

Safeguarding Policy

August 2020



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Safeguarding Policy

Safeguarding Policy Statement

Migrant Leaders acknowledges its duty to safeguard and promote the welfare of children and young people (referred to collectively as young people) and is committed to ensuring safeguarding practice reflects UK legislation, government guidance and complies with best practice and Charity Commission requirements.

This Safeguarding Policy applies to all Migrant Leaders staff and volunteers. Its purposes are:

- to emphasise that the welfare and interests of young people are paramount in all circumstances
- to set out the actions to be taken by staff or volunteers who have concerns about any of the young people they work with
- to ensure that regardless of race, sex, ability or disability, age, gender reassignment, religion or belief, sex or sexual orientation, socio-economic background, all young people:
 - have positive experiences during all contact and communication with Migrant Leaders in a safe and supportive environment;
 - are protected from abuse or other harmful behaviour whilst participating in all Migrant Leaders mentoring or other activity;
 - can raise concerns or share experiences arising from their activities outside of Migrant Leaders.

Migrant Leaders recognises that some young people, including those who are disabled or those from ethnic minority communities, can be particularly vulnerable and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our Safeguarding Policy Migrant Leaders will:



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- Promote and prioritise the safety, wellbeing and protection from abuse of young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to young people.
- Ensure appropriate action is taken in the event of allegations, incidents or concerns of abuse and support is provided to the individual/s who raise or disclose concerns.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained, securely stored and only shared appropriately.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

This Policy and its supporting procedures will be widely promoted and must be adhered to by everyone involved in Migrant Leaders including trustees, senior managers, volunteers, young people and anyone working on behalf of Migrant Leaders in a voluntary or paid capacity. We all have a role to play in safeguarding young people.

Failure to comply with the Policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. The Policy will be included in induction material given to employees/volunteers and access will be provided via the Migrant Leaders website.

Additional training will be made available for those with responsibilities for receiving and investigating complaints.

Other Migrant Leaders Policies

All other Migrant Leaders policies referred to in this Policy are available from the Migrant Leaders website:

[Migrantleaders.org.uk/policies](https://migrantleaders.org.uk/policies)



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Safeguarding staff within Migrant Leaders and contact details

The lead person to contact and report any concerns to regarding safeguarding is the Head of Operations who is the Designated Safeguarding Lead (DSL) (see Appendix B for further details of the DSL role and responsibilities). In the absence of the DSL or if you believe a matter must be escalated you can contact Elham Fardad who is the Senior Safeguarding Lead.

- Designated Safeguarding Lead (DSL) - Fauzia Hart, Head of Operations

07799 704804 FKHart@Migrantleaders.org.uk

- Senior Safeguarding Lead - Elham Fardad, CEO

07876 440068 EFardad@Migrantleaders.org.uk

Other Contact Details

If you are not able to contact Migrant Leaders Staff using the details above the following organisations are available:

- Child Exploitation & Online Protection Command (CEOP) [CEOP Police UK Safety-centre](https://www.ceop.police.uk/Safety-centre/)
- Childline 0800 11 11 www.childline.org.uk
- NSPCC Helpline [0808 800 5000](https://www.nspcc.org.uk/0808-800-5000) or help@nspcc.org.uk

In an **emergency** call **999** for police/ambulance or fire brigade.

The Policy will be reviewed annually by the Chief Executive Officer and approved by the Board of Trustees. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

Date 9-10-2020 Signed 

Review Date _____



Safeguarding Procedures

The following procedures will tell you about:

1. How to recognise abuse, neglect or harm in a young person
2. Migrant Leaders' Safeguarding Culture
3. Boundaries and Standards of Behaviour
4. What to do if:
 - a young person tells you about abuse or risk of abuse
 - you have concerns about Migrant Leaders' Safeguarding Practice
 - allegations are made against a member of staff/volunteer
 - allegations are made against a young person
5. Procedures and Responsibility for Recording and Reporting Concerns, Allegations or Incidents
6. Action that Migrant Leaders will take
7. Safeguarding Record Keeping
8. Training, Information and Induction
9. Migrant Leaders Safeguarding Plans for Events
10. Other Migrant Leaders Safeguarding Measures

