Safeguarding Policy

Release: Final

Date: January 2026

Author: Sandra Satchell

Version: 3.0

KENELM YOUTH TRUST

Safeguarding Policy

Revision History

Date of this revision	March 2024
Date of last revision:	October 2023
Date of previous revision:	April 2023
Date of Next revision:	July 2024
Date of last review	August 2025
Date of last Revision	January 2026

Approvals

This document was originally agreed and approved by the FHLR and main board Trustee meeting April 2021. This Policy was reviewed in January 2024 by a subcommittee of staff, Trustees, and the Director of safeguarding of the Archdiocese of Birmingham. The Trustees subcommittee have made agreed revisions in March 2024. There is further work being undertaken in the Summer Term 2024 by the Safeguarding Subcommittee.

Changes made and approved by Trustees January 2026

Policy Statement

The dignity and sanctity of every human life is God given. We acknowledge that every child or young person has the right to love and protection. We abhor the abuse to which some children /young people are subjected. Whilst we are committed to protecting children and young people, we are also aware that not all risk can be removed. It is our intention to minimise such risk by using every possible means to safeguard the interests of all children, young people and adults in vulnerable circumstances who use our premises. We will do all in our power to create a safe environment for children, young people, and vulnerable groups and to do all in our power to prevent their physical, sexual, and emotional abuse. This policy refers to a child as a young person 18 years or under.

- **Introduction**

The Trustees, management, and staff of the Kenelm Youth Trust (KYT) and of all its subsidiary organisations are committed to ensuring that the safety and welfare of the children, young people, adults particularly those adults in vulnerable circumstances, who use the premises and services. To this end they will work within the safeguarding structures and follow the guidelines agreed by the Bishops of England and Wales as advised by the Archdiocese of Birmingham, The Catholic Standards Safeguarding Agency Policies and procedures at https://catholicsafeguarding.org.uk

This Policy applies to Trustees, all Staff, Mission Team, and other volunteers. The term staff in this document includes employees and adult volunteers who deliver services for KYT.

- **Key Elements**

.1 Safer Recruitment Policy

The current policy must be followed regarding all staff, team members and volunteers **before** they work with KYT or on site at Alton.

Those who work directly with children, young people and adults at risk, and whose work on site at the educational Retreat Centre's in Alton brings them into frequent contact with young people are eligible for a Disclosure and Barring Service (DBS) Disclosure.

Staff and volunteers who will not have direct contact with young people will complete a Confidential Self-Declaration form.

Every new member of staff **must** complete the Kenelm application forms including a *confidential declaration* form. This form should be issued with an envelope addressed to the Kenelm *Designated Safeguarding Lead* (DSL) as only the applicant and the (DSL) should see the content. The self-declaration forms are issued, and the process managed by the DBS Administrator for the Kenelm Youth Trust and the DSL. One or two key administrative staff

must be nominated to work as the onsite administrative support for DBS and DSL. That person will ensure that forms are given to applicants at the appropriate time; will verify their identity and will confirm their receipt of a disclosure form and the DSL will check it.

The applicant must not be allowed to work with children until the DSL gives his/her approval.

NB: The Safer Recruitment Policy document covers:

- A statement in the advertisement and documentation demonstrating the Trusts commitment to safeguarding children and young people
- Taking up of references
- Safeguarding questions during interview
- Safer recruitment training requirements
- Exploring gaps in employment history
- Questions re safeguarding in reference

.2 Training

All new members of staff and team members must undergo safeguarding training arranged by the Kenelm Youth Trust. Team members should also have a refresher session part way through the year. This is context specific training and is, therefore, extremely important as it addresses issues of appropriate conduct and how difficulties must be dealt with in this particular setting.

Handouts, case studies or training documents are written to be relevant and accessible but are in line with national policies and procedures. The team members and staff will also undertake the online bespoke training provided online by Educare. The Kenelm Youth Trust do complement this by accessing generally available secular training and the training available from Staffordshire Safeguarding Children Board- SSCB.

.3 Responding to issues, allegations, or concerns

The most important factor when any concern, however minor, presents itself is to seek the advice of the KYT onsite DSL or a deputy DSL at once, the DSL may seek advice from the SSCB, Archdiocesan Safeguarding Team. It is imperative that any concern or allegation remain strictly confidential. Although these issues may most often relate to the home lives of children and may be dealt with best by the adults who have brought them to the Retreat Centre, this must never be assumed. Similarly, on the rare occasion that there is an issue involving an adult in need of care or support the DSL or deputy DSL should be contacted immediately. Everyone who works on site must have a clear understanding of what to do if they are concerned about a child or an adult who may be deemed to be at risk or in need of support.

