

**St Andrew's Club
Safeguarding Policy
July 2026**

1. Purpose

St Andrew's Club is committed to the importance of safeguarding all young people who are in our care. This policy sets out our approach of how we aim to keep young people safe and how to identify and what to do if there are any signs of concern.

2. Introduction

This policy must be applied whenever there is a concern about a child or young person about the behaviour of a staff member, volunteer, or adult. This policy outlines our approach to safeguarding children and young people.

It will be updated, added to, and modified as and when new legislation comes into play and shall be made available.

It sets out our aims and standards to help us achieve our responsibility of safeguarding the children and young people who attend the Club.

All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, pregnancy and maternity, marital or civil partnership status, sex or identity, have the right to equal protection from all types of harm or abuse.

3. Policy Statement

The abuse of children and young people – physically, emotionally, and sexually – is a sad fact of life. Children and young people may be abused regardless of their age, gender, religious belief, race, sexual orientation, culture or ability. They are usually abused by people they know and trust.

Those who work with children and young people in voluntary and community organisations may be able to provide an important link in identifying individuals who have been or are at risk of being harmed in this way.

In 1993 the Government produced 'Safe from harm', a code of practice for adults working with young people, to give youth organisations a framework on which to base their activities to minimise the chances of abuse taking place. An inter-agency document 'Working Together to Safeguard Children' was published in March 2018/23 which focuses on a co-ordinated approach to safeguarding reinforcing the need for all staff and volunteers to have an up to date DBS (Disclosure and Barring Service) check along with interviews, references being followed up and a probationary period completed. This is now standard practice for any organisation working with young people.

The Children Act 1989 lists one of its Key Principles as "the paramount nature of the child's welfare".

Giving power to children and young people as well, has the important side effect of reducing the potential for undiscovered abuse.

This was further strengthened by the Children Act 2004 "***which created a Children's Commissioner for England and placed a duty on local authorities to appoint a director of children's services and an elected member for children's services, who is ultimately accountable for the delivery of services. It also places a duty on local authorities and their partners (including the police, health service providers and the youth justice system) to co-operate in promoting the wellbeing of children and young people and to make arrangements to safeguard and promote the welfare of children***".

Safeguarding is everyone's responsibility, for this to work each member of staff and volunteers should play their full part, for services to be effective a clear understanding of the needs and views of children and young people is essential.

The number of people (including young people themselves) who are actively seeking to harm or abuse children is probably quite small, and staff can use the principles in this code to reduce their opportunities for access to children and young people. But there are also people with no record as abusers who offend against children and young people when tempted by finding themselves alone with a child in an isolated setting.

Opportunities for abuse can be reduced by limiting to the minimum occasions where a single adult is in the company of a lone child and where there is little or no possibility of the activity being supervised or observed by others.

Sadly, it is a common feature of situations where a young person has been abused that an adult has exploited the power that they have over them to gain submission or silence. Some of this power derives from the superior physical strength of the adult; but it also stems from the power relationship inherent in the situation, which good youth work addresses as an issue in itself.

We will make every effort to safeguard children and young people by:

- a. valuing them, listening to and respecting them;
- b. adopting child protection guidelines through procedures and a code of conduct for staff and volunteers;
- c. providing protection for the children and young people who attend the Club;
- d. providing staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm;
- e. conducting robust recruitment and selection processes including the necessary safety checks in respect of references, declarations and DBS checks; and
- f. through supervision, support and training provide effective management for staff and volunteers including guidance on what to do if an individual is worried about a child or young person.

4. Organisation and Responsibilities

1. Trustees

The Charity Commission is clear that Trustees have primary responsibility for safeguarding in their charity. In fulfilling their duty of care to the Club, trustees need to take steps to safeguard and take responsibility for the children with whom the Club works. This means:

- a. acting in their best interests;
- b. taking all reasonable steps to prevent any harm to them;

- c. assessing and managing risk;
- d. putting safeguarding policies and procedures in place;
- e. undertaking ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective; and
- f. responding appropriately to allegations of abuse.

2. Managers and Deputy Managers

Managers and Deputy Managers are the key to the success of this policy. They are accountable for the safeguarding standards within their area of control. Specifically, they are responsible for:

- a. ensuring the Safeguarding Policy is communicated and implemented within their area of control;
- b. making sure they and their staff understand the safeguarding arrangements within the Club;
- c. informing, instructing, training and supervising employees;
- d. ensuring all incidents relating to safeguarding are reported to the Youth Club Manager immediately; and
- e. reporting safeguarding issues which they cannot resolve to the Youth Club Manager immediately.

