

Warwickshire Young Carers

Safeguarding Policy and Procedure

1. Policy commitment

Warwickshire Young Carers is committed to safeguarding and promoting the welfare of all children, young people and adults at risk who come into contact with our work.

We recognise that safeguarding is everyone's responsibility. We expect all staff, trustees, volunteers and students to read, understand and follow this policy and related procedures.

Children, young people and adults at risk who access or are involved in our services should:

- be made aware of this policy
- have concerns and alleged incidents recognised and taken seriously
- receive fair, respectful and inclusive treatment throughout
- be involved in safeguarding processes as appropriate to their age, understanding and circumstances
- be listened to and have their lived experience, wishes and feelings taken into account

Warwickshire Young Carers believes that all children, young people and adults at risk have an equal right to protection from abuse, neglect, exploitation and harm, regardless of age, disability, race, ethnicity, religion or belief, sex, gender identity, sexual orientation, language, family circumstances, socio-economic background, immigration status or caring responsibilities.

We are committed to safeguarding practice that is child-centred, anti-racist, anti-discriminatory and culturally aware.

As a young carers service, we recognise that a child or young person's caring role may exist alongside other safeguarding concerns, including neglect, domestic abuse, emotional abuse, coercive or controlling behaviour, online harm, exploitation or inappropriate caring responsibilities. Children may experience harm in the home, in the community, online, or through more than one source at the same time.

All concerns, suspicions, disclosures and allegations will be taken seriously and responded to promptly and appropriately in line with this policy, local safeguarding arrangements and statutory guidance.

2. Roles and responsibilities

Warwickshire Young Carers has a Designated Safeguarding Lead (DSL) who has overall responsibility for safeguarding and child protection across the organisation.

DSL: Latoyha Gabriel, CEO

Deputy DSL: Tracey Beasley, Transitions Coordinator

In the absence of the DSL, safeguarding responsibilities will be undertaken by the Deputy DSL.

The DSL is responsible for:

- assuming overall responsibility for safeguarding across the organisation
- receiving, recording and responding to safeguarding concerns
- supporting staff, trustees, volunteers and students to recognise and report concerns
- deciding whether concerns should be monitored internally, supported through early help / family support, or referred to children's social care, adult social care, police or other agencies
- liaising with local safeguarding partners and other relevant agencies
- ensuring safeguarding records are accurate, secure and appropriately shared
- ensuring safeguarding training and updates are provided at a level appropriate to each role
- promoting a child-centred, anti-racist and anti-discriminatory safeguarding culture

It is not the role of the DSL or Warwickshire Young Carers to decide whether abuse has taken place. It is therefore vital that all staff, trustees, volunteers and students raise all concerns of suspected or alleged abuse in line with this policy, because there may already be concerns known by other agencies or professionals.

Details of serious safeguarding concerns and actions taken should be shared with the Board of Trustees at the earliest appropriate opportunity, while maintaining confidentiality on a need-to-know basis.

All members of the Board of Trustees undertake safeguarding training annually, ensuring that safeguarding knowledge and responsibility are embedded at governance level and that the DSL and Deputy DSL are supported by a well-informed Board with robust organisational oversight.

3. Reporting concerns, disclosures and allegations

All allegations, concerns, suspicions, disclosures or incidents must be treated seriously and reported to the DSL or Deputy DSL as soon as possible on the same working day and recorded accordingly.

If a child, young person or adult at risk is in immediate danger, staff must contact the police or emergency services immediately and then inform the DSL as soon as possible.

The DSL will then decide the most appropriate next action according to the individual circumstances. This may include:

- internal safeguarding monitoring
- discussion with another professional or agency
- seeking advice
- signposting or support for family help / early support
- referral to children's social care, adult social care, police or other relevant authority

Warwickshire Young Carers will not conduct child protection investigations itself. Where safeguarding concerns require statutory or criminal investigation, the organisation will refer and cooperate with the relevant agency.

If a disclosure of abuse is made by a child, young person or adult at risk, staff should:

- listen carefully and stay calm
- take what is said seriously
- avoid asking leading questions
- not promise confidentiality
- explain that the information will be shared only with people who need to know in order to keep them safe
- make a factual written record as soon as possible, using the individual's own words where possible
- pass the information to the DSL or Deputy DSL promptly

Staff must not delay reporting a concern because they are unsure whether the threshold for referral has been met.

4. Allegations or concerns about staff, volunteers, trustees or others in positions of trust

Any allegation, concern or low-level concern about a staff member, volunteer, trustee, student or any other person in a position of trust must be reported immediately to the DSL and logged accordingly.

If the concern relates to the DSL, it must be reported to the Chair of Trustees.

The DSL or Chair of Trustees will seek advice from the Local Authority Designated Officer (LADO) where appropriate who will advise next steps and follow procedure.

Warwickshire LADO

01926 745376

lado@warwickshire.gov.uk

Internal processes must not delay referral to the LADO, police, children's social care or adult social care where required.

