

POLICY STATUS: **Statutory**

POLICY CYCLE: **Annually or if Legal Change Required**

OWNER: **Urban Judge FRSA**

PERSON RESPONSIBLE: **Desingated Safeguarding Leads**

REVIEWED BY: **Governance Committee**

**VERSION CONTROL**

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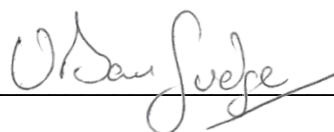
Signed: \_\_\_\_\_



**Hayley Brown,**  
*Vice-Chair of Directors;*  
*Director responsible for Safeguarding*

Date: 15 / 02 / 2026

Signed: \_\_\_\_\_



**Urban Judge FRSA,**  
*Group CEO*  
*& Designated Safeguarding Lead (DSL)*

Date: 15 / 02 / 2026

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## 1. Introduction

Youth Television CIC, known as **YouthTV**, believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

In safeguarding, a *child or young person* refers to anyone who has not reached their 18th birthday.

YouthTV recognises that:

- The welfare of the child/young person is paramount.
- All children and young people, 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.

**The purpose of this policy is:**

- To provide protection for the children and young people who receive YouthTV services, including the children of adult service users.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding children and young people.

This policy applies to all staff, including senior managers and the Board of Directors, paid staff, volunteers, sessional workers, agency staff, students, or anyone working on behalf of YouthTV.

YouthTV seeks to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children/young people, parents, staff, and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children/young people appropriately.
- Providing effective management for staff and volunteers through supervision, support, and training.

**Child Protection** is a central part of safeguarding and refers to the specific activities undertaken to protect children who are suffering, or are likely to suffer, significant harm. This policy therefore sets out YouthTV's responsibilities both in terms of safeguarding all children and young people, and child protection procedures where concerns arise.

## 2. Link with other policies and procedures

This policy should be read alongside YouthTV's:

- Equal Opportunities Policy
- Diversity, Equality & Inclusion (DE&I) Policy
- Recruitment Policy
- Whistleblowing Policy
- Data Protection & GDPR Policy

- Social Media & Online Content Policy
- AI Policy

### 3. Safeguarding & Child Protection Legislation

The practices and procedures within this policy are based on the relevant legislation and government guidance. It is covered by:

- [The Human Rights Act 1998](#)
- [The Data Protection Act 2018](#)
- [Children Act 1989](#)
- [Children Act 2004](#)
- [Children and Social Work Act 2017](#)
- [Department for Education \(DfE\) \(2023\) Working together to safeguard children 2023: a guide to multi-agency working to help, protect and promote the welfare of children](#)
- [Department for Education \(DfE\) \(2015\) What to do if you're worried a child is being abused: advice for practitioners](#)
- [Department for Education \(DfE\) \(2020\) Keeping children safe in out-of-school settings: code of practice](#)
- [Information Sharing: Advice for Practitioners providing safeguarding services for children, young people, parents and carers \(May 2024\)](#)
- [Bedford Borough Safeguarding Children Partnership \(BSCP\) – Local Safeguarding Partnership Child Protection Procedures](#)

### 4. Nominated Safeguarding Lead Person

<b>DESIGNATED SAFEGUARDING LEAD</b> <b>URBAN JUDGE FRSA</b> Group CEO Tel: 01234 865909 (DDI) Email: <a href="mailto:urban.judge@youthtv.co.uk">urban.judge@youthtv.co.uk</a>	<b>DIRECTOR BOARD SAFEGUARDING LEAD</b> <b>HAYLEY BROWN</b> YouthTV Board Director – Strategic DSL Tel: 01480 474974 / 07856 587179 Email: <a href="mailto:hayley.brown@youthtv.co.uk">hayley.brown@youthtv.co.uk</a>
<b>DEPUTY SAFEGUARDING LEADS</b>	
<b>BELLA BROWN</b> Director of Education Tel: 01234 865908 – Option 2 Email: <a href="mailto:bella.brown@youthtv.co.uk">bella.brown@youthtv.co.uk</a>	<b>KRISH GUPTA</b> Chief Operating Officer Tel: 01234 865910 (DDI) Email: <a href="mailto:krish.gupta@youthtv.co.uk">krish.gupta@youthtv.co.uk</a>
<b>LOCAL AUTHORITY DESIGNATED OFFICER</b>  <b>Bedford Borough Council LADO</b> Tel: 01234 276693 Email: <a href="mailto:LADO@bedford.gov.uk">LADO@bedford.gov.uk</a>	

The Designated Safeguarding Lead (DSL) should be notified immediately by any staff or volunteers who have concerns about:

- a child or young person (see section 4)
- a person who works with children (see section 5)

Concerns should be raised if

- a child has been harmed, or may have been,
- a criminal offence has possibly been committed against or related to a child or young person; or

- someone has behaved in a way that indicates they may pose a risk of harm to children or young people.

