Young Engineers Canterbury

Child Protection and Safeguarding Policy

Document control

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1. Quick response guide: what to do if you have a safeguarding concern about a child

If a child is at immediate risk
If a child is in immediate danger, requires urgent protection, is unsafe to go home, or there is an immediate threat to safety, contact the police on 999 and make an urgent Request for Support to Kent Front Door via the Kent Children's Portal. If emergency medical attention is required, call 999.

This guide summarises immediate actions and should be read alongside the full safeguarding procedures in this policy.

1. Listen carefully and reassure the child. Do not promise confidentiality.
2. Use open prompts only if clarification is needed, such as Tell, Explain, Describe. Do not ask leading questions or investigate the concern yourself.
3. Record the concern as soon as possible using the child's own words where possible. Include date, time, location, what was seen or heard, action taken and who was informed.
4. Report the concern immediately to our DSL or deputy DSL. If they are unavailable and urgent action is needed, staff must contact children's social care or police directly.
5. The DSL will consider the concern in line with Kent Support Levels Guidance, Kent Safeguarding Children Multi-agency Partnership (KSCMP) arrangements and our own procedures.
6. Parents/carers will usually be involved where appropriate, unless doing so may place the child or another person at increased risk, prejudice a police or safeguarding investigation or delay urgent safeguarding action.
7. The DSL will record decisions, rationale, actions taken and any advice received. The child's circumstances will be kept under review and further support or escalation will be sought if required.

8. If staff remain concerned that a child is not being safeguarded, they should follow our escalation or whistleblowing procedures and seek further advice where appropriate.
9. Concerns or allegations about adults working with children must be reported through our allegations procedure without delay. Staff and volunteers must not investigate these concerns themselves.

2. Policy statement and scope

Young Engineers Canterbury provides educational STEM and engineering activities for children and young people through after-school clubs, workshops, holiday clubs and the Kent County Council Holiday Activities and Food (HAF) Programme. Activities are delivered at approved venues within Canterbury and surrounding areas and are primarily aimed at school-age children. Places may be booked directly by parents/carers or allocated through commissioned programmes such as HAF.

As part of our HAF provision, children will also participate in physical activities delivered either by appropriately qualified Young Engineers Canterbury staff or approved external providers. Where activities are delivered by partner organisations, Young Engineers Canterbury will ensure appropriate safeguarding, risk assessment, insurance, supervision and safer recruitment arrangements are in place.

Young Engineers Canterbury operates under the Young Engineers franchise model and incorporates relevant franchise guidance and operational standards within its safeguarding arrangements where appropriate.

This policy applies to all children under the age of 18 who attend, visit or are otherwise connected to our provision. All children have equal rights to protection, regardless of age, sex, ability, culture, race, language, religion, belief, sexual orientation or identity. We are committed to creating and maintaining an inclusive, anti-discriminatory safeguarding culture.

This policy applies to all staff, volunteers, contractors, agency workers, activity leaders, managers, students on placement and any other adults working with or on behalf of Young Engineers Canterbury.

We recognise the importance of providing an environment where children are safe and feel safe. Children will be listened to, taken seriously and supported to share concerns in a way that is appropriate to their age, development, communication needs and individual circumstances.

We recognise that children’s behaviour, presentation and experiences should be understood in context. We will take a child-centred and trauma-informed approach, considering the possible impact of abuse, neglect, exploitation, discrimination, adversity and wider contextual or extra-familial harm.

3. Safeguarding principles and legal/guidance context

Safeguarding and promoting the welfare of children is everyone's responsibility. Young Engineers Canterbury will take a child-centred approach and will consider, at all times, what is in the best interests of the child. We will work with parents/carers and other agencies where safe and appropriate, but the child's safety and welfare will remain the priority.

This policy has been developed in line with the principles established by the Children Acts 1989 and 2004 and has been informed by current national and local safeguarding guidance. This includes, but is not limited to:

- Working Together to Safeguard Children
- After-school clubs, community activities, and tuition: Safeguarding guidance for providers
- Keeping Children Safe in Education, as a recommended practice reference point
- Kent Safeguarding Children Multi-Agency Partnership procedures
- Kent Support Levels Guidance
- What to do if you are worried a child is being abused
- Information sharing advice for safeguarding practitioners
- Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR) and the Data (Use and Access) Act 2025, referred to in this policy as data protection laws

Where our provision is delivered as part of the Kent County Council Holiday Activities and Food (HAF) Programme, under venue-specific requirements, insurance conditions, and the operational requirements of Young Engineers, we will ensure these requirements are reflected in our safeguarding arrangements.

In line with Working Together to Safeguard Children, safeguarding and promoting the welfare of children means:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network, whenever possible and where this is in the best interests of the child
- taking action to enable all children to have the best outcomes.

Child protection is part of safeguarding and promoting the welfare of children. It refers to activity undertaken to protect specific children who are suspected to be suffering, or likely to

suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

Young Engineers Canterbury recognises that safeguarding concerns are rarely isolated. Children may experience multiple and overlapping harms, including abuse, neglect, exploitation, online harms and extra-familial harm. Our safeguarding response will consider the full context of a child's lived experience, including their family circumstances, peer relationships, community, online activity and any wider factors that may affect their safety and welfare.

Our safeguarding approach is based on:

- **Prevention:** creating a safe, inclusive and supportive environment, supported by safer recruitment, clear expectations, staff training and appropriate supervision.
- **Protection:** following agreed procedures so that staff and volunteers recognise, respond to, record and report safeguarding concerns promptly and appropriately.
- **Support:** taking a child-centred and trauma-informed approach, and considering what support may be needed for children, parents/carers and staff.
- **Collaboration:** working with parents/carers, schools, commissioners, partner organisations and safeguarding agencies where safe and appropriate, to ensure timely, proportionate and effective safeguarding action is taken.

We will follow local or national guidance in response to any emergency, incident or change in safeguarding expectations. We will amend this policy and our procedures as necessary, but our safeguarding principles will remain the same: the welfare of the child is paramount, concerns must be acted on, and children must be protected from harm.

Young Engineers Canterbury delivers educational STEM and engineering activities for children and young people. We recognise our responsibility to provide a safe environment in which children can learn, participate and develop safely. Safeguarding considerations form part of all planning, risk assessment and activity delivery processes.

4. Related safeguarding policies and procedures

This policy should be read alongside our wider safeguarding policies, procedures and guidance. These documents help ensure that safeguarding expectations are understood and applied consistently across our provision.

Our related policies and procedures include, where applicable:

- Staff Code of Conduct
- Safer Recruitment Policy and Procedures
- Managing allegations or concerns about adults working with children

- Whistleblowing procedure
- Complaints procedure
- Acceptable use of technology, including mobile phone and image use
- Behaviour management and anti-bullying policies
- Health and safety, risk assessment and emergency procedures
- First aid, medication, allergies, food safety and managing illness procedures
- Missing child or non-collection procedures
- Data protection and confidentiality procedures
- Lone working procedures
- Venue, visitor, site security or shared premises procedures
- Equality, Diversity and Inclusion Policy
- Special Educational Needs and Disabilities (SEND) Inclusion Procedure
- Young Engineers International operational guidance and procedures (where applicable)

These documents are available to staff and volunteers through the staff induction pack, safeguarding folder and organisational shared drive. Staff will be informed of any updates and be required to confirm they have read and understood relevant policies.

All staff and volunteers are expected to understand and follow the policies and procedures that are relevant to their role. Where there is any uncertainty about which procedure applies, staff should seek advice from our DSL or Deputy DSL without delay.

These documents are available at: www.canterbury.youngengineers.org

5. Key contacts and local reporting routes

Role/service	Name/contact	When to use
Designated Safeguarding Lead (DSL)	Tania Prisacariu, Director, 07444612721, canterbury@young-engineers.co.uk	For all safeguarding concerns, advice, recording and referral decisions.
Deputy DSL(s)	Andrei Roman, Manager 07598211007	If DSL is unavailable or as agreed in local cover arrangements.
Host venue/site contact	Karen Raeburn finance@stjohns-canterbury.kent.sch.uk	Where we operate from school, community, faith, sports or shared premises and need to liaise about site safety or safeguarding arrangements.
Kent Front Door Service	Kent Children's Portal	Requests for Support, consultation and out-of-hours safeguarding support.

	www.kscmp.org.uk/guidance/worried-about-a-child Consultation line: 03000 411 111. Out of Hours: 03000 41 91 91.	
Kent Support Levels Guidance	Support level guidance: Guidance for practitioners supporting children, young people and families	To support decision-making about levels of need, early help, Family Help and when a Request for Support may be required.
Kent Safeguarding Children Multi-Agency Partnership (KSCMP)	Kent Safeguarding Children Multi-Agency Partnership	For local safeguarding procedures, guidance and resources for organisations working with children in Kent.
Community-based support / Family Hubs	Canterbury Family Hub: 03000 410014 Email: canterburyfh@kent.gov.uk	For signposting children and families to community-based support, early help or local family support where appropriate.
Police	Home | Kent Police 999 in an emergency. 101 for non-emergency police contact.	Immediate danger, crime, urgent protection or safety concerns.
Kent Local Authority Designated Officer (LADO)	Follow KSCMP LADO procedures and local referral route.	Concerns/allegations about adults working or volunteering with children.
Prevent/Channel	KSCMP Prevent procedure: Prevent - Kent Safeguarding Children Multi-Agency Partnership Kent and Medway Prevent Team: prevent@kent.gov.uk Prevent referrals: preventreferrals@kent.police.uk Immediate risk: 999	Concerns that a child or adult may be susceptible to radicalisation or terrorism-related harm.

Adult safeguarding, where applicable	Adult safeguarding for professionals - Kent County Council	For concerns about adults at risk, where adult safeguarding is relevant to the provider's provision, commissioning arrangements or wider organisation.
NSPCC Whistleblowing Advice Line	0800 028 0285 / help@nspcc.org.uk	For staff or volunteers who are worried about how child protection issues are being managed and do not feel able to raise concerns internally.

6. Roles and responsibilities

Director / Senior Safeguarding Manager

The Director has overall responsibility for ensuring that safeguarding and child protection arrangements within Young Engineers Canterbury are effective and comply with relevant legislation, statutory guidance and Kent safeguarding procedures.

The Director will:

- ensure that safeguarding remains a priority across all activities and venues;
- ensure appropriate safeguarding policies, procedures and risk assessments are in place and reviewed annually;
- ensure adequate resources are available to support safeguarding responsibilities;
- ensure safer recruitment practices are followed;
- support the DSL and Deputy DSL in carrying out their safeguarding duties;
- ensure safeguarding concerns, incidents and learning are reviewed and acted upon.

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is **Tania Prisacariu**.

The DSL will:

- act as the first point of contact for safeguarding concerns;
- receive, record and respond to safeguarding concerns raised by staff, volunteers, children or parents;
- make decisions regarding referrals to Children's Social Care, the Police or other agencies where appropriate;

- maintain secure safeguarding records;
- provide safeguarding advice and support to staff and volunteers;
- ensure safeguarding concerns are followed up and monitored;
- complete appropriate safeguarding training and keep knowledge up to date;
- work with partner agencies, schools, host venues and KCC where required.

Deputy Designated Safeguarding Lead (DDSL)

The Deputy DSL is **Andrei Roman**.

The Deputy DSL will:

- support the DSL in carrying out safeguarding responsibilities;
- act in the absence or unavailability of the DSL;
- receive and record safeguarding concerns;
- contribute to safeguarding reviews, monitoring and staff support;
- maintain appropriate safeguarding training and knowledge.