Quick Reference:

If you are concerned about a young person's welfare:

- having **Recognised** signs of abuse/neglect or because of you've been told about it:
 - **Respond to Reassure** the person telling you by listening and letting them know; it's right to tell you, it's not their fault, and you'll share the information with the Designated Safeguarding Lead (DSL)
 - **Record** details on the Migrant Leaders Safeguarding Incident Form (see Appendix A), keep the information confidential
 - **Refer** your concern and pass the form, confidentially, to the DSL on the same day

The DSL will:

- follow this procedure and is responsible for deciding whether to refer the details to the relevant agencies;
- only share information with you on a need-to-know basis.

Migrant Leaders will:

- make sure you understand your role and responsibilities for safeguarding
- apply the Safeguarding, Complaints Policy or disciplinary procedure as appropriate
- keep records securely and confidentially.



1. Recognising Abuse, Neglect or Harm in Young People

There are many issues of concern affecting young people today and not all can be listed here. The issues are often complex and overlap, for example drug use/alcohol misuse/truancy. Online activity is exceptionally important as an issue, as it is often how issues such as child sexual exploitation, radicalisation, bullying etc are facilitated. Abuse can occur through social media and is often hard to detect but can include many different types of abuse including emotional, psychological, sexual and financial. We encourage Mentors, Mentees and Migrant Leaders staff/volunteers to be alert to these and other forms of abuse that might occur.

a. Young People Who May Be Particularly Vulnerable

Some young people may have an increased risk of abuse or poor mental health. It is important to understand that this increase in risk is due more to societal attitudes/assumptions and child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse or mental health problems can occur.

Some groups such as those with special needs can be disproportionately impacted by bullying, communication barriers or dismissal of signs and indicators as being related to a disability without further exploration.

Special consideration should be given to young people who are or may be:

- missing education/missing from education
- disabled or have special educational needs
- young carers
- in the care of their local authority (also known as "Looked After Children")
- privately fostered children
- affected by domestic abuse



- affected by substance misuse/drug use
- affected by mental health issues including self-harm and eating disorders
- affected by poor parenting
- showing signs of neglect
- at risk of fabricated or induced illness
- at risk of being drawn into crime e.g. gangs or youth violence
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying including sexting/cyberbullying/sexual assaults/homophobia/racism etc.
- live transient lifestyles
- LGBT+ (lesbian gay bisexual transgender+)
- missing from home or care
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability, neurodiversity or sexuality
- vulnerable to extremism or radicalisation
- vulnerable to faith abuse
- involved directly or indirectly in child sexual exploitation or trafficking
- do not have English as a first language
- at risk of Honour Based Violence (HBV) including;
 - female genital mutilation (FGM) and
 - forced marriage



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b. Radicalisation

Exposure to extremist ideology can hinder young people's social development and educational attainment as well as pose a very real risk that they could support or take part in an act or acts of violence. These could include international and domestic acts or threats of terrorism. Exposure to radicalisation and extremism of young people can be compared to grooming for sexual exploitation, as such it should be handled and approached as a safeguarding issue in the same way as protecting them from other risks and vulnerabilities.

c. Types of Abuse and Spotting the Signs

Abuse can take different forms:

- Physical
- Emotional
- Sexual Abuse & Exploitation
- Neglect

Please refer to the advice booklet [What to do if you're worried a child is being abused](#) for details on how to understand and identify abuse and neglect, it includes a list of signs that might be indicators.



2. Safeguarding Culture

Migrant Leaders aims to establish a culture and environment that is centred on young people and enables them and any other person coming in to contact with us to report incidents or allegations safely in the knowledge that they will be listened to, supported and their concerns handled appropriately. These may be about themselves or about other young people or adults within and outside of Migrant Leaders.

It must be recognised that abuse/neglect can affect any young person and that their best interests must always be considered. It is important to acknowledge the trust placed in us by young people, to be non-judgemental and to respect and reassure them.

It is rare for a young person to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen. A young person may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. If a young person is found to continually make false allegations this may be a sign of mental health issues and a referral to the appropriate local authority services may be considered.