The Designated Safeguarding Lead (DSL) will provide advice and support to staff/volunteers unsure about how to proceed with a particular case, and take line management responsibility for the safe delivery, quality and effectiveness of any YouthTV activities. The DSL is responsible for ensuring YouthTV is aware of developments in safeguarding best practice, advising on changes to policy and practice (in line with Local Safeguarding Partnership policies) and coordinating safeguarding audits and reporting.

One of YouthTV's Directors is nominated to take leadership responsibility for the organisation's safeguarding arrangements. This includes ensuring that staff/volunteers have sufficient time, funding, supervision and support to fulfil their safeguarding responsibilities effectively.

## **5. How to raise concerns about a child or young person**

- a) If someone is at immediate risk of harm, dial 999 for the police
- b) Contact Urban Judge – DSL by phone or email as soon as possible. A decision will be made which includes whether to make a referral, who will make the referral, and how information about the concern will be securely recorded, stored and, if appropriate, shared.
- c) To report a concern or to get advice:
  - NSPCC Helpline 0800 800 5000
  - Bedford Borough Council: 01234 718700
  - Central Bedfordshire Council: 0300 300 8585
  - Luton Borough Council: 01582 547653
  - Out of office hours: 0300 300 8123 (For all local authority areas)

### **5a. Child Protection Procedures**

- All concerns that a child may be suffering, or is likely to suffer, significant harm must be treated as a child protection matter.
- The DSL (or Deputy DSL) is responsible for making referrals to the local authority children's social care service.
- In urgent cases, any staff member may make a direct referral to social care or the police, but the DSL must be informed as soon as possible.
- Where appropriate, YouthTV will work in partnership with parents/carers unless doing so would place a child at further risk.
- All child protection concerns, decisions, and actions must be recorded in writing and stored securely.

## **6. How to report an allegation made against staff or volunteers**

An allegation may relate to a person who works with children or young people who has:

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

Any allegation against people who work with children or young people should be reported immediately to:

**Urban Judge – Group CEO / Designated Safeguarding Lead**

Tel: 01234 865909 Ext: 1000 or Option 5

Email: urban.judge@youthtv.co.uk

The relevant local authority should be informed within one working day (Local Authority Designated Officer – LADO).

The Local Authority Designated Officer (LADO) will provide advice and guidance on how to deal with allegations against people who work with children/young people and will also ensure that there are appropriate arrangements in place to effectively liaise with the police and other agencies to monitor the progress of cases and ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. Support and advice will be available to individuals against whom allegations have been made.

If YouthTV removes an individual (paid worker or unpaid volunteer) from work (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

## 7. Independent resources for children and young people

Children and young people can speak to an independent person outside of YouthTV through contacting either of the following:

- Childline on 0800 1111
- NSPCC helpline: 0800 328 0904

## 8. Information Sharing

Sharing information is an intrinsic part of safeguarding children and young people. The decisions about how much information to share, with whom, and when, can have a profound impact on individuals' lives. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children and young people at risk of abuse or neglect. No practitioner should assume that someone else will pass on information which may be critical to keeping a child or young person safe.

YouthTV follows the **Seven Golden Rules of Information Sharing** as set out in *Information Sharing: Advice for Practitioners providing safeguarding services for children, young people, parents and carers (May 2024)* and will ensure that information is shared lawfully and proportionately to protect children.

**The Seven Golden Rules are:**

1. All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them.
2. When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the child and/or their carer(s), and explain who you intend to share information with, what information you will be sharing, and why.
3. You do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm.
4. Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case.
5. When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals (e.g., the child, a carer, a neighbour, or a colleague) who might suffer harm if their details became known to an abuser or one of their associates. Ensure that the information you share is necessary for the purpose for which you are

sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.

6. Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the child and/or providing their family with support and only share the information they need to support the provision of their services.
7. Record the reasons for your information sharing decision, irrespective of whether you decide to share information.

### **Online Safety**

Internet use during YouthTV projects will always be supervised. Computers will be placed in visible areas, and content will be actively monitored.

### **Record Keeping**

All safeguarding records will be stored securely for a minimum of six years in compliance with the **Data Protection Act 2018** and **YouthTV's Data Protection & GDPR Policy**.

All safeguarding and child protection records will be kept separate from general records, stored securely, and only accessible to the DSL and authorised senior staff. Records will be retained for a minimum of six years after the child leaves YouthTV or in line with statutory guidance.

