

November 2022

Thank you for taking the time to familiarise yourself with our *Children, Young People & Vulnerable Adults Protection and Safeguarding Policy*.

As the leading charity for young Londoners, we want to set the highest standards in all we do. It is essential that all of the young people who experience our programmes are able to enjoy and get the best out of them in safety and security. We want our team and partners to be confident that we know how to ensure that young people are safe, and what to do if we have any concerns.

We therefore ask all of our team and trustees to read this policy in full and confirm you have done so. There is a lot of detail, but it is important we are all familiar with the key information.

- Don't worry if anything in the policy isn't immediately clear – there are plenty of people with experience across the organisation, and among our partners, who can answer any questions. In the first instance, you can ask your line manager for guidance; or the safeguarding working group co-ordinator or any of the directors or Chief Executive. We are all here to help.
- Do make sure you attend all the safeguarding training that is offered; and you will be required to have a DBS check, so all of us – including our partners – can know that we are all trained to an appropriate standard.
- If you ever do have any concerns about safeguarding in your work, DO follow the process set out toward the end of this document. It shows you the clear steps you need to take – and how you will be supported so that any issues are quickly understood and appropriate action taken.
- Don't be afraid to ask questions – of our partners, or within the team, if you have any concerns at all in regards to the safety and safeguarding of young people.

If we all play our part and follow this guidance, we will ensure that young people can enjoy and get the best from our programmes in safety; and that any issues that arise are quickly and effectively addressed.

Finally, this document is regularly reviewed and updated. If you have any ideas or thoughts about how we could improve anything then please do let your line manager and the safeguarding working group co-ordinator know. Over time we want all of our policies to be more informed by the views of the young Londoners we work with, so any insights that emerge from young people themselves in regard to this policy would be especially welcome.

Thank you very much for taking the time to read this and for sharing our commitment to the safety and security of young Londoners.

Jim Minton, Chief Executive

On behalf of the Safeguarding Working Group

Policy:	Children, Young People & Vulnerable Adults Protection and Safeguarding Policy
Policy Owner:	Chief Executive Officer
Last updated:	November 2022

CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS PROTECTION AND SAFEGUARDING POLICY

The Mayor's Fund for London (MFL) recognises that the protection and safety of children, young people and vulnerable adults is everyone's responsibility. The policy setting out the charity's position in relation to protection and safeguarding is set out below, along with a table setting out the charity's Hierarchy of Responsibilities.

The charity requires that all staff, Trustees and volunteers, where it is deemed relevant, read and return a signed copy of the Children, Young People and Vulnerable Adults Protection and Safeguarding Policy to the Finance Director who will hold these on file.

Disclosure and Barring Service ("DBS")

The charity asks that all new trustees and staff be subject to a check by the DBS on joining the charity. Direct contact with any children, young people or vulnerable adults is not permitted (as representatives of the charity) until the DBS check has been completed.

For roles where the candidate will be working with children and young people, but the role does not meet the "regulated activity" definition, the job description will make it clear that the employee will be asked to complete a self-disclosure form.

It is the charity's policy every year, for staff to sign a self-disclosure form during yearly appraisals.

N.B. Regulated Activity is work a person who appears on the DBS barred lists is prohibited from doing. This includes work that involves close and unsupervised contact with vulnerable groups, including teaching, training, instructing, caring for or supervising children on a regular basis.

Safeguarding Awareness Training

All new trustees and staff will be required to undergo safeguarding awareness training, details of which will be provided by the Working Group Coordinator. Volunteers may be required to undertake training if deemed to be required by the programme lead, in conjunction with the Working Group Coordinator. Training must take place either before the first interaction with children, young people or vulnerable adults or within three months of your start date. If you have already completed recent training (i.e., in the last year) through another organisation and this is certified please discuss this directly with the Working Group Coordinator.

Once in post, MFL will provide additional training to all staff and Trustees to ensure they are up to date with any legislative or regulatory change and/or good practice. The Working Group Coordinator will be responsible for ensuring that the charity keeps abreast of such changes and that training takes place. In addition, the charity will require staff to undertake regular refresher courses at least once every two years. Such training might be online or face to face. Staff members with relevant programme responsibilities may also be required to undertake an enhanced level of training, which will be sourced by the Working Group Coordinator. All certification related to such courses must be logged with the Finance Director.

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SECTION 1 - INTRODUCTION

The Mayor's Fund for London has a duty of care to its employees, volunteers, service users and others they come into contact with, and to safeguard all children, young people and vulnerable adults involved in its activities from harm.

All children, young people and vulnerable adults have a right to protection, and the needs of disabled children, young people and adults who may be particularly vulnerable must be considered.

The Mayor's Fund for London is committed to devising and implementing policies so that everyone in the organisation accepts their responsibilities to safeguard children, young people and vulnerable adults from harm and abuse (*See Appendix 1*). This means that procedures are followed to protect children, young people and vulnerable adults and report any concerns about their welfare to appropriate authorities.

The aim of this policy is to promote good practice, providing children, young people and vulnerable adults with appropriate safety/protection whilst in the care of The Mayor's Fund for London and to allow staff, members and volunteers to make informed and confident responses to specific protection and safeguarding issues.

A key part of the Mayor's Fund for London work is to give children and young people a voice, and an opportunity to shape our programmes, strategy and operations. Young people are experts in their own right and can offer valuable insights into how a service will affect them for better or worse. This policy is designed to support MFL staff to feel confident about taking positive opportunities to work with children and young people, reduce their risk in undertaking such roles and allow for applying new or innovative approaches.

Child safeguarding also needs to take account of provisions of the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. Key considerations are around consent for data processing, privacy policies being understandable if aimed at children and the right for their personal data to be erased applying to children as well as adults (see Appendix).

The Mayor's Fund for London has a range of supporting policies including the Health and Safety Policy, Equal Opportunities Policy and Data Protection & Privacy Policy, all of which are included in the staff induction manual and handbook.

Definitions

A child/young person is defined as a person under the age of 18 (The Children Act 1989).A

vulnerable adult is defined as any person aged 18 or over who:

- is or may be in need of assistance by reason of mental, physical or learning impairment, age or illness;
- is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or serious exploitation which may occur by the actions or inactions of other people.

Legal and Procedural Framework

This policy has taken into consideration the following legislation and guidance:

- Working Together to Safeguard Children (2018), a framework for action by Government to promote young people's welfare and prevent abuse, in various forms, taking place.
- The Department of Education Keeping Children Safe during Community Activities, After-School Clubs and Tuition (October 2020)
- The GLA Child Protection Policy Protection Procedures (July 2021)
- The NCVO safeguarding essentials for charities guidance (April 2022)

SECTION 2 - POLICY STATEMENT

The Mayor's Fund for London is committed to ensuring that all children, young people and vulnerable adults who participate in its activities have a safe and positive experience.

The Mayor's Fund for London will do this by:

- Recognising that the welfare of the child, young person or vulnerable adult is paramount;
- Ensuring that any partner organisations have appropriate policies and procedures in place;
- Accepting the moral and statutory responsibilities to provide a duty of care for children, young people and vulnerable adults and implementing procedures to safeguard their wellbeing and protect them from harm;
- Recognising that all children, young people and vulnerable adults, whatever their age, culture, ability, gender, language, racial