To address the risks and prevent issues becoming worse it is important that young people get the right help at the right time. The government advises that danger can arise from:

- failure to act
- not listening
- poor records
- not sharing information or sharing too slowly
- failing to reassess if there is no improvement
- failure to challenge those not acting



3. Boundaries and Standards of Behaviour

To meet and maintain our responsibilities towards young people we need to agree standards of good practice which form a code of conduct for all staff/volunteers. See the Migrant Leaders Mentoring Guide and Code of Conduct.

a. Good practice includes:

- treating all young people with respect
- being alert to changes in a young person's behaviour and to signs of abuse and neglect
- recognising that challenging behaviour may be an indicator of abuse
- setting a good example by conducting ourselves appropriately, including online
- involving young people in decisions that affect them
- encouraging positive, respectful and safe behaviour among young people including challenging inappropriate or discriminatory language or behaviour
- avoiding behaviour or language which could be interpreted as favouritism
- avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with young people e.g. physical contact such as hugging
- reading and understanding this Safeguarding Policy
- maintaining appropriate standards of conversation and interaction with and between young people
- avoiding the use of sexualised or derogatory language, including in jokes
- being clear on professional boundaries and conduct with other staff/volunteers when young people are present
- being aware that the personal, family circumstances and lifestyles of some young people lead to an increased risk of abuse
- dealing with infatuations in an open and transparent way i.e. informing the DSL and managing the situation in a way which is sensitive to the feelings of the young person
- referring all concerns about a young person's safety and welfare to the DSL, or if necessary, directly to police or children's protection services
- following Migrant Leaders guidance about communication with young people and use of social media and online networking in the Migrant Leaders Mentoring Guide & Code of Conduct
- avoiding unnecessary time alone or 1:1 working with young people and obtaining written clearance from the DSL in advance of any planned meeting/s
- avoiding sharing excessive personal information with young people



b. Abuse of Position of Trust

All those involved with Migrant Leaders must be aware that inappropriate behaviour towards young people is unacceptable and that their own conduct must be beyond reproach.

In addition, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of Migrant Leaders staff or volunteer and a young person under 18 may be a criminal offence and is prohibited. This may be the case even if that young person is over the age of consent.

c. Safe Working Practice

All Migrant Leaders staff/volunteers and mentors are required to work within the boundaries, behavioural standards and good practice guidelines presented in this Policy and the [Migrant Leaders Mentoring Guide & Code of Conduct](#). Young People may make allegations against adults in situations where they feel vulnerable or they perceive a possible risk to their welfare.

- Mentors are expected to conduct all mentoring sessions using voice or video calls.
- Mentors should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, only conduct in person meetings after written approval has been obtained from the Head of Operations and within view of other adults.
- If work experience is arranged, Mentors must follow the Safeguarding Policy of the organisation that is providing the experience and be guided by this Policy.
- Physical intervention should only be used if a young person is endangering him/herself or others, any such incidents must be recorded and signed by a witness/es.

Mentors should be particularly aware of the professional risks associated with the use of social media and electronic communications and should familiarise themselves with the principles contained within “[Guidance for Safer Working Practice for Adults](#) who work with Children and Young People in Education Settings”.



4. What to Do When an Allegation, Concern or Incident Arises

It takes a lot of courage for a young person to disclose that s/he is being abused. They may feel ashamed, particularly if the abuse is sexual; the abuser may have threatened them or their relatives if they tell; they may have lost all trust in adults or they may believe, or have been told, that the abuse is their own fault.

It should be clear that in situations where there are safeguarding allegations or concerns, the role of Migrant Leaders staff and volunteers is to **recognise, respond, record** and **refer** NOT to investigate.

a. If a young person tells you they are experiencing or at risk of abuse

If a young person talks to a member of Migrant Leaders staff or volunteer about any abuse or risks to their safety or wellbeing:

- reassure him/her that telling is the right thing to do
- that they are not at fault
- you will need to let the young person know that you must pass the information on

It should be made clear that Migrant Leaders staff or volunteers are not allowed to keep secrets. The point at which you tell the young person this is a matter of professional judgement. If you jump in immediately the young person may think that you do not want to listen, if left until the very end of the conversation, s/he may feel misled into revealing more than they would have otherwise.

b. During your conversations with young people it is best practice for staff or volunteers to:

- Allow young people to speak freely
- Remain calm and not overreact – the young person may stop talking if they feel they are upsetting their listener
- Give reassuring nods or words of comfort – ‘I want to help’, ‘this isn’t your fault’, ‘you are doing the right thing in talking to me’
- Not be afraid of silences, and allow space and time for the young person to continue, recognise the barriers the young person may have had to overcome to speak out
- Clarify or repeat back to check what you have heard if needed but do not lead the discussion in any way and do not ask direct or leading questions – such as “are your siblings experiencing this too?” or “what does your mother think about it?”