They must know that any such issue has to be addressed immediately by referring them to the nominated senior member of staff for that day. The senior member of staff should ensure that information is passed to the DSL at once unless it is sufficiently dangerous for the Police or an ambulance to be called.

.4 Reporting & Recording

Refer to procedures.

- **General Guidance**

A child or young person is legally anyone under the age of 18 years.

An *adult who requires care and support* is a person over the age of 18 who by reason of mental or other disability, age or illness or, may be, unable to take care of him or herself, or unable to protect him or herself against significant harm' or 'exploitation'. It is important to remember that on occasions adults at risk of harm may themselves pose a risk.

Abuse takes place in many different ways. These include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Sexting
- Grooming
- Neglect
- Online Abuse
- Domestic Violence and Abuse
- Stress
- Spiritual Abuse
- Modern Slavery
- Child trafficking
- Financial or Material Abuse
- Discriminatory Abuse
- Hate Crime
- Historic Abuse Allegations

A full explanation of the types of abuse can be found in *Appendix A.*

It is, however, important to remember that in reality these categories are not distinct, they overlap. In most cases of neglect, physical or sexual abuse, the victim will also suffer

emotional abuse. Emotional scars tend to last into and often throughout adult life.

It is important to remember that amongst any group of adults including youth workers, teachers, and volunteers there *will* be those who have been abused as children.

- **Creating a Safe Environment**

.1 All staff and volunteers working with children, young people, and adults at risk of harm must undergo Safeguarding and protection training, which will be arranged for them by the Kenelm Youth Trust.

The Retreat Centre's Director and Centre Manager will be responsible for ensuring that the DSL is aware of potential new staff, new or returning volunteers or of any new training need. They will identify training needs as they arise.

.2 At all times there must be a senior member of staff nominated to ensure that the current safer recruitment procedures of the Kenelm Youth Trust are implemented in a timely and efficient manner.

.3 All staff and visitors should be made aware of the name and identity of the person responsible for safeguarding for a specific day. Information about KYT Safeguarding DSL and Deputies including contact details should be displayed, in prominent places on the premises.

.4 The person nominated to have responsibility for safeguarding on a particular day must have a good understanding of the programmes and be easily accessible to anyone with a concern about a safeguarding issue.

.5 The Retreat Centre's Director [or a nominated person representing the Director] must ensure that nothing in the physical environment or in the organisation of activities could leave children or young people open to abuse or staff to unfounded allegations. He or she should report any possible concerns to the DSL or Deputy DSL and Centre Manager**.**

.6 All staff should receive clear and appropriate guidance on managing children and young people during activities to minimise risk.

.7 The Trustees should be made aware of any safeguarding issues and should review safeguarding arrangements once a year. This is in November of each year.

- **Responding to concerns**

Each situation is different and will present a new range of challenges, but the following guidance should help to keep everyone safe and to ensure that information is handled appropriately.

What to do when you have a child or young person gives you cause for concern.

Speak or report to the deputy DSL your concern. This may be regarding comments, unexplained bruising, use of language, a behavior e.g., withdrawn or not eating, flinching, or not wanting to get changed.

.1 What to do if a child or young person discloses information concerning abuse away from the Retreat Centre e.g., back at home or school environment.

Most children that are abused are abused by adults they know well; often the abuser is a family member or friend, or in a peer social setting. For a child who is experiencing abuse of this kind, a trip to a retreat center could well provide an opportunity to tell a trusted adult about what is happening.

A staff member or volunteer receiving this kind of information has a duty to inform the senior person with responsibility for safeguarding and that person should contact the DSL immediately. Action should then be taken based on their advice. It is particularly important that confidentiality is preserved. The person receiving the information must make an immediate written record. **This should state clearly when and where the disclosure took place, who was present and what was said. The written evidence should be signed and dated. A fuller report on an appropriate form will be required but this can be completed after the initial referral has been made.**

.2 What to do if a child makes a safeguarding complaint against a member of programme/ retreat centre staff or mission team or other volunteers.

The person receiving the information should follow the procedures.

They must ensure that the child or young person is safe, supervised and not in any contact with the member of staff or mission team concerned.

