

## Fresh Futures

### Safeguarding Children Policy

| New document version | Revision date | Revised by         | Section(s) revised & why | Comments                                                  | Next revision date |
|----------------------|---------------|--------------------|--------------------------|-----------------------------------------------------------|--------------------|
| 1.0                  | June 22       | Catherine McKenzie |                          | Document Creation                                         | June 23            |
| 2.0                  | June 23       | Catherine McKenzie | Full annual review       | Changes made to safeguarding team members                 | June 24            |
| 3.0                  | Aug 24        | Catherine McKenzie | Full annual review       | Changes made to safeguarding team members                 | Aug 25             |
| 4.0                  | Jan 2026      | Catherine McKenzie | Review                   | No Changes to policy, other than TBC Safeguarding Trustee | Jan 2027           |

### Section 1

This policy covers all aspects of our work with children across the organisation, except for Education and Training, which has its own policy, the School Safeguarding Policy, to ensure accrediting standards set by OFSTED.

#### 1.1 Introduction

This policy applies to all staff, including managers, the board of trustees, paid staff, volunteers, sessional workers, agency staff, contractors, students, or anyone working on behalf of Fresh Futures.

The purpose of this policy is:

- To safeguard and promote the welfare of children and young people who receive Fresh Futures Services. This also includes the children of adults who engage in our services and children who are visiting our buildings.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.
- To ensure staff and volunteers are aware of procedures and their responsibilities when a safeguarding issue arises.
- To provide resources and knowledge for staff and volunteers, to enable a safe place for members of the community to disclose concerns or seek support.
- Outline training requirements.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment.
- 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.
- Taking action to enable all children to have the best outcomes.

The policy and its procedures are compliant with:

- West Yorkshire Consortium Safeguarding Children Procedures
- "Working Together to Safeguard Children" (2023)
- What to do if you're worried a child is being abused (2015)
- Managing allegations – Safeguarding guidance for the Voluntary, Community and Faith Sector in Kirklees (Kirklees Safeguarding Children Board).
- Information Sharing – (2024)

This policy should be read alongside our policies and procedures, stored on Staff Squared:

- HR Guide- Policies
- Equality and Diversity Policy
- Domestic Abuse Policy
- Data Protection Policy
- Record, Retention, and Disposal Policy
- Complaints Policy
- Health and Safety Policy
- Adults Safeguarding Policy

## **1.2 Commitment to Safeguarding Children**

Fresh Futures believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. Everyone working in our organisation shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment, with a highly trained child centred workforce.
- Being proactive in identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action at the earliest opportunity.
- Always taking a considered and sensitive approach in order that we can support our children and young people. While recognising their fundamental right to be protected from harm and exploitation.

## **1.3 Co-ordinated approach – safeguarding is everyone's responsibility.**

Everyone who works with children has a responsibility for keeping them safe. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action. To support our workforce and ensure our co-ordinated response to safeguarding children, Fresh

Futures have a safeguarding team responsible for leading, coaching and advising in all matters relating to the safeguarding and wellbeing of children.

### **Fresh Futures Safeguarding Team:**

| <b>Designated Safeguarding Lead</b>    | <b>Deputy Safeguarding Lead</b>            | <b>Safeguarding Trustee</b> |
|----------------------------------------|--------------------------------------------|-----------------------------|
| Catherine McKenzie<br>Christine Rhodes | Jodie Smith<br>Selina Cole (Saturday only) | TBC                         |

### **1.4 Commitment to training**

Fresh Futures are committed to the training and development of all staff to ensure we have a child centred workforce that can identify and meet the safeguarding needs of all children. Fresh Futures are committed to being reflective upon safeguarding practice and identifying continued and ongoing training needs in line with best practice, legislation and need within the communities we serve.

### **1.5 Confidentiality and Information Sharing**

Fresh Futures are committed to working with parents, carers, and others positively, openly, and honestly. We ensure that everyone is treated with respect, dignity, and courtesy. We respect people's right to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so to protect a child or young person (in accordance with Local Safeguarding Children Procedures).

### **1.6 Record keeping**

Fresh Futures are committed to keeping accurate and factual records of all Safeguarding concerns. Any records kept in relation to safeguarding concerns for a child at risk will be kept securely and confidentially in an agreed place, which is compliant with GDPR. Records must be factual, accurate and clearly written in black ink or typed, with a legible date, time and signature and will be stored in line with retention periods.

### **1.7 Review**

We are committed to reviewing our policy procedures annually and following national or local changes. Practice is critically reflected upon following safeguarding concerns, in team meetings, leadership team meeting and in staff supervision.

This policy was last reviewed on .....09.01.2026.....

Signed



Chair of Trustees (20.01.26)

Signed .....Position TBC..... Designated Safeguarding Trustee