



THE GOLDDIGGER TRUST SAFEGUARDING POLICY LAST REVIEWED JUNE 2023

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OUR POLICY: HOW WE LOOK AFTER YOUR SAFEGUARDING WHEN YOU COME TO GOLDDIGGER TRUST

Golddigger Trust is a registered charity. We work face-to-face with young people primarily in Sheffield. We also train and support youth workers and professionals in organisations across the UK, and offer some online services for young people focused on mental and emotional wellbeing. This safeguarding policy applies to all our work, whether in Sheffield, online or in the UK.

It is important to us at Golddigger Trust to work both safely and effectively with young people. We want to make sure the environment is as comfortable as possible, so that we can talk honestly and openly. We also want to make sure that everyone involved, both young people and our staff team, are kept as safe as they can be.

WHY WE HAVE A SAFEGUARDING POLICY

This policy is needed for us to be clear to our staff, volunteers, trustees, professionals, parents and young people about our approach to safeguarding, our responsibility as an organisation, and how we will meet our legal obligations and the highest standards of practice.

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- The welfare of the child or young person is paramount.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential to promote children's welfare.

Our responsibilities are to:

- Establish clear safeguarding policies and procedures that all trustees, staff and volunteers understand and follow.
- Make sure all trustees, staff and volunteers receive regular training relevant to the role in the organisation.
- Appoint a Designated Safeguarding Lead (DSL) to oversee our safeguarding.
- Carry out safer recruitment in accordance with our policy.

- Manage concerns, complaints, whistle blowing and allegations relating to child protection or adults with care and support needs effectively.
- Comply with all relevant legislation and guidance.

In order to manage and fulfil these responsibilities, we have appointed a Safeguarding Team made up of our Designated Safeguarding Lead (DSL) and two Deputy Safeguarding Officers (see page 10). Either of the Deputy Officers may act for the DSL in their absence. Together, they review this policy annually to ensure it is up-to-date and to scrutinise how it is being implemented, and to identify any issues or training needs.

The Board of Trustees have overall responsibility for safeguarding at Golddigger Trust. The Board of Trustees also review this policy annually and make any recommendations to improve our safeguarding practice.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

WHAT IS SAFEGUARDING?

As defined in Working together to Safeguard Children (2018) we aim to:

- Protect children from maltreatment.
- Prevent impairment of children's health or development.
- Ensure that children are growing up in circumstances consistent with the provision of safe and effective care.
- Take action to enable all children to have the best outcomes.

Safeguarding adults with care and support needs is defined in the Care and Support Statutory Guidance issued under the Care Act 2014 as:

- Protecting the rights of adults to live in safety, free from abuse and neglect.
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect.
- People and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.
- Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or wellbeing.

WHO IS THIS POLICY INTENDED TO SAFEGUARD?

Whilst Golddigger Trust works primarily with young people, we recognise we may, from time to time, work with younger children and with adults with care and support needs. This policy applies to everyone we engage with as a charity, and also includes our trustees, staff and volunteers.

All young people under the age of eighteen are regarded as children for the purpose of this policy. The fact that a child has reached sixteen years of age, is living independently, is in further education, is a member of the Armed Forces or is in hospital, prison or a young offenders institution does not change their status.

RECRUITMENT AND SELECTION OF TRUSTEES, STAFF AND VOLUNTEERS

Everyone who works with Golddigger Trust, in whatever capacity, will undergo a fair recruitment process, designed not only to select those with the right skills, and experience, but also to ensure that everyone we work with is protected from harm.

- Our job descriptions will clearly state the individual's responsibility for promoting and safeguarding the welfare of the children and adults with care and support needs that they are responsible for, or come into contact with.
- We will require a minimum of two references in writing. One referee will be the applicant's current or most recent employer or line manager. Where an applicant is not currently working with children, but has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children in addition to the current or most recent employer.
- We will carry out a clear process of scrutinising, short listing and interviewing candidates which will include the candidate's attitude towards children and adults with care and support needs; and their ability to support Golddigger Trust's agenda for safeguarding and promoting welfare.
- We will allow sufficient time before appointment to carry out all necessary pre-appointment checks and references.
- We will use the same principles and process to recruit and appoint trustees and volunteers. If a person is found not to be appropriate to work with children (or adults with care and support needs), they will not be employed by Golddigger Trust or appointed as a trustee or volunteer.