Staff and Volunteers

All staff and volunteers have a responsibility to safeguard children and promote their welfare.

They will:

- provide a safe, positive and inclusive environment for children;
- complete safeguarding training as required;
- follow the safeguarding and child protection policy at all times;
- listen to and take seriously any concerns raised by children;
- report safeguarding concerns immediately to the DSL or Deputy DSL;
- maintain professional boundaries and follow the staff code of conduct;
- contribute to a culture where safeguarding is everyone's responsibility.

Children

Children will be supported to understand who they can speak to if they are worried, upset or concerned about their own safety or the safety of others. All concerns raised by children will be taken seriously and responded to appropriately.

Parents and Carers

Parents and carers will be made aware of Young Engineers Canterbury's safeguarding responsibilities and safeguarding contacts. Where appropriate, they will be involved in safeguarding discussions and supported to access additional services and support.

6.1 Governance and leadership

Young Engineers Canterbury is a small organisation. Overall accountability for safeguarding rests with the Director/Owner, who is responsible for ensuring safeguarding arrangements are effective, reviewed regularly and embedded throughout all activities, including HAF holiday provision and STEM engineering workshops.

Young Engineers Canterbury will ensure there is a clear line of accountability for safeguarding which runs throughout our organisation, including at the most senior level. We will ensure that safeguarding is actively promoted, understood and reviewed as part of our provision.

Young Engineers Canterbury has identified Tania Prisacariu as the named senior safeguarding manager and responsible person with overall responsibility for safeguarding at the highest level of the organisation. This responsibility is included within the organisation's management and operational responsibilities and forms part of the role of Director/Owner.

Young Engineers Canterbury will support the named senior safeguarding manager/responsible person through access to appropriate safeguarding training, updates, advice, supervision or governance support.

Safeguarding will be reviewed regularly by the Director/Owner and Designated Safeguarding Lead (or Deputy DSL where applicable). Records of safeguarding reviews will include key risks, decisions, actions, responsible persons and timescales for completion.

Young Engineers Canterbury will ensure safeguarding is reflected in our organisational planning and review arrangements. This includes a business and service delivery plan which identifies safeguarding actions, responsibilities, resources and learning. Safeguarding actions will be reviewed regularly to ensure they remain relevant, proportionate and appropriate to our provision.

The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) will regularly review safeguarding information, incidents, concerns, training requirements and safeguarding procedures to identify risks, support continuous improvement and ensure

compliance with safeguarding responsibilities. Safeguarding matters will also be reviewed by the Director/Owner to ensure appropriate oversight and accountability.

Young Engineers Canterbury management team will:

- ensure this policy and related safeguarding procedures are current, accessible, and understood by staff and volunteers.
- ensure there are adequate, proportionate and, where required, dedicated resources, including named safeguarding leads, cover arrangements, training, supervision, and access to advice, to meet our safeguarding responsibilities.
- ensure safeguarding is discussed regularly by the management team or equivalent, and that key decisions, actions and learning are recorded and followed up.
- ensure safer recruitment, induction, staff code of conduct, complaints, whistleblowing and allegations procedures are in place and understood.
- ensure safeguarding arrangements are clear where services are commissioned, subcontracted, delivered in partnership, delivered by a national organisation, or delivered across multiple sites.
- ensure staff and volunteers know how to report concerns about children, adults working with children, safeguarding practice, or organisational culture.
- ensure safeguarding learning from incidents, concerns, complaints, audits, feedback, training, local reviews, or national guidance updates is considered and used to strengthen practice.
- ensure safeguarding information is shared appropriately with relevant agencies, schools, commissioners, host venues, and partner organisations where this is necessary to safeguard children.
- ensure safeguarding arrangements are reviewed at least annually and sooner if there are changes to our provision, staffing, premises, guidance, legislation, local procedures, or safeguarding risks.

6.2 Designated Safeguarding Lead

Young Engineers Canterbury has appointed Tania Prisacariu as our Designated Safeguarding Lead (DSL). Our DSL has appropriate safeguarding knowledge, training, experience, authority and support to fulfil the role.

Our DSL training is provided by Training Express CPD certified, was last completed on 24/10/2026, and is refreshed yearly. The DSL will also keep their knowledge and skills up to date through updates, supervision, safeguarding briefings, professional networks, local safeguarding updates or other learning.

We have also appointed deputy DSL(s) who are trained to the same standard as the DSL and can act in their absence: Andrei Roman, Manager 07598211007.

Where the DSL and Deputy DSL are unavailable, safeguarding cover will be provided by a suitably trained and authorised person designated in advance for the session. The designated person, their contact details and their responsibilities will be communicated to all staff and volunteers before the session begins. Staff and volunteers must not delay urgent safeguarding action while attempting to contact the DSL or Deputy DSL.

Our DSL will:

- act as the main point of contact for safeguarding concerns, advice, recording and referral decisions
- ensure staff and volunteers know how to recognise, respond to, record and report safeguarding concerns, including concerns about children and concerns about adults working with children
- support staff and volunteers to act promptly and appropriately where they are worried about a child
- make or support referrals to children's social care, police, LADO, Prevent/Channel, DBS, Ofsted or other agencies where required
- maintain secure safeguarding records and ensure concerns, decisions, actions, rationale and outcomes are recorded clearly
- monitor safeguarding actions and follow up concerns to ensure children's circumstances are kept under review
- ensure Kent local processes, including KSCMP procedures, Kent Support Levels Guidance, Kent Front Door arrangements, LADO procedures and Prevent procedures, are understood and followed where applicable
- work with parents/carers, schools, social workers, Family Help, other providers, commissioners, host venues and partner agencies where safe and appropriate
- share safeguarding information lawfully, proportionately and in a timely way where this is needed to safeguard or promote the welfare of a child
- ensure safeguarding arrangements are clear where provision operates across more than one site, uses partner staff, or is delivered as part of a national organisation, franchise, charity, sports body or commissioned partnership
- ensure learning from safeguarding concerns, incidents, audits, complaints, feedback, training, local reviews and guidance updates is considered and used to strengthen practice
- keep their safeguarding knowledge and skills up to date through appropriate training, updates, supervision, professional discussion or other learning opportunities.

6.3 All staff and volunteers

All staff and volunteers have an important role in safeguarding and promoting the welfare of children. They may be well placed to observe changes in a child's behaviour, appearance,

emotional wellbeing, relationships or presentation during provision delivery, identify concerns early, provide appropriate support and prevent concerns from escalating.

All staff and volunteers have a responsibility to:

- read, understand and follow this policy and our related safeguarding procedures
- provide a safe, inclusive and supportive environment for children attending our provision
- maintain an attitude that safeguarding concerns can happen in any setting, including during short-term or holiday provision
- be aware of the indicators of abuse, neglect, exploitation and harm, including concerns that may occur online, within peer relationships, in the community or within the family home
- be prepared to identify children who may benefit from help or support before concerns escalate, in line with the Kent Support Levels Guidance and local procedures
- understand how to seek advice and report concerns, including when a Request for Support to the Kent Front Door Service may be needed
- know what to do if a child tells them they are being abused, neglected, exploited or harmed
- listen to children, take their concerns seriously and reassure them that they will be supported and kept safe
- understand that children may not always feel ready or know how to tell someone they are being abused, neglected, exploited or harmed, and may not recognise their experiences as harmful
- maintain professional curiosity and speak to our DSL or deputy DSL if they have any concerns about a child, even if information is unclear or incomplete
- report all safeguarding concerns to our DSL or deputy DSL without delay
- record concerns factually and promptly using our agreed safeguarding recording system
- share information appropriately to keep children safe and never assume that someone else will act
- maintain an appropriate level of confidentiality, while understanding that confidentiality must never prevent appropriate safeguarding action being taken
- follow our staff code of conduct, including expectations for professional boundaries, communication, physical contact, supervision, images, mobile phones, smart technology and online activity
- undertake safeguarding and child protection training, including online safety, appropriate to their role, and engage with safeguarding updates during delivery
- understand and follow risk assessments, activity procedures and supervision arrangements relating to STEM, engineering and physical activities delivered as part of our provision
- raise concerns about safeguarding practice, unsafe behaviour or organisational culture through our escalation or whistleblowing procedures.

Staff and volunteers will seek to build positive, professional and appropriate relationships with children and parents/carers to support children's wellbeing, learning and safeguarding. These relationships can support communication, early identification of needs and a culture where children feel able to speak to safe adults. This will always be done in line with our staff code of conduct and safer working practice expectations.

If staff or volunteers are unsure whether something is a safeguarding concern, they must speak to our DSL or deputy DSL. If the DSL or deputy DSL is unavailable and urgent safeguarding action is needed, this must not delay action being taken. Staff should contact children's social care, the police or emergency services directly where required.

6.4 Children

Children who attend our provision have the right to:

- feel safe, be listened to and be taken seriously
- be treated with respect, dignity and kindness
- be supported by safe adults who understand their safeguarding responsibilities
- know who they can speak to if they are worried about themselves or someone else
- raise concerns, including concerns about other children or adults, without being made to feel they are causing a problem
- receive help and support in a way that takes account of their age, development, communication needs and individual circumstances.

At Young Engineers Canterbury, we help children understand who they can speak to if they feel worried, unsafe, upset or need help. At the start of each session, staff introduce themselves and explain their role. Children are informed who the Designated Safeguarding Lead (DSL) and deputy DSL are, and age-appropriate reminders are given throughout activities.

The DSL and Deputy DSL will be clearly identifiable to children and staff during sessions, and safeguarding information will be displayed or communicated in an age-appropriate way at each venue.

Children are encouraged to speak to any member of staff if they have a concern about themselves, another child or an adult. Staff will listen carefully, take concerns seriously and explain what will happen next in a way that is appropriate to the child's age and understanding.

We aim to create an environment where children feel comfortable asking questions, sharing worries and seeking support. Information is provided in a way that is accessible and inclusive, taking account of individual communication needs, special educational needs and disabilities (SEND), and any additional support requirements.

Staff and volunteers will listen to children, respond calmly and appropriately, and report safeguarding concerns to the DSL or deputy DSL without delay.

6.5 Parents and carers

Parents and carers have an important role in supporting children's safety and wellbeing. We will work with parents/carers openly and respectfully where it is safe and appropriate to do so.

Parents/carers are encouraged to:

- share relevant information with us that may help us safeguard and support their child during provision delivery
- provide up-to-date emergency contact, medical, allergy, collection and consent information
- tell us about any changes to collection arrangements or adults authorised to collect their child
- raise any concerns about their child's safety, wellbeing or experience within our provision
- follow our safeguarding, behaviour, complaints, online safety, image use and collection arrangements where applicable.

Parents/carers will be provided with safeguarding information through our booking process, registration forms, welcome information, policies published on our website and direct communication from staff where appropriate. Information will include details of our Designated Safeguarding Lead (DSL), safeguarding arrangements, collection procedures, behaviour expectations, complaints process and how concerns can be raised.

Parents/carers are encouraged to speak directly with the DSL, Deputy DSL or a member of the management team if they have any safeguarding concerns about a child, member of staff, volunteer or any aspect of our provision. Concerns will be taken seriously, recorded appropriately and responded to in line with our safeguarding procedures.

We will usually speak with parents/carers where we have a safeguarding or welfare concern about their child. However, we may share information or seek advice without first speaking to parents/carers if doing so may place a child or another person at increased risk, delay urgent safeguarding action, or affect a police or statutory safeguarding response.

7. Recognising abuse, neglect, exploitation and other safeguarding issues

Staff and volunteers should be alert to signs that a child may need help, support or protection. Abuse, neglect, exploitation and harm may occur within the family, peer group, community, institution, workplace, activity setting or online. Children may experience multiple and overlapping harms at the same time, and online harm may be connected with harm experienced in daily life.