- Ask questions using open phrases such as “tell me” or “is there anything else?”
- At an appropriate time tell the young person that to help them you must pass the information on
- Not automatically offer a physical touch as comfort; it may be awkward or offensive to a young person who has been abused
- Remember professional boundaries and do not share personal experiences such as ‘that happened to me’
- Do not admonish the young person for not disclosing earlier by saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’. This may be your way of being supportive but may be interpreted by the young person as criticism
- Tell the young person what will happen next i.e., that you will be reporting the matter to and consulting with the Designated Safeguarding Lead (DSL)
- Write up the conversation as soon as possible on the Migrant Leaders Safeguarding Incident Form (see Appendix A). Pre-warn then send it securely to the DSL.
- Seek support if you feel distressed

5. Procedures and Responsibility for Recording and Reporting Allegations or Incidents

a. Any safeguarding concerns about a young person must be:

- **recorded**, in writing, by the staff member/volunteer receiving them
- **reported to the DSL** as soon as possible and on the same day that it is raised.

It is important that recording and reporting is timely, comprehensive and accurate. This should be done using the Migrant Leaders Safeguarding Incident Form (see Appendix A)

All records will provide a factual and evidence-based written account and must include all concerns, discussions, decisions and reasons for them. An accurate report of any action/s taken, and information shared must be made. Records are to be signed, dated and, where appropriate, witnessed.

A staff member/ volunteer **MUST NOT** take photographic evidence of any injuries to/marks on a young person.

Migrant Leaders DSL may feedback to the staff member or volunteer on any action taken. This will be on a need-to-know basis. It may not be appropriate for staff/ volunteers to know the full outcome or additional details that might emerge.



b. If you have concerns about a member of staff/volunteer or Migrant Leaders' safeguarding practice

An uncomfortable fact is that some professionals do pose a serious risk to young people and we must act on every allegation. Staff or volunteers who are concerned about the conduct of a colleague or safeguarding practice within Migrant Leaders are undoubtedly placed in a very difficult situation.

However, staff/volunteers who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not the default option and alternatives to suspension will always be considered. In some cases, suspension may occur where this is deemed to be the best way to ensure that young people are protected.

All staff/volunteers must remember that the welfare of the young person is paramount, and they should feel able to report all concerns about a colleague or the safeguarding practice in Migrant Leaders. The Migrant Leaders' Whistleblowing Policy enables staff/ volunteers to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns of poor conduct or safeguarding practice by staff should be reported to the Chief Executive. Complaints about the Chief Executive should be reported to the Trustee for Safeguarding.

Staff/volunteers may also report their concerns directly to the DSL or the police if they believe direct reporting is necessary to secure action or to the NSPCC Whistleblowing Advice Line – 0800 028 0285.

c. Allegations against staff/volunteers.

When an allegation of abuse or other safeguarding concern is made against a member of staff or volunteer the Comments, Complaints & Compliments Policy or disciplinary procedures must be followed. It is important to have a culture of openness and transparency and a consultation with the DSL will be arranged if a staff member/volunteer has:

- Behaved in a way which has harmed or may have harmed a young person;
- Possibly committed a criminal offence against or related to a young person; or
- Behaved towards a young person/ people in a way that indicates they would pose a risk of harm to them.



