

SAFEGUARDING AND CHILD PROTECTION POLICY

Organisation: Youth Works Vintage CIC

Company Registration Number: 17409491

DBS Update Service Number: C4398500598

Policy Owner: Director

Date Approved: 21/08/2026

Review Date: 01/05/2027

1. Purpose

Youth Works Vintage CIC, is committed to safeguarding and promoting the welfare of all young people who come into contact with the organisation.

Our work may involve young people aged **16–24**, including employability support, mentoring, training, workshops, retail and creative activities.

We recognise that anyone under the age of 18 is legally a child and that appropriate safeguarding arrangements must therefore be in place when we work with them.

We are committed to creating an environment where young people feel safe, respected, listened to and able to raise concerns.

2. Our Safeguarding Commitment

Youth Works Vintage CIC:

- Takes all safeguarding concerns seriously.
- Promotes the welfare and safety of young people.
- Treats all young people with dignity and respect.
- Does not tolerate abuse, neglect, exploitation, bullying, harassment or discrimination.
- Takes reasonable steps to prevent safeguarding risks.
- Responds promptly and appropriately to safeguarding concerns.
- Works with parents, carers, schools, local authorities and other relevant organisations where appropriate.
- Maintains appropriate confidentiality while recognising that safeguarding concerns may need to be shared with relevant authorities.
- Reviews its safeguarding arrangements regularly.

3. Who This Policy Applies To

This policy applies to:

- Directors and trustees, where applicable.

- Employees.
- Volunteers.
- Freelancers and contractors.
- Work-placement participants.
- Apprentices and young employees.
- Anyone representing or working on behalf of Youth Works Vintage CIC.

Anyone working with young people on behalf of the CIC will be expected to follow this policy and any related safeguarding procedures.

4. Safeguarding Lead / Responsibility

At the current stage of the CIC, the Director has overall responsibility for safeguarding arrangements.

The Director has completed safeguarding training and holds an **Enhanced DBS check** and is registered with the **DBS Update Service**.

The Director is **not currently presenting themselves as a trained Designated Safeguarding Lead (DSL)**.

As the organisation develops and begins working with larger numbers of young people, the CIC will review its safeguarding structure and arrange appropriate additional safeguarding/Designated Safeguarding Lead training.

Where specialist safeguarding advice or intervention is required, the CIC will contact the appropriate local authority safeguarding service, emergency service or other relevant professional.

5. Recognising Abuse and Neglect

Safeguarding concerns may include, but are not limited to:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.
- Bullying and harassment.
- Online abuse and exploitation.
- Criminal exploitation.
- County lines activity.
- Financial exploitation.
- Grooming.
- Domestic abuse.
- Discrimination or hate-related abuse.

- Self-neglect or other welfare concerns.
- Concerns relating to an adult at risk.

Staff and volunteers are not expected to investigate allegations themselves.

Their responsibility is to recognise concerns, listen appropriately, record relevant information and report the concern through the organisation's safeguarding procedure.

6. Responding to a Disclosure

If a young person tells someone at the CIC that they are experiencing abuse, neglect or another safeguarding concern, the person receiving the disclosure should:

1. Stay calm and listen.
2. Take the young person seriously.
3. Reassure them that they have done the right thing by speaking up.
4. Avoid promising absolute confidentiality.
5. Avoid leading questions or attempting to investigate.
6. Record the information as soon as possible, using the young person's own words where practical.
7. Report the concern to the person responsible for safeguarding.
8. Where appropriate, contact the relevant safeguarding authority or emergency service.

If someone is in immediate danger, emergency services should be contacted without delay.

7. Recording Safeguarding Concerns

Safeguarding concerns should be recorded securely and as soon as reasonably possible.

Records should include:

- Date and time.
- Name of the person raising the concern.
- Name of the young person, where known.
- What was observed or disclosed.
- The exact words used where possible.
- Actions taken.
- Who the concern was reported to.
- Any follow-up action.

Safeguarding records will be stored securely and only accessed by people who have a legitimate reason to access them.

8. Confidentiality and Information Sharing

Safeguarding information will be treated sensitively and confidentially.

However, confidentiality will not prevent the CIC from sharing information where this is necessary to protect a young person or another person from harm.