All staff and volunteers should maintain professional curiosity and must report concerns to our DSL or deputy DSL without delay. Staff are not expected to determine whether abuse, neglect, exploitation or harm has occurred and must not investigate concerns themselves. Their role is to **recognise** concerns, **respond** appropriately, **record** clearly, **report or refer** concerns through the right route, and help **review** whether further action is needed.

Within Young Engineers Canterbury, safeguarding concerns may arise during STEM and engineering activities, physical activities, online learning or communication, use of digital devices, and interactions between children attending from different schools, settings and communities. Staff and volunteers will be alert to concerns relating to physical and emotional abuse, neglect, bullying, peer-on-peer abuse, online safety, exploitation, discrimination, inappropriate behaviour, mental health and wellbeing, attendance patterns, and any concerns affecting children with additional vulnerabilities, including children with SEND.

Where concerns arise during activities delivered by partner organisations or external providers, staff will follow Young Engineers Canterbury safeguarding procedures and report concerns immediately to the DSL or Deputy DSL.

7.1 The four categories of abuse

Young Engineers Canterbury recognises that abuse and neglect are often described under four main categories:

- **Physical abuse:** where a child is physically harmed or where physical harm is caused or allowed to happen.
- **Emotional abuse:** the persistent emotional maltreatment of a child, which can affect their emotional development, self-worth, wellbeing or sense of safety.
- **Sexual abuse:** where a child is forced, coerced, persuaded or exploited to take part in, or be exposed to, sexual activity or sexual content, including online.
- **Neglect:** the persistent failure to meet a child's basic physical and/or emotional needs, which is likely to result in serious impairment of the child's health or development.

Further information about the four categories of abuse and possible indicators can be found in Appendix A: Categories of Abuse.

7.2 Other safeguarding issues

Safeguarding concerns may also relate to, but are not limited to:

- domestic abuse and teenage relationship abuse
- child sexual exploitation and child criminal exploitation, including county lines, gang exploitation, group-based exploitation and financial exploitation
- modern slavery, child trafficking, trafficking and exploitation
- children missing from home, care, education or our provision
- radicalisation and extremism, including Prevent-related concerns
- honour or faith-based abuse, including female genital mutilation and forced marriage
- online harm, including grooming, coercion, cyberbullying, harmful content, and AI-generated or digitally manipulated images
- child-on-child abuse, including bullying, prejudice-based bullying, harmful behaviour between children, abuse within intimate relationships, and harmful sexual behaviour
- mental health and emotional wellbeing concerns that may indicate abuse, neglect, exploitation, harm or unmet need
- children affected by parental substance misuse, parental mental health needs, imprisonment, homelessness or other family circumstances
- children who may be more vulnerable due to Special Educational Needs and Disabilities (SEND), medical needs, mental health needs, previous trauma, caring responsibilities, care experience, social care involvement or other individual circumstances.

Children may not feel ready or able to tell someone they are being harmed. They may not recognise what is happening to them as abuse, neglect, exploitation or harm. They may communicate distress through changes in behaviour, appearance, emotional wellbeing, relationships, play, communication, attendance, engagement or presentation during our provision.

Indicators of abuse, neglect, exploitation or harm do not automatically mean that a child is being harmed. However, all concerns must be taken seriously, recorded factually and shared with our DSL or deputy DSL. The DSL will consider the concern in line with our safeguarding procedures, the Kent Support Levels Guidance, KSCMP procedures and any other relevant local or national guidance.

Where staff or volunteers are unsure whether something is a safeguarding concern, they must speak to our DSL or deputy DSL. If the DSL or deputy DSL is unavailable and urgent action is needed, this must not delay action being taken.

8. Responding to concerns about a child

All concerns about a child's welfare or safety must be taken seriously. Staff and volunteers should not investigate concerns themselves, but should respond sensitively, record accurately and report promptly.

Where safeguarding concerns are identified, the child's safety, welfare, voice and lived experience will remain central to our decision-making.

8.1 If staff have concerns about a child, including where a child makes an allegation or disclosure

If staff or volunteers are concerned about a child's welfare or safety, they must respond promptly and share the concern with our DSL or deputy DSL. This includes concerns arising from:

- something a child says or discloses
- something another child, parent/carer, staff member, volunteer or other person reports
- changes in a child's behaviour, appearance, communication, emotional wellbeing, relationships, attendance, engagement or presentation
- something seen, heard or noticed during our provision
- concerns about online activity, peer relationships, family circumstances or risks outside the home
- concerns that a child may be at immediate risk of harm.

Where a child makes an allegation or disclosure, staff and volunteers should:

- listen carefully and stay calm
- reassure the child that they have done the right thing by telling them
- avoid leading questions, using open prompts only if clarification is needed, such as Tell, Explain, Describe
- not promise confidentiality, and explain that information will need to be shared with people who can help keep them safe
- avoid making judgements or comments about alleged perpetrators
- be clear, in an age-appropriate way, about what will happen next
- record the concern as soon as possible, using the child's own words where possible
- report the concern immediately to our DSL or deputy DSL.

All concerns raised by or about children will be taken seriously. Children will be reassured that they are being listened to, that they will be supported and that they will not be made to feel ashamed or that they are creating a problem by reporting concerns.

If the DSL or deputy DSL is unavailable and urgent safeguarding action is needed, staff and volunteers must not delay taking action to keep the child safe. This may include contacting children's social care, the police or emergency services directly where required.

8.2 Making decisions, seeking advice and making referrals

Young Engineers Canterbury will respond to safeguarding concerns in line with our safeguarding procedures, KSCMP procedures, and the Kent Support Levels Guidance which use the principle of 'Right Help, Right Time, Right Professional'. The Kent Support Levels Guidance explains that children and families may need different levels of support at different times, including universal support, community-based early help, Family Help for multiple and/or complex needs, and statutory child protection where there is reasonable cause to suspect significant harm.

Staff and volunteers are not expected to make threshold decisions alone. If staff are concerned about a child's welfare or safety or are unsure what level of support may be required, they must speak to our DSL or deputy DSL without delay. Our DSL will consider the concern in line with the Kent Support Levels Guidance, KSCMP procedures and local referral pathways.

Where safeguarding concerns are identified, our response may include:

- taking immediate action to ensure the child's safety
- supporting the child within our provision, where this is appropriate and does not place the child at additional risk
- speaking with parents/carers where it is safe and appropriate to do so
- seeking a consultation from the Kent Front Door Service
- signposting or supporting access to universal services, community support or Family Hubs
- making a Request for Support to the Kent Front Door Service via the Kent Children's Services Portal
- contacting the police, emergency services, LADO, Prevent/Channel, DBS, our host venue, Young Engineers franchise representatives where appropriate, or other relevant agencies where required.

A Request for Support through the Kent Children's Services Portal is required where a child and family need coordinated Family Help because needs are multiple, complex or persistent, or where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. If a child is suffering, or likely to suffer, significant harm, an urgent Request for Support will be submitted without delay and, if the child is in immediate danger, we will call 999.

The DSL will usually be responsible for making Requests for Support and other safeguarding referrals. However, urgent action must not be delayed if the DSL or deputy DSL is unavailable.

In these circumstances, staff must take appropriate action to keep the child safe, including contacting the police, the Front Door Service or other emergency services where required. Any action taken must be shared with our DSL or deputy DSL as soon as possible.

When making a Request for Support or sharing information with safeguarding agencies, we will provide relevant information about the child's voice, presentation, attendance at our provision, behaviour, relationships, family circumstances, known vulnerabilities, immediate safety, wider contextual risks, online concerns and any action already taken.

Parents/carers will usually be involved where a Request for Support is being considered, where it is safe and appropriate to do so. We will normally work openly with parents/carers and encourage their involvement in support for their child. However, we may seek advice, share information or make a Request for Support without speaking to parents/carers first if doing so may place the child or another person at increased risk, delay urgent safeguarding action, affect a police investigation or statutory safeguarding response, or prejudice the prevention or detection of serious crime. Where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, we will not delay making a Request for Support in order to speak to parents/carers.

If, after a Request for Support or other external intervention, the child's situation does not appear to be improving, or we are concerned that the response is not proportionate to the level of risk, we will consider whether to seek further advice, re-refer and/or use the Kent Safeguarding Children Escalation Procedure. KSCMP states that the escalation procedure sets out the pathway for professional disagreements that cannot be resolved between individual practitioners.

Any welfare or safeguarding support provided by Young Engineers Canterbury will be recorded and reviewed. Our DSL will oversee support where children and families require additional help, to ensure that support provided through our provision does not obscure potential safeguarding concerns from the wider professional network.

Where safeguarding concerns arise during activities delivered by external instructors, coaches or partner organisations, Young Engineers Canterbury will work with the relevant provider while maintaining oversight of safeguarding actions relating to children attending our provision.

9. Record keeping, confidentiality and information sharing

Young Engineers Canterbury recognises that good record keeping is essential to effective safeguarding practice. All safeguarding concerns, disclosures, incidents, decisions, actions taken and referrals will be recorded accurately, promptly and factually.

Staff and volunteers must report safeguarding concerns to the DSL or Deputy DSL as soon as possible and on the same day that the concern arises. Records will include the date, time,

location, persons involved, details of what was seen, heard or disclosed, actions taken, and the name of the person recording the concern.

Safeguarding records will be stored securely and separately from general operational records. Electronic records will be stored in password-protected systems with access restricted to the DSL and Deputy DSL. Any paper records will be kept in a locked cabinet or secure location accessible only to authorised safeguarding personnel.

The DSL will record safeguarding decisions, rationale, referrals, consultations with external agencies and any follow-up actions taken. Records will be reviewed regularly to ensure appropriate action has been taken and to identify any emerging patterns or risks.

Information will be shared on a need-to-know basis and in accordance with safeguarding responsibilities, data protection legislation and relevant guidance. We recognise that data protection laws do not prevent the sharing of information where this is necessary to safeguard and promote the welfare of children.

Where appropriate, safeguarding information may be shared with Children's Social Care, the Police, schools, host venues, health professionals, Kent County Council, HAF programme representatives and other relevant agencies to support the safety and wellbeing of a child.

Safeguarding records will be retained in accordance with our data retention arrangements and applicable legal requirements. When records are no longer required, they will be disposed of securely.

Young Engineers Canterbury's Data Protection Lead is Tania Prisacariu. Information about how personal information is collected, used, shared and stored is available within our Privacy Notice and Data Protection Policy.

9.1 Safeguarding records

Accurate, timely and secure safeguarding records are essential. Young Engineers Canterbury will record safeguarding concerns, discussions, decisions, actions and outcomes using a safeguarding concern form and secure electronic safeguarding records.

Staff and volunteers must record safeguarding concerns as soon as possible after the concern, disclosure, incident or observation. If there is an immediate safeguarding concern, staff and volunteers must speak to our DSL or deputy DSL straight away. Completing a written record must not delay urgent safeguarding action.

Our safeguarding records will be:

- factual, clear and professional
- dated and signed, or clearly attributable to the person making the record
- written using the child’s own words where possible
- clear about what was seen, heard, reported, decided and actioned
- clear about what is fact and what is professional judgement

- shared with our DSL or deputy DSL without delay.

Records will include, where relevant:

- the child's name and any identifying details known to us
- the date, time and location of the concern, incident or disclosure
- who was present
- what was seen, heard, reported or disclosed
- any visible injuries, bruises or marks recorded on a body map
- the child's presentation, behaviour or emotional wellbeing where relevant
- any immediate action taken
- who was informed and when
- advice sought or received
- decisions made and the rationale for those decisions
- whether parents/carers were spoken to, or why this was not appropriate
- referrals, Requests for Support or contact with other agencies
- follow-up actions and outcomes.

