



KEIGHLEY HEALTHY LIVING

13 Scott Street, Keighley, West Yorkshire, BD21 2JH

Safeguarding Children and Young People Policy & Procedures

1. Purpose of This Policy

Keighley Healthy Living (KHL) works with parents and carers during pregnancy, with babies and young children, and with families through community-based services and activities, including group sessions, outreach support, and holiday provision.

This policy sets out how KHL safeguards and promotes the welfare of children and young people who come into contact with our services, including unborn babies, infants, and children up to the age of 18.

The policy aims to ensure that:

- Children are protected from harm
- Staff and volunteers understand their safeguarding responsibilities
- Safeguarding concerns are identified early and acted upon appropriately
- KHL meets its statutory safeguarding duties

Safeguarding is everyone's responsibility.

2. Safeguarding Statement

Keighley Healthy Living is committed to safeguarding and promoting the welfare of all children and young people.

We recognise that:

- Safeguarding begins before birth
- Babies and young children are particularly vulnerable
- Children may experience harm through the circumstances of parents or carers
- Early help and prevention are essential to improving outcomes for children and families

The welfare of the child is paramount in all safeguarding decision-making.

3. Scope of This Policy

This policy applies to safeguarding concerns arising through KHL's work, including:

- Antenatal and postnatal support
- Parent and baby groups
- Early years and family support services
- Holiday activity programmes
- One-to-one and group-based work
- Outreach, partnership, and community settings

Safeguarding concerns may relate to:

- A child's direct experiences
- Risks to an unborn baby
- Concerns about parenting capacity where this may impact a child's safety or wellbeing

4. Legal Framework and Guidance

This policy is informed by and complies with:

- The Children Act 1989
- The Children Act 2004
- Working Together to Safeguard Children (2023)
- Local safeguarding arrangements through the **Bradford District Safeguarding Children Partnership (BDSCP)**

Although *Keeping Children Safe in Education (2024)* applies specifically to schools and colleges, relevant safeguarding principles within that guidance inform good practice within KHL's community-based services.

5. Roles and Responsibilities

All Staff, Volunteers, and Trustees

All adults working on behalf of KHL have a responsibility to safeguard and promote the welfare of children and young people. This includes:

- Being alert to signs of abuse, neglect, or risk
- Responding appropriately to concerns or disclosures

- Recording and reporting concerns promptly
- Following KHL safeguarding procedures

Staff must not:

- Investigate safeguarding concerns
- Ask leading or probing questions
- Promise confidentiality

Staff are encouraged to raise concerns about unsafe practice through safeguarding or whistleblowing procedures without fear of reprisal.

6. Designated Safeguarding Leads

KHL has appointed safeguarding leads with responsibility for managing safeguarding concerns:

- **Designated Safeguarding Lead (DSL):**
Melanie Hey – Chief Executive Officer
- **Deputy Designated Safeguarding Lead (DDSL):**
Flora Jennings – Young Parents Coordinator
- **Trustee Safeguarding Lead:**
Susan Bartlett

The DSL is responsible for:

- Receiving and managing safeguarding concerns
- Liaising with Children's Social Care and partner agencies
- Making referrals where required
- Maintaining secure safeguarding records
- Providing advice and support to staff
- Ensuring safeguarding policies are reviewed and implemented

7. Children Who May Be at Increased Risk

Some children may be more vulnerable to harm due to factors including:

- Risks identified during pregnancy
- Parental mental health difficulties
- Domestic abuse
- Substance or alcohol misuse

- Learning disability or additional needs
- Poverty, housing insecurity, or social isolation
- Lack of support networks or unsafe home environments

KHL recognises that safeguarding risks to babies and young children often arise through adult circumstances and requires a supportive, non-judgemental, and proportionate response.

8. Types of Abuse and Safeguarding Issues

Abuse can occur in any setting and may be a single incident or a pattern over time. It may be perpetrated by adults or by other children.

Types of abuse include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic abuse
- Child sexual exploitation
- Child criminal exploitation
- Female Genital Mutilation (FGM)
- Forced marriage
- Radicalisation and extremism
- Online abuse
- Historical abuse

Abuse can occur in person, online, or through a combination of both.

9. Child-on-Child Safeguarding

KHL recognises that children can harm other children. In KHL services, this is most likely to arise in:

- Group activities
- Holiday provision
- Shared play or learning environments

Concerns may relate to age-appropriate behaviour, supervision, or interactions between children.

