

MAN&BOY CHILD SAFEGUARDING POLICY 2026

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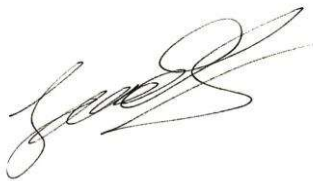
Technical Advisor

Deborah Quay

In this policy the acronym LADO relates to the Local Authority Designated Officer

**Accepted by Designated Safeguarding Oversight on behalf of the MAN&BOY Trustees
26th May 2026**

**Signed and adopted by Director
26/05/2026**



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1.Summary of this policy

The policy lays out the commitments made by MAN&BOY and informs all staff, including senior managers, the board of trustees, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of MAN&BOY of their responsibilities in relation to safeguarding.

The purpose of this policy is to protect children and young people who engage with MAN&BOY's services and to provide the overarching principles that guide our approach to safeguarding and child protection.

In the UK, safeguarding means taking all reasonable steps to protect people's health, wellbeing and human rights, enabling them to live free from harm, abuse, harassment and neglect. MAN&BOY believes that a child or young person should never experience abuse of any kind. We have a responsibility to safeguard the welfare of all children and young people we come into contact with, and to respond appropriately if harm does occur.

We are committed to practice in a way that protects children and young people, and our safeguarding policy puts them at the centre of all that we do. We understand that everyone who encounters children and families has a role to play and we will partner with families and statutory agencies where applicable to support the welfare and safeguarding of children and young people.

2. Legal Framework

This policy has been drawn up based on the legal and regulatory guidance that seeks to protect children, namely:

- Children Act 1989 and 2004
- United Convention of the Rights of the Child 1991
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004 (Every Child Matters Protocol)
- Children and Families Act 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015.
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018 update.
- 2009 Disabled Children Act
- Working Together to Safeguard Children 2023

3. Policy Framework

This policy should be read alongside our policies on:

- Recruitment
- Complaints

- Health and Safety
- Privacy and Data Protection including The safe storage of records
- Lone Working and Home Visits
- Equality and Diversity
- Family Agreement
- Media

4.Duty of care

We recognise that:

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

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them and acting on any concerning behaviour in line with our safeguarding policy
- Appointing a Designated Safeguarding Lead (DSL), a deputy DSL and a Designated Safeguarding Oversight (Trustee). Trustees have overarching responsibility for safeguarding within MAN&BOY, outcomes of investigations carried out by the DSL, escalated to the Trustee in Oversight will be reported at the next available trustee board where applicable and with proper confidentiality protocols in place
- Following agreed safeguarding procedures and staff and volunteer codes of conduct
- Providing effective management for staff and volunteers through supervision, support and training. All staff and volunteers will receive at least Child Protection on-line training every year. The Designated Safeguarding Leads are trained in safeguarding adults Safeguarding Young People at least every three years.
- Disseminating information about safeguarding and good practice with children and their families, staff and volunteers via leaflets, training and one-to-one discussions
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing concerns about a child or young person with agencies who need to know, involving parents and children appropriately. Ensuring we know when confidentiality should be kept or broken in the interests of the child, in line with the Safeguarding training principles.
- Creating and maintaining an anti-bullying environment and ensuring we have a policy and procedure to help with any bullying that does arise

- Ensuring we have an effective complaints process in place and that staff, volunteers and families are aware of how to access and use it.
- Ensuring we provide a safe physical environment for children, staff and volunteers by applying health and safety measures in accordance with law and statutory guidance
- By offering activities and learning opportunities that facilitate understanding the values on which our society is founded, our system of democratic government and the importance of caring for others, understanding other's points of view, showing tolerance and respecting for people of all faiths, ethnicities, genders, disability and sexual orientation
- MAN&BOY seeks to protect children and young people against the messages of all violent extremism and MAN&BOY promotes the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.
- MAN&BOY are committed to reviewing their child safeguarding policy and best practice every two years

5. Definitions and indicators of abuse

(See separate document)

6. Communicating About Abuse

6.1 Ways abuse might be brought to your attention

- A direct disclosure from a child
- A direct disclosure from a child about another child
- A child might offer information that is worrying but not a direct disclosure
- Concern about a child's appearance or behaviour
- Concern about the behaviour of a parent or carer A parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering
- A parent might offer information about a child that is worrying but not a direct disclosure

