservices@westminster.gov.uk
	Duty LADO team	020 7641 7668 (DUTY LADO) lado@westminster.gov.uk
	Named LADO: Aqualma Daniel	<u>Aqualma Daniel Safer Organisations Manager & Local Authority Designated Officer (LADO)</u> 07870 481 712 Aqualma.Daniel@rbkc.gov.uk
	Safeguarding Review and Quality Assurance Angela Flahive	Angela Flahive, Head of Safeguarding, Review and Quality Assurance 020 7361 3467 07971 320 888 Email: angela.flahive@rbkc.gov.uk
Westminster Safeguarding adults executive board	Westminster Duty line	020 7641 2176 (duty line)
Royal Borough of Kensington and Chelsea	Kensington and Chelsea Duty Line	020 7361 3013 (Duty Line) socialservices@rbkc.gov.uk
	Safeguarding Review and Quality Assurance Angela Flahive	Angela Flahive, Head of Safeguarding, Review and Quality Assurance 020 7361 3467 07971 320 888 Email: angela.flahive@rbkc.gov.uk 020 7361 2120 (DUTY LADO) KCLADO.Enquiries@rbkc.gov.uk
	Kensington and Chelsea	

	duty LADO for consultations and referrals Named LADO: Aqualma Daniel LADO Manager Sally Smith	<u>Aqualma Daniel Safer Organisations Manager & Local Authority Designated Officer (LADO)</u> 07870 481 712 <u>Aqualma.Daniel@rbkc.gov.uk</u> Sally Smith 07967 764 794 Email: <u>Sally.Smith@rbkc.gov.uk</u>
Kensington and Chelsea <u>Executive Safeguarding Adult Board</u>	Duty Line	020 7361 3013 (Duty Line)
<u>Greenwich Safeguarding Children Partnership</u>	Multi Agency Safeguarding Hub (MASH) LADO	020 8921 4477 080 8921 3172 (MASH) <u>mash-referrals@royalgreenwich.gov.uk</u> 020 8854 8888 (Out of hours) <u>GSCP@royalgreenwich.gov.uk</u> <u>LADO@royalgreenwich.gov.uk</u> 020 8921 3930 (LADO) <u>childrens-LADO@royalgreenwich.gov.uk</u> <u>childrens-LADO@royalgreenwich.gov.uk.cjsm.net</u>
Greenwich Adults <u>Safeguarding Board</u>	Duty Team	020 8921 2304 (Duty) 0208 921 8888 (Out of Hours) <u>Aops.contact.officers@royalgreenwich.gov.uk</u>

<u>Hammersmith & Hammersmith and Fulham Safeguarding Children Partnership</u>	Initial Consultation and Advice Team - ICAT Multi-agency Safeguarding Hub - MASH LADO Referrals:	<u>020 8753 6600 (general enquiries)</u> <u>020 8753 6610 (for anonymous consultations/advice)</u> <u>familyservices@lbhf.gov.uk</u> <u>020 8748 8588 (out of hours)</u> <u>020 8753 6600</u> <u>020 8753 4209 (Fax)</u> <u>familyservices@lbhf.gov.uk</u> <u>020 8748 8588 (out of hours)</u> <u>LADO@lbhf.gov.uk</u>
<u>Hammersmith and Fulham Adults Safeguarding Board</u> Safeguarding Adults Board	Duty Line	<u>0800 145 6095</u> <u>safeguardingadults@lbhf.gov.uk</u>
<u>Lambeth Safeguarding Children Partnership</u>	About child at risk: <u>LADO</u> referrals Named LADO Mathew Nyakuhwa Adult at risk:	020 7926 3100 (Duty Line) 020 7926 5555 (out of hours) <u>helpandprotection@lambeth.gov.uk</u> 020 7926 4679 (LADO duty line) Mathew Nyakuhwa <u>020 7926 4679</u> <u>LADO@lambeth.gov.uk</u> 020 7926 5555 – 24hr
<u>Lambeth Adults Safeguarding Board</u>	Portal	<u>Referral Portal</u>

- Risk Management
- Whistleblowing
- Behaviour Management Policy and Service User Agreements

4. Review Process

The Safeguarding Policy will be reviewed annually by the Board of Trustees. The Designated Safeguarding Lead will ensure regular reporting on safeguarding activity and systems in the organisation to the Board of Trustees. The Board of Trustees will not receive details of individual child/adult at risk situations or identifying features of families as part of their oversight responsibility.

5. Supporting Guidance and Context

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

Safeguarding Duties Guidance for Trustees	Charity Commission, Updated June 2022
Guidance for Safer Working Practice for Those Working With Children and Young People in Education Settings	Safer Recruitment Consortium, February 2022
What to do if you are worried a child is being abused	DfE, March 2015
Working Together to Safeguard Children	DfE, December 2023
Keeping Children Safe in Education	DfE, September 2025
The Care Act 2025 Guidance	Department for Health and Social Care, updated 22 nd July 2025
https://www.rbkc.gov.uk/lscp/	Westminster Safeguarding Children's Partnership

6. Definitions

- Safeguarding** is the action that is taken to promote the welfare of children and adults at risk and protect them from harm; it means protecting their right to live in safety, free from abuse, neglect and exploitation. Child protection and the protection of adults at risk is part of the safeguarding process. It focuses on protecting individual children/adults identified as suffering or likely to suffer significant harm.
- Staff** is used in this policy to refer to any trustee, permanent or fixed-term employee, casual worker, freelancer or volunteer at Future Men.
- Service Users** is a term used to refer to all those using FM services (adult or child)

- d. **A Child** is defined, for these purposes, as any young person under the age of 18 (Section 105 of the Children Act 1989) who is participating in Future Men activity or on work experience.
- e. **Responsible Adult** refers to any adult, not being a parent of the child, who, for the time being, has legitimate care, custody or control of that child.

7. Safeguarding Ethos

- a. Future Men recognises our moral and statutory responsibility to safeguard and promote the welfare of all children and adults at risk. Future Men and all those directly connected (staff, volunteers, trustees, parents, families and children) have an essential role to play in creating an environment for service users that helps children and adults to feel safe, secure and respected. We encourage all of our service users to talk openly and we actively listen to them. We are alert to the signs of abuse, neglect and exploitation and follow our procedures to ensure that children and adults at risk receive effective support, protection and justice.
- b. At Future Men safeguarding is our paramount concern. Our core safeguarding principles are that:
 - i. everyone in the organisation is responsible for safeguarding and promoting the welfare of children and adults at risk;
 - ii. all children and adults at risk have equal rights to protection regardless of age, gender, ability, culture, race, language, religion or sexual identity;
 - iii. all children and adults at risk have a right to be heard and to have their wishes and feelings taken into account;
 - iv. all staff and volunteers understand safe professional practice and adhere to our code of conduct and other associated policies;
 - v. all staff and volunteers have a responsibility to recognise vulnerability in children and adults at risk and act on any concern in accordance with this guidance.
- c. There are four main elements to our safeguarding policy:
 - i. **Prevention** - Using an early intervention model of support for children & young people, we provide a positive, supportive & safe culture within the organisation. As part of our prevention strategy, we adhere to rigorous safer recruitment protocols;
 - ii. **Protection** - We protect service users and staff by following the agreed procedures. All staff and volunteers are trained and supported to respond appropriately and sensitively to safeguarding concerns;
 - iii. **Support** - We offer support for all children, parents, adult service users and staff and volunteers, and, where appropriate we provide specific intervention for those who are at risk of harm;
 - iv. **Collaboration** - We work in partnership with parents and external agencies to ensure a cohesive approach to safeguarding, collaborating with TAC meetings where needed and signposting to local community support.