All concerns will be taken seriously, with the welfare of all children involved carefully considered.

10. Responding to Safeguarding Concerns or Disclosures

Respond

If a child, parent, or carer shares information:

- Listen calmly and take the concern seriously
- Reassure them they have done the right thing
- Do not promise confidentiality
- Do not ask “why” questions or investigate

Record

- Record concerns as soon as possible
- Use the child’s or adult’s own words where possible
- Record dates, times, and observations
- Complete a **Safeguarding Concern Log**

Report

- Report concerns **on the same working day** to the DSL or Deputy
- If a child is at immediate risk and a safeguarding lead is unavailable:
 - **Bradford Children’s Social Care – Advice and Referral:**
01274 433999 (office hours)
 - **Emergency Duty Team (out of ours):**
01274 491010
 - **Call emergency services (999)**

11. Early Help

KHL recognises the importance of early intervention.

Where concerns do not meet statutory safeguarding thresholds, KHL will:

- Work with families to provide support
- Signpost to appropriate services
- Participate in Early Help processes where appropriate

12. Information Sharing and Confidentiality

Safeguarding information will be:

- Stored securely
- Shared on a need-to-know basis
- Handled in line with data protection legislation

Information may be shared without consent where necessary to protect a child from harm or fulfil safeguarding duties.

13. Allegations Against Staff, Volunteers, or Trustees

Any allegation that an adult working on behalf of KHL has:

- Harmed a child
- Possibly committed a criminal offence
- Behaved in a way that poses a risk to children

must be reported immediately to the DSL.

The DSL will follow Bradford safeguarding procedures, including contacting the **Local Authority Designated Officer (LADO)** where required.

14. Safer Recruitment and Training

KHL is committed to safer recruitment and ongoing safeguarding learning, including:

- DBS checks where appropriate
- Safeguarding-focused recruitment practices
- Clear role expectations
- Mandatory safeguarding training and induction
- Regular updates and refreshers

15. Monitoring, Review, and Governance

This policy:

- Applies to all KHL staff, volunteers, trustees, and contractors
- Is reviewed annually by the Board of Trustees
- Will be updated in response to changes in legislation or safeguarding guidance

Safeguarding is a standing responsibility of KHL governance.

Next review due: January 2027

SAFEGUARDING/LOG OF CONCERN FORM

Reporting Guidelines

This form is used to report causes for concern, suspicions, or disclosures of possible abuse. As such, not all sections of the form may be applicable.

Please complete the form with as much factual information as possible. All information will be treated in the strictest confidence; however, the details recorded may be shared with appropriate agencies where safeguarding concerns require it.

Once completed, this form should be passed to the Designated Safeguarding Officer (DSO), or in their absence the Deputy Safeguarding Officer, as soon as is reasonably practicable.

Details of Person Reporting Concern
Name of person reporting the concern:
Date:
Job role:
Organisation / work setting Name and address:
Email:
Contact No:

Description of Incident/Concern

This log of concern relates to (please tick)
 Child Young person Vulnerable adult

Subject(s) details	
Subject(s) name(s): Birth:	Date of Birth:
Name of parents/carers (if appropriate):	

Address:

Postcode:

Telephone number:

Mobile number:

First language (if known):

Any special factors to be considered? (e.g. language difficulties, disability or anything else of relevance):

Details

Are you reporting your own concerns or passing on those of somebody else?

Date and time of the incident/concern:

Date:

Time:

What has prompted the concerns? Include dates, times and details of any specific incidents, making a clear distinction between fact, opinion and hearsay:

What (if any) physical, behavioural or indirect signs were present?

Have you spoken to the child, young person or vulnerable adult? Yes No

Record what was said using the subjects' own words:

Have you spoken to the parents/carers? Yes No

Record what was said using their own words:

Has anybody been alleged to be the abuser? Yes No

Details:

Have you consulted anyone else? Yes No

Details:

Is there anyone else who might be involved in the incident? (e.g. anyone you think has seen or heard things relating to the incident?) Yes No

Details:

Signature of person completing log:

Please ensure this form is immediately handed securely to the Designated Safeguarding Officer or by email to the DSO.

Safeguarding Officer Use Only

Date form received:

Name:

Job title:

Contact No:

Any other previous information held on file:

Action taken by DSO:

Was this referred on? If so, please tick as appropriate:

Children's Social Care MARF completed

Adult's Social Care LADO

Police Officers name and number:

Date Referred:

Feedback of action taken

(including follow-up calls, feedback from other professionals etc and details)