3. All staff and volunteers

All staff and volunteers are responsible for:

- a. making sure they understand the part they play regarding safeguarding children and young people;
- b. co-operating with managers in following the safeguarding arrangements set out in this policy;
- c. reporting any suspicions of abuse or neglect to the Youth Club Manager; and
- d. reporting any concerns about the behaviour of any members of staff or volunteers towards children and young people.

5. General Arrangements for Implementing the Safeguarding Policy

1. Safer Recruitment

Safeguarding the children, young people and vulnerable adults who the Club have contact with is considered at the recruitment stage. All staff, volunteers and trustees are required to attend interview and provide references, as detailed in the Club's recruitment policy.

A Disclosure and Barring Service (DBS) check will also be obtained for staff, volunteers and trustees recruited to certain positions. Eligibility to apply for a DBS check and the appropriate level of check is explained in the DBS Guidance document. A repeat DBS check will be obtained every three years for all eligible employees, volunteers and trustees who have not joined the DBS Update Service.

During interview all candidates will be questioned regarding their understanding of safeguarding and how that might be a consideration in the role they are applying for.

2. Safer Working

All staff and volunteers working for the Club have a responsibility to safeguard the welfare of the children and young people that they are working with to ensure their physical, sexual and emotional safety. In order to achieve this all staff and volunteers should follow the Club's Code of Practice on how to behave with Young People' – Appendix A.

3. Physical Contact

Staff and volunteers should not have unnecessary physical contact with any child or young person. There may, however, be occasions when physical contact is unavoidable or positively desirable or necessary for safety reasons, for example:

- a. providing reassurance for a distressed person;
- b. when teaching sports;
- c. giving direct assistance when fitting outdoor activity equipment, e.g. harness; and
- d. administering first aid.

Wherever possible there should be an attempt to ask the child or young person to agree to such contact. Where appropriate, staff should explain their actions. This should be conducted openly and ideally with another member of staff or volunteer present. Staff should be aware of their positioning so that, where possible, others can clearly see the assistance being given.

Staff and volunteers should avoid doing things of a personal nature that the person can do themselves.

In very rare circumstances there may be a need to physically restrain a young person for their own or other's safety. See Appendix B for further guidance about restraint.

6. Social Media

As technology develops, the internet and its range of services can be accessed through various devices including mobile phones, computers and game consoles. Although the internet has many positive uses, it provides the key method for the distribution of indecent images of children.

Social networking sites, chat rooms and instant messaging systems are increasingly being used by online predators to "sexually groom" children or young people. It is also a major source of recruitment for groups seeking to radicalise children and young people. (See Appendix C)

In addition, electronic communication is being used more and more by young people as a means of bullying their peers and distributing inappropriate images.

The Club's staff and volunteers should be vigilant and discuss digital safety with members.

7. Digital Safety

St Andrew's Club may interact with members via any closed groups within its Instagram/ TikTok/ SnapChat/ Facebook/ You Tube/ Twitter sites. Engagements may include video communications and chat groups, conducted via Zoom, which will be monitored and moderated by a minimum of two youth workers.

1. St Andrew's Club will keep all information (called data) safe (locked, encrypted or password protected files on external devices such as Dropbox held by St Andrew's Club)
2. St Andrew's Club will not be liable for software issues or technical problems experienced with the Member's software/connection; however, we will support in any-way possible to resolve any technical issues.
3. Member/s will notify St Andrew's Club if something happened in any sessions that he/she/they felt was not OK.

4. Member/s will only share content that is appropriate within the remit of St Andrew's Club.
5. St Andrew's Club will not give information to other third parties unless there is a safeguarding issue and we are required to share an IP address.
6. Members understand that St Andrew's Club will record the sessions which will be stored in line with St Andrew's Club Information Governance Policy. This permits identification of data subjects to be used solely for monitoring and evaluation purposes, to report back to funders.
7. St Andrew's Club suggests that members do not use, answer or show personal information from their device during sessions or afterwards.
8. The St Andrew's Club Digital agreement will be completed by the member's Parent/Carer prior to the member engaging in any digital sessions.

