

Safeguarding Policy 2025/2026

The Love Local Jobs Foundation commits to working with educational institutions and other agencies protecting children and young adults from harm or abuse.

The purpose of this policy:

- To safeguard children and young adults attending any programmes run by the Foundation
- To fulfil our legal obligations – ‘duty of care’
- To inform the Foundation staff and volunteers of their responsibilities in relation to safeguarding children and young adults and the procedure operation within the company
- To enable staff to carry out this responsibility effectively
- To clarify the need for developing a caring community with good team/student relationships in which the students feel they will be listened to and taken seriously.

Procedure

The Love Local Jobs Foundation seeks to keep young people safe by:

- Valuing, listening, and respecting them
- Appointing a Designated Safeguarding Officer for young people attending any Foundation programme
- Discussing and raising any concerns with the Child Protection Officer of the educational institution in which they are present
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- Managing staff and volunteers through support, supervision and training
- Recruiting staff safely ensuring all necessary checks are made
- Recruiting volunteers by working closely with partner businesses to adopt careful recruitment procedures and by encouraging volunteers to undergo necessary checks
- Recording and storing information professionally and safely
- Using safeguarding procedures to share concerns and relevant information with educational institutions and where necessary, the Local Authority Designated Officer (LADO).
- Ensuring that we provide a safe environment for staff, volunteers and young people.

Designated Safeguarding Lead (DSL) for The Love Local Jobs Foundation

Fay van der Westhuizen – HR Consultant

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Deputy Designated Safeguarding Lead (DDSL) for The Love Local Jobs Foundation

Jack Hayes – Head of Programme Delivery - The Love Local Jobs Foundation

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Designated Safeguarding Officer (DSO) for The Love Local Jobs Foundation

Lisa Pratt – Senior Community Programmes Co-Ordinator – The Love Local Jobs Foundation

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Code of Conduct

Staff and volunteers are responsible for:

- Prioritising the welfare of young people
- Providing a safe environment for young people
 - this includes having awareness of issues to do with safeguarding and child protection and taking action when appropriate
- Following our principles, policies and procedures (this includes policies and procedures for child protection/safeguarding)
- Staying within the law at all times.
- Modelling good behaviour for children and young adults to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to a DSO
 - Reporting all allegations/suspicions of abuse following our reporting procedures (this includes abusive behaviour being displayed by an adult, young adult or child and directed at anybody of any age)

Staff and volunteers should:

- Treat children and young adults fairly and without prejudice or discrimination
- Understand that children and young adults are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation
- Encourage children and young adults to speak out about attitudes or behaviour that makes them uncomfortable
- Use special caution when discussing sensitive issues with children and young adults
- Ensure contact with children and young adults is appropriate and relevant to the work of the project you are involved in
- Ensure that there is more than one adult present during programme activities with children and/or young adults
- Value and take children and young adult's contributions seriously, actively involving them in planning activities wherever possible
- Respect a child or young person's right to personal privacy as far as possible. In some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young adult at the earliest opportunity.
- Only provide personal care in an emergency and make sure there is more than one adult present wherever possible.
- Inform us of any medical conditions that may arise and potentially affect your participation in the programme, so we can offer appropriate support and accommodations.

Unacceptable behaviour

When working with young adults, staff and volunteers must not:

- Allow concerns or allegations to go unreported
- Smoke, consume alcohol or use illegal substances. This includes - cigarettes / e-cigarettes or any type of vape, not being visible whilst in/on school premises and any smoking must NOT

be on the school premises. The consumption of alcohol before events is prohibited; arriving with the smell of alcohol is unacceptable.