Allegations against staff/volunteers should be reported to the Chief Executive. Allegations against the Chief Executive should be reported to the Trustee for Safeguarding. You may also report your concerns directly to the DSL, or Police or to the NSPCC Whistleblowing Advice Line 0800 028 0285 if you believe direct reporting is necessary to secure action.

d. Complaints and Disciplinary Procedures

The Migrant Leaders complaints procedure (see Comments Complaints & Compliments Policy) will be followed where a concern is raised about poor practice towards a young person that initially does not reach the threshold for child protection or safeguarding action. Poor practice examples include unfairly singling out a young person, belittling or discriminating against them in some way. Complaints are managed by senior Migrant Leaders staff in accordance with the Comments Complaints & Compliments Policy.

Where appropriate a complaint against a Migrant Leaders volunteer or member of staff will be considered under disciplinary procedures and that person may be dismissed or have their volunteering terminated if that is deemed the necessary course of action after all disciplinary procedures have been followed.

e. Allegations against a young person

We should all recognise that young people may abuse other young people (sometimes called peer on peer abuse). This could include:

- Bullying (including phone, social media)
- Physical abuse (hitting, kicking, biting, hairpulling etc)
- Sexual violence (rape, assault by penetration, sexual assault)
- Sexual harassment
- Up skirting
- Sexting
- Initiation/hazing rituals and violence

It is important not to dismiss, tolerate or pass off this type of abuse as “banter”, “having a laugh” or “part of growing up”. All abuse is unacceptable and will be taken seriously. Government guidance indicates evidence shows that girls, young people that are LGBT+ or have special educational needs or disabilities are at greater risk.



There are several key things to bear in mind and do if you have a concern or are told about peer on peer abuse. Staff/volunteers should:

- Ensure all action they take is in the best interests of the young person
- Reassure the victim and/or abuser that they will be supported
- Provide an opportunity to be heard, express their wishes and feelings about action they want or don't want
- Listen carefully and non-judgementally
- If the young person is suffering abuse or is likely to suffer abuse, consider whether it is appropriate to refer to the police straightaway (for example if s/he has suffered sexual abuse it would be appropriate)
- Make a written record of the information and pass their report immediately to the DSL (This should be done using the Migrant Leaders Safeguarding Incident Form (see Appendix A)
- Be open, honest and transparent about recording and confidential sharing of the report and what the next steps will be
- Record the location that abuse is reported to have taken place. (This will help the appropriate authorities to consider the context and decide on widening their assessment and investigation beyond the young people involved to the venue and specific location within it).

f. Confidentiality and sharing information

Staff/volunteers must only report to and discuss concerns with the Designated Safeguarding Lead, CEO or Trustee for Safeguarding (see Section 5 b). That person will then decide who else needs to have the information and will disseminate it on a 'need-to-know' basis.

Government guidance on information sharing in safeguarding situations is that it can improve decision making so that actions are taken in the best interests of the young person. Such guidance outlines the following Seven Golden Rules for sharing safeguarding information:

- Although always applicable, data protection/human rights laws should not limit justified and appropriate sharing
- Be open, honest and seek the young person's agreement unless it is unsafe or inappropriate to do so
- If in doubt, seek advice (anonymise if necessary)
- Share with consent if possible and respect the wishes of those who do not consent to having their information shared if appropriate
- Consider safety and wellbeing
- Sharing must be necessary, proportionate, relevant, adequate, accurate, timely and secure
- Record your decision to share and your reasons



6. Action the DSL will take following a report of allegations or concerns

The DSL will follow the Migrant Leaders' Safeguarding Policy to assess and clarify the reported information and make a referral to the statutory organisations as appropriate. Decisions will consider if a young person is suffering or likely to suffer significant harm or harm, is disabled or likely to have their health/development impaired. Migrant Leaders Senior Safeguarding Lead will be consulted and informed as necessary.

a. Referrals to statutory agencies could include:

- Child Protection Services in the local authority the young person lives in.
- The Police so that they can assess the situation and take the appropriate action to protect the young person.
- The NSPCC Helpline on [0808 800 5000](tel:08088005000) or by emailing help@nspcc.org.uk for expert advice. The NSPCC may take action to protect the young person as appropriate. This may include making a referral to the local authority.

a. Notifying Parents

Migrant Leaders' DSL will normally seek permission, before contact is made, to discuss any concerns about a young person, with his/her parents or carers. This must be handled sensitively, and the DSL will be in the most informed position to contact the parent/carer in the event of a concern, suspicion or disclosure. However, if the DSL believes that such a notification could increase the risk to the young person or exacerbate the problem, advice will first be sought from the relevant authorities such as Social Services or the Police.