The matter must be reported **immediately** to the DSL or to the deputy DSL unless the allegation is about them. The DSL or deputy DSL must take responsibility for persons about who the complaint has been made and ensure that an immediate referral, if appropriate,

within 24 hours is made to the appropriate body e.g., Local Authority Designated Officer (LADO) in Staffordshire.

The statutory authority (Social Services, Police, LADO as appropriate) will be informed and decisions about suspensions or suspended from contact with children/groups must be made by the CEO/DSL without prejudice.

.3 The DSL will follow advice from LADO before commencing an internal investigation.

i. It can be decided that an accused person is immediately suspended without prejudice until the issue has been investigated. A written record of what happened or was said, where and when this took place and who was present must be made at once, signed and dated.

ii. If the matters relate to the conduct and behavior of a member of staff that is not deemed as a safeguarding matter it will be dealt with by the line manager or CEO following normal disciplinary or training needs processes. If it is a volunteer team member then meetings to understand the issues and training needs will take place. It may be decided that it is not suitable for the volunteer to complete their placement.

iii. Suspension is not automatic.

.4 What to do if a teacher or outside youth worker is accused of abusing a child or young person whilst they are at Alton Castle or Soli Centre.

If this happens follow the guidance in 4.2 above. If you are concerned about the behaviour of a visiting member of staff but have no evidence of abuse taking place, please share your concerns with the Deputy DSL, who reports concerns to DSL.

.5 Concerns will be recorded and reported.

.6 The DSL will contact the School DSL or Head teacher at the school and the School will make a professional judgement whether to refer to their local authority/ agency e.g., their local LADO. If it is a youth group or organization the DSL will contact the organisations DSL or their local authority/agency. If it is a Parish or Diocesan group, the DSL will contact the Diocesan Safeguarding Team.

.7 The DSL will follow up in writing as soon as possible that the concerns have been raised and handed over to the School to action, as necessary.

6 Legislation Compliance

Kenelm Youth Trust complies with all relevant legislation and guidance in England. It is guided by the standards of the Catholic Safeguarding Standards Agency. It is also guided by international standards.

Legislation:

- Human Rights Act 1998 sets out the rights of children, young people and families and reflects principles in international agreements.
- United Nation's Convention on the Rights of the Child. All children and young people must have equal rights and protection irrespective of race, colour, gender, disability, political or religious belief, ethnic or national origin, socio-economic background, language, or other status.
- Children Act 1989 seeks to ensure that the welfare and developmental needs of children are met, including the need to be protected from harm.
- Children Act 2004 identified five outcomes for children:
  o Staying Safe
  o Be Healthy
  o Enjoy and Achieve
  o Make a Positive Contribution
  o Achieve Economic Wellbeing
- Children and Families Act 2014
- Mental Capacity Act (MCA) 2005 promotes and safeguard decision-making. It empowers people to make decisions for themselves wherever possible, and by protecting people who lack capacity by providing a flexible framework that places individuals at the heart of the decision-making process.
- Police Act 1997 Part V set up the Criminal Record Bureau (CRB) (now part of the Disclosure and Barring Service (DBS) to improve access to criminal record checks for employment-related purposes.
- Criminal Justice and Court Services Act 2000 aimed to prevent unsuitable people from working with children and young people with children.
- Sexual Offences Act 2003 is designed to protect everyone from sexual crimes especially those particularly vulnerable to abuse such as children and young people.
- Safeguarding Vulnerable Groups Act 2006 • People permitted to engage in Regulated Activity with children or vulnerable adults are subject to monitoring.

Guidance Documents:

- Working Together to Safeguard Children 2018

- Working Together to Safeguard Children 2025
- What to do if you're worried a child is being abused 2015
- Keeping Children Safe in Education 2023
- Keeping Children Safe in Education 2025

The CEO and DSL: Sandra Satchell
The Deputy DSLs: Megan Cox Fr Chris Yule
HR Safe Recruitment: CEO & Operations Manager: Sandra Satchell and Mattew Burrows
DBS support Administrative assistant: Claire Williams and Kristi Doughty
Administrative Safe Recruitment Administrator: Claire Williams
Administrative Safeguarding support and PA to the CEO: Kristi Doughty

Staffordshire Safeguarding Children's Board 0300 111 8007
Out of hours 0345 604 2886
First Response (including LADO) 0300 111 8007
Birmingham Diocese Safeguarding Team 0121 2306240

Revisions approved by Trustees 28th January 2026

Sandra Satchell.

11th February 2026