Safeguarding records will be stored securely and separately from general operational records where possible. Records will be stored in a password-protected electronic safeguarding folder with restricted access and, where necessary, in a locked safeguarding file. Access will be limited to our DSL, Deputy DSL and others who require the information for safeguarding purposes.

Safeguarding records will only be kept for as long as necessary and in line with our Data Protection Policy, Privacy Notice, insurance requirements and any applicable commissioning requirements. Records will be securely disposed of when they are no longer required, unless there is a lawful reason to retain them.

Our DSL will have oversight of safeguarding records and will ensure that concerns, decisions, actions and outcomes are reviewed and followed up where needed. Where concerns are repeated, ongoing, unresolved or escalating, the DSL will consider whether further advice, referral or escalation is required.

9.2 Confidentiality and information sharing

All staff and volunteers will be made aware of the need to protect children's privacy and to handle information in a way that is lawful, proportionate and secure. Staff and volunteers will also be made aware that confidentiality must never prevent appropriate safeguarding action from being taken.

Staff and volunteers must not promise confidentiality to a child, parent/carer or any other person where a safeguarding concern is raised. They should explain, in an appropriate and sensitive way, that concerns may need to be shared with our DSL, the Front Door Service, the police and/or other agencies where appropriate.

Staff and volunteers are expected to be proactive in sharing information as early as possible to help identify, assess and respond to concerns about a child's safety, welfare or wellbeing. Staff and volunteers must not assume that a colleague or another professional will share information that may be important to keep a child safe.

Data protection laws do not prevent the sharing of information for the purpose of keeping children safe. Concerns about confidentiality or data protection must not be allowed to delay or prevent safeguarding action. Information sharing decisions will be informed by safeguarding need, risk, proportionality, data protection requirements and the need to promote the welfare and safety of the child and others.

Where possible and appropriate, we will be open and transparent with children and families about what information may be shared, with whom and why. However, information may be shared without agreement or consent where this is necessary to safeguard a child, promote a child's welfare, prevent delay or avoid increasing risk.

Our DSL or deputy DSL will share relevant safeguarding information with staff and volunteers on a need-to-know basis, so that they can safeguard and support children appropriately.

Where appropriate and proportionate, safeguarding information may be shared with schools and other education settings, the Front Door Service, social workers, Family Help practitioners, health professionals, commissioners, host venues, partner providers, national safeguarding leads or other relevant agencies. Where information is shared externally for the purposes of safeguarding, the DSL will record what information was shared, with whom, when, why, and any action agreed.

Further information is set out in our Data Protection Policy and Privacy Notice, available from the Designated Safeguarding Lead and on the Young Engineers Canterbury website.

10. Child-on-child abuse and harmful behaviour between children

Young Engineers Canterbury recognises that children can abuse, harm or exploit other children. This may happen in person, online, during activities, within peer relationships, in the community or outside our provision. All child-on-child concerns will be taken seriously and will never be dismissed as banter, part of growing up, experimentation or simply children being children.

Child-on-child abuse and harmful behaviour may include, but is not limited to:

- bullying, including cyberbullying, prejudice-based and discriminatory bullying
- physical abuse, violence or threats of violence
- sexual violence, sexual harassment or harmful sexual behaviour
- consensual or non-consensual sharing of nudes/semi-nudes, including images generated, altered or shared using technology or artificial intelligence
- abuse in intimate personal relationships between children
- initiation, hazing-type behaviour or coercive group behaviour
- online abuse, intimidation, humiliation, harassment or coercion
- harmful behaviour linked to exploitation, peer pressure, group dynamics, discrimination or wider community risks.

Staff and volunteers must report all child-on-child concerns to our DSL or deputy DSL without delay. This includes concerns raised by children, parents/carers, staff, volunteers, schools, partner organisations or others, as well as concerns arising from behaviour observed during our provision.

Our DSL will consider the needs and safety of all children involved, including any child who has been harmed, any child whose behaviour has caused concern, and any other children who may have been affected. Responses will be proportionate, child-centred, trauma-informed and informed by our safeguarding procedures, the Kent Support Levels Guidance and KSCMP procedures.

Where appropriate, our response may include:

- taking immediate action to keep children safe
- speaking with children in a calm, age-appropriate and non-leading way
- recording concerns, decisions, actions and rationale
- discussing concerns with parents/carers, where safe and appropriate
- considering whether additional supervision, risk assessment or safety planning is needed
- seeking advice or making a Request for Support where needed
- contacting the police or other agencies where required
- liaising with schools, social workers, commissioners, host venues, partner organisations or national/sector safeguarding bodies where relevant and appropriate
- ensuring children receive appropriate support and are not made to feel ashamed or blamed for reporting concerns.

Staff and volunteers will remain alert to child-on-child concerns that may arise during STEM activities, physical activities, break times, transitions between activities, educational visits, or activities delivered by partner organisations. Appropriate supervision arrangements will be maintained at all times to help prevent, identify and respond to concerns.

Where a concern involves sexual violence, sexual harassment, harmful sexual behaviour, significant violence, exploitation, coercion, discrimination or repeated harmful behaviour, our

DSL will consider whether external advice, a Request for Support, police contact or other safeguarding action is required.

11. Online safety

Technology can be a significant component in safeguarding and wellbeing issues. Children may be at risk online from people they know and people they do not know. Abuse and other risks may take place online, face to face, or both at the same time.

Young Engineers Canterbury recognises that online safety is part of our wider safeguarding responsibilities. We will set clear expectations for children, staff, volunteers, visitors and parents/carers about the safe and appropriate use of technology during our provision. We will also ensure there are clear arrangements to identify, respond to, record and escalate online safety concerns where necessary.

Children do not routinely access the internet or use internet-connected devices as part of Young Engineers Canterbury activities. However, we recognise that online experiences outside of our provision may affect a child's wellbeing, behaviour, relationships and safety. Any concerns relating to a child's online activity, online relationships or online harm will be treated as safeguarding concerns and reported to the DSL or Deputy DSL without delay.

Staff and volunteers must use technology professionally and in accordance with our Staff Code of Conduct, Online Safety Policy and Data Protection Policy.

Photographs and videos of children will only be taken, stored and used in accordance with parental consent, safeguarding requirements and data protection legislation. Images will be stored securely and only shared through authorised Young Engineers Canterbury platforms and accounts.

Official social media accounts, websites and communication platforms will be managed by authorised members of staff. Any safeguarding concerns identified through social media, online communications or digital platforms will be treated as safeguarding concerns and reported to the DSL or Deputy DSL without delay.

We will support children to understand safe, respectful and responsible use of technology where this is relevant to our provision. Children will be encouraged to speak to a trusted adult if something they experience online makes them feel worried, uncomfortable or unsafe.

We recognise that online safety risks can be considered across four broad areas:

- **Content:** being exposed to illegal, inappropriate, or harmful content, for example pornography, racism, misogyny, self-harm, suicide, antisemitism, radicalisation,

extremism, extreme sexual or physical violence, misinformation, disinformation (including fake news) and conspiracy theories.

- **Contact:** being subjected to harmful online interaction with other users or generative AI applications that simulate this; for example peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **Conduct:** online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, including those generated using AI, and online bullying.
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and financial scams.

Any online safety concerns linked to content, contact, conduct or commerce risks will be treated as a safeguarding concern and reported to our DSL or Deputy DSL without delay.

11.1 Staff communication, personal devices and professional boundaries

Staff and volunteers must use technology in line with our Staff Code of Conduct and safer working practice expectations.

Staff and volunteers must not use personal devices, personal accounts, personal social media profiles or personal contact details to communicate with children. Communication with parents/carers should take place through approved organisational routes, including the Young Engineers Canterbury business telephone number, business email accounts, registration systems and other authorised communication platforms.

Any exception to this must be explicitly authorised by the Designated Safeguarding Lead (DSL), recorded where appropriate, and managed in line with safeguarding, data protection and professional boundaries expectations.

Staff and volunteers must not take images or videos of children on personal devices unless this has been explicitly authorised by the DSL and is managed through agreed organisational procedures.

Any concerns regarding inappropriate use of technology, online behaviour, social media activity or breaches of professional boundaries must be reported immediately to the DSL or Deputy DSL.

Further expectations are set out in our Staff Code of Conduct, Online Safety Policy, Photography and Image Use Policy, Social Media Policy and Data Protection Policy.

11.2 Social media, image use and public communication

Young Engineers Canterbury recognises that social media, online communities, messaging platforms, websites, livestreaming and image sharing can create safeguarding, privacy and reputational risks if not managed carefully. These tools may support communication, promotion, online sessions or engagement with children and families, but they must be used in a way that protects children's safety, privacy, dignity and wellbeing.

Young Engineers Canterbury uses official business communication channels, its website and authorised social media accounts to share information about activities, events and opportunities with parents, carers and the wider community. Official accounts are managed only by authorised members of staff. Content shared through these platforms must be appropriate, professional and consistent with safeguarding, privacy and data protection requirements.

We will ensure that:

- staff and volunteers do not use personal social media accounts to contact children
- children are not encouraged to contact staff or volunteers through personal social media
- direct messaging with children through social media or messaging platforms is not permitted unless this is part of an explicitly approved, risk-assessed and monitored organisational arrangement
- official social media accounts, online communities, websites or digital platforms are managed by authorised staff and monitored appropriately
- clear expectations are in place about who can post, comment, message, moderate or respond on behalf of Young Engineers Canterbury.
- comments, messages, tags, images, videos or contact through social media or online platforms that raise safeguarding concerns are reported to our DSL or deputy DSL without delay
- children, parents/carers, staff and volunteers know how to report concerns linked to social media, online communities, messaging, images or videos
- images, videos or information about children are not posted publicly unless there is a clear purpose, appropriate permission or lawful basis, and safeguarding and privacy risks have been considered
- children are not named, tagged, identified, linked to sensitive personal information, or shown in ways that could place them at risk
- images or videos do not reveal information that could identify a child's location, routine, school, address, personal circumstances or other sensitive information
- parents/carers are told how images or videos may be used and how they can withhold or withdraw permission where applicable
- children are supported to say if they do not want their image or video to be used, where this is appropriate to their age, understanding and circumstances

- where we use official social media to share information about our provision, we will do so in a way that protects children's privacy, dignity and safety.

Our approach to image and video use is that photographs and videos may be taken during activities for educational, promotional, monitoring and reporting purposes where appropriate parental consent has been obtained. Images will only be taken by authorised staff using approved devices. Images will be stored securely, access will be restricted to authorised personnel and images will only be retained for as long as necessary in accordance with our Data Protection Policy and retention arrangements.

Images and videos may be used on the Young Engineers Canterbury website, social media channels, promotional materials, reports to funders or commissioners and other organisational communications where appropriate consent or another lawful basis exists. Children's full names and identifying personal information will not be published alongside photographs.

Before using or sharing images or videos of children, Young Engineers Canterbury will consider the purpose, lawful basis, consent requirements, privacy risks, storage arrangements, access controls, retention periods and the possibility of misuse. This includes considering whether images could be copied, altered, manipulated, shared out of context or used in a way that could place a child at risk.

Livestreaming, live posting or real-time sharing involving children will not normally take place as part of our provision. Any exception must be approved by the Designated Safeguarding Lead (DSL), risk assessed and managed in line with safeguarding, consent, privacy, image use and data protection requirements.