7. Safeguarding Records – Handling, Storage, Retention & Destruction

Migrant Leaders will process any personal data related to young people in accordance with the latest data protection, and any other relevant, laws.

The Migrant Leaders Data Protection and Confidentiality Policies are available the website at [Migrantleaders.org.uk/policies](https://migrantleaders.org.uk/policies)



8. Migrant Leaders Events

Migrant Leaders will produce a Safeguarding Plan for all events it arranges that are attended by young people and will share the plan with all staff and volunteers involved in their delivery (see Appendix C)

9. Staff/Volunteer Training, Information and Induction

It is important that all staff/volunteers have training and information to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern.

a. Training

All staff/volunteers will be trained in Safeguarding and Child Protection via the annual Migrant Leaders Conference, which will include a presentation on this Policy, its supporting procedures and the Migrant Leaders Guides and Codes of Conduct. Additional and updated training will be arranged, as necessary.

The DSL will receive role-specific training, updated at least every two years, and will be supported and encouraged to attend additional training to keep up to date. The Senior Safeguarding Lead and Trustees will receive strategic and trustee safeguarding training based on Charity Commission and NSPCC guidance.

b. Information

Updates on safeguarding and child protection will be provided in the regular newsletters/staff meetings when necessary.

c. Induction

As part of their induction all staff, volunteers and Trustees will be:

- asked to confirm they have received and understood this Policy and its procedures
- directed to the Department for Education's advice booklet 'What to do if you're worried a child is being abused' 2015 via the above link in this Policy
- be given information on where to access further information and advice from the NSPCC via its website <https://www.nspcc.org.uk/what-is-child-abuse/>



10. Other Migrant Leaders Safeguarding Measures

In addition to this Policy and its procedures Migrant Leaders will:

- Have clear role descriptions for all staff and volunteer roles
- Conduct comprehensive interviews when recruiting staff and obtain robust references for any candidates before confirming selection/offers
- Carry out due diligence before enlisting volunteers
- Arrange an induction and provide an induction checklist for all new staff/volunteers
- Have in place a Guide for and Code of Conduct for Mentors that includes a volunteer agreement
- Obtain Criminal Record Disclosures or DBS checks where necessary and appropriate.



11. Appendices

Appendix A: Migrant Leaders Safeguarding Incident Form

Your Name	Name of Organisation
Your role	
Your Contact Details	
Address: _____	
Postcode: _____ Telephone number/s: _____	
Email address _____	
Young Person's Name	Young Person's Address:
Young Person's Date of Birth	Does the Young Person have a disability? Y/N If Y, nature of disability
Young Person's Ethnic Origin	Young Person's Gender
Please state	Male /Female /Other (delete as appropriate)
Parent's / Carer's Name(s)	
Contact information (parents/carers)	
Address: _____	
Postcode: _____ Telephone number/s: _____	
Email address _____	
Have parents / carers been notified of this allegation/incident/concern?	
<div style="display: flex; justify-content: space-between;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	
If YES, provide details of what was said/action agreed	



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Have parents / carers been notified of this allegation/incident/concern?

Yes

☐

No

☐

If YES, provide details of what was said/action agreed

Are you reporting your own concerns or responding to matters raised by someone else?

My own concerns

☐

Responding to matters raised by someone else

☐

If responding to matters raised by someone else, please provide further information about them.

Name

Position within ML or relationship to the young person

Telephone number/s

Email address

Date, time and location of allegation/incident.

Details of the allegations/incident/ concerns: Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.



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Young Person's account (if available) of the incident.

Additional details can be provided on page 4

Any witness accounts of the incident.

Details of any witnesses to the incident

Name: _____

Position within ML or relationship to the young person _____

Date of birth (if witness is a young person) _____



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Address: _____

Postcode: _____ Telephone number/s: _____

Email address: _____

Details of action taken to date:

Has the incident been reported to any external agencies?