- d. The procedures contained in this policy apply to all staff, volunteers and trustees. They have been created in consultation with the procedures of the Westminster Safeguarding Children's Partnership. The safeguarding policy is available on our website. Staff and Trustees are required to read through the policy and receive regular safeguarding training.

8. Key Responsibilities

At Future Men we understand that everyone who comes into contact with children/adults at risk and their families has a role to play in safeguarding.

The Board of Trustees	i. has a duty of care to those involved in or affected by the charity's activities and is required to take reasonable steps to manage the risk of causing harm; ii. will nominate a designated trustee with responsibility for safeguarding; iii. will review the safeguarding policy annually in line with updates iv. will attend regular safeguarding training. It is critical that all trustees are updated and aware of safeguarding concerns.
The Safeguarding Trustee	i. ii. will attend regular safeguarding training; will ensure that the CEO has fulfilled their duty of appointing a named and suitably trained Designated Safeguarding Lead (DSL) who is properly supported in their role in terms of time, training and resources; iii. will provide robust challenge to the organisation on all matters of safeguarding, ensuring that strategic plans and activities conform to the latest safeguarding legislation and statutory guidance;
	iv. will ensure that FM has an up-to-date Safeguarding and Child Protection and Protection of Adults at Risk Policy which is reviewed annually. They will take the lead role in approving the Safeguarding Policy and other linked policies, and monitoring their implementation; v. ensure that safeguarding risks are identified and managed vi. will ensure that FM has robust procedures in place for dealing with allegations of abuse made against members of staff and volunteers; vii. will ensure that safer recruitment procedures are in place at FM, including the requirement for appropriate checks in line with national guidance; viii. will ensure that there is an up-to-date and appropriate training strategy which ensures all members of staff and volunteers receive safeguarding training ix. where relevant, will report back to the board on all matters of safeguarding in their capacity as designated Safeguarding Trustee

The CEO	i. will ensure that the Safeguarding, Child Protection and Protection of Adults at Risk Policy and procedures are implemented and followed by all staff and volunteers; ii. will ensure that a DSL is appointed and that sufficient time and resources are allocated to enable the DSL (and any appropriately trained deputies) to carry out their roles effectively, including the assessment of children and the attendance at strategy discussions and other necessary meetings; iii. will ensure that all members of staff and volunteers feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with Future Men's whistleblowing procedures; iv. will ensure that the safety and welfare of children and vulnerable adults is a priority in the planning and delivery of all services provided by Future Men; v. in conjunction with the Board and the senior leadership team (SLT) will ensure that the DSL(s) are properly supported in this role at a time and resource level.
Designated Safeguarding Lead (DSL)	i. Accepts overall responsibility for the day-to-day oversight of the systems concerning safeguarding, child protection and protection of adults at risk within the organisation; ii. will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. This training will be approved by and meet the standards as required by the Westminster Safeguarding Children Board. The DSL's training will be updated formally every two years; iii. will ensure that they take an active interest in safeguarding and that their knowledge and skills are kept up to date through a variety of methods, at least annually, to keep up with any developments relevant to their role; iv. will promote an attitude of 'it could happen here' where safeguarding is concerned and to always act in the best interests of the child/adult at risk;
	v. will act as the central contact point for all staff and volunteers to discuss any safeguarding concerns; vi. will maintain a confidential recording system for safeguarding concerns; vii. coordinate safeguarding action for individual children/adults; viii. liaise with other agencies and professionals in line with Working Together to Safeguard Children. ix. ensure that staff are trained in and aware of locally established procedures are followed and making referrals to other agencies, including Early Help and Specialist Children's Services (SCS) as necessary.

	x. represent, or ensure Future Men is appropriately represented at interagency safeguarding meetings (including Child Protection conferences). xi. manage and monitor Future Men's part in Early Help / Child in Need / Child Protection plans; xii. be available during organisation operating hours for staff and volunteers in Future Men to discuss any safeguarding concerns; xiii. Will ensure all staff and volunteers access appropriate safeguarding induction, supervision and training with relevant updates (at least biannually) in line with the recommendations across government guidance documents and trends emerging across Future Men. xiv. will ensure that the Safeguarding Policy is effectively implemented and publicly available xv. will ensure that safer recruitment processes are followed and that accurate records are kept including a DBS and training register; xvi. will report to the board of trustees regarding safeguarding matters; xvii. in line with KCSIE updates, will ensure a child-centred and whole organisation coordinated approach to Safeguarding including at governance level.
Deputy Designated Safeguarding Lead (DSL)	i. Will ensure that they have attended appropriate Level 3 safeguarding training, which enables them to fulfil this role. Whilst the activities of the designated safeguarding lead may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the designated safeguarding lead and this responsibility will not be delegated.
Members of staff and volunteers	The welfare and safety of children/adults are risk are the responsibility of all staff and volunteers and ANY concern for their welfare MUST always be reported to the Designated Safeguarding Lead(s). i. will read and comply with all Future Men policies; ii. will attend and engage with regular safeguarding training as required by FM including a comprehensive safeguarding induction when they start work with FM iii. will provide a safe environment in which children and adults can engage and learn; iv. ensure all children and adults are able to develop appropriate strategies to recognise and respond to risk and build resilience; v. identify and recognise children/adults who may be in need of extra help, who are suffering, or are likely to suffer significant harm;
	vi. provide help for children/adults, where appropriate and reasonable; vii. take appropriate action to prevent safeguarding concerns escalating and work with other services as needed; viii. safeguard children/adults at risk's wellbeing and maintain public trust as part of their professional duties;

	ix. maintain an attitude of 'it could happen here' where safeguarding is concerned and to always act in the best interests of the child/adult at risk; x. respond to and refer any concerns about children/adults at risk or other members of the community in accordance with this policy; xi. Ensure that they know what to do if a child/adult at risk tells them he/she is being abused, exploited or neglected. xii. Will maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the DSL and other agencies as appropriate; xiii. Will never promise a child/adult at risk that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child/adult at risk. (See appendix 2 for advice for staff and volunteers on responding to safeguarding concerns).
Service users (children, young people, adults)	i. ii. At Future Men, we want to foster a culture in which all service users feel able to seek help from a trusted adult if they have concerns, no matter how small. We will signpost resources for support at every opportunity. We will promote an environment that supports service users to keep themselves safe and develops their understanding of how to look after themselves (at a level that is appropriate to their individual age, ability and vulnerabilities) both in person and online.
Parents and Carers	Future Men is committed to supporting parents / carers, enabling them to discuss safeguarding issues with their children and reinforce appropriate safe behaviours at home. In order to work effectively with parents we ask parents to: • Discuss safeguarding issues with their children; • Reinforce appropriate safe behaviours at home; • Identify and share with the FM team / DSL concerns of any nature including those that concern mental health, physical health, care plans or other relevant information that is need to support young people in our care; • Seek help and support from Future Men, or other appropriate agencies, if they or their child encounters any safeguarding concern; • support Future Men with any safeguarding initiatives. Parents can access a statement informing them about Future Men duties and responsibilities under child protection and safeguarding procedures on the Future Men website.

9. Categories and Signs of Abuse

FM's service users include children, young people and adults. Safeguarding at FM means protecting **all** service users from abuse, neglect and exploitation; preventing impairment of health and development; and taking prompt, proportionate action so people are safe and able to achieve positive outcomes. FM follows national statutory guidance for children (**Working Together to Safeguard Children 2023** and **Keeping Children Safe in Education** where relevant) and for adults

(**Care Act 2014** and **Care and Support Statutory Guidance**). FM staff and volunteers must know how to recognise concerns, record them clearly, and **report immediately to the DSL** (or Safeguarding Lead for Adults, where applicable), working with local multi-agency partners (Children's Safeguarding Partnership / Safeguarding Adults Board).