Further expectations are set out in our Online Safety Policy, Photography and Image Use Policy, Social Media Policy, Data Protection Policy and Staff Code of Conduct.

11.3 Responding to online safety concerns

Online safety concerns will be treated as safeguarding concerns. This includes concerns involving online abuse, bullying, harassment, grooming, coercion, exploitation, harmful content, harmful sexual behaviour, nude or semi-nude images, digitally manipulated images, AI-generated content, inappropriate contact, scams or financial exploitation.

If staff or volunteers become aware of harmful, illegal or concerning online content involving a child, they must report this to our DSL or deputy DSL without delay. Staff and volunteers

should avoid unnecessary viewing, copying, forwarding or sharing of harmful or illegal content and should follow our safeguarding and recording procedures.

Parents/carers will usually be informed where online safety concerns arise involving their child, unless doing so may place a child or another person at increased risk, delay urgent safeguarding action, affect a police investigation or statutory safeguarding response, or prejudice the prevention or detection of serious crime.

Where online safety concerns indicate that a child may need help, support or protection, our DSL will consider whether advice, a Request for Support, police contact, Prevent/Channel, NCA-CEOP, the Internet Watch Foundation or other specialist support is required.

Our online safety arrangements will be reviewed when our provision, technology use, staffing, activities or safeguarding risks change, and at least as part of our regular safeguarding policy review.

Further expectations are set out in our Online Safety Policy, Mobile Phone and Device Policy, Photography and Image Use Policy, Social Media Policy, Data Protection Policy and Staff Code of Conduct. These policies are available to staff and volunteers through the staff induction pack, safeguarding folder and organisational record systems, and relevant policies are published on the Young Engineers Canterbury website where appropriate. (Available at: www.canterbury.youngengineers.org)

12. Children who may be more vulnerable or need additional support

Some children may be more vulnerable to abuse, neglect, exploitation or harm, or may face additional barriers to recognising, reporting or being supported with safeguarding concerns. These barriers may relate to communication, disability, Special Educational Needs and Disabilities (SEND), health needs, previous trauma, social care involvement, language, confidence, trust, fear, discrimination, caring responsibilities, family circumstances or previous experiences of not being listened to.

Children who may be more vulnerable, or who may need additional safeguarding consideration, include but are not limited to:

- children with Special Educational Needs and Disabilities (SEND), health needs, medical needs or communication needs
- children with mental health or emotional wellbeing needs
- children who have, or may need, a social worker, including children receiving Family Help, child in need or child protection support
- children in care, previously looked after children, children in kinship care and care leavers where relevant to our provision

- children who are young carers, or who may have caring responsibilities at home, including caring for a parent, carer or sibling
- children who are privately fostered,
- children who are pregnant or parents themselves
- children affected by parental offending, parental imprisonment, homelessness, domestic abuse, parental mental health needs or parental substance misuse
- children who may be exploited, missing from home or care, trafficked, radicalised or affected by serious violence, gangs, county lines or other contextual risks
- children who experience racism, discrimination, prejudice-based bullying, hate, language barriers, cultural barriers or barriers linked to identity, disability, religion, sex, sexual orientation, gender identity or other individual circumstances
- children who may find it difficult to communicate concerns, understand unsafe situations, seek help, or identify safe adults.

Staff and volunteers must not assume that indicators of abuse, neglect, exploitation or harm are explained by a child's disability, SEND, behaviour, communication needs, mental health, caring responsibilities, family circumstances or previous experiences without further consideration. Concerns must be reported to our DSL or deputy DSL so that they can be considered in line with this policy.

We will consider reasonable adjustments and additional support so that children can participate safely, communicate concerns and be listened to. This may include communication aids, visual prompts, accessible information, additional staffing, quiet spaces, adapted activities, personalised risk assessments, care plans, medical or allergy arrangements, support with transitions, agreed supervision arrangements, or changes to how children can raise concerns.

Where appropriate, and where it is safe to do so, we will work with parents/carers and other professionals to understand and meet a child's needs. This may include liaison with schools, social workers, Family Help practitioners, health professionals, SEND professionals, commissioners, partner organisations or other agencies involved with the child.

For children attending HAF provision, relevant information relating to medical needs, SEND, allergies, behavioural support requirements, emergency contacts and collection arrangements will be obtained during registration and reviewed as necessary to help ensure children can participate safely. We will ensure that support for additional needs does not replace safeguarding action. If staff or volunteers are concerned about a child's welfare or safety, they must report this to our DSL or deputy DSL without delay, even where the child already has a care plan, risk assessment, EHCP, social worker or other professional support in place.

12.1 Children in the early years age range

Young Engineers Canterbury provides activities for children aged 6 to 14 years only. We do not currently provide provision for children within the Early Years Foundation Stage (EYFS) age range and therefore EYFS requirements do not apply to our provision.

Should the age range of children attending our provision change in the future, we will review our safeguarding arrangements and ensure compliance with any relevant EYFS, Ofsted, childcare registration, staffing, training, insurance and premises requirements.

13 Adult safeguarding and transitional safeguarding

Young Engineers Canterbury provides activities for children and young people aged 6 to 14 years and does not routinely provide services for adults at risk or adults aged 18 and over.

If a safeguarding concern relating to an adult at risk is identified during the course of our provision, the concern will be reported to the Designated Safeguarding Lead (DSL), who will seek appropriate advice and make referrals through the relevant adult safeguarding procedures where necessary.

Where there is an immediate risk of harm, emergency services will be contacted using 999. Safeguarding decisions and the rationale for actions taken or not taken will be recorded.

14 Safer recruitment and suitability of adults working with children

Young Engineers Canterbury will take reasonable and proportionate steps to ensure that adults working with children are suitable for their role. This includes paid staff, volunteers, contractors, activity leaders, students on placement, partner staff and any other adults working with or on behalf of Young Engineers Canterbury.

Our safer recruitment and suitability arrangements will be proportionate to the role, the nature and frequency of contact with children, whether the role is supervised or unsupervised, the activity being delivered, the setting, our legal responsibilities and any requirements set by commissioners, regulators, national bodies or partner organisations.

Young Engineers Canterbury will not rely on a single check to determine whether an adult is suitable to work with children. Suitability decisions will be informed by a range of appropriate checks and information, which may include:

- clear role descriptions and safeguarding expectations.
- application, interview or selection processes appropriate to the role.
- identity checks.
- right to work checks where applicable.

- qualification or registration checks where relevant.
- at least two appropriate references, where required, and consideration of previous employment or volunteering history.
- appropriate DBS checks, and barred list checks where the role is eligible and required.
- consideration of overseas checks where relevant.
- consideration of childcare disqualification requirements where applicable.
- a process for staff and volunteers to disclose information that may affect their suitability to work with children.
- ongoing oversight of conduct, performance and suitability after appointment.

All staff, volunteers and activity leaders with regular contact with children will be required to undergo an Enhanced DBS check where appropriate for their role.

Where we use partner organisations, external coaches, contractors, commissioned services or subcontracted providers to deliver activities, including physical activities as part of the HAF programme, we will seek appropriate assurance that safer recruitment and suitability checks have been completed in line with the role, activity, level of contact with children and any contractual or legal requirements.

Young Engineers Canterbury will consider whether roles within our provision involve regulated activity with children and will take this into account when deciding what checks, supervision arrangements and suitability decisions are required. Where this is unclear, we will seek advice and refer to current government guidance before the person starts work or volunteering with children.

We will ensure that staff, volunteers and others working with children are not placed in roles or activities for which they are not suitable, appropriately checked or appropriately supervised. Where a role is eligible for a DBS check, barred list check or other pre-appointment check, this will be completed in line with our safer recruitment procedures and legal requirements.

Where concerns arise that an adult working with children may pose a risk of harm, we will respond in line with our safeguarding procedures, Staff Code of Conduct, allegations management procedures, Local Authority Designated Officer (LADO) procedures, DBS referral responsibilities and any relevant contractual or legal requirements.

Young Engineers Canterbury will review safer recruitment practice at least annually, or sooner where concerns, audit findings, incidents, changes to guidance or changes to delivery identify additional risks or learning.

Further details are set out in our Safer Recruitment Policy, Recruitment Procedures, DBS Procedures and Contractor and Partner Organisation Procedures. These documents are available to staff and volunteers through the safeguarding folder, staff induction materials and organisational record systems. (Available at: www.canterbury.youngengineers.org)

15 Staff behaviour, training and safe working practice

Young Engineers Canterbury expects all adults working with or on behalf of our provision to maintain safe, respectful and professional boundaries with children, parents/carers, staff, volunteers and partner organisations. Staff and volunteers must follow our Staff Code of Conduct and any relevant safeguarding, health and safety, online safety and safer working practice requirements.

Our staff code of conduct includes expectations about:

- professional communication with children and families
- relationships and boundaries between children, parents/carers, staff and volunteers
- use of technology, personal devices, cameras, messaging services and social media
- acceptable use of provider systems, phones, devices and online platforms
- appropriate physical contact, personal care and intimate care arrangements
- one-to-one working, lone working and situations where adults may be alone with children
- transport arrangements, driving children and use of vehicles
- collection procedures and safe handover arrangements
- supervision of physical activities, changing areas and toilet arrangements
- gifts, favouritism, confidentiality and conflicts of interest
- reporting concerns about adult behaviour, including low-level concerns and allegations.

Under no circumstances should any staff member, volunteer or adult working with or on behalf of Young Engineers Canterbury inflict physical or psychological harm on a child. Any concern about the behaviour of an adult working with children must be reported and managed in line with this policy, our Staff Code of Conduct and local allegations procedures.

15.1 Safeguarding induction, training and staff support

Young Engineers Canterbury will ensure that all staff and volunteers who have contact with children receive safeguarding induction, training and updates appropriate to their role and responsibilities.

Safeguarding induction will be completed by all relevant staff and volunteers before they begin working with children. Where staff or volunteers begin working with children before full induction is completed, they will receive essential safeguarding information before working with children, including how to report a concern, who the DSL and Deputy DSL are, what to do in an emergency, and the expectations within our Staff Code of Conduct.

Our safeguarding training arrangements are:

- Induction training: All staff and volunteers will receive an induction covering safeguarding responsibilities, reporting procedures, the Child Protection and

Safeguarding Policy, Staff Code of Conduct, health and safety procedures, emergency arrangements and behaviour expectations. Induction will be delivered by the DSL or a delegated manager and recorded using induction records and checklists.

- Safeguarding and child protection training: All staff and volunteers will complete safeguarding and child protection training appropriate to their role before or shortly after commencing work with children. Training will be refreshed regularly and whenever significant safeguarding updates are issued.
- Training for staff involved in recruitment: Staff responsible for recruiting staff or volunteers will receive training and guidance on safer recruitment practices and safeguarding responsibilities as appropriate to their role.
- Online safety training or updates: Staff and volunteers will receive guidance and updates on online safety, social media, professional boundaries, photography and image use, and recognising online safeguarding concerns.
- Prevent/radicalisation awareness: Staff and volunteers will receive Prevent awareness information and understand how to recognise and report concerns relating to radicalisation and extremism.
- Relevant role or activity-specific training: Where appropriate, staff will receive additional training relating to first aid, food allergies, SEND, behaviour support, physical activities, health and safety, risk assessment and any other responsibilities connected to their role.
- Refresher training and updates: Safeguarding updates will be shared through staff meetings, pre-programme briefings, emails, policy updates and ongoing supervision. Formal safeguarding training will be refreshed regularly in accordance with organisational requirements and current safeguarding guidance.
- Evidence of training: Training records will be maintained through certificates, attendance records, induction checklists, staff files and organisational training records.
- Training evaluation and impact: Safeguarding training will be reviewed through staff feedback, supervision discussions, safeguarding audits, incident reviews and policy reviews to ensure it remains effective and relevant.