INDUCTION AND ONGOING TRAINING FOR TRUSTEES, STAFF AND VOLUNTEERS

Everyone who works for Golddigger Trust, in whatever capacity, will receive safeguarding training as part of their induction. This will include a basic safeguarding course and an explanation of Golddigger Trust's safeguarding policy, including the procedures to report any safeguarding concern and our whistle-blowing procedure. They will also receive their own copy of this policy.

Training will continue to be provided to trustees, staff and volunteers throughout their work with Golddigger Trust. Safeguarding is a standing agenda item for trustees meetings.

Checks with the Disclosure and Barring Service will be renewed every three years for all trustees, staff and volunteers.

RESPONSIBILITY OF TRUSTEES, STAFF AND VOLUNTEERS

For their part, all trustees, staff and volunteers have a responsibility to:

- Read this policy and make sure they understand what it is asking of them.
- Follow the procedures laid out in this policy.

- Co-operate with supervisors and programme leaders in relation to safeguarding.
- Take reasonable care to avoid placing themselves or those in their care at risk of mistreatment.
- Report all safeguarding concerns without delay.

COMPLAINTS/ALLEGATIONS MADE AGAINST GOLDDIGGER TRUST TRUSTEES, STAFF AND VOLUNTEERS

Any complaint made against a Golddigger Trust trustee, staff member or volunteer will be taken seriously. Golddigger Trust will provide clear information about how to make a complaint on our website and at the Golddigger Trust Centre for Young People.

Working Together to Safeguard Children (2018) sets out procedures for managing allegations against people who work with children (including adults working in the private, voluntary and independent sector). The procedures also manage concerns about adults where there is an indication they may pose a risk of harm to children.

The procedures are used in all cases in which it is alleged that an adult who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against, or related to, a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Any allegation against a Golddigger Trust trustee, staff member or volunteer will be dealt with by the DSL or in the absence of this person, the trustee appointed to the Safeguarding team.

The DSL will check with the person making the allegation the basic facts, specifically who the allegation is being made against, when it occurred and where. They will not investigate the matter at this stage or inform the person concerned.

The DSL will contact the local Designated Officer within one working day, or immediately in urgent cases, and follow the guidance they suggest.

If the child may have suffered harm, the DSL will also contact parents or carers, Children's Social Care and/or the Police without delay.

WHISTLEBLOWING

Whistleblowing is a vital tool in safeguarding children. It is in the interest of all concerned that disclosure of potential abuse, poor practice or breaches of the safeguarding policy are dealt with appropriately. Golddigger Trust is committed to being an organisation where:

- Individuals feel confident and supported in raising concerns about the welfare of children in relation to the actions of a trustee, staff member or volunteer.

- There is a clear method of raising concerns directly to the organisation and to receive feedback on any action taken.
- Individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- Individuals are reassured that they will be protected from reprisals or victimisation for whistleblowing in good faith.

This policy encourages the whistleblower to put their name to their allegation, even if they do not wish this to be disclosed to other parties. It may not be possible to seek further information or provide updates if the allegations are anonymous. Golddigger Trust will do its best to protect the identity of the whistleblower when they raise a concern and do not want their name to be disclosed. It must be appreciated that the identity of the whistle blower may be apparent or a statement by the whistleblower may be essential as part of the evidence. Any concerns about this should be discussed when the concerns are raised.

- Where staff have any concerns in relation to the actions of a trustee, staff member or volunteer, they should be raised in the first instance with their line manager.
- Where volunteers have any concerns, they should be raised with the Volunteer Coordinator.
- Where trustees have any concerns, they should be raised with the Chief Executive.

If anyone feels unable to raise the issue with the relevant person, their concern relates to that person, or if that person does not take appropriate action to resolve the issue, they should approach a member of the Senior Leadership Team.

If the person is not satisfied with the outcome, they should approach the trustee Safeguarding Lead. If they feel it is right to take the matter outside of the organisation they should then contact the National Society for the Prevention of Cruelty to Children's (NSPCC) Whistle-blowing Advice Line by calling 0800 028 0285 or emailing help@nspcc.org.uk.