The 4 categories of abuse (children)

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children. The different forms of child abuse are defined by the Government in its *Working Together* document as:

Physical Abuse	
Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.	• Damage or injury around the mouth • Bruises and abrasions around the face • Bi-lateral injuries such as two bruised eyes • Bruising to soft area of the face such as the cheeks • Fingertip bruising to the front or back of torso • Bite marks • Burns or scalds (unusual patterns and spread of injuries) • Deep contact burns such as cigarette burns • Injuries suggesting beatings (strap marks, welts) • Covering arms and legs even when hot • Aggressive behaviour or severe temper outbursts. • Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.
Emotional Abuse	
Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and	• Over reaction to mistakes • Lack of self-confidence/esteem • Sudden speech disorders • Self-harming • Eating Disorders • Extremes of passivity and/or aggression • Compulsive stealing • Drug, alcohol, solvent abuse

limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.	• Fear of parents being contacted • Unwillingness or inability to play • Excessive need for approval, attention and affection
Sexual Abuse	
Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.	• Sudden changes in behaviour and organisation performance • Displays of affection which are sexual and age inappropriate • Self-harm, self-mutilation or attempts at suicide • Alluding to secrets which they cannot reveal • Tendency to cling or need constant reassurance • Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby • Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger • Unexplained gifts or money • Depression and withdrawal • Fear of undressing for PE • Sexually transmitted disease • Fire setting
Neglect	
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:	• Constant hunger • Poor personal hygiene • Constant tiredness • Inadequate clothing • Frequent lateness or non-attendance at Organisation • Untreated medical problems

provide adequate food, clothing and shelter (including exclusion 13 from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.	• Poor relationship with peers • Compulsive stealing and scavenging • Rocking, hair twisting and thumb sucking • Running away • Loss of weight or being constantly underweight • Low self esteem
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The 10 categories of abuse and neglect (Adults)

Who adult safeguarding applies to

Adult safeguarding duties under **section 42 of the Care Act 2014** apply when an adult has care and support needs (whether or not they receive services), is experiencing or at risk of abuse/neglect, and as a result of those needs is unable to protect themselves. FM staff should still respond to **any** adult who may be at risk (even if the s.42 threshold is not met), using FM's safeguarding procedures and referring to appropriate services.

1. **Physical abuse** – hitting, slapping, pushing, misuse of medication or restraint; unexplained injuries, frequent “accidents”, fear around certain people.
2. **Domestic abuse** – a pattern of controlling, coercive, threatening, violent or abusive behaviour between personally connected people (16+), including **economic abuse**; note children are victims in their own right if they see/hear/experience the effects.
3. **Sexual abuse** – rape/assault, sexual activity without consent or where the person lacks capacity, sexual harassment/exploitation; indicators include injuries, STIs, fear, or significant behavioural change.
4. **Psychological/emotional abuse** – threats, intimidation, humiliation, isolation, cyber-abuse; indicators include anxiety, withdrawal, low self-esteem, sleep disturbance.
5. **Financial or material abuse** – theft, fraud, coercion in financial affairs, misuse of property or benefits; red flags include missing possessions, unexplained withdrawals, loss of access to money.
6. **Modern slavery** – slavery, servitude, forced/compulsory labour, **human trafficking** for exploitation (e.g., labour, domestic servitude, sexual exploitation); indicators include control by others, restricted movement, fear, debt bondage.
7. **Discriminatory abuse** – harassment, slurs, denial of services due to protected characteristics (e.g., disability, race, religion, sex, sexual orientation, gender reassignment, age); may manifest as “hate crime.”
8. **Organisational (institutional) abuse** – poor or abusive care within services or settings; features include rigid routines, lack of choice, unsafe practice, degrading treatment.
9. **Neglect and acts of omission** – ignoring medical or physical care needs, withholding essentials (medication, nutrition, heating), failure to access services; look for malnutrition, untreated conditions, poor hygiene.

10. **Self-neglect** – a person’s neglect of personal hygiene, health or environment (including hoarding) that puts them at risk; MSP and capacity-led responses are essential.

FM expectation: FM staff and volunteers must take **immediate safeguarding action** where any of the above is suspected, applying the **Care Act s.42** duties where the criteria are met, and **Working Together** pathways for children. Information-sharing must follow the **MCA 2005** and local multi-agency protocols.

11. Honour-Based Abuse (including Forced Marriage and FGM) – children and adults

Staff at Future Men are aware that ‘Honour Based’ Abuse (HBA) encompasses a range of crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM) (see below), forced marriage, and practices such as breast ironing.

The indicators of HBA and associated factors will be covered with staff and volunteers within Future Men safeguarding training. All members of staff and volunteers are alert to the possibility of a child being at risk of HBA, or already having suffered HBA. All members of staff and volunteers are aware that all forms of HBA are abuse (regardless of the motivation) and will be handled and escalated as such. Staff and volunteers will speak with DSL if they are concerned about HBA.

All forms of HBA are abuse. They can affect adults and children. FM staff and volunteers will treat any concern as a safeguarding matter and escalate to the DSL; where a crime is suspected, liaise with police in line with local protocols

11. Female Genital Mutilation (FGM)

FGM as defined by the World Health Organisation (WHO) as *“all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons”*. FGM can happen anywhere in the world but is most common in parts of Africa, Asia, the Middle East and South America. It is particularly prevalent amongst women and girls from North

African countries, including Egypt, Mali, Sudan, Somalia and Sierra Leone where, Multi Agency Statutory Guidance suggests, over 80% of women and girls aged 15-49 have undergone FGM.

Key Points	Reasons for this cultural practice include:
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• Not a religious practice • Occurs mostly to girls aged from 5 – 8 years old; but up to around 15 • Criminal offence in UK since 1985 • Offence since 2003 to practice FGM and to take girls abroad for FGM • Criminal penalties include up to 14 years in prison	• Cultural identity – An initiation into womanhood • Gender Identity – Moving from girl to woman – enhancing femininity • Sexual control – reduce the woman's desire for sex • Hygiene/cleanliness – unmutated women are regarded as unclean
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Risk Factors include:

- low level of integration into UK society
- mother or sister who has undergone FGM
- a visiting female elder from the country of origin
- being taken on a long holiday to the family's country of origin
- talk about a 'special' event or procedure to 'become a woman'

Post-FGM Symptoms include:	Longer Term problems include:
• difficulty walking, sitting or standing • spend longer than normal in the bathroom or toilet • unusual behaviour after a lengthy absence • reluctance to undergo normal medical examinations • asking for help, but may not be explicit about the problem due to embarrassment or fear.	• difficulties urinating or incontinence • frequent or chronic vaginal, pelvic or urinary infections • menstrual problems • kidney damage and possible failure • cysts and abscesses • pain when having sex • infertility • complications during pregnancy and childbirth • emotional and mental health problems

Mandatory reporting duty: regulated health and social care professionals and teachers must report **known cases of FGM in girls under 18** directly to the police via 101. For adults (18+), there is **no mandatory reporting duty**, but FGM remains unlawful: follow FM safeguarding procedures, obtain consent where appropriate, consider crime reporting, and make referrals for support/risk reduction

12. Forced Marriage

The Forced Marriage Unit has published [Multi-agency guidelines](#), with pages 32-36 focusing on the role of organisations. Staff and volunteers should report concerns regarding forced marriage to the DSL or can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: fmu@fco.gov.uk

13. Exploitation

Exploitation can affect **children and vulnerable adults**. Apparent 'consent' does not negate exploitation; grooming/coercion, debt bondage and fear may be present. FM staff will escalate concerns immediately to the DSL

Child Sexual Exploitation (CSE)

Both CSE and Child Criminal Exploitation (CCE) are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity;

- in exchange for something the victim needs or wants, and/or;
- for the financial advantage or increased status of the perpetrator or facilitator and/or;
- through violence or the threat of violence.