- Develop inappropriate relationships with the children or young adults.
- Make inappropriate promises to the children or young adults
- Engage in behaviour that is in any way abusive
- Let children or young adults have your personal contact details (mobile number, email, address or social media details). If you want to communicate with a young person you must always do this through the educational institution.
- Act in a way that can be perceived as threatening or intrusive (to include but not limited to, invading personal space and unwanted contact, following, whispering, staring or leering, excessive questioning, intrusive comments or jokes).
- Patronise or belittle children or young adults
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of the children or young adults

Online Code of Conduct

When working with children or young adults online, staff and volunteers must:

- Let the foundation team know if you are concerned about anything you see online or by any messages that you receive
- Not deliberately browse, download or upload material that could be considered offensive or illegal. If you accidentally come across any such material, please report it immediately to the foundation team
- Not send anyone material that could be considered threatening, bullying, offensive or illegal
- Not share any personal information with the children or young adults, (mobile number, email, address, or social media details)
- Not communicate with children or young adults on social media or outside of the foundations programme, all communication must be done through the foundation team or educational institution
- Not arrange meetings with a child or young adult without the foundations team members or educational institution representatives

Staff and volunteers should always follow the code of conduct.

Reporting and recording concerns

- Reporting is passing the right information to the right person who is responsible for taking action, which for the purpose of this policy, is the teachers or child protection officer attending the programme.
- We all have a responsibility to take action if we are concerned about a child or young adult – we should not keep any concerns to ourselves.
- If you have any concerns about a child or young person's safety and welfare you should pass on this information by notifying the foundation team, preferably the Designated Safeguarding Officer (DSO)
- Those who raise a concern will be asked to escalate the concern to the safeguarding officer for the foundation who will raise the concern with the educational institution's representative. A record will be logged of this concern for the foundations reference.

- Records should be clear, accurate and separate fact (what you have seen and/or heard) and opinion (i.e. what you think or surmise)
- The LoveLocalJobs Foundation team will ensure the educational institution child protection officer or representative is notified of the safeguarding referral and receive confirmation that it has been recorded and that it will be followed up within the educational institution's safeguarding and child protection procedures.
- Team members and volunteers must make it clear that they cannot make an undertaking of absolute confidentiality, even if the child/young adult wishes it to be kept secret
- Team members and volunteers to make the child/young adult aware of their responsibility to refer cases of alleged abuse, giving no undertakings of absolute confidentiality.
- Please ensure that any photos taken during the programme are deleted after use, in accordance with our privacy and data protection policies.

Recruiting of Volunteer mentors

The Love Local Jobs Foundation aims to recruit volunteers with the following process:

- Supporting employers recruit volunteers internally with mentor invitation and video provided by the Foundation
- Providing an appropriate induction for all new volunteers, including briefings and written documents that include:
 - The Foundations people handbook
 - Code of conduct
 - Safeguarding policy and procedures
 - Business Guide Handbook
 - NSPCC Safeguarding video
 - Support and guidance from the foundation team
 - Pre programme and on the day Business Mentor briefings
- Ensuring that all volunteers are made aware of how to keep children and young adults safe
- Ensuring that all volunteers adhere to the code of conduct and safeguarding policy at all times
- In the scenario where a mentor or member of staff has a safeguarding issue raised against them, the educational institute will be notified, and the case may be reported and escalated to the LADO who will review the case and decide on the outcome.
- In scenarios such as the above, employees, mentors and volunteers will be asked to not attend the programme until the case has come to a conclusion and an outcome is met.
- All volunteers to undertake an Enhanced Volunteer DBS check
- DBS certified teachers, educational institution staff and/or foundation team members to be present and on-hand throughout the programme activity. Particular care must be taken to ensure that the educational institution mentoring sessions are carried out safely and in an environment such as a classroom or library where no young person is left alone with a volunteer or business mentor.
- All volunteers (including foundation team members) are advised to use the designated toilets which will be separate from those used by the children and young people.
- Any young person needing to use the facilities when off site (including workplace visits), MUST be chaperoned by a member of the teaching team.