IDENTIFYING SAFEGUARDING CONCERNS

Information, observations or suspicions giving rise to a safeguarding concern may come from what a child says what has happened to them or through a third party (for example, another young person). It may also come through observation of a child's behaviour or an unexplained injury. Some examples of indicators below:

Behaviour or factors which might give rise to suspicion of abuse or harm include:

- Unexplained bruising, cuts or burns on the person, particularly if these are parts of the body not normally injured in accidents.
- An unwillingness to discuss injuries, improbable explanations or a deliberate attempt to hide injuries.
- An injury, which a parent or carer tries to hide, or for which they might have given different explanations.
- Changes in behaviour such as the person suddenly becoming very quiet, tearful, withdrawn, aggressive, or displaying an emotional response which is out of character.
- Loss of weight without a medical explanation.
- Concerns around clothing, hygiene and appearance.
- Constant hunger or an unusually large appetite

- Inappropriate sexual behaviour or boundaries, for instance playing games and showing awareness which is inappropriate for a child's age/ inconsistent with the person's level of understanding.
- Continual masturbation, aggressive and inappropriate sex play.
- Running away from home, attempted suicides, self-inflicted injuries.
- A lack of trust in adults, particularly those who would normally be close to the person.
- Disturbed sleep, nightmares and enuresis (urinary incontinence).
- Eating problems, including overeating or loss of appetite.
- Unexplained acquisition of money, clothes, jewellery, or mobile phones.
- Persistently going missing from school or home and/or being found out-of-area.
- Concerning relationships with individuals or groups.
- Concerns regarding sexual or criminal exploitation.
- Carrying weapons or being involved in unlawful activity.
- Starting or increasing drug use, or being found to be in possession of large amounts of drugs.
- Self-deprecating remarks, an inability to accept praise.

The above signs do not necessarily mean that a person has been abused. But all information, observations and suspicions relating to safeguarding must be reported. Even if it does not require action in itself, it may contribute to a wider picture that reveals important insights about a child that requires action.

RADICALISATION AND EXTREMISM

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It's a gradual process so children who are affected may not realise what's happening. Challenging and tackling extremism is a shared effort and we have a responsibility to protect children from becoming radicalised and/or being exposed to extreme views.

Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person.
- Exploitation, including sexual exploitation.
- Psychological manipulation.
- Exposure to violent material and other inappropriate information.
- The risk of physical harm or death through extremist acts.

If a trustee, staff member or volunteers has any information or suspicion about radicalisation, they should follow Golddigger Trust's procedure for acting on a safeguarding concern. If there is an immediate risk of harm, the staff member leading the activity, or the Safeguarding Team, must call 999 straight away.

ACTING ON A SAFEGUARDING CONCERN

All trustees, staff and volunteers have a responsibility to act on any information or suspicion about any abuse or harm to a child (or adult with care and support needs). If a disclosure or allegation is made or concern observed in a session the leaders of the session assess whether it needs escalating. If the young person is at risk from self the flow chart on page 11 of this document should be followed. If the young person is at risk from others the flow chart on page 12 should be followed.

If there is a concern that the child is suffering or at risk of suffering harm, then a referral must be made to the Sheffield Safeguarding Hub.

If there is a concern that the child is at risk of immediate harm or danger, the staff member must decide whether to also inform the police, as well as the Sheffield Safeguarding Hub, immediately. They must also contact the Golddigger Trust DSL, or one of the deputies, immediately to explain the situation and what action has been taken, even if out of standard working hours.

The staff member will also inform the child's parents or carers before a referral is made, subject to the exceptions on page 9 of this document.

Where a concern has been raised by a staff member and requires escalating, they will record the information using the Case Management System (CMS) software within one working day.

Where a concern has been raised by a trustee or volunteer, they will meet with the staff member supervising the activity or the Safeguarding Team who will record the information or observation using the CMS software within one working day. The DSL will review the record on the CMS and will contact the staff member if any further information or action is required.

A record should state what the young person said, using their own words as much as possible, any significant observations made and what the leader said to the young person about action from here. The session the concern was made in and the date and time should be included, any names mentioned, to whom the information was passed on and when it happened.