CSE and CCE are complex issues in which children can be both victims and perpetrators at the same time. CSE and CCE can affect children, both male and female, and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur online.

This involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber-bullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

A common feature of CSE is that the child or young person does not recognise the coercive nature of the relationship and does not see themselves as a victim of exploitation. This means that they are unlikely to report the abuse so police and partners must be alert to the signs of CSE and actively look for victims. CSE can also occur through the use of technology without the child's immediate recognition; for example, being persuaded to post images on the internet/ mobile phones without immediate payment or gain. CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g., through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g.; they believe they are in a genuine romantic relationship.

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity:

- In exchange for something the victim needs or wants, and/or

- The financial or other advantage of the perpetrator or facilitator and/or
- Through violence or the threat of violence

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

14. County Lines

County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of 'deal line'.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move (and store) drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes. Children are often recruited to move drugs and money between locations. Children who are involved in county lines, may:

- Go missing for periods of time or regularly coming home late;
- Regularly miss school or education or not take part in education;
- Appear with unexplained gifts or new possessions;
- Associate with other young people involved in county lines;
- Have older friends;
- Mood swings or changes in emotional wellbeing; and
- Drug and/or alcohol misuse.

Like other forms of abuse and exploitation, county lines exploitation:

- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation.

Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

If a member of staff has concerns about any service users at risk of county lines involvement, they should ensure that their concerns are passed promptly to the DSL so that a referral is made to the Concerns Hub. For more information read [County Lines Exploitation](#) Or [Criminal exploitation of children, Young People and vulnerable adults guidance 2023](#)

15. Gangs and Youth Violence

The involvement of young people in Serious Youth Violence – including drug distribution – has links to organised crime and other risk areas, for example child sexual exploitation and going missing. Young people involved in Serious Youth Violence are often vulnerable individuals who may be drawn into organised crime and can be both perpetrators and victims of harm.

Children and young people are vulnerable to harm from gangs if they are:

- not involved in gangs, but living in an area where gangs are active, which can have a negative impact on their ability to be safe, healthy, enjoy and achieve, make a positive contribution and achieve economic well-being;
- not involved in gangs, but at risk of becoming victims of gangs;
- not involved in gangs but at risk of becoming drawn in, for example, siblings or children of known gang members;

There are many definitions of what constitutes a gang, for purposes of this policy they will be defined as:

- **Organised Criminal Group (OCG) or Criminal Gangs:**
Individuals, normally working with others, with the intent and capability to commit serious crime on a continuous basis, which includes elements of planning, control, coordination, structure, group decision-making.
- **Street Gangs:** A relatively durable predominantly street-based group of young people who see themselves (and are seen by others) as a discernible group and engage in a range of criminal activity and violence. They may also have any or all of the following features:
 - o Identify with or lay claim over territory;
 - o Have some form of identifying structural feature;
 - o Are in conflict with other, similar, gangs.
- gang-involved and at risk of harm through their gang-related activities (e.g. drug supply, weapon use, sexual exploitation and risk of attack from own or rival gang members).

If a member of staff has concerns about any service users at risk of involvement with gangs, they should ensure that their concerns are recorded on a logging of concern form and passed promptly to the DSL so that a referral is made to the Concerns Hub.

17. Serious Violence

All FM staff should be aware of the indicators, which may signal children and young people are at risk from, or are involved with, serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant

decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

There are a range of risk factors which increase the likelihood of involvement in serious violence, both as a perpetrator or victim. These include having been frequently absent or permanently excluded from school, being male, having experienced child maltreatment and having been involved in offending, such as theft or robbery. Advice for practitioners is in [Multi-agency responses to serious youth violence: working together to support and protect children guidance 2024](#)

16. Radicalisation

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Radicalisation and extremism can be wider than religious beliefs and linked affiliations and can include radicalisation around far right groups and also by criminal groups connected with gang activity. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with the DSL if they have any concerns:

- Use of inappropriate language
- Secretive behaviour
- Searching for identity, meaning and belonging
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

Future Men recognises that exposure of children (and adults) to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.

FM recognises vulnerability to radicalisation across ages. FM staff will follow the **Prevent Duty guidance (2023)**: notice potential ideological risks and concerning behaviours, record, and refer to the DSL who will consider **Channel** referral and multi-agency pathways

17. Domestic abuse

Domestic abuse is any incident or pattern of controlling, coercive, threatening, violent or abusive behaviour between people aged 16 or over who are 'personally connected', including **economic abuse**. **Children are victims in their own right** if they see, hear or experience its effects. FM staff and volunteers will follow FM procedures, ensure immediate safety, and work with specialist services and police as appropriate

According to the Domestic Abuse Act 2021, the abuse can encompass, but is not limited to:

- Physical or sexual;
- Violent or threatening behaviour
- Controlling or coercive behaviour
- Economic abuse
- Psychological, emotional or other abuse

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact. In some cases, the victim may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

18. Problematic and Harmful Sexual Behaviour

Harmful Sexual Behaviour (HSB) is defined as developmentally inappropriate sexual behaviour displayed by children and young people which is harmful or abusive. **Problematic Sexual Behaviour** (PSB) is developmentally inappropriate or socially unexpected, sexualised behaviour which doesn't have an overt element of victimisation or abuse.

When we refer to sexual harassment and sexual violence, including online, we use the definitions and the language of victim and perpetrator in the DfE's guidance Sexual Violence and Sexual Harassment in Schools 2021. We recognise that there are many different ways to describe children who have been subjected to sexual harassment and/or sexual violence. There are also many ways to describe those who are alleged to have carried out any form of abuse. Therefore, we are using the terms that are most widely recognised and understood. It is important to recognise that not everyone who has been subjected to sexual harassment and/or sexual violence, including online, considers themselves a victim or would want to be described in this way.

Any child or young person who exhibits harmful sexual behaviour may need a Safeguarding response or intervention. Professionals should respond with interventions that address the behaviour of the perpetrator, while also providing an appropriate level of support. Professionals

involved should be aware that harmful sexual behaviour may be an indicator that the child has been abused or requires additional support. It is important to understand that perpetrators of harmful behaviour may have their own safeguarding needs.

It is also important to note that, although professionals' awareness of the vulnerability of children and young people could be helpful, it could also contribute to stereotypes about how a victim and survivor of child sexual abuse should look or behave. This may run the risk of victims who differ from that picture being overlooked or unwilling to come forward for fear of not being believed.

The Keeping Children Safe in [Keeping Children Safe in Education](#) guidance is to help educational settings to know how to respond to sexual harassment and sexual violence, including online, between children. This explains that it is an offence for anyone to have any sexual activity with a person under the age of 16 and provides specific protection for children aged 12 and under who cannot legally give their consent to any form of sexual activity. The guidance acknowledges that professionals may be required to make complex decisions in situations of child-on-child sexual harassment and sexual violence, including online. It stresses the importance of effective training and clear policies for staff to help them take a considered and appropriate response.

If FM becomes aware of sexual activity involving a child under the age of 13, we will always refer this to the police and children's social care. We will use the statutory guidance and our professional vigilance to establish whether risk factors are present before making a decision on whether to engage external agencies if the children or young people are aged 13 to 17.

19. Child-on-Child Abuse (formerly Peer on Peer Abuse)

FM acknowledges that all children and young people can be affected by child-on-child abuse of any nature. Child-on-child abuse is any kind of physical, sexual, emotional or financial abuse or coercive control exercised between children/young people both on and offline. It includes (but is not limited to):

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes, upskirting and online sexual harassment (including youth produced sexual imagery / sexting), which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery);

- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element) and;
- harmful sexual behaviour (see above).

At FM we understand the importance of challenging inappropriate behaviours. We have clear procedures to follow if we believe that a child is at risk. (See *Allegations Against Children*)

20. Mental Health

All FM staff should be aware that mental health needs in **children, young people and adults** can be both an indicator and an outcome of abuse, neglect or exploitation.