Young Engineers Canterbury will evaluate and review safeguarding training to ensure it remains suitable, current, proportionate and effective. This may include reviewing attendance records, staff feedback, supervision discussions, safeguarding incidents, audit findings, complaints, local or national review learning, and changes to guidance. Learning from training evaluation and safeguarding practice will be used to improve future training, briefings and staff support.

Young Engineers Canterbury will keep evidence of safeguarding induction, training, refresher updates, briefings and supervision/support arrangements. This may include certificates, attendance logs, induction checklists, training matrices, supervision notes, debrief records, staff briefings and central training records.

Staff safeguarding induction and training will cover, where relevant to the role and provision:

- our child protection policy and safeguarding procedures
- the role and contact details of our DSL and deputy DSLs
- how to recognise, respond to, record and report safeguarding concerns
- local reporting routes, including Kent Front Door, LADO and other relevant safeguarding routes
- what to do if the DSL or deputy DSL is unavailable
- staff code of conduct and safer working practice expectations
- online safety, including technology, social media and image use
- whistleblowing and complaints procedures
- allegations or concerns about adults working with children
- emergency arrangements
- specific safeguarding issues relevant to our provision, such as child sexual exploitation, child criminal exploitation, children missing from home or care, trafficking, radicalisation/Prevent, gang exploitation, faith or honour-based abuse, including Female Genital Mutilation (FGM) and child-on-child abuse.

Training and updates will be reviewed to ensure they remain suitable, current and proportionate to our provision. Where safeguarding incidents, complaints, audits, local reviews, national developments or changes to guidance identify learning, Young Engineers Canterbury will consider how this learning should be shared and used to improve practice.

15.2 Staff supervision, support and escalation

Young Engineers Canterbury will ensure that staff and volunteers can access appropriate guidance, supervision and support in relation to safeguarding. This includes support to understand their responsibilities, seek advice, escalate concerns and manage the impact of safeguarding work.

Staff and volunteers will be supported through line management arrangements, staff meetings, safeguarding briefings, pre-session briefings, access to the DSL and Deputy DSL, safeguarding discussions, debriefs following incidents and ongoing communication with senior staff.

Supervision and support will be particularly important where staff or volunteers are:

- responding to safeguarding concerns or disclosures
- working alone or in isolated areas
- supporting children with additional needs, communication needs or complex circumstances
- delivering higher-risk activities
- managing challenging behaviour or child-on-child concerns
- affected by a distressing incident or safeguarding concern
- unsure whether a concern needs to be escalated.

Staff and volunteers must be able to seek advice from our DSL, deputy DSL, manager or another appropriate senior person. They must also know how to escalate concerns if they believe a child is not being safeguarded, if they disagree with a decision, or if they are worried about safeguarding practice within the organisation.

Where safeguarding concerns, incidents or patterns suggest that staff need additional training, guidance or support, Young Engineers Canterbury will take action to strengthen practice.

15.3 Lone working and one-to-one situations

Young Engineers Canterbury recognises that it is generally safer for staff and volunteers not to work alone with a child where this can be avoided.

We will plan our staffing, supervision, activities and premises arrangements to reduce avoidable one-to-one or isolated working. Where lone working or one-to-one working is part of our provision, or where it cannot reasonably be avoided, we will risk assess the arrangements and ensure appropriate safeguards are in place.

Safeguards may include:

- considering whether another adult, parent/carer or appropriate person can be present or nearby
- gaining parent/carer agreement where this is required or appropriate
- ensuring the activity takes place in a suitable, visible or open environment where possible
- informing the DSL, deputy DSL, manager, safeguarding lead or another appropriate adult that lone working is taking place
- having clear check-in, emergency, reporting and escalation arrangements
- ensuring staff, volunteers or sole providers know how to report concerns or seek advice during or after the session
- recording any incident, concern or significant issue that arises.

If staff or volunteers unexpectedly find themselves alone with a child, they should take reasonable steps to ensure the situation is safe and transparent. This may include moving to a more visible location, informing another member of staff, keeping doors open where appropriate, or contacting the DSL, deputy DSL, manager or other agreed contact for advice.

Lone working must never prevent prompt safeguarding action. If a child is at immediate risk, staff and volunteers must take action to keep the child safe, including contacting emergency services, the Front Door Service or the police where required, and informing our DSL or deputy DSL as soon as possible.

Where partner organisations or external providers deliver activities on behalf of Young Engineers Canterbury, appropriate supervision, staffing and safeguarding arrangements will be agreed in advance and monitored throughout delivery.

15.4 Safe practice in STEM, Engineering, Physical and Specialist Activities

Young Engineers Canterbury will consider any safeguarding risks linked to the specific activities we deliver. This includes STEM and engineering activities, model building, practical demonstrations, physical activities delivered as part of the HAF programme, outdoor activities, educational visits, food-related activities, first aid, use of specialist equipment and activities delivered by external providers.

Where activities involve practical demonstrations, use of equipment, close supervision, first aid, physical activities or physical support, staff and volunteers must follow our Staff Code of Conduct and safer working practice expectations. Any physical contact must be appropriate to the activity, necessary, proportionate, respectful and clearly explained to the child where appropriate.

We will consider how to reduce safeguarding risks by:

- explaining activity expectations to children, parents/carers, staff and volunteers
- seeking parent/carer consent or agreement where required or appropriate
- ensuring children know they can say if they are uncomfortable, worried or do not want to take part in a particular activity
- using clear verbal explanations and demonstrations before any physical support is considered
- ensuring physical contact is only used where it is necessary for safety, instruction, first aid, personal care or the nature of the activity
- ensuring staff and volunteers avoid unnecessary, unexplained or unsafe physical contact
- considering the child's age, stage of development, communication needs, disability, SEND, trauma history, cultural considerations and individual circumstances
- using appropriate supervision, visibility and staffing arrangements
- managing changing areas, toilets, personal care, first aid and clothing/equipment adjustments safely and respectfully
- ensuring equipment, tools, materials and resources are suitable for the age and ability of participating children
- ensuring staff and volunteers know how to report any concern about boundaries, behaviour, physical contact, supervision or child safety.

Young Engineers Canterbury operates under the Young Engineers franchise model and will follow relevant safeguarding, health and safety and operational guidance issued by the franchisor where applicable. We will also follow relevant guidance issued by Kent County Council, the HAF programme and other recognised safeguarding bodies.

Where activities are delivered by coaches, instructors, tutors, external providers, partner organisations or volunteers, Young Engineers Canterbury will ensure they understand and follow our safeguarding expectations. This includes expectations for physical contact, professional boundaries, communication, supervision, recording and reporting concerns.

Where external providers deliver physical activities as part of the HAF programme, Young Engineers Canterbury will ensure appropriate safeguarding arrangements, safer recruitment checks, DBS requirements, insurance arrangements, supervision arrangements and risk assessments are in place before activities commence.

Any concern that an activity, adult behaviour, physical contact, supervision arrangement or environment may place a child at risk will be reported to our DSL or deputy DSL without delay and responded to in line with this policy.

Further expectations are set out in our Staff Code of Conduct, Activity Risk Assessments, Health and Safety Policy, First Aid Procedures, Educational Visits Procedures, Online Safety Policy and Safeguarding Procedures.

16 Allegations or concerns about adults working with children

Young Engineers Canterbury will respond promptly and appropriately to any concern or allegation about an adult working with children. This includes concerns about staff, volunteers, trustees, committee members, directors, contractors, agency staff, coaches, tutors, activity leaders, students on placement, partner staff or any other adult working with or on behalf of our provision.

Concerns or allegations may relate to an adult’s behaviour within our provision, outside our provision, online, or in their personal life. This includes situations where an adult’s behaviour may indicate that they could pose a risk of harm to children, even if the behaviour did not take place during the provision delivery.

Concerns about adults must be reported without delay to the Designated Safeguarding Lead (DSL).

If the concern relates to the Designated Safeguarding Lead (DSL), it must be reported to the Deputy Designated Safeguarding Lead (DDSL) and advice sought from the Local Authority Designated Officer (LADO) without delay.

If the concern relates to the Director/Owner or if there is any conflict of interest, staff may report concerns directly to the Local Authority Designated Officer (LADO), Kent County Council, or use the organisation's whistleblowing procedures.

Young Engineers Canterbury will work with relevant agencies, including the Local Authority Designated Officer (LADO), where appropriate. The LADO provides advice and oversight where concerns or allegations indicate that an adult working or volunteering with children may have harmed a child, may pose a risk of harm to children, may have committed a criminal offence against or related to a child, or may not be suitable to work with children. In Kent, the LADO function is undertaken by the LADO Education Safeguarding Advisory Service (LESAS).

Further expectations are set out in our Staff Code of Conduct, Low-Level Concerns Procedure, Managing Allegations Against Adults Procedure, Safer Recruitment Policy, DBS Procedures and Whistleblowing Policy. These documents are available through the safeguarding folder, staff induction materials and organisational record systems. (Available at: www.canterbury.youngengineers.org)

16.1 Allegations that may require LADO advice or referral

Young Engineers Canterbury will consider whether a concern or allegation meets the criteria for LADO advice or referral. These criteria are sometimes referred to as the **"harm threshold"**. In line with Working Together to Safeguard Children, an allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, 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 to children
- behaved, or may have behaved, in a way that indicates they may not be suitable to work with children.

This may include behaviour within our provision, outside our provision, online, or in the adult's personal life where this may indicate a risk of harm to children or raise concerns about their suitability to work with children.

Where a concern or allegation may meet these criteria, Young Engineers Canterbury will follow the Kent LADO procedures and make a referral to the LADO where required. We will not investigate allegations that may meet these criteria without considering whether LADO advice is needed.

Where there is any doubt about whether a LADO referral is required, we will seek clarification from the LADO and submit a LADO enquiry.

We will also consider whether the police, Children's Social Care, the Disclosure and Barring Service (DBS), Kent County Council, HAF programme representatives, host venues, insurance providers, the Young Engineers franchise, commissioners or other relevant agencies need to be informed in line with legal, regulatory, contractual or organisational requirements.

16.2 Other concerns and low-level concerns

Young Engineers Canterbury recognises that concerns about adult behaviour do not always meet the criteria for a LADO referral but may still be important. These are sometimes referred to as "low-level concerns". A low-level concern does not mean that the concern is insignificant; it means that the behaviour may be inconsistent with our staff code of conduct, safer working practice expectations or professional boundaries, but does not appear at that point to meet the criteria for LADO advice or referral.

Low-level concerns and other concerns should be reported, recorded and reviewed so that patterns, repeated behaviour or emerging risks are not missed.

Low-level concerns or other concerns may include, but are not limited to:

- adults being over-familiar with children
- unclear or inappropriate boundaries with children or families
- use of personal devices, personal accounts, messaging or social media in a way that raises concern
- behaviour that could be misinterpreted or raise concerns if repeated
- failure to follow agreed supervision, lone working, image use, communication or safer working procedures
- inappropriate comments, favouritism, gifts or contact arrangements
- behaviour outside the provision that may raise questions about judgement, boundaries or suitability.

All low-level concerns must be reported to the Designated Safeguarding Lead (DSL) and recorded in line with our procedures. They will be reviewed by the DSL and, where appropriate, the Deputy DSL and Director/Owner to consider whether further action, support, training, management action, safer working advice or escalation is needed.