After a concern has been raised and actioned the appropriateness of the support the young person is accessing needs to be assessed by the staff running the session with the DSL. They are then to be recommended to continue on the current support, move to another more suitable support at Golddigger Trust or signposted to more appropriate services.

If a concern or behaviour has been observed in a session but has been assessed by staff that it does not need escalating at this time the staff member must record the information along with decisions and actions made in a confidential note on the CMS within one working day. This is to ensure that all information that could contribute to the bigger picture of a child's needs is recorded. The DSL will review the record and contact the member of staff if any further information or action is required.

RAISING SAFEGUARDING CONCERNS IN EXTERNAL CONTEXTS

Golddigger Trust's work with children may take place in a school or other context where Golddigger Trust staff and volunteers are visiting or providing services. If a disclosure or allegation is made or concern observed in this context the staff member must follow the flow chart on page 13 of this document. The staff member must inform the relevant safeguarding contact for the organisation before leaving the premises.

If the concern requires immediate supervision or action before the young person can be released from the session they are to be accompanied to meet a relevant safeguarding contact of the organisation and handed over to their care.

The organisation's safeguarding officers will then take responsibility for the situation. Golddigger Trust staff must then complete a confidential note of the disclosure, allegation or concern on the CMS within one working day. This must include information of what happened in the session, along with who, when and how the information was passed on to the organisation's safeguarding contact. The DSL will review the record and contact the member of staff if any further information or action is required. If the member of staff is concerned that appropriate action has not been taken by the organisation involved they must discuss this with the DSL and action taken to ensure the concern has been followed up appropriately.

INFORMING PARENTS OR CARERS OF A REFERRAL

Where appropriate, all reasonable efforts will be made to inform parents and carers before Golddigger Trust makes a referral to the local authority's children's social care or other authority, such as the Police. However, an inability to inform them will not prevent a referral being made. There are cases where it will not be appropriate to discuss concerns with parents or carers before a referral. In such situations, the timing of contact with parents or carers will be agreed with Social Care and/or the Police once the referral has been made. Situations where it would not be appropriate to inform family members prior to referral include where discussion would put a child at additional risk of abuse or there is evidence to suggest that involving the parents or carers would impede the police investigation. The Safeguarding Team must record the reasons for not informing the parents or carers of the referral using the CMS software.

CONFIDENTIALITY

If a safeguarding concern is raised it will usually be discussed between the Golddigger Trust member of staff leading the session and the co-leader or the member of staff 'seconding' the session in order to decide the best response to the situation. Golddigger Trust will proactively share concerns raised with other agencies with a duty of care over the young person where it is deemed relevant and in the best interests of safeguarding the young person.

Safeguarding concerns are recorded in our CMS and are viewed, discussed and checked by the SLT and DSL. They are not shared within the Golddigger Trust team except where another member of staff or volunteer is working with a young person and it is relevant to make them aware of it. Depending on the circumstances, this may be simply the fact that a safeguarding concern has been made rather than the specific details of the concern. The Safeguarding Team will make the decision as to what is shared and with whom.

CONTACTS

To contact the Golddigger Trust Safeguarding Team, please email safeguarding@golddiggertrust.co.uk or call 0114 327 1191 and ask for the on-call Safeguarding Lead.

Golddigger Trust Designated Safeguarding Lead

Name: Ella Battye

Phone: 0114 3271191

Email: ella.battye@golddiggertrust.co.uk

Golddigger Trust Deputy Safeguarding Lead

Name: Beth Stout (SLT)

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Email: beth.stout@golddiggertrust.co.uk

Golddigger Trust Deputy Safeguarding Lead

Name: Latifah Makuyi

Phone: 0114 3271191

Email: latifah.makuyi@golddiggertrust.co.uk

Golddigger Trust Deputy Safeguarding Lead

Name: Alice Watts

Email: alice.watts@golddiggertrust.co.uk

Golddigger Trust Deputy Safeguarding Lead

Name: Jenny Smith (Trustee)