It is not the role of FM staff to attempt to make a diagnosis of a mental health problem, but all FM staff will be trained in Mental Health First Aid to better identify and support service user mental health needs, particularly those who have difficulty engaging with statutory mental health services. However, staff can observe service users on a day-to-day basis and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children or young people have suffered abuse and neglect, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that FM staff are aware of how these experiences can impact on their mental health, behaviour, and education.

If FM staff have a mental health concern about a FM service user that is also a safeguarding concern, and they feel that the young person in question is at risk of harm, such as evidence of self-harm (see Serious Violence), immediate action should be taken, by following the FM Safeguarding Policy and discussing with the DSL.

21. What FM staff and volunteers must do

- **Notice and name the concern**, do not investigate.

Record what you saw/heard in factual terms and **report immediately** to the DSL (or Safeguarding Lead for Adults). Where an adult has capacity and with their consent, share information; if there is risk to others, serious crime, or the person lacks capacity, you may share without consent in line with the **Mental Capacity Act** and public interest principles.

- **Work with statutory partners** and follow local protocols (Children's Safeguarding Partnership / Safeguarding Adults Board) including any **Section 42 enquiries** for adults and **Working Together** pathways for children.

- **Make safeguarding personal** by involving the person (or their advocate) in decisions about desired outcomes, supporting choice and control and balancing risk with wellbeing

22. Information-sharing, consent and capacity (Adults)

For adults, decisions about sharing information and intervention must follow the **Mental Capacity Act 2005**. Where a person **has capacity**, seek and respect their informed consent unless there is a compelling public-interest reason to share (e.g., risk to others, serious crime). Where a person **lacks capacity** for a specific decision, act in their **best interests** and the **least restrictive** way.

23. Recognition of Abuse, Neglect and Exploitation

- All staff and volunteers in organisation should be aware of the definitions and signs and symptoms of abuse, neglect and exploitation (see above).
- Members of staff and volunteers are made aware that child/adult welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. Children/Adults at risk may be abused in a family or in an institutional or community setting, by those known to them or by a stranger. They may be abused by an adult or adults, or by a child or children. Children/Adults at risk may be abused via the internet by their peers, family members or by unknown and in some cases unidentifiable individuals.
- In the case of HBA, including forced marriage and female genital mutilation, children/adults at risk may be taken out of the country to be abused. An abused child/adult will often experience more than one type of abuse, as well as other difficulties in their lives.
- Abuse, neglect and exploitation can happen over a period of time but can also be a one off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.
- The warning signs and symptoms of child abuse/abuse, neglect and exploitation can vary from person to person. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse/abuse or neglect, so staff and volunteers should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child/adult at risk and their family. It is important to recognise that a warning sign doesn't automatically mean a child/adult at risk is being abused.

24. Induction, Awareness and Training

- The DSL will ensure that all new staff and volunteers are appropriately inducted in a timely fashion (normally this will be completed within the first month). An induction checklist is available to support this process and includes organisational responsibilities, Future Men safeguarding procedures, online safety, safe working practice and external reporting mechanisms.

- b. All staff and volunteers will receive regular safeguarding training (organised by the DSL) which will cover a range of safeguarding topics that will enable staff to:
 - **Recognise** potential safeguarding and child protection concerns involving children and adults (colleagues, other professionals and parents/carers);
 - **Respond** appropriately to safeguarding issues and take action in line with this policy;
 - **Record** concerns in line with Future Men policies;
 - **Refer** concerns to the DSL and be able to seek support external to Future Men if required.
- c. The DSL will regularly update staff with safeguarding and child protection updates (e.g. at staff meetings, away days and via online training), as required, but at least bi-annually, to provide them with relevant skills and knowledge to safeguard children/adults at risk effectively.
- d. All members of staff and volunteers will be made aware of Future Men's expectations regarding safe and professional practice via the **Code of Conduct and Staff Handbook** (add link if web based) which are provided and discussed as part of the induction process.
- e. Future Men recognises the expertise which members of staff and volunteers build by undertaking safeguarding training and managing safeguarding concerns on a daily basis.
- f. The DSL and Senior Management Team will provide an annual report to the Board of Trustees detailing safeguarding (and other) training undertaken by all staff and volunteers and will maintain up to date registers of who has been trained.
- g. The DSL will provide regular risk assessments that arise from safeguarding concerns to the Board of Trustees.
- h. Although Future Men has a nominated lead for safeguarding on the Board of Trustees, all members of the Board of Trustees will receive appropriate safeguarding information which cover their specific strategic responsibilities on a regular basis.

25. Safe Working Practice

Future Men is committed to ensuring that all staff are supported to work safely with children, young people and adults **at risk**

- a. Children/adults may make allegations against staff and volunteers in situations where they feel vulnerable or where they perceive there to be a risk to their welfare. As such, all staff and volunteers should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interaction or work with individual children/adults at risk or parents to be conducted in view of other adults.
- b. Physical intervention should only be used when the child/adult is endangering him/herself or others and such events should be recorded and signed by a witness. Staff and volunteers should be aware of Future Men's behaviour management and restraint guidelines and only use a proportionate response.
- c. Staff and volunteers should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in Future Men's **Email, Internet, Social Media & Telephone Policy, Online Safety Policy and Code of Conduct**.

- d. Staff and volunteers may engage in lone working as a part of their everyday practice. All staff and volunteers must ensure they have read and understood the **Lone Working** guidelines

26. Staff and Volunteers' Supervision and Support

Future Men understands and values the critical role played by our staff in child protection and safeguarding. Any member of staff affected by issues arising from concerns for children/adults' welfare or safety can seek support from the DSL team. Links to external support and resources can be found at the bottom of this policy.

All staff and volunteers will receive safeguarding training at their induction (see above) and have a named manager with whom they can discuss concerns including safeguarding concerns.

Future Men will provide appropriate supervision and support for all members of staff and volunteers to ensure that:

- All staff and volunteers feel confident that they are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and adults;
- FM has fostered a "safeguarding first" culture in which staff and volunteers feel able to raise concerns and feel supported in their safeguarding role;
- All staff and volunteers have regular reviews of their own practice to ensure they improve over time.

27. Safer Recruitment

Future Men is committed to ensure that all steps are taken to recruit staff and volunteers who are safe to work with our children/adult service users and have their welfare and protection as the highest priority. We will protect our service users from coming into contact with people with the propensity to cause harm by:

- Verifying the applicant's identity;
- Obtain professional and character references;
- Performing checks on the applicant's qualifications and employment history; • Performing checks on the online activity of any candidate shortlisted for interview. Notifying the candidate that we will be conducting such checks, in line with the advice of KCSIE 2025;
- Hold a face-to-face interview with at least one member of staff who has up to date training in safer recruitment (not older than three years);
- Ensuring that all adults in regulated activity with children and vulnerable adults have been DBS checked and that checks are conducted on a three yearly basis

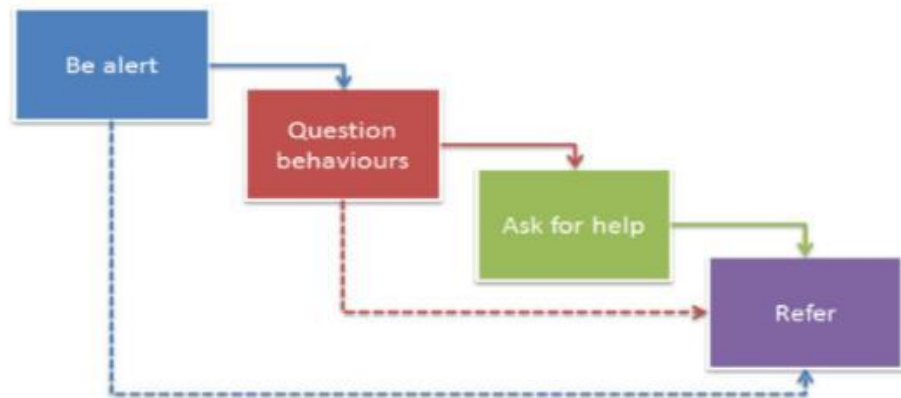
The Board of Trustees and Senior Management Team are responsible for ensuring that Future Men follows safer recruitment processes outlined within the safer recruitment policy, including accurate maintenance of the Safer Recruitment Log; and an application, vetting and recruitment process which places safeguarding at its centre, regardless of employee or voluntary role.