Information will be shared only with appropriate people or organisations and only when necessary and proportionate.

9. Safer Recruitment and DBS Checks

The CIC recognises the importance of safer recruitment when working with young people.

Where a role requires a DBS check, the CIC will assess the appropriate level of check for the role and will not allow an individual to undertake regulated activity where the required checks and safeguards have not been completed.

The Director currently holds an Enhanced DBS check and is registered with the DBS Update Service.

Future employees and volunteers will be subject to appropriate recruitment, reference and DBS-checking arrangements where required for their role.

A DBS check is one part of safeguarding and will not be treated as a substitute for appropriate recruitment, supervision, training and safeguarding procedures.

10. Professional Boundaries and Conduct

Everyone representing the CIC must:

- Treat young people respectfully.
- Maintain appropriate professional boundaries.
- Never engage in inappropriate physical, sexual or emotional behaviour.
- Never use threatening, humiliating or discriminatory language.
- Avoid unnecessary one-to-one situations where safer alternatives are available.
- Avoid private or inappropriate communication with young people.
- Follow the CIC's online safety and social media arrangements.
- Report safeguarding concerns promptly.

11. Online Safety

The CIC may communicate with young people through online platforms, social media, email or other digital services.

Online communication must remain professional and appropriate.

The CIC will take reasonable steps to reduce risks associated with:

- Private messaging.
- Online exploitation.
- Sharing inappropriate images or information.
- Cyberbullying.
- Unauthorised recording or photography.
- Inappropriate social media contact.

Where online platforms are used for activities involving young people, the CIC will establish appropriate rules and procedures before those activities begin.

12. Working With 16–17-Year-Olds

Young people under 18 will be treated as children for safeguarding purposes.

The CIC will take additional care when planning activities involving under-18s, including considering:

- Appropriate supervision.
- Location and environment.
- Online safety.
- Consent and parental/carers involvement where appropriate.
- Emergency contacts.
- Accessibility and additional support needs.
- Risks associated with individual activities.

Risk assessments will be completed where appropriate.

13. Young Adults Aged 18–24

The CIC recognises that safeguarding responsibilities continue when working with young adults.

Where an individual may be particularly vulnerable or may meet the relevant definition of an adult at risk, appropriate safeguarding procedures will be followed.

The CIC will consider the individual's circumstances, support needs and any risks of abuse, exploitation or neglect.

14. Photography and Social Media

The CIC will obtain appropriate consent before taking or publishing photographs, videos or other identifiable information about young people.

Particular care will be taken when publishing content involving anyone under 18.

Young people's personal information will not be shared unnecessarily.

15. Allegations Against Staff, Volunteers or Representatives

Any allegation or concern involving a member of staff, volunteer, director, contractor or other person representing the CIC will be taken seriously.

The CIC will not attempt to investigate serious safeguarding allegations internally where this could compromise an appropriate external investigation.

Appropriate external safeguarding advice will be sought where necessary.

16. Equality and Inclusion

The CIC is committed to safeguarding all young people regardless of:

- Age.
- Disability.
- Gender.
- Race or ethnicity.
- Religion or belief.
- Sexual orientation.
- Socioeconomic background.
- Neurodiversity.
- Any other protected or personal characteristic.

The CIC recognises that some young people may face additional barriers to reporting concerns and will make reasonable efforts to ensure that safeguarding arrangements are accessible.

17. Training

The Director has completed safeguarding training.

The CIC will ensure that anyone working directly with young people receives appropriate safeguarding information and training for their role.

Safeguarding training will be reviewed regularly.

As the CIC develops, the Director will undertake appropriate further safeguarding/Designated Safeguarding Lead training where appropriate.

18. Review of This Policy

This policy will be reviewed at least annually and whenever there is a significant change to the CIC's activities, staffing, legal requirements or safeguarding arrangements.

The policy will be updated where necessary to reflect current legislation and safeguarding guidance.

19. Declaration

YOUTH WORKS VINTAGE CIC is committed to creating a culture where safeguarding is everyone's responsibility.

We will always seek to put the welfare and safety of young people at the centre of our work.

Signed: Leom W Gould

Name: LEOM WAYNE GOULD

Position: Director

Date: 20/08/2026

Next Review Date: 01/01/2027