8. **Photography**

St Andrew's Club's is a voluntary funded charitable organisation, relying heavily on funding from grant giving organisations, individuals, corporates and fundraising events. To report back to funders on how their funds have been spent we regularly provide photos/ videos of Club life and projects involving members. We also use those photos/ videos to illustrate the work of the Club on the Club's website, in our publications and Social Media channels, as well as in occasional press coverage of the work of the Club. This means those images/ video footage will be viewable by those with access to the internet. The Club has a **Photographic or Video Image Policy and Consent Form**, which members (or parent/guardian if under 18) are asked to complete on joining.

Staff are advised to try and ensure that no personal or identifying information is evident in the photographs as it can put the Club member's safety at risk and compromise their privacy.

9. **Responding to Safeguarding Concerns**

1. Staff and volunteers may become concerned about a person in a number of ways:
 - a. a child or young person may tell (disclose) that s/he or someone else has been or is being abused;
 - b. there may be concerns due to the person's behaviour or presentation;
 - c. concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public; and/or
 - d. a parent, carer, relative or member of the public might share their concerns about a child or young person.
2. Definitions and indicators for neglect and abuse can be found in Appendix D.
3. In all cases the procedures in the Safeguarding document (Appendix B) must be followed.
4. If the child, young person or vulnerable adult has communication difficulties or English is not their first language, pass this information on so that an appropriate interpreter can be identified.

10. **Training**

All Club staff, volunteers and trustees will be given safeguarding training. Staff are required to attend the arranged training course and attend regular updates. Volunteers will be given safeguarding training relevant to the position in which they are volunteering: this could be their manager talking through the Club's Safeguarding Policy with them or they may need to attend the Club's Safeguarding training.

11. **Confidential Information and Retaining Records**

1. All children, young people and their families, are entitled to their privacy. Where there are concerns about the safety or welfare of a child or young person these concerns and necessary personal information may need to be shared with those who can make decisions about action to safeguard the child or young person.
2. There is no legislation that prohibits the sharing of confidential and personal information where there are concerns about the safety or welfare of a child or young person or where a criminal act might have been committed.
3. Written notes should be made as soon as possible and these should be passed to the Youth Club Manager. The Youth Club Manager must keep all written documents relating to a safeguarding issue in a secure place.
4. This record should be held for 30 years. (More information can be found in the government document Working Together to Safeguard Children).
5. Where concerns have been raised about a member of staff or a volunteer and these relate to behaviour that has harmed, or may have harmed a child or young person or possibly committed a criminal offence against or related to a child or young person; or behaved in a way that shows they are unsuitable to work with children or young people, then:
 - a. the Youth Club Manager must be informed;
 - b. a clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and of any action taken and decisions reached will be recorded;
 - c. this record will be kept in the person's confidential personnel file and a copy should be given to the individual; and
 - d. such information will be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for ten years if that is longer.
6. The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future DBS disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.
7. The Club has a duty to refer to DBS any employees or volunteers who have been dismissed, resigned or retired where the Club believe that this person has either:
 - a. engaged in inappropriate conduct; or
 - b. satisfied the harm test; or
 - c. received a caution for, or been convicted of, a relevant offence.

(As defined in the Safeguarding Vulnerable Groups Act 2006).

The Youth Club Manager is responsible for making this referral to DBS and for informing the Trustee with responsibility for Safety and Safeguarding.

The Trustee with responsibility for Safety and Safeguarding is responsible for notifying the Charity Commission of any serious incidents relating to safeguarding in line with the Charity Commission's Reporting Serious Incidents Policy.

12. **Review**

It is recommended that this policy is reviewed on an annual basis.

Author: Sarah Nicholls

Date: July 2026

Appendix A

A Code of Practice on How to Behave with Young People

Good management and careful planning will go a long way to make your meetings and activities safe for both you and young people in your care. For this reason we would suggest you observe the following guidelines:

- Do not assume your "good name" will protect you.
- Do not, for one moment, believe "it could never happen to me".
- Observe a sensible ratio of adults to young people.
- Check out any hazards on the site and record your observations.
- While respecting the need for privacy and confidentiality try never to be alone with a young person. When it is appropriate to work one-to-one make sure that others are within earshot and preferably within vision.
- Never touch a young person in a way that could be misunderstood.
- Make sure young people stay in sight of workers where possible.
- Think carefully about your site. Avoid sites where children can get lost easily and activities which involve a lot of hanging around waiting.
- The Club aims to:
- Equip employees with the skills, knowledge and confidence to provide services in a flexible and sensitive manner encouraging good communication between staff and members.
- Avoid stereotyping by making inappropriate assumptions, or other categorisations, based on gender, sexual orientation, age, marital status, disability, race, colour, religion, ethnic or national origin and creed.
- Increase understanding of different needs of all people in the community.