28. Safeguarding and Referral Pathways

Child Protection Procedures

Future Men adheres to the Westminster Safeguarding Children's Partnership guidance

'There are four key steps for professionals to follow to help identify and respond appropriately to possible abuse and/or neglect. All members of staff and volunteers are expected to be aware of and



follow this approach:

It may not always be appropriate to go through all four stages sequentially and if a child/adult is in immediate danger or is at risk of harm, a referral should be made immediately to children's social care, adult's social care and/or the police.

Even if you think your concern is minor, the DSL may have more information that, together with what you know, represents a more serious worry about a child. **The role of Future Men in situations where there are child protection/safeguarding concerns is NOT to investigate but to recognise and refer.**

1. Decide whether you need to find out more by asking the child / adult, or their parent to clarify your concerns, being careful to use open questions: beginning with words like: 'how', 'why', 'where', 'when', 'who'?
2. Let the child/adult/parent know what you plan to do next if you have heard a disclosure of abuse or you are talking with them about your concerns. Do not promise to keep what s/he tells you secret.
3. Inform the DSL / DDSL immediately. If neither is available, speak to the CEO. If there is no other member of staff available, you must make the referral yourself. If anyone other than the DSL makes a referral to external services, then they will inform the DSL as soon as possible.
4. Make a written record as soon as possible after the event using the "Logging a Concern Form" (embed link if web based), noting:
 - a. Name of child / adult at risk
 - b. Date, time and place
 - c. Who else was present

- d. What was said / What happened / What you noticed ... speech, behaviour, mood, drawings, games or appearance
- e. If child adult or parent spoke, record their words rather than your interpretation
- f. Analysis of what you observed and why it is a cause for concern

It is the responsibility of the DSL to receive and collate information regarding individual children/adults at risk. In conjunction with the immediate manager of the project, the DSL will make immediate and on-going assessments of potential risk and to decide actions necessary (with parents / carers in most cases). This includes the need to make referrals to partner agencies and services. o To help with this decision s/he may choose to consult with DDSLs and the Senior Management Team where appropriate.

- o Advice may also be sought from the Westminster Children's/Adult's Social Care Teams or the relevant LA where a child/adult at risk resides.
- o Issues discussed during consultations may include the urgency and gravity of the concerns for a child/young person and the extent to which parents/carers are made aware of these.

All members of staff are made aware of the early help process and understand their role within it. This includes identifying emerging problems and liaising with the DSL.

If early help is assessed to be appropriate then the DSL/DDSL will liaise with other agencies and submit an Early Help Notification. The DSL will keep all early help cases under constant review and will give consideration to making a referral to MASH if the situation doesn't appear to be improving for the child/adult at risk.

New referrals to services will be made using the agreed local authority protocols in the location where the child/adult at risk resides. These will be made with reference to the Interagency Threshold Criteria for Children in Need (Westminster Safeguarding Children's Partnership) In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent to the Duty Social Work Team. Concerns for children who are already known to services will be passed to the allocated worker/Team.

All members of staff and volunteers are aware of the process for making referrals to MASH (Multi Agency Safeguarding Hub) for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments.

In all but the most exceptional circumstances, parents /carers will be made aware of the concerns felt for a child or young person at the earliest possible stage. In the event of a referral being necessary, parents/carers will be informed and consent to this will be sought unless there is a valid reason not to do so.

On occasion, staff and volunteers may pass information about a child/adult to the DSL but remain anxious about action subsequently taken. Staff and volunteers should feel able to clarify with the DSL

further progress, so that they can reassure themselves the child/adult is safe and their welfare is being considered.

If, following this process, the staff member remains concerned that appropriate action is not being taken then the member of staff should seek further direct consultation from the MASH who will be able to discuss the concern and provide further advice on appropriate action to be taken.

If after a referral a child/adult at risk's situation does not appear to be improving then the DSL (or the person that made the referral) will press for reconsideration to ensure that Future Men's concerns have been addressed and, most importantly, that the child/adult at risk's situation improves.

Professional disagreements (escalation) will be responded to in line with the Westminster Safeguarding Children's Partnership procedures.

Safeguarding Adults procedures

FM staff and volunteers will recognise, record and **report immediately** any safeguarding concern about an adult to the DSL/Safeguarding Lead.

The DSL will consider whether the **Care Act s.42** duty is met and make a referral to Adult Social Care accordingly, ensuring **Making Safeguarding Personal** and **MCA 2005** principles are applied throughout.

Where a s.42 duty is not met, FM will still coordinate proportionate support and risk management. Information will be shared **with consent** wherever possible; where consent is not obtained or cannot be obtained, FM may share **without consent** when justified in line with the **MCA** and public-interest principles (for example, to prevent serious harm or crime).

FM will use specialist pathways, including **Prevent/Channel**, **NRM**, and **MARAC**, where indicated.

All actions and decisions will be recorded, outcomes reviewed with the adult, and unresolved concerns **escalated** through local Safeguarding Adults Board professional challenge procedures.

29. Recording a Concern

Staff will record any welfare concern that they have about a child/adult on Future Men's safeguarding Logging A Concern Form or Chronology Form (with a body map where injuries have been observed). The forms are stored on Future Men's Intranet. Staff are made aware of the documents, how to complete them, and how to share them with the DSL. These forms will be passed without delay to the DSL and DDSL. Records will be completed after the incident/event, using the child's / Adult's at risk words and will be signed and dated. For the avoidance of doubt, forms must be completed by the end of the shift in which the incident / disclosure occurred.

All safeguarding concerns, discussions and decisions made and the reasons for those decisions will be recorded in writing. If members of staff and volunteers are in any doubt about recording requirements, they will discuss their concerns with DSL/DDSL. The CEO will be kept informed of any significant issues by the DSL.

30. Record Keeping, Confidentiality and Information Sharing

FM understands the need to have clear guidelines concerning the retention, storage and destruction of Child Protection and Safeguarding Records as part of our safeguarding policy. We have referred to [NSPCC guidance](#) to inform our approach to Record Keeping.

Any safeguarding concern containing personal information (whether on paper or electronic) should be:

- adequate, relevant and not excessive for the purpose(s) for which it is held
- accurate and up to date
- only kept for as long as is necessary

Future Men ensures that any file containing sensitive information and confidential data such as a Safeguarding concern is:

- kept confidential and stored securely. Electronic files are password protected and stored in a separate child protection file for each child/young person and labelled carefully. If the file pertains to a member of staff, it is stored in a separate personnel file
- FM staff using personal equipment are required to sign the FM data protection policy which obliges them to store information securely.
- accessed/shared only on a 'need to know' basis
- tracked internally to log viewers so FM can see who has accessed the confidential file, when, and which file has been accessed
- shared electronically using password protection and/or encryption. FM will ensure that the child/young person or member of staff in question understands what records we hold, why we need to hold them and who we might share the information with (for example as part of a multi-agency child protection team)

FM adheres to the current UK legislation and guidance about the retention and storage of child protection records:

- If the file pertains to a report raised about a child or young person, it should be kept until they are 25 (this is seven years after they reach the school leaving age)
- Organisations in the UK are not given a single fixed retention period for adult-safeguarding records under GDPR. Instead, GDPR requires that personal data of adults is kept only for as long as it is necessary for the purpose it was collected,.
- If the file pertains to a report raised about a member of FM staff, it should be kept until they reach their normal retirement age or for 10 years – whichever is longer
- FM will keep records for the same amount of time regardless of whether the allegations were unfounded. However, if it is found that allegations are malicious FM will destroy the record immediately
- All safeguarding records will be forwarded in accordance with data protection legislation to a child's subsequent organisation/setting, under confidential and separate cover to the new DSL or CEO. A receipt of delivery will be obtained and stored with the child's safeguarding file at FM.