Yes ☐

No ☐

If YES, please provide further details on page 4:

Name of organisation / agency:

Contact person: _____

Telephone number: _____

Email address: _____

Agreed action or advice given:



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Use this space to provide any additional details, if any, relevant to this allegation/incident::

Your Signature:		Date:	
Print name:			
Witness Signature:		Date:	
Print name:			

In line with reporting procedures contact the Migrant Leaders Designated Safeguarding Lead in advance of securely sending on this form.



Appendix B: DSL's responsibilities include

- Taking a lead role in developing and reviewing Migrant Leaders' policies related to safeguarding.
- Taking a lead role in implementing Migrant Leaders' Safeguarding Policies and Procedures ensuring all safeguarding issues concerning young people who take part in our activities are responded to appropriately.
- Ensuring that everyone working or volunteering with and for young people at Migrant Leaders, including the board of trustees and senior management understands the Safeguarding Policy and Procedures and knows what to do if they have concerns about a young person's welfare.
- Making sure young people who are involved in Migrant Leaders activities know who they can talk to if they have a welfare concern and understand what action we will take in response.
- Receiving and recording information from anyone who has concerns about any young person taking part in Migrant Leaders' activities.
- Storage and retention of records according to legal requirements and Migrant Leaders' policies and procedures.
- Working closely the CEO and Trustees to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about Migrant Leaders' safeguarding practice.
- Reporting regularly to the CEO on issues relating to safeguarding to ensure that it is seen as an ongoing priority issue and that safeguarding requirements are being followed.
- To be familiar with and co-operate with inter-agency child protection procedures developed by the relevant local child protection agencies.
- To be familiar with issues relating to child protection and abuse and keep up to date with any changes and new developments in safeguarding and child protection legislation and guidance.
- Attend regular, relevant, role specific safeguarding training and share knowledge from that training with everyone who works or volunteers with young people at Migrant Leaders.



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Safeguarding Policy

Appendix C: Safeguarding Plan

A Safeguarding Plan will be produced for each event or activity that young people will be attending. It will be shared with all staff & volunteers working or volunteering at this event.

EVENT:	DATE:
LOCATION:	

EVENT SAFEGUARDING LEAD	
Email:	Telephone:

Migrant Leaders policies included with this plan (1) Safeguarding (2) Whistleblowing

For discussion/agreement during planning of this event

How staff/volunteers will respond to any safeguarding concerns that might arise during this event.	
Who to contact in case of any safeguarding concerns arising during this event	
Who to contact for advice and guidance in case of any safeguarding concerns arising during this event	NSPCC Helpline 0808 800 5000 Local Auth Child Protection Services Telephone Name Local Police Station Telephone Name



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Safeguarding Policy

In case of emergency e.g. lost/missing person, serious accident or illness

Obtain contact details and emergency contacts for all delegates and volunteers.	Action By
Inform delegates of contact details for the person to call in case of concerns or issues during the event	Contact Person Action by
Person responsible for contacting family	
Person responsible for contacting police	
Person responsible for organising search for lost/missing person	

Checklist of event planning actions

Meeting held at venue to: discuss running details of the day Risk assess safeguarding context of this event Check alignment of safeguarding plans Check Health & Safety at venue Check Fire Exits (location) and equipment (availability) Check provision of First Aid	Action by
Obtain consent from delegates and volunteers for use of photography/information (part of registration process)	Action by How records will be held
Obtain agreement on behaviour code from all attending (part of registration process.)	Action by How records will be held
Event Insurance Details	
Adult: Young Person Ratio 1:10 (recommended by NSPCC for 16-18 age group)	Registration monitored by Number of Staff Number of volunteers To be enlisted by







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FARDAD FOUNDATION

www.migrantleaders.org.uk

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-  twitter.com/MigrantLeaders
-  facebook.com/MigrantLeadersUK
-  instagram.com/migrantleaders_

The Fardad Foundation (TFF) is a UK registered charity that works directly with young people from deprived neighbourhoods, educational institutions and employers to provide bespoke support pathways towards the fulfilment of their true potential. TFF develops and delivers programmes, working with third parties and volunteers. Incorporated independently, TFF is governed by a diverse Trustees Board.

The Fardad Foundation (TFF) is registered as a charity with the Charity Commission in England and Wales with registered charity number 1176049.