Appendix B

Safeguarding – St Andrew's Club

The designated Safeguarding Officer is **Amina El-Alaoui, Deputy Youth Club Manager**, who holds a qualification in Accredited Designated Safeguarding Officer. The assistant Safeguarding Officer is **Sarah Nicholls, CEO**.

WHAT TO DO IF....

....a member discloses to you abuse by someone else:

- Stop, stay calm, listen and offer the member immediate support, understanding and reassurance
- Explain that you cannot promise confidentiality but must tell the people who can help
- Allow the member to speak without interruption or leading questions; accept what is said
- Ask questions only to clarify your understanding of what you are being told
- Alleviate the member's feelings of guilt and isolation while passing no judgement
- Use non-judgemental/supportive phrases like "I believe you" and "I'm going to help"
- Let the member know you are glad that he/she has shared this information with you
- As soon as you can write down what the child/young person has told you in their own words
- Report to the Safeguarding Officer as soon as possible

....you suspect a member is being neglected or abused emotionally; physically; sexually:

- Report the matter immediately to one of the Safeguarding Officers above
- Do not tell other adults or members what you have been told — keep the loop tight

....you receive an allegation about another member of staff:

- Report the matter immediately to the Deputy Youth Club Manager, **Amina El-Alaoui (07916574544)**, or Chairman of the Trustees, **Elizabeth Cuffy (07813 461 776)** if the allegation is about the Deputy Youth Club Manager (and not to anyone else). If the allegation is about the Chairman contact the Deputy Chairman, **Anthony Scott (07801 418 906)**

IN ALL CASES

- Record the facts at the time using the safeguarding and child protection form if possible (you can write your notes up later but keep the originals)
- Report the facts to **Amina El-Alaoui**, who is the Club's designated Safeguarding Officer or to the assistant Safeguarding Officer, **Sarah Nicholls** (c/o of the Club's phone 0207 222 6481) or to The Chairman of Trustees, **Elizabeth Cuffy**
- If you are unable to contact any of the above and it is an emergency situation you can contact **Westminster Children's Social Care Access Team (Access Team on 020 7641 4000 (9am to 5pm, Monday to Friday) or the Emergency Duty Team on 020 7641 2388 (outside of these times).**

Reporting a young person's disclosure is not a betrayal of the young person's confidence. It is your duty and is also necessary to allow protective action to be taken in relation to the young person and any other children.

YOU MUST LISTEN AND REFER; YOU MUST NOT INVESTIGATE

St Andrew's Club

Safeguarding and Child Protection Form

Date	
Name and age of child involved	
Nature of concern OR Conversation to be recorded If using a statement from the young person please use their exact wording	
Action taken/ Follow up	
Details of any contact with external agencies – including name, position, contact details	
Name, position and contact of person completing form	
Signature of person completing the form	
Date & time form completed	

Appendix C

Radicalisation and Extremism

There are different forms of extremist organisations in the UK and the world, ie — ISIL (Islamic State), Al-Qaeda, Boko Haram, British Defence League, Animal Rights extremist groups such as SPEAK, Irish Republican Army (IRA), Anti-Abortion groups, to name a few.

'Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm' (Home Office, Prevent Strategy —June 2015).

Radicalisation — 'the process by which a person comes to support terrorism and forms of extremism leading to terrorism' (Prevent Strategy).

Extremism — 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect tolerance of different faith and beliefs; and/or calls for the death of members in our armed forces, whether in this country or overseas' (Prevent).

There is no single way of identifying a young person who is likely to be susceptible to terrorist ideology. As part of wider safeguarding responsibilities staff will be alert to:

- Disclosures by young people of their exposure to the extremist actions, views or materials of others, especially where the young person has not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Young people accessing extremist material online, including through social networking sites
- Distributing extremist literature and documentation
- Young people voicing opinions drawn from extremist ideologies and narratives
- Changes in behaviour which could indicate that they are in need of help or protection
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views
- Use of extremist language. 'Dawlah' — term used by ISIL to refer to the 'Islamic state' Jihad' — means 'struggle' or 'violence' Caliphate' — ISIL supporters describe the territory they control in Iraq / Syria 'Mujahid' — someone who wants to fight as part of the 'Jihad' Shahada' — refers to someone considered to be a martyr 'Kuffar' — a term used by ISIL to describe non-Muslims 'Ummah' — the phrase is used by ISIL to refer to the 'world community of Muslims' Rafidha' — word used by ISIL to refer to those who refuse to accept the Islamic state.