Online Safety

The Love Local Jobs Foundation aims to support children and young people in an interactive and engaging experience bringing together children/young adults and business volunteers. When events

are held online, we recognise that measures need to be in place to ensure that participants are kept safe at all times. We all have a duty to ensure that all young people and adults involved in the foundation's programmes are protected from potential harm online and we aim to do this by:

- Appointing a Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and Designated Safeguarding Officer.
- Ensuring staff complete online safety training.
- Clear and specific guidance is provided to staff and volunteers regarding appropriate online behaviour, as outlined in the Adult Code of Conduct.
- Supporting and encouraging the children/young adults using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a young adult reviewing and updating the security of our information systems regularly
- Ensuring that usernames, logins, email accounts and passwords are used effectively. In the case of an online event, children and young adults' full names should not be shown.
- Ensuring personal information about the child and young adults who are involved in our organisation is held securely and shared only as appropriate
- Volunteers must ensure that they have no images or offensive language on display in the background when attending online events.
- Ensuring that images of children, young adults and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety
- Examining and risk assessing any new technologies before they are used within the organisation

This policy has been drawn up with guidance and materials from the following:

- The Young adults Act 1989 and 2004
- NSPCC
- Young Enterprise Safeguarding Policy

Safeguard children and young adults: 'We are committed to safeguarding the children and young adults attending any foundation programmes'

APPENDIX 1 Categories of Abuse:

The following categories are recognised for the purpose of the Safeguarding Register:-

Neglect:

Persistent or severe neglect or failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health development. The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Abuse:

A form of maltreatment of a child or young adult. Somebody may abuse or neglect a young adult by inflicting harm, or by failing to act to prevent harm. Children and young adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others e.g. via the internet. They may be abused by an adult or adults, or another child or young adults.

Physical Abuse:

Actual or likely physical injury to a child or young adult or failure to prevent physical injury (or suffering) to a child and young adult. A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a young adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a young adult.

Sexual Abuse:

Actual or likely sexual exploitation of a child, young adult or adolescent, involves forcing or enticing a child or young adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving young adults looking at, or in the production of, sexual images, watching sexual activities, encouraging young adults to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other young adults.

Emotional Abuse:

The persistent emotional maltreatment of a child or young adult such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a young adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the young adult opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on young adults.

Below are some signs of abuse:

- Withdrawal
- Tiredness
- Weight loss
- Aggressive behaviour
- Dirty appearance
- Suggestions of poor hygiene
- Change in behaviour

APPENDIX 2 - Definitions

Definition of a Child: In this document, as in the Young adults Act 1989 and 2004, a Child is anyone who has not yet reached their 18th birthday. 'Young adults' therefore means 'Young adults and Young People' throughout. The fact that a Child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders'

Institution, does not change his or her status or entitlement to services or protection under the Young adults Act 1989 and 2004.

Vulnerable Adult: The definition of vulnerable adult in “Who Decides?” (Lord Chancellor’s Office 1997)” and as used in this document is anyone who is over 18 who: Is or may be in need of community care services by reason of mental or other disability, age or illness; and Is or may be unable to take care of himself or herself; or Is unable to protect themselves against significant harm or serious exploitation

Volunteer: In this document, as in the Disclosure and Barring Service (DBS) Glossary of Terms 2012, a Volunteer is a person who is engaged in any activity which involves spending time doing something which aims to benefit some third party other than or in addition to a close relative.

Staff Member: A Staff Member is anyone employed by The Foundation. For the purposes of this policy this encompasses, but is not limited to, permanent staff, casual staff, volunteers, directors and trustees as well as Seconded/Interns. Position of Trust: Any person connected with The Foundation who comes into contact with children, young adults or vulnerable adults in the performance of their role is in a position of trust and subject to this policy.

APPENDIX 3

What are the potential risks to children and young adults using social media?

The use of information technology is an essential part of our lives; but can present challenges in terms of how we use it responsibly or can potentially be harmful to an adult or young person. Risks associated with user interactive services include cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, racist, hate and adult pornography.

Most children and young adults use the internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa. Potential risks can include, but are not limited to:

- Bullying by peers and people they consider ‘friends’
- Posting personal information that can identify and locate a child offline
- Sexual grooming, luring, exploitation and abusive contact with strangers
- Exposure to inappropriate content
- Involvement in making or distributing illegal or inappropriate content
- Theft of personal information
- Exposure to information and interaction with others who encourage self-harm
- Exposure to information and interaction with others who encourage radicalisation and terrorism
- Exposure to racist or hate material
- Encouragement of violent behaviour, such as ‘happy slapping’ (the practice whereby a group of people assault someone at random while filming the incident on a mobile device, so as to circulate the images or post them online).
- Glorifying activities such as drug taking or excessive drinking
- Physical harm to young people in making video content, such as enacting and imitating stunts and risk-taking activities

- Leaving and running away from home as a result of contacts made online.