5. Good practice: recruitment, induction and training

Warwickshire Young Carers will take every reasonable step to ensure that all children, young people and adults at risk are protected while staff, trustees, volunteers and students are involved in the delivery of our work.

All staff, trustees, volunteers and students working directly with children, young people or adults at risk will be:

- carefully recruited in line with safer recruitment practice
- required to provide at least two verified references



- subject to a DBS check where their role meets the eligibility criteria
- familiarised with this Safeguarding Policy and Procedure
- provided with safeguarding induction appropriate to their role
- provided with safeguarding training, updates, guidance and support relevant to their responsibilities
- supported to maintain safe professional boundaries
- made aware of their role in identifying, responding to and reporting safeguarding concerns

Safeguarding training and awareness should include, where relevant to role:

- child-centred practice and listening to the child
- professional curiosity
- information sharing
- recognising abuse, neglect, exploitation and online harm
- understanding how a young carer's role may mask wider safeguarding concerns
- local referral pathways and escalation processes

The DSL and Deputy DSL will undertake role-specific safeguarding training appropriate to their responsibilities and keep their knowledge up to date.

6. Information sharing and confidentiality

Warwickshire Young Carers will keep safeguarding information secure and confidential, sharing it only with those who need to know for safeguarding purposes.

Staff, trustees, volunteers and students must never promise to keep a safeguarding disclosure secret. If a child, young person or adult at risk discloses abuse or neglect, they should be told that the information may need to be shared in order to keep them safe.

Where there are concerns about the safety or welfare of a child, young person or adult at risk, relevant information may be shared with the DSL, children's social care, adult social care, police, health professionals or other appropriate agencies in line with safeguarding law and guidance. Fear about sharing information must not stand in the way of appropriate safeguarding action.

Where it is safe and appropriate to do so, Warwickshire Young Carers will be open with children, young people and families about information sharing. Information will not be withheld if doing so would place someone at increased risk.

7. Record keeping

All safeguarding concerns, discussions, decisions, actions and referrals will be recorded promptly, accurately and factually.

Records should include, where relevant:

- date and time
- nature of the concern
- what was seen, heard or disclosed
- the child, young person or adult at risk's own words where possible
- any immediate action taken
- who the concern was shared with
- decisions made and the reasons for them
- details of any referral and outcome, where known

Safeguarding records will be stored securely, whether in paper or electronic form, and access will be restricted to those who need to know.

Warwickshire Young Carers will assist relevant organisations, as far as it is able, during safeguarding enquiries, investigations or reviews by sharing appropriate written and verbal information in line with safeguarding and data protection requirements.

8. Working with other agencies

Strong multi-agency and multi-disciplinary working is essential to safeguarding children and supporting families. Warwickshire Young Carers will work with relevant agencies and services to support a whole-family approach where appropriate, while keeping the safety and welfare of the child central at all times.

Warwickshire Young Carers will cooperate with safeguarding partners and other relevant agencies and will follow local safeguarding partnership arrangements and referral pathways.

As a young carers service, we will seek to understand the child's experience within the context of the whole family, while keeping the safety and welfare of the child central at all times.

9. Contact details

Emergency contact number

If a child, young person or adult at risk is in immediate danger, contact the police on **999**. Non-emergency police contact is **101**.

Warwickshire contact numbers

Before making a referral, staff should consider local threshold guidance - [Spectrum of Support Guidance](#) - and seek advice from the DSL where needed.

For concerns about a child or young person in Warwickshire, contact **Warwickshire Children and Families Family Connect** on **01926 414144** during office hours. Outside normal office hours, contact the **Emergency Duty Team 01926 886922**.

If there are concerns about an adult at risk within Warwickshire, contact Adult Social Care on **01926 412080**.

Coventry contact numbers

For concerns about a child or young person in Coventry, contact the appropriate children's services route on **024 7678 8555** or out of hours on **024 7683 2222**.

For concerns relating to adults in Coventry, contact adult safeguarding on **024 7683 3003**.

Local safeguarding information

Warwickshire Safeguarding Children Partnership information can be accessed via local safeguarding resources and reporting routes.

10. Policy review

Warwickshire Young Carers is committed to reviewing this policy and procedure annually, or sooner if legislation, local procedures or organisational circumstances change.

11. Legal and practice framework

This policy is informed by current safeguarding legislation, statutory guidance and local procedures relevant to the work of Warwickshire Young Carers.

These include:

- **Children Act 1989**
- **Children Act 2004**
- **Working Together to Safeguard Children**
- **Care Act 2014**
- **Data Protection Act 2018** and **UK GDPR**
- **Warwickshire Safeguarding Children Partnership** procedures
- **Warwickshire Spectrum of Support Guidance**
- **LADO procedures** for allegations against people in positions of trust

Warwickshire Young Carers will follow the safeguarding duties, expectations and local referral pathways relevant to the children, young people and adults at risk we support, and will work with partner agencies where appropriate to promote welfare and respond to safeguarding concerns.

Adopted: 10.06.2026

Next review due: 10.06.2027

Reviewed by: Latoyha Gabriel / CEO / DSL