## **9. Being alert to signs of abuse and neglect and taking action**

All staff and volunteers should be alert to the signs and triggers of child abuse and neglect. Indicators of abuse and neglect may be difficult to spot. Children and young people may disclose abuse but, in some cases, the indicators may be more subtle and appear over time. Everyone should be aware of the potential for children to be sexually exploited for money, power or status and individuals should adopt an open and inquiring mind to what could be underlying reasons for behaviour changes in children of all ages.

Youth Television CIC (YouthTV) will ensure all staff and volunteers are aware of:

- The signs of abuse and neglect.  
How to handle a disclosure.

This will be achieved through induction, training, and supervision.

**Where a child is identified as being at risk of significant harm, this must be treated as a *child protection matter* and staff must act without delay in line with Section 5a (Child Protection Procedures) and the [Local Safeguarding Partnership procedures](#).**

## **10. Code of Behaviour**

This section outlines the behaviour expected of YouthTV staff, volunteers, peer leaders, and staff from other organisations who engage with children and young people through YouthTV and its activities.

This code has been developed to provide advice which will not only help to protect children and young people but will also help identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made against individuals. Following this good practice code will also help to protect YouthTV by reducing the possibility of anyone using their role within the organisation to gain access to children and young people to abuse them.

When working with children and young people for YouthTV, all staff and volunteers are acting in a position of trust. It is therefore important that staff and volunteers are aware that they may be seen as role models by children and young people and must always act in an appropriate manner and follow the code of conduct.

All members of staff and volunteers are expected to report any breaches of this code to the nominated person, **Urban Judge – Group CEO / Designated Safeguarding Lead**. Staff who breach this code of conduct may be subject to YouthTV's disciplinary procedures.

Any breach of this code involving a volunteer or member of staff from another agency may result in them being asked to leave the project. Serious breaches of this code may also result in a referral being made to a statutory agency such as the Police or Children's Services Department.

**Adults/YouthTV team must:**

- Treat all children and young people with respect.
- Treat children and young people fairly, without prejudice, and always avoid favouritism.
- Value and take seriously children's and young people's contributions.
- Provide an example of good conduct for others to follow.
- Ensure that, whenever possible, there is more than one adult present during activities with children and young people.
- Respect a young person's right to personal privacy and encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Ensure any contact with children and young people is appropriate and relates to the work of the project.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

**Adults/YouthTV team must not:**

- Have inappropriate physical or verbal contact with children or young people.
- Act in a way that can be perceived as threatening or intrusive.
- Make suggestive or derogatory remarks or gestures in front of children or young people.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Rely on their good name or that of **YouthTV** to protect them.
- Believe "it could never happen here / in my organisation".
- Take a chance when common sense, policy, or practice suggests another more prudent approach.
- Make promises to children and young people, particularly in relation to confidentiality.
- Allow allegations to go unreported.
- Let children and young people have their personal contact details (personal mobile number, social media details, or address).

## 11. Whistleblowing

YouthTV is committed to the highest standards of openness, integrity and accountability. Staff and volunteers have a duty to raise concerns where they believe children and young people may be at risk of harm, or where unsafe practices are taking place.

- This safeguarding and child protection policy should be read in conjunction with the YouthTV Whistleblowing Policy.
- Concerns should normally be raised with the Designated Safeguarding Lead (DSL).
- Where staff feel unable to raise concerns internally, they may contact:
- The Local Authority Designated Officer (LADO)

- The NSPCC Whistleblowing Advice Line (0800 028 0285)

YouthTV will support and protect staff who raise genuine concerns in good faith under whistleblowing procedures.

## 12. Online Communication (including Virtual Meetings)

YouthTV recognises the importance of safeguarding during all forms of online communication, including virtual meetings, email, and messaging platforms. To ensure the safety and wellbeing of children and young people:

### **Virtual Meetings**

- There will always be a minimum of two DBS-checked members of YouthTV staff present in any online meeting involving anyone under the age of 18.
- For young people over 16, one-to-one online meetings may only take place with prior written consent from parents/carers.
- All meetings must be scheduled through official YouthTV channels, and parents/carers will be informed in advance.
- Meetings must be conducted using secure platforms approved by YouthTV.
- Staff must adhere to the Code of Behaviour outlined in Section 10 during online meetings.

### **Email Communication**

- All email communication with children and young people must be conducted through official YouthTV email accounts.
- Staff must not use personal email addresses for any communication with children or young people.
- When requested, parents/carers should be copied into emails.

### **Messaging Platforms**

- YouthTV uses ZenZap as its approved messaging platform for communication with young people.
- Young people under the age of 16 must not be contacted via WhatsApp.
- YouthTV does not use WhatsApp across the organisation to maintain professional boundaries and work-life balance.
- All communication must remain professional, transparent, and in line with safeguarding principles.

### **Safeguarding Concerns**

- Any safeguarding concerns arising during or after online communication must be reported immediately to the Designated Safeguarding Lead (DSL) following the procedures in Section 5.