APPENDIX 4 – Safeguarding and the internet

How The Love Local Jobs Foundation safeguarding policy has an impact on our collective online activities

Safeguarding Rule	Concern	Suggestion/Solution
All foundation team members and volunteers may not have contact with a student through a social networking site such as Facebook, Twitter etc.	What qualifies as contact? Is public contact allowed (e.g. replying to posts). What about replying to direct messages (private) on Twitter? Should team members be identifiable?	Facebook and Twitter allow Foundation team to 'hide' behind the foundation brand. This means that (unless they sign off as themselves) they are unidentifiable - thereby maintaining a professional distance from students. All contact by team members via social networks should be available to view by all other team members for cover in the event of an allegation.
All foundation team members and volunteers must never give out their email address, phone numbers or business cards or any personal details unless through the educational institution	Students may find details online that puts into question our position as role models and professionals or enables them to contact us outside of work.	If a student makes any approach to you via details a volunteer has online, notify the foundation team immediately for advice on how or if to respond. Any response must include a representative from the educational institution and copy contact@lovelocaljobsfoundation.org.uk
All foundation team members and volunteers must only send students an email via relevant staff member at the educational institution and when sending an email, they must copy in contact@lovelocaljobsfoundation.org.uk . The student can respond via relevant staff member at the educational institution.	What if a student contacts a team member via their work email?	The foundation must be made aware of any communication via contact@lovelocaljobsfoundation.org.uk to ensure effective monitoring. All replies must copy in contact@lovelocaljobsfoundation.org.uk . The Foundation will make the relevant staff member at the educational institution aware.

Safeguarding Guidelines - Procedure for Referral of Safeguarding

Young person makes a public disclosure (speaks up in front of others) which is a safeguarding concern	Young person makes a private disclosure which is a safeguarding concern to a volunteer of foundation team or a member of the foundation team.	Young person makes an accusation about a member of the educational institution staff	Young person makes an accusation about a member of the team or a foundation volunteer/mentor
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Volunteer to report to foundation team member	Foundation team member to liaise with educational institution staff representative/educational institution DSO where a view will be taken whether to discreetly remove student from the experience	Volunteer to report to foundation team member	Foundation team member/volunteer to be discreetly removed from building whilst investigations are undertaken

↓	↓	↓	↓
Foundation team member to liaise with educational institution staff representative/educational institution DSO where a view will be taken whether to discreetly remove student from the experience.	Foundation team to notify the educational institution DSO representative	Foundation team member to liaise with educational institution staff representative/educational institution DSO where a view will be taken whether to discreetly remove student from the experience and the educational institutional staff member	Foundation team DSO to notify educational institution representative and follow the educational institution safeguarding and child protection procedures.
↓	↓	↓	↓
Educational institution representative to confirm that the safeguarding issue has been recorded and that it will be followed up within the educational institution's safeguarding and child protection procedures or LADO	Educational institution representative to confirm that the safeguarding issue has been recorded and that it will be followed up within the educational institution's safeguarding and child protection procedures or LADO	Educational institution representative to confirm that the safeguarding issue has been recorded and that it will be followed up within the educational institution's safeguarding and child protection procedures or LADO	Foundation team DSL liaise with Senior educational institution staff where a view will be taken whether to discreetly remove student from the experience. Also, a decision to be made by the DSO whether to contact local authority services LADO
		↓	↓
		LLJF DSO notified if action was taken and if the student and/or staff member have been removed from the programme	Investigation to be undertaken into incident.
		↓	↓
		All correspondences to be logged and saved in the foundations secured drive	Foundation team to await results from local authorities' investigation. If no case exists, then dismiss allegation and follow up with educational institution DSO. If case exists, then follow recommended next steps from the local authorities.
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			All correspondence to be logged and saved in the foundation secure drive
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			Chairman and Trustees notified of the accusation