All members of staff understand that, whilst they have a duty to keep confidential any information about children, adults, families and colleagues which have access to as a result of their role, they also have a professional responsibility to share information with Safeguarding Team colleagues within Future Men and other agencies in order to safeguard children and adults at risk.

All staff and volunteers must be aware that they cannot promise a child/adult to keep secrets which might compromise their safety or wellbeing. Further advice on responding to disclosures can be found in appendix 1 and 2.

31. **Working with Other Agencies**

Future Men recognises and is committed to its responsibility to work with other professionals and agencies both to ensure children/adults at risk's needs are met and to protect them from harm. We will endeavour to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.

Future Men is not the investigating agency when there are child protection / adult at risk concerns and Future Men will therefore pass all relevant cases to the statutory agencies. We will however contribute to the investigation and assessment processes as required. We recognise that a crucial part of our role may be in supporting the child/adult while these investigations take place.

Future Men recognises the importance of multi-agency working and will ensure that staff and volunteers are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings and Early Help Teams around the Child / Family.

32. **Complaints**

Future Men has a [Complaints Procedure](#) available to parents, children, adults, members of staff and volunteers who wish to report concerns available on the website. All reported concerns will be taken seriously and considered within the relevant and appropriate process.

33. **Whistleblowing & Allegations Against Members of Staff and Volunteers (ASV)**

Future Men recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received.

When raising your concern, it is advisable that you report your concern as early as possible. A significant delay in reporting the matter may make the subsequent investigation difficult to pursue. Please note you do not have to work through these in order and can move to step 3 should you think this is appropriate.

Step 1

As a first step, you should report any concerns to **the CEO**.

Contact details

CEO: Alastair Smith-Agbaje, T 0207 237 5353 M 0774 8254 065 A.Smith-Agbaje@futuremen.org

Ensure your concerns are recorded in writing using the 'Record of Allegation form'.

If you feel hesitant about putting your concerns in writing at this stage, you should speak to the CEO to whom you wish to make the report and arrange to meet with him/her. However, you may be asked to put the details in writing at a later stage.

Step 2

If you feel the matter is serious, sensitive or involves your CEO, you may report the matter, in the manner set out in Step 1 above to:

Contact details
Safeguarding Trustee: Dr Yansie Rolston M: +44 7970 615 247 E: yrolston@hotmail.com

Step 3

If you are not confident in approaching any of the named persons in steps one or two then, in order to raise your concern, **YOU CAN AT ANY STAGE CONTACT:**

Contact details
Local Authority LADO: Mathew Nyakuhwa 020 7926 4679 LADO@lambeth.gov.uk
NSPCC Whistleblowing Advice Line: 0800 028 0285

All staff and volunteers and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the CEO and Board of Trustees.

All members of staff and volunteers are made aware of Future Men's [Whistleblowing procedure](#) and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

Members of staff and volunteers can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff and volunteers can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: help@nspcc.org.uk

34. **Allegations Against Children and Service Users**

Future Men recognises that young people are capable of abusing their peers. Child-on-child abuse can take many forms (see above).

Future Men believes that abuse is abuse and it will never be tolerated, dismissed or minimised. FM will ensure that appropriate behaviour guidelines are provided to enable children to develop an awareness and understanding of abusive behaviour and to ensure that young people recognise warning signs and supports of support both within Future Men and externally (such as ChildLine etc.).

- Children who have been experienced peer on peer abuse will be supported by:
 - Offering them an immediate opportunity to discuss the experience with a member of staff and volunteers of their choice;
 - Being advised to keep a record of concerns as evidence and discussions regarding how to respond to concerns and build resilience, if appropriate;
 - Providing reassurance and continuous support;
 - Working with the wider community and local/national organisations to provide further or specialist advice and guidance.
- Children who are alleged to have abused other children will be helped by:
 - Discussing what happened, establishing the specific concern and the need for behaviour to change;
 - Informing parents/carers to help change the attitude and behaviour of the young person;
 - Providing appropriate education and support;
 - Sanctioning them in line with organisation behaviour/discipline policy. This may include official warnings, exclusion from activities, removal of privileges (including denial of online access), fixed-term and permanent exclusions;
 - Speaking with police or other local services (such as early help or children's specialist services) as appropriate.

Future Men is aware of and will follow the Westminster Safeguarding Children's Partnership procedures for supporting children who are at risk of harm as a result of their own behaviour. The management of children and young people with sexually harmful behaviour is complex and any concerns should be raised immediately with the DSL. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.

35. **Safeguarding Children with Special Educational Needs and Disabilities (SEND)**

Future Men acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

Future Men will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.

Members of staff and volunteers are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying.

All members of staff and volunteers will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

36. **Service Users - Staying Safe**

Future Men plays an essential role in helping children and adults to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe' (both online and in person); to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.

In order to support service users to develop a range of strategies to ensure their own protection and to understand the importance of protecting others, Future Men will provide opportunities to increase self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making.

We will educate children at a level appropriate to their age and ability about a range of safeguarding concerns.

Systems have been established to support the empowerment of children to talk to a range of staff and volunteers. Children and adults at Future Men will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

37. **Online Safety**

Future Men understands that the use of technology presents considerable and particular challenges and risks to children and adults both inside and outside of Future Men. These can be broadly categorised into three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material
- **contact:** being subjected to harmful online interaction with other users
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm
- **Commerce:** Risks such as online gambling, inappropriate advertising,
- phishing and or financial scams.

The DSL and Senior Management Team have read the '[Sharing nudes and Semi-nudes: how to respond to an incident](#)' guidance (updated March 2024) as an example of best practice.

Future Men will ensure that appropriate filtering and monitoring systems are in place when children and staff and volunteers access organisation systems and internet provision. Future Men acknowledges that whilst filtering and monitoring is an important part of organisations online safety responsibilities, it is only one part of our role. Children and adults may have access to systems external to Future Men control such as mobile phones and other internet enabled devices and technology.

Future Men will ensure a comprehensive whole organisation awareness response is in place to enable all children and adults to learn about and manage online risks effectively and will support parents and the wider community (including all members of staff and volunteers) to become aware and alert to the need to keep children safe online.

Further information on the Future Men approach to online safety can be found in our Online Safety Policy and Code of Conduct. These can be shared on request.

38. **Provision of Services to Other Organisations (i.e. schools)**

Future Men provides services and activities to external organisations (“hosts”). Prior to undertaking any work with the “host”, the DSL/DDSL will seek written clarification of the safeguarding arrangements that will be in place.

If the safeguarding arrangements of the host differ from those set out in this policy, the DSL will ensure that the policies of the host are made available to the FM team and that a briefing is undertaken regarding safeguarding children and child protection of adults at risk at the host organisation.

If Future Men is not happy with the arrangements in place, and an agreement cannot be reached, it has the right to remove services to the host organisation.

39. **Security**

- All members of staff are required to report concerns about the safety of the buildings and grounds in which we operate.
- Future Men is committed to providing a safe culture for all service users and will not accept the behaviour of any individual (parent or other) that threatens the safety and security of the organisation or its staff and users. Such behaviour will be treated as a serious safeguarding concern and may result in a decision to refuse access for that individual to Future Men services.