Where a low-level concern relates to the DSL, it must be reported to the Deputy DSL. Where the concern relates to the Director/Owner or presents a potential conflict of interest, advice will be sought from the Local Authority Designated Officer (LADO) or other appropriate safeguarding authority.

Where a low-level concern, pattern of concerns or additional information suggests that the concern may meet the criteria for a LADO referral, we will seek advice from the LADO without delay.

Staff and volunteers are encouraged to self-refer to the DSL where they believe they may have behaved in a way that could be misinterpreted, falls below expected standards, or may have breached our Staff Code of Conduct. Self-referral will be considered appropriately and does not automatically mean disciplinary action will be taken.

16.3 Regulatory and organisational reporting

Young Engineers Canterbury will follow the external reporting duties that apply when managing concerns or allegations about adults working with children. This may include reporting to the Disclosure and Barring Service (DBS), Kent County Council, commissioners, insurers, host venues, the Young Engineers franchise, partner organisations and other relevant agencies where required.

Young Engineers Canterbury will follow our DBS referral procedure where an individual has been removed from regulated activity, moved away from regulated activity, or would have been removed had they not resigned, retired, left the organisation or been redeployed, because of concerns that they may have harmed a child or may pose a risk of harm to children. A referral to another agency, such as the LADO, police, children's social care, regulator or professional body, does not remove the need to consider whether a DBS referral is also required.

Young Engineers Canterbury will comply with any safeguarding reporting requirements linked to Kent County Council, the Holiday Activities and Food (HAF) Programme, contractual arrangements, insurance requirements, venue hire agreements, franchise requirements and any other relevant safeguarding or regulatory arrangements.

All decisions about external reporting will be recorded, including the rationale for the decision, advice received, action taken and the outcome.

Further expectations are set out in our DBS Referral Procedure, Safer Recruitment Policy, Managing Allegations Against Adults Procedure, Whistleblowing Policy and Safeguarding Procedures. These documents are available through the safeguarding folder, staff induction materials and organisational record systems. (Available at: www.canterbury.youngengineers.org)

17 Complaints, whistleblowing and escalation

Young Engineers Canterbury will make sure that children, parents/carers, staff and volunteers know how to raise concerns about safeguarding, practice, behaviour or the quality of our provision.

Complaints about our service, activities, staff, volunteers or general practice should be raised with the Director or Designated Safeguarding Lead (DSL) in the first instance. Complaints may be made verbally or in writing. Details of how to make a complaint are set out in our Complaints Procedure, which is available on the Young Engineers Canterbury website and on request.

Staff and volunteers should use our Whistleblowing Procedure if they are concerned about poor or unsafe practice, failures in our safeguarding arrangements, the conduct of colleagues or managers, or the maltreatment or possible maltreatment of children. Whistleblowing concerns should normally be raised with the Designated Safeguarding Lead (DSL), Deputy DSL or Director.

Where concerns relate to the DSL, Director or another senior person, staff and volunteers may raise concerns directly with the Deputy DSL, the Local Authority Designated Officer (LADO), Kent County Council, the NSPCC Whistleblowing Advice Line or another appropriate safeguarding authority.

If staff or volunteers remain concerned that a child is not being safeguarded, disagree with a safeguarding decision, or believe that a response is not proportionate to the level of risk, they should escalate the concern through the DSL, Deputy DSL or Director. Where necessary, advice will be sought from Kent Front Door, the Local Authority Designated Officer (LADO), Kent Safeguarding Children Multi-Agency Partnership procedures or other relevant safeguarding agencies.

If staff or volunteers do not feel able to raise concerns about child protection failures internally, they can contact the NSPCC Whistleblowing Advice Line on 0800 028 0285 or email help@nspcc.org.uk.

Where a concern suggests that a child may be at risk of harm, safeguarding action will not be delayed while a complaint, whistleblowing or internal process is being considered.

Young Engineers Canterbury is committed to promoting a culture of openness, accountability and safeguarding. Children, parents/carers, staff and volunteers will be encouraged to raise concerns and will not be disadvantaged for doing so in good faith.

Further information is set out in our Complaints Procedure, Whistleblowing Policy, Safeguarding Escalation Procedures, Managing Allegations Against Adults Procedure and Staff Code of Conduct. These documents are available through the safeguarding folder, staff

induction materials and the Young Engineers Canterbury website where appropriate. (Available at: www.canterbury.youngengineers.org)

17.1 Safeguarding escalation and professional disagreement

If staff or volunteers remain concerned that a child is not being safeguarded, disagree with a safeguarding decision, or believe that a response is not proportionate to the level of risk, they should raise this with our DSL or deputy DSL without delay.

Where Young Engineers Canterbury disagrees with the response from another agency or remains concerned that a child's needs or risks are not being addressed, we will use the Kent Safeguarding Children Escalation Procedure. This may include situations where there is disagreement about thresholds, referrals, assessment, support, case closure, or whether further safeguarding action is required.

We will record any escalation, professional challenge, advice received, decisions made and agreed actions.

18 Site safety and security

Safeguarding is connected to safe premises, safe staffing, safe activities and effective risk management. Young Engineers Canterbury will take reasonable and proportionate steps to help ensure that children, staff, volunteers, visitors and others are safe during our provision.

This policy should be read alongside our health and safety policy, fire safety and evacuation arrangements, first aid procedures, risk assessments and emergency plan.

We will ensure that relevant site safety, security and emergency arrangements are in place and understood by staff and volunteers. These may include arrangements for:

- health and safety risk assessments
- fire safety and evacuation
- first aid and accident reporting
- food safety, allergies, safer eating and drinking
- medicines and medical needs
- infection prevention and control
- emergency contact information
- attendance registers and headcounts
- safe arrival, handover and collection arrangements

- visitors, visiting speakers, contractors and members of the public
- site security, including access to buildings, rooms, outdoor areas and shared spaces
- use of public, private, school, community, faith, sports or outdoor premises
- shared sites or premises where other provision, settings, services or members of the public may be present

Young Engineers Canterbury delivers activities from approved venues, including school and community sites. We will work with venue providers to ensure safeguarding, health and safety, emergency procedures and security arrangements are understood and followed by staff, volunteers and partner organisations.

Attendance registers will be maintained throughout every session. Staff will know who is expected to attend, who is present, and who is authorised to collect children at the end of activities. Parents/carers must provide up-to-date emergency contacts and collection information.

All STEM, engineering, physical and enrichment activities will be risk assessed and supervised appropriately. Equipment, materials and resources used during activities will be suitable for the age and ability of participating children, and staff will provide clear instructions to promote safe participation.

Where physical activities are delivered by external providers as part of the HAF programme, Young Engineers Canterbury will ensure that appropriate safeguarding arrangements, supervision, insurance and risk assessments are in place before activities are delivered.

Our risk assessments and safety arrangements will be reviewed regularly and updated where our provision, venue, activities, staffing, age range, children's needs, public health advice, incidents or identified risks change.

Further details are set out in our Health and Safety Policy, Fire Safety Procedures, First Aid Procedures, Risk Assessments, Missing Child Procedures, Emergency Procedures and Educational Visits Procedures. These documents are available through the safeguarding folder, staff induction materials and organisational record systems. (Available at: www.canterbury.youngengineers.org)

18.1 Site security and visitors

Young Engineers Canterbury will have arrangements in place to help keep children, staff, volunteers and visitors safe during our provision. Staff and volunteers are expected to remain aware of site security and report concerns without delay.

Our site security arrangements include signing in and out, ID checks, locked or supervised entrances, access codes, supervision of shared areas, arrangements for contractors, and reporting unknown or unidentified adults.

Visitors, contractors and adults who are not part of our provision will be managed in line with our visitor and site security arrangements. Where visitors attend in a professional capacity, such as social workers, health professionals, police officers, Family Help practitioners or other agency staff, we will check their identity and purpose for visiting. Where there are concerns about identity, purpose or suitability, these will be clarified before access to children is agreed, unless doing so would delay an urgent safeguarding response.

Any person who is not known or identifiable during our provision should be challenged or reported to the DSL, deputy DSL, site lead, manager or another appropriate adult. Children will be encouraged to tell a member of staff or volunteer if they are worried about an unknown or unidentified adult.

We will not accept behaviour from any person, including parents/carers, visitors, contractors or members of the public, that threatens site security or makes children, staff, volunteers or others feel unsafe. Such behaviour will be treated seriously and may result in access to the provision or site being refused.

Any site security concern that may indicate a safeguarding risk will be reported to our DSL or deputy DSL and responded to in line with this policy.

18.2 Shared premises or sites with multiple provision

Our site security arrangements include:

- clarifying which areas of the site are used by our provision and which areas are shared
- identifying where children from different provisions, settings or groups may come into contact
- agreeing supervision arrangements for entrances, exits, toilets, changing areas, outdoor spaces, corridors, activity spaces and handover points
- ensuring staff and volunteers know how to respond if children from another provision, setting or group behave in a way that affects the safety, wellbeing or dignity of children attending our provision
- agreeing how concerns, incidents or harmful behaviour involving children, adults or other site users will be reported, recorded and shared with the host venue, other providers, parents/carers, commissioners or safeguarding agencies where appropriate
- ensuring children know who they can speak to if they feel unsafe, worried, intimidated, harassed or targeted while on a shared site
- reviewing risk assessments and supervision arrangements where incidents, concerns or changes to site use identify additional risks.

Any safeguarding concern, including harassment, bullying, intimidation, discrimination, child-on-child abuse or harmful behaviour involving children from another provision or setting, will be reported to our DSL or deputy DSL without delay and responded to in line with this policy.

Where the concern involves a child, adult or incident connected to another provider, setting, group or the host venue, our DSL or deputy DSL will liaise with the relevant safeguarding lead, DSL, manager or responsible person for that organisation to help ensure appropriate safeguarding action is taken. This may include agreeing immediate safety arrangements, sharing relevant information where appropriate, clarifying who will contact parents/carers, considering whether referrals or further advice are needed, and ensuring the concern is recorded by the relevant organisations.

Young Engineers Canterbury will record any liaison, decisions, actions and outcomes. Where appropriate, concerns will also be reported to or discussed with parents/carers, the host venue, other providers, commissioners, the police, children's social care or other relevant agencies to help keep children safe.

Where activities take place on school premises, community venues or shared sites, Young Engineers Canterbury will follow the safeguarding, security and visitor procedures of the host venue in addition to our own safeguarding arrangements.

18.3 Missing child or unexplained absence from a session

Young Engineers Canterbury will maintain accurate attendance information during our provision. Staff and volunteers will know which children are expected to attend, how attendance is recorded, and what to do if a child is missing, unexpectedly absent or cannot be accounted for.

If a child is missing during a session or cannot be accounted for, staff and volunteers will follow our missing child procedure immediately. The DSL, deputy DSL, site lead or manager will be informed and will coordinate the response.

Our response may include:

- checking attendance records, sign-in/out information, collection arrangements and any known changes
- checking the site, including toilets, changing areas, activity spaces, outdoor areas, shared spaces and agreed safe areas
- checking whether the child has returned home, been collected, moved to another activity, or left with permission
- ensuring other children remain supervised and safe while checks are undertaken
- contacting parents/carers without delay where appropriate
- contacting the police where the child cannot be located or there are concerns for their safety

- taking urgent safeguarding action where there is concern that the child may be at risk of harm.

If a child fails to arrive for a booked session and no explanation has been provided, staff will follow attendance procedures and contact parents/carers where appropriate to confirm the child's whereabouts and welfare.

If a child leaves a session unexpectedly or attempts to leave without permission, staff will take immediate action to safeguard the child, notify the DSL or Deputy DSL and contact parents/carers and/or the police where required.