If a member of staff has a concern that a young person or vulnerable adult is at risk of being radicalised this should be raised to a designated person in the same way as any other safeguarding concern.

Appendix D

Definitions and Indicators

Definitions

Child protection is part of the safeguarding that focuses on preventing maltreatment and protecting children at risk of neglect or abuse. It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons as they move through the stages of childhood or their families experience changes. It is nevertheless important to know what could indicate that abuse is taking place and to be alert to the need to consult further. Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by telephone or on the internet. Abuse can be carried out by someone known to a child or by a complete stranger.

If you are worried about a child it is important to keep a written record of any physical or behavioural signs and symptoms. In this way you can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. Neglect may occur during pregnancy as a result of parental substance abuse. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary.

- **Physical abuse**

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It can also result when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Sexual abuse:**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities or looking at, or being involved in the production of pornographic material or encouraging children to act in sexually inappropriate ways. Under the Sexual Offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13 is a crime.

- **Emotional abuse:**

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. It usually but not always co-exists with other forms of abuse. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them. These

may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of someone else. It may involve bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It can exist in isolation or in combination with other forms of abuse.

- **Illegal practices**

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law in England. Examples of particular practices are:

- **Forced Marriages**

No faith supports the idea of forcing someone to marry without their consent. This should not be confused with arranged marriages between consenting adults.

- **Under-age Marriages**

In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more.

- **Female Circumcision/Female Genital Mutilation (FGM)**

This is against the law yet we know that for some in our communities it is considered a religious act and a cultural requirement. It is also illegal for someone to arrange for a child to go abroad with the intention of having her circumcised.

- **Ritualistic Abuse**

Some faiths believe that spirits and demons can possess people (including children). What must never be condoned is the use of any physical violence to get rid of the possessing spirit. This is physical abuse and people can be prosecuted even if it was their intention to help the child.

Possible Indicators of abuse and neglect:

Neglect	• Inadequate or inappropriate clothing. • Appears underweight and unwell and seems constantly hungry. • Failure to thrive physically and appears tired and listless. • Dirty or unhygienic appearance. • Lack of parental supervision.
Physical abuse	• Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury. • Injuries in unexpected places or that are not typical of normal childhood injuries or accidents: in or around the mouth, on the back, buttocks or rectal area. • Finger mark bruising or grasp marks on the limbs or chest of a small child • Bite marks. • Burn and scald marks; small round burns that could be caused by a cigarette. • Fractures to arms, legs or ribs in a small child. • Large numbers of scars of different sizes or ages. • High frequency of injuries. • Parents seem unconcerned or fail to seek adequate medical treatment.
Sexual abuse	• Allegations or disclosure.

	• Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child's age/stage of development. • Excessive preoccupation with sexual matters; inappropriately sexualised play, words or drawing. • Sexual risk-taking behaviour including involvement in sexual exploitation/older romantic partner. • Physical symptoms such as injuries to genital or anal area or bruising, soreness or discomfort, sexually transmitted infections, pregnancy. • Unwillingness to undress for sports.
Emotional abuse	• Excessively clingy or attention-seeking behaviour. • Very low self-esteem or excessive self-criticism. • Excessively withdrawn behaviour or fearfulness. • Lack of appropriate boundaries with strangers. • Too eager to please. • Eating disorders. • Despondency. • Developmental delay. • Attachment difficulties with parents and others. • Withdrawal and low self-esteem.
Indirect indicators	• Sudden changes in behaviour. • Eating disorders. • Aggressive behaviour towards others. • Sudden unexplained absences from school. • Drug/alcohol misuse. • Running away/going missing. • Inappropriate clothing for the conditions. • Inadequate nutrition, leading to ill-health, constant hunger, stealing or gorging food.
Parental attributes	• Misusing drugs and/or alcohol. • Physical/mental health or learning difficulties. • Domestic violence. • Avoiding contact with school and other professionals.

Last Reviewed By:



Sarah Nicholls
On: 03/07/26

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