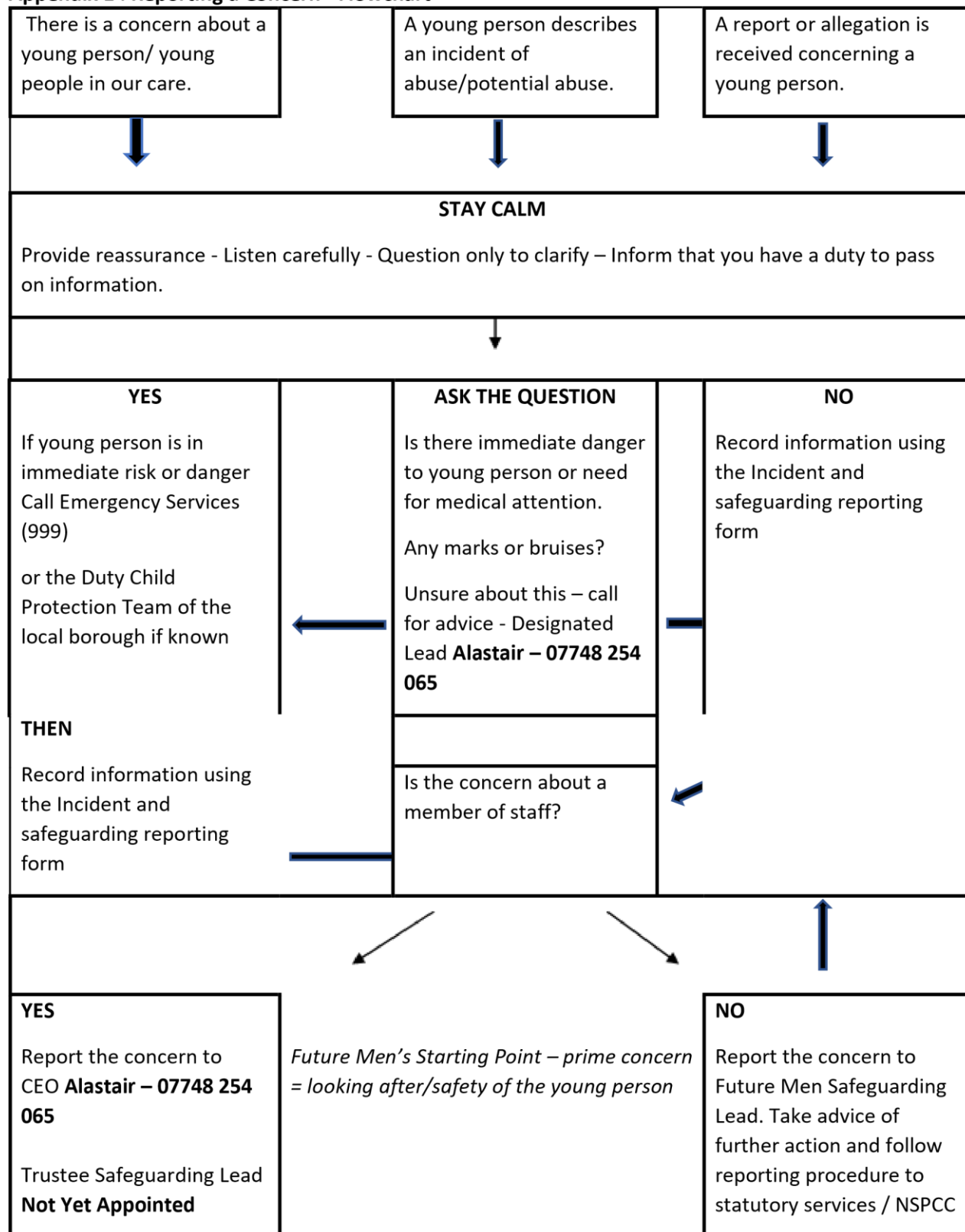
40. **The Seven Characteristics of Positive Masculinity**

	Resilience	Able to recover when things go wrong
	Inclusiveness	Open to include all different people
	Reflectiveness	Learning from things that happen to you
	Empathy	Caring for others

	Resourcefulness	Able to make the best of what you have
	Curiosity	Interested in the world around you
	Non-violence	Can solve problems without hurting others

End.

Appendix 1 : Reporting a Concern - Flowchart



↓	
ASSESS POSSIBLE ABUSE/CRIMINAL OFFENCE OR POOR PRACTICE/BREACH OF CODE OF CONDUCT Pass the report on/take advice NSPCC-0808 800 5000, Local Authority/ Police non-emergency helpline 101	
↓	
DESIGNATED SAFEGUARDING LEAD OFFICER TO TAKE FURTHER ACTION Consider obtaining parental consent to share information where child is not at risk.	
POSSIBLE ABUSE Secure and record commitment of referral to statutory agencies. Seek confirmation, within 24 hrs, that this has happened. Follow up in writing within 24 hrs. Incident report form and records of all conversations passed to Designated Safeguarding Lead Officer for filing.	POOR PRACTICE Secure and record commitment of referral to statutory agencies. Seek confirmation, within 24 hrs, that this has happened. Follow up in writing within 24 hrs. Incident report form and records of all conversations passed to Designated Safeguarding Lead Officer for filing.

Appendix 2: Keeping yourself safe when responding to disclosures (the 6 R's – what to do if...)

1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

2. Respond

- Reassure the child that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. "It will be alright now"

- **Do not promise confidentiality;** you have a duty to refer
- Reassure and alleviate guilt, if the child refers to it e.g. “you’re not to blame”
- Reassure the child that information will only be shared with those who need to know

3. React

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- **Do not** ask leading questions; “Did he/she....?” Such questions can invalidate evidence.
- **Do** ask open “TED” questions; Tell, explain, describe
- Do not criticise the perpetrator; the child may have affection for him/her
- Do not ask the child to repeat it all for another member of staff and volunteers
- Explain what you have to do next and who you have to talk to

4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child.
Always ensure that as far as possible you have recorded the actual words used by the child.
- Record statements and observable things rather than your interpretations or assumptions (please ensure Future Men's templates are used)

5. Remember

- Contact the designated safeguarding lead (DSL)
- The DSL may be required to make appropriate records available to other agencies in line with the Westminster Safeguarding Children’s Partnership procedures: <https://www.rbkc.gov.uk/lscp/>

6. Relax

- Get some support for yourself, dealing with disclosures can be traumatic for professionals

Appendix 3: National Support Organisations Support for staff and volunteers

- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline **Support for**

Children

- NSPCC: www.nspcc.org.uk
- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- Young Minds: www.youngminds.org.uk
- The Mix: www.themix.org.uk
- [Report Remove](#) helps young people under 18 in the UK to confidentially report sexual

images and videos of themselves and remove them from the internet. **Support for adults**

- Family Lives: www.familylives.org.uk

- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- Kidscape: www.kidscape.org.uk
- The Samaritans: www.samaritans.org
- Mind: www.mind.org.uk
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk **Support for**

Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Domestic Abuse

- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk **'Honour Based' Abuse**
- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>
- FGM: <https://nationalfgmcentre.org.uk/>

Sexual Abuse and CSE

- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- CEOP: www.ceop.police.uk
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk

Online Safety

- Childnet International: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Internet Matters: <https://www.internetmatters.org/>
- NSPCC – Keeping Children Safe Online <https://www.nspcc.org.uk/keeping-childrensafe/online-safety/>
- Get safe Online: <https://www.getsafeonline.org/>

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism

- True Vision: www.report-it.org.uk

Reporting

- [NCA – National Crime Agency](#)
- [IWF – Internet Watch Foundation](#)
- [ACT – Action Counters Terrorism](#)
- [True Vision](#)
- [Report Harmful Content](#)