If we are caring for several children, staff and volunteers must not leave other children unattended while searching for a missing child. Where needed, we will contact parents/carers, the police, the host venue, other providers on site or other appropriate adults to help manage the situation safely.

All actions, times, decisions, contacts and outcomes will be recorded. Following any missing child incident or serious unexplained absence, Young Engineers Canterbury will review what happened and update risk assessments, attendance, handover, supervision or site security arrangements where needed.

Further details are set out in our Missing Child Procedure, Attendance Procedures, Collection and Non-Collection Procedures, Emergency Procedures and Safeguarding Procedures. These documents are available through the safeguarding folder, staff induction materials and organisational record systems. (Available at: www.canterbury.youngengineers.org)

19 Partnership working, commissioned delivery and national or wider organisational arrangements

Young Engineers Canterbury will ensure that safeguarding responsibilities are clear, understood and followed in all parts of our provision.

Our provision is delivered through a combination of Young Engineers Canterbury staff, approved volunteers, host venue arrangements, external providers delivering physical activities, and the Young Engineers franchise model.

The safeguarding arrangements for our delivery model are that Young Engineers Canterbury retains overall responsibility for safeguarding children attending our provision. All safeguarding concerns must be reported to the Young Engineers Canterbury Designated Safeguarding Lead (DSL) or Deputy DSL, regardless of whether the concern arises during an activity delivered directly by Young Engineers Canterbury or by a partner organisation.

We will identify the named safeguarding lead or responsible person for each site, activity or delivery arrangement:

Site/activity or delivery arrangement	Named safeguarding lead or responsible person	How safeguarding concerns will be reported
HAF Programme @ St John's Primary School, Canterbury	Tania Prisacariu, Designated Safeguarding Lead 07444612721 canterbury@young-engineers.co.uk	Concerns must be reported immediately to the DSL or Deputy DSL and recorded in accordance with Young Engineers Canterbury safeguarding procedures.

We will ensure that staff, volunteers, partner staff and subcontractors know:

- who the DSL, deputy DSL or safeguarding lead is for the provision
- how to report safeguarding concerns about children
- how to report concerns or allegations about adults working with children
- how to report urgent concerns, including out of hours or where the DSL/deputy DSL is unavailable
- which local Kent safeguarding routes apply, including Kent Front Door, LADO and Prevent routes where relevant
- which internal, franchise, contractual or organisational procedures also apply.

Safeguarding information about children will be requested, received, recorded and shared lawfully and proportionately, in line with this policy. We will agree how relevant safeguarding information will be shared between Young Engineers Canterbury, partner organisations, host venues, schools, commissioners, social workers, Family Help practitioners, national safeguarding leads or other relevant agencies where this is necessary to help keep children safe.

Concerns involving partner staff, contractors, host venue staff, volunteers or adults from another organisation will be managed in line with this policy. We will agree which organisation is responsible for taking safeguarding action, recording decisions, informing relevant people and making any required referrals or reports.

Safeguarding expectations will be included in relevant contracts, service agreements, memoranda of understanding, hire agreements or delivery agreements. Young Engineers Canterbury will ensure these expectations are understood and followed.

Where services are commissioned, subcontracted or delivered in partnership, safeguarding expectations will be included in relevant agreements and monitored through proportionate assurance arrangements. These may include provider checks, safeguarding reviews, incident

reviews, contract monitoring, DBS verification, confirmation of safeguarding training and review of safeguarding policies and procedures.

Young Engineers Canterbury operates under the Young Engineers franchise model. We will follow relevant safeguarding, operational and reporting requirements issued by the franchisor where applicable. These arrangements operate alongside, and do not replace, Kent safeguarding procedures and local reporting routes.

Safeguarding arrangements with partner organisations, commissioned services, subcontractors, host venues or national/wider organisational structures will be reviewed where concerns, incidents, complaints, audit findings or changes to delivery identify additional risks or learning.

Further expectations are set out in our Partnership Agreements, Service Agreements, Safeguarding Procedures, Safer Recruitment Policy and Risk Assessment Procedures.

20 Policy review and assurance

Young Engineers Canterbury will review this policy at least annually and sooner if there are changes to national guidance, local Kent safeguarding procedures, our delivery model, staffing, premises, age range, activities, commissioning arrangements, organisational structure or safeguarding risks.

We will also review this policy following safeguarding incidents, allegations, complaints, whistleblowing concerns, audit findings, learning from local or national safeguarding reviews, or where feedback indicates that procedures are not clear or effective.

The review will consider whether the policy remains current, proportionate and suitable for our provision, and whether staff and volunteers understand and follow the procedures in practice.

Where this policy is reviewed or checked by an external or suitably experienced safeguarding professional, Young Engineers Canterbury will record who completed the review, their relevant safeguarding training or experience, the date of the review, any recommendations made, and how actions were followed up.

Staff and volunteers will be made aware of this policy as part of induction and will be told where to access the current version. Where relevant, children, parents/carers, commissioners, host venues, partner organisations and subcontractors will be given appropriate information about our safeguarding arrangements.

Where a review identifies gaps, risks or learning, Young Engineers Canterbury will record actions required, who is responsible for completing them, and how progress will be followed up.

Where safeguarding actions are identified through review, audit, incident learning, complaints, commissioning feedback or changes to guidance, these will be added to our safeguarding action or improvement plan and reviewed until completed.

Further information is set out in our governance arrangements, safeguarding review records and policy review schedule.

Review and assurance	Details/Evidence
Date of latest safeguarding review	25/10/2026
Person responsible for review	Tania Prisacariu, Director and Designated Safeguarding Lead
Evidence considered as part of review	Kent safeguarding updates, KSCMP guidance, HAF requirements, safeguarding training updates, incident reviews, complaints, feedback from staff, venue requirements, changes to legislation or guidance
Policy checked by appropriately trained/experienced person	Tania Prisacariu, Designated Safeguarding Lead. Future reviews may include external safeguarding professionals, KCC advisors or suitably trained safeguarding consultants where appropriate.
Approval route	Approved by the Director and Designated Safeguarding Lead of Young Engineers Canterbury
How this policy is shared	Staff induction, safeguarding folder, organisational record systems, volunteer induction materials and the Young Engineers Canterbury website
How implementation is monitored	Staff briefings, safeguarding discussions, incident reviews, training records, venue visits, supervision arrangements and annual safeguarding reviews
Safeguarding action or improvement plan	Safeguarding actions, learning and improvements will be recorded in a safeguarding action log and reviewed by the DSL and Deputy DSL until completed

21 Further safeguarding guidance and resources

Department for Education National Guidance

- Working Together to Safeguard Children
- After-school clubs, community activities and tuition: safeguarding guidance for providers
- Keeping Children Safe in Education
- Early Years Foundation Stage statutory framework
- What to do if you are worried a child is being abused
- Information sharing advice for safeguarding practitioners

Kent Procedures and Guidance

- Kent Safeguarding Children Multi-Agency Partnership
- KSCMP worried about a child / referral information
- Kent Children's Services Portal
- KSCMP: Five R Approach to safeguarding Children
- KSCMP LADO procedures
- Kent reporting abuse or concerns about adults
- Kent Safeguarding Children Escalation Procedure
- Kent & Medway Safeguarding Adults Board website
- Kent & Medway Children & Young People's Mental Health Service (CYPMHS)
- Kent & Medway Domestic Abuse Partnership
- Child protection and safeguarding – LESAS Service

Safer recruitment, DBS and organisational reporting

- Making barring referrals to DBS
- How to report a serious incident in your charity
- NSPCC - Safer recruitment
- Safer Recruitment Consortium

Support for staff and volunteers

- NSPCC Whistleblowing Advice Line
- Professionals Online Safety Helpline
- ACAS
- Whistleblowing for employees- GOV.UK

National Resources

- NSPCC learning resources
- NSPCC Sport
- NSPCC Learning - Safer activities and events
- NSPCC - Keeping children safe in the voluntary and community sector

- National Cyber Security Centre - small organisations guidance
- Information Commissioner's Office

Support for children and young people

- NSPCC Childline
- Fearless | Crimestoppers
- Papyrus
- The Mix

Online Safety

- UK Safer Internet Centre
- CEOP Education
- Internet Matters
- Internet Watch Foundation (IWF)
- Report Harmful Content
- Childnet
- Help your child stay safe online - Kids Online Safety

Provider-specific, sector-specific or national body resources

www.youngengineers.org

Appendix A: Categories of Abuse

Abuse, neglect, harm and exploitation are rarely standalone events that can be covered by one definition or label. In many cases, multiple issues will overlap.

Abuse: is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused by adults or by other children, and abuse can happen within families, peer groups, institutions, community settings, activity settings or online.

Physical abuse

Physical abuse is a form of abuse where physical harm is caused to a child. This may include deliberate injury, inappropriate physical punishment, harmful handling, or situations where a child is placed at risk of physical harm. Physical harm may also be caused when a parent or carer fabricates or deliberately induces illness in a child.

Possible indicators of physical abuse may include:

- unexplained injuries, marks, bruises, burns or scalds
- injuries with inconsistent, changing or unclear explanations
- injuries in unusual places or patterns
- delay in seeking medical help
- fearfulness, flinching or anxiety around certain adults
- covering arms or legs when this seems unusual
- aggressive behaviour, distress, withdrawal or sudden changes in presentation.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child, which can have a serious impact on their emotional development, self-worth, wellbeing or sense of safety. It may include persistent criticism, rejection, humiliation, intimidation, isolation, inappropriate expectations, exposure to frightening or harmful situations, or preventing a child from having normal social interaction. Some level of emotional abuse is involved in all types of abuse, although it may occur alone.

Possible indicators of emotional abuse may include:

- low self-esteem or lack of confidence
- excessive need for reassurance or approval
- withdrawal, anxiety, distress or changes in mood
- sudden changes in behaviour or communication
- extreme passivity, aggression or emotional outbursts
- fear of making mistakes or fear of adults being contacted
- self-harm, eating difficulties or other indicators of emotional distress

- secrecy, especially relating to relationships, technology use or communication.

Sexual abuse

Sexual abuse involves forcing, coercing, persuading or exploiting a child to take part in, or be exposed to, sexual activity or sexual content, including online. Children may be abused by adults or by other children. Sexual abuse can happen in person, online, or through technology, and a child may not understand, recognise or be able to tell someone that what is happening is abusive.

Possible indicators of sexual abuse may include:

- sudden changes in behaviour, emotional wellbeing or engagement
- withdrawal, distress, anxiety or fearfulness
- age-inappropriate sexualised language, behaviour or knowledge
- secrecy around relationships, communication or technology use
- unexplained gifts, money or contact with older individuals
- fear of being alone with particular people
- physical discomfort, health concerns or other signs requiring medical or safeguarding advice
- self-harm, thoughts of suicide or significant emotional distress.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or emotional needs, which is likely to result in serious impairment of the child's health or development. Neglect may involve a failure to provide adequate food, clothing, shelter, supervision, medical care, emotional warmth or protection from harm. Neglect may also involve a lack of responsiveness to a child's basic emotional needs.

Possible indicators of neglect may include:

- hunger, tiredness or poor hygiene
- unsuitable clothing or lack of appropriate equipment
- untreated medical, dental or health needs
- frequent lateness, absence or non-attendance
- poor supervision or unsafe collection arrangements
- children appearing withdrawn, anxious, tired or unusually self-reliant
- poor relationships with peers or low self-esteem
- repeated concerns about basic care, safety or emotional availability.

Staff and volunteers should never wait for proof that abuse or neglect has occurred. If they are concerned about a child, they must report this to our DSL or deputy DSL without delay.