6.2 Talking to a child about abuse – Action to take

- Listen carefully to what they're saying
Be patient and focus on what you're being told. Try not to express your own views, feelings or shock
- Give them the tools to talk. If they are struggling to talk to you, use open ended, none leading questions. Don't put words in the child's mouth. It is not your role to investigate what the child is saying
- Let them know they've done the right thing by telling you. Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened
- Tell them it's not their fault. Abuse is never a child's fault. It's important they hear, and know, this

- Say you'll take them seriously. They may have kept the abuse secret because they were scared they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them
- Don't confront the alleged abuser. Confronting the alleged abuser could make the situation worse for the child or put you in danger
- Explain what you'll do next and who you will tell
- For younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.
- Report what the child has told you as soon as possible so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible, use the child's words and don't make assumptions. Sign and date your statement

Helping a child in immediate danger or in need of emergency medical attention

- If the child is in immediate danger and is with you, remain with them and call the police
- If the child is elsewhere, contact the police and explain the situation to them
- If the child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your dedicated first aider
- If the dedicated first aider is not available, first aid should be administered to the best ability of those on the scene

6.3 Who to inform – disclosing information about abuse

Any staff member that has concerns about a child should approach the Designated Safeguarding Lead or Deputy as soon as possible or at least within 24 hours.

A decision will need to be made about who should inform the child's family and the local authority children's social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child in your decision making as the highest priority. Issues that will need to be taken into account are:

- The child's wishes and feelings
- The parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent
- The current assessment of the risk to the child and the source of that risk
- Any risk management plans that currently exist

6.4 The role of confidentiality

While MAN&BOY representatives should seek to discuss any concerns with the child's parents or carers and where possible and seek their agreement to make a referral to the local

authority, there are cases where concerns must not be discussed with them before making a referral.

Concerns must not be discussed with parents or carers before referral in the following circumstances:

- Where discussion would put a child at risk of significant harm
- Where discussion would impede a police investigation or social work enquiry
- Where to contact parents or carers would place the staff member or others at risk
- Where it is not possible to contact parents or carers without causing undue delay in making the referral, advice should be sought from the Local Authority. A decision by any professional not to seek parental permission before making a referral must be recorded, and the reasons given
- Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart ***“Reporting Your Concern about a child”***

6.5 How to report concerns about a child – MAN&BOY Procedure

- Use the reporting form “Reporting concerns about a child” to record the concern and how it is dealt with
- The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed
- The form should be signed and dated by all those involved in its completion and stored confidentially
- The name of the person making the notes should be written alongside each entry
- Accurate and factual record keeping is essential
- The form should be passed securely to the Designated Safeguarding Lead to act upon

6.6 The Role of the Designated Safeguarding Lead (DSL) and Deputy (Job Description)

Purpose of the role

To take the lead role in ensuring that appropriate arrangements are in place for keeping children and young people safe. To promote the safety and welfare of children and young people using MAN&BOY

Duties and responsibilities

- Make sure that all issues concerning the safety and welfare of children and young people who attend MAN&BOY events are properly dealt with through policies, procedures and administrative systems.
- Make sure that the staff, including senior managers, the board of trustees, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of MAN&BOY of their responsibilities in relation to safeguarding. are made aware of the procedures and what they should do if they have concerns about a child or children

- Receive and record information from anyone who has concerns about a child who attends MAN&BOY events
- Take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues, the chair of the trustees and statutory child protection agencies
- Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department and the police. This includes making formal referrals to these agencies when necessary
- Report regularly to the Executive Director of MAN&BOY and the Board of Trustees including the Designated Safeguarding Oversight as appropriate
- Be familiar with and work within local inter-agency child protection procedures developed by the local safeguarding children board
- Be familiar with issues relating to child protection and abuse and keep up-to-date with new developments in this area
- Attend training in issues relevant to child protection from time to time and share knowledge from that training with workers and management committee members. Attend team meetings, supervision sessions and management meetings as arranged

6.7 Reporting Concerns (See separate Flowchart of action to take)

7. Allegations about staff, volunteers, or the Designated Safeguarding Lead – MAN&BOY Procedure

a) MAN&BOY will ensure that:

- Children who attend MAN&BOY's activities, and any other children who may come to our attention, are protected and supported following an allegation that they may have been subject to inappropriate behaviour and/or abused by an adult from within MAN&BOY
- There is a fair, consistent, and robust response to any allegations made, so that the risk posed to other children by an abusive individual is managed effectively
- There is an appropriate level of investigation into allegations, whether they are said to have taken place recently, at any time the person in question has been employed by/volunteered with MAN&BOY, or prior to the person's involvement with MAN&BOY
- MAN&BOY continues to fulfil its responsibilities towards members of staff, volunteers or trustees who may be subject to such investigations
- Individuals can continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin

b) This procedure applies to:

- Any member of staff, volunteer or trustee to whom an allegation of abuse has been made, that involves another member of staff, volunteer or trustee
- Anyone in a managerial position (including the Designated Oversight for Safeguarding, DSL, line managers, supervisors and trustees) who may be required to deal with such allegations and manage investigations that result from them

c) Ways that allegations might be made against an adult working for or involved with MAN&BOY include:

- A child or parent/carers making a direct allegation against a member of staff or trustee
- A child or parent/carers expressing discomfort with the behaviour of a member of staff or trustee that falls short of a specific allegation
- Another member of staff or volunteer directly observing behaviour that is a cause for concern
- The group/organisation being informed by the police or another statutory authority that a member of staff, volunteer or trustee is the subject of an investigation
- Information emerging from the renewal of a DBS check that suggests that a member of staff, volunteer or trustee may have committed an offence or been involved in an activity that could compromise the safety of the children they work with at MAN&BOY
- A staff member or trustee telling the organisation that they have been the subject of allegations, have harmed a child, or committed an offence against (or related to) a child

d) What to do if an allegation is made or information is received

There are two issues that need to be dealt with as a matter of urgency:

- i. Is a child in immediate danger or do they need emergency medical attention?
- ii. Is the person at the centre of the allegation working with children now?

- If the child is in immediate danger or needs emergency medical attention, these issues will be dealt with as a priority
- If the person at the centre of the allegation is working with children now, the concern needs to be discussed immediately with the Designated Safeguarding Lead. One of these (either the manager or DSL) should then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with children
- It should then be explained to the person, in private, that there has been a complaint made against them, although the details of the complaint should not be given at this stage. The person should be informed that further information will be provided as soon as possible but that, until consultation has taken place

with the relevant agencies, and within MAN&BOY at an appropriate level, they should not be working with children. It may be best, under the circumstances, for the person to return home on the understanding that the manager or DSL, or DSO, will telephone them later in the day

- The information provided to them at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority children's social care department, the police or the Local Authority Designated Officer (LADO)
- If the person involved is an employee and is a member of a trade union or a professional organisation, they should be advised to make contact with that body. Arrangements should also be made for the member of staff or volunteer to receive ongoing support in line with the responsibilities the organisation has to their welfare

7.1 The role of Whistleblowing

MAN&BOY is committed to the highest standards of quality, openness and accountability. This manifests itself through team meetings, regular one to one's between line managers and staff, complaints procedure, disciplinary and grievance procedures etc. As part of that commitment, we encourage all staff and others with serious concerns about any aspect of the work to come forward and express their concerns. In many cases, concerns or complaints will be dealt with through the procedures mentioned.

The following procedures are proposed to make provision for anyone to disclose information of suspected malpractice within MAN&BOY on a confidential basis and to be protected against victimisation or dismissal.

The openness and accountability to which we commit to relates to any concerns regarding any of the following:

- A criminal offence
- Financial frauds, money laundering and malpractice
- Other types of corruption
- Attempts to deliberately cover up information
- Abuse or neglect of vulnerable people
- Damage to the environment
- Failure to deliver proper standards of service
- Damaging personal conflicts at senior level
- Bullying, harassment or victimisation in the work place
- Breach of a legal obligation
- Danger to health or safety of an individual

- Terrorist activity

Concerns should be reported at an early stage before problems have a chance to become serious. We will support concerned employees and protect them from reprisals or victimisation. Confidentiality will be respected.

Anyone found trying to discourage a concerned employee from coming forward to express a concern will be subject to disciplinary action. In the same way, anyone criticising or victimising an employee as a result of a concern being expressed will also face disciplinary action.

In the first instance, anyone wishing to report a concern should do so, in confidence, with Director or the Designated Safeguarding Officer. If for some reason this is not possible, then the Trustees. In the case of abuse of vulnerable people – also refer to your safeguarding reporting procedures

The Charity Commission: You can report things that have happened, are happening or are likely to happen. Only report issues to them that could cause serious harm to:

- The people a charity helps
- The charity's staff or volunteers
- Services the charity provides
- The charity's assets
- The charity's reputation

Examples of serious harm include:

- If someone's health or safety is in danger, for example if a charity does not use its safeguarding policy
- A criminal offence, for example theft, fraud or financial mismanagement
- If a charity uses its activities as a platform for extremist views or materials
- Loss of charity funds, for example when a charity loses more than 20% of its income or more than £25,000
- If the charity does not meet its legal obligations, for example if someone uses a charity for significant personal advantage

Who else to tell

- The police about a crime or if you're worried someone's safety
- HMRC if you have concerns about tax, like money laundering or tax evasion
- Action Fraud if you suspect fraud
- The police if you suspect terrorist activity

All concerns will be investigated carefully and thoroughly. If appropriate, results of investigations and any action that is proposed will be passed on to the person expressing the initial concern. However, confidentiality needs to be maintained at all times.