Email: jenny.smith@golddiggertrust.co.uk

The Sheffield Safeguarding Hub

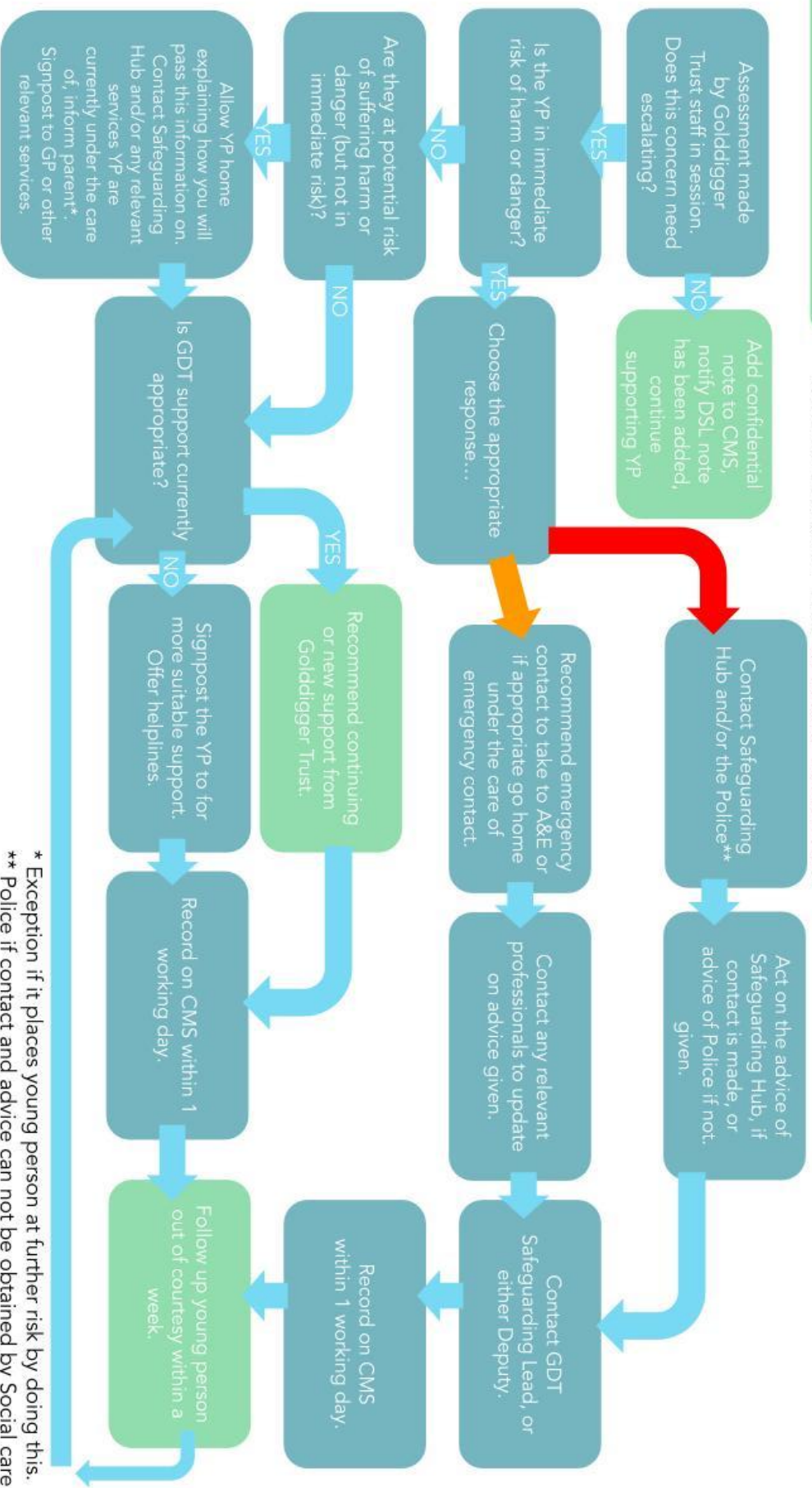
Phone: 0114 273 4855

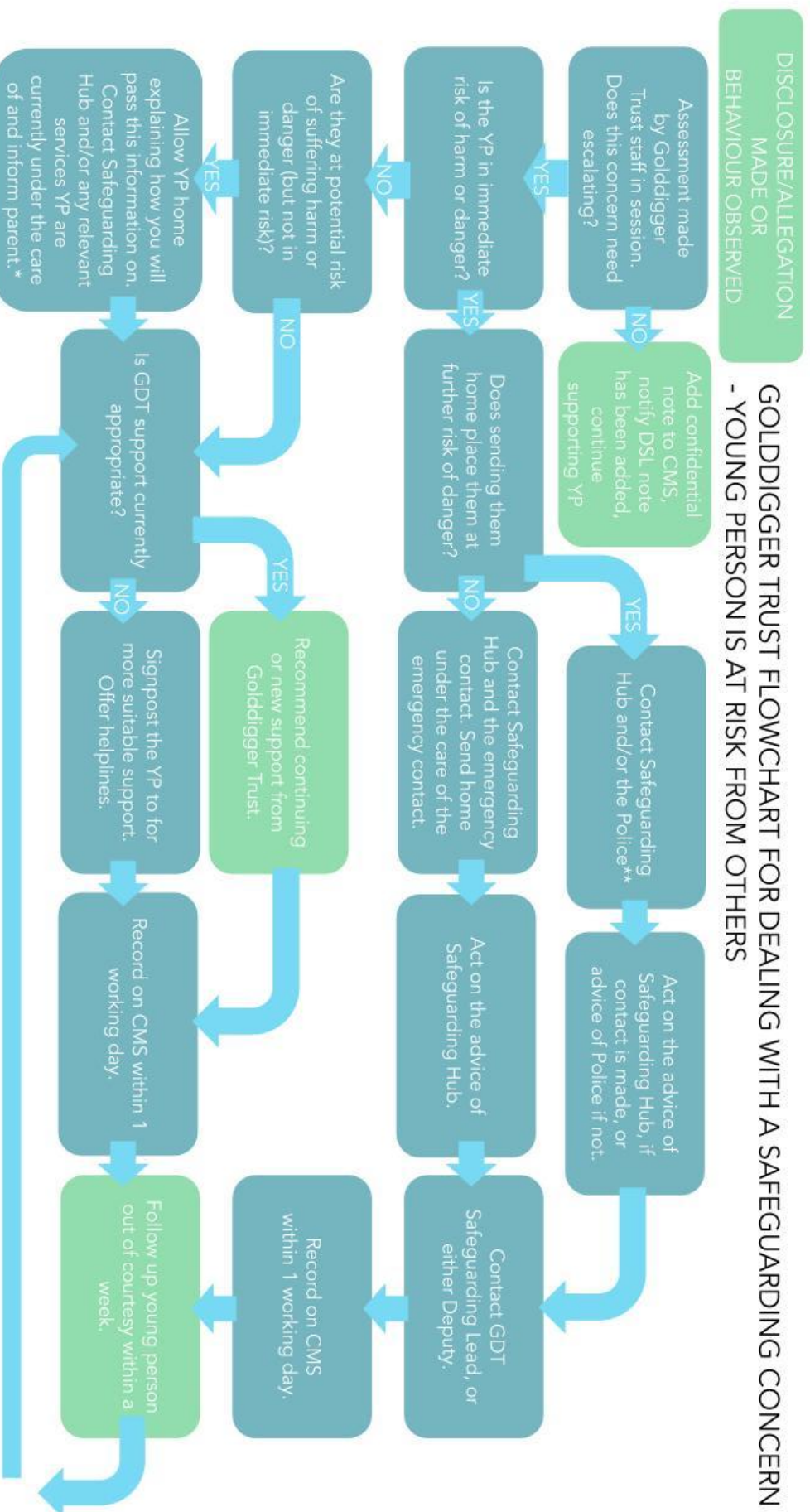
Designated Officer (Formally known as LADO)

Phone: 0114 273 4850

DISCLOSURE MADE OR BEHAVIOUR OBSERVED

GOLDDIGGER TRUST FLOWCHART FOR DEALING WITH A SAFEGUARDING CONCERN - YOUNG PERSON IS AT RISK FROM SELF





DISCLOSURE/ALLEGATION
MADE OR
BEHAVIOUR OBSERVED

GOLDDIGGER TRUST FLOWCHART FOR DEALING WITH A SAFEGUARDING CONCERN
- IN SCHOOL OR EXTERNAL CONTEXT