If it is found that malicious, unfounded allegations have been made this will be dealt with under the disciplinary procedure.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 or email: help@nspcc.org.uk

7.2 Conducting a possible misconduct investigation

Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations.

There are up to three possible lines of enquiry when an allegation is made:

- A police investigation of a possible criminal offence
- Enquiries and an assessment by the local authority children's social care department about whether a child is in need of protection
- Investigation by MAN&BOY as an employer and possible disciplinary action being taken against the person in question. This includes implementing a plan to manage any risk posed by the individual to children and young people in the workplace until the outcome of the other investigations and enquiries is known

7.3 When and how to involve the Local Authority Designated Officer (LADO)

The DSL (DSO/ Acting Director, where DSL implicated) should report the allegation to the local authority designated officer (LADO) within 24 hours/one working day if the alleged behaviour suggests that the person in question:

- May have behaved in a way that has harmed or may have harmed a child
- Has possibly committed a criminal offence against or related to a child
- Has behaved towards a child in a way that suggests that he/she may be unsuitable to work with children
- That they have behaved in such a way in their personal life that they present a safeguarding risk

This should also happen if the individual has volunteered the information themselves.

7.4 Involving the LADO – action to take (See separate Flowchart of action to take)

7.5 How and when to inform the Disclosure and Barring Service (DBS) of staff misconduct (trusted person) (See separate Flowchart of action to take)

7.6 DBS (Disclosure and Barring Service) requirements policy (see separate policy)

8. Safer Recruitment of Staff and Volunteers

This policy applies to anyone responsible for recruiting and inducting staff and volunteers in MAN&BOY and all who participate in shortlisting and interview panels.

(See separate policy)

8.2 Code of Conduct for Staff and Volunteers – MAN&BOY Procedure

This is also a stand-alone document, signed by staff and volunteers to show they have understood our behaviour code and will follow our code of conduct.

There is a separate on-line agreement signed by families that outlines the expectations of parents and the man participating in the MAN&BOY programme.

Purpose

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

(See separate policy)

8.3 The role of parents and carers in the MAN&BOY Programme

MAN&BOY welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

MAN&BOY promotes the importance of a positive role model with whom a boy can develop a long-term relationship. This might be a father, step-father, uncle or adult older brother. The aim of the program is to provide support and encouragement to this significant man to facilitate the growth of the relationship and ultimately to increase the boy's resilience.

The vast majority of men referred to the project have parental responsibility. Where this is not the case there is a careful discussion about the suitability of the proposed man with those who have parental responsibility and the referrer. Additionally, it is ensured that the man is clear about the purpose of the programme.

The rules regarding 'regulated activity' mean the man is not eligible to undertake a DBS, therefore we ensure the parent who has parental responsibility has given consent for the boy and man to attend MAN&BOY activities.

The man will also be asked to agree to our guidelines and standards of behaviour contract.

9. Additional Safeguarding Policies

9.1 Bullying – managing bullying and supporting young people when they are bullied

We recognise that bullying is intentional, repeated behaviour that hurts someone else.

(See separate policy)

9.2 MAN&BOY E-safety Policy

We are aware of the importance of ensuring the safety of the children and young people in our care both in person and online.

(See separate policy)

9.3 MAN&BOY Media Consent Policy

MAN&BOY believe that children and young people should never experience abuse of any kind and that we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

(See separate policy)

9.5 MAN&BOY Dealing with Images Procedure

(See separate policy)

Appendices

Appendix 1

Local Authority LADO and safeguarding contacts

First Point of Contact for concerns for a child or vulnerable adult in our designated Boroughs and Counties. Where a child has been referred by a social care agency or is known to a social care agency please contact the key/ link work in the first instance unless there is judged to be an IMMEDIATE risk of harm. In that case consider whether the police need to be contacted.

Appendix 2

MAN&BOY Reporting Form - Concerns about a Child

Appendix 3 – Bullying Reporting Form

MAN&BOY Bullying Report Form

This form allows children and young people to give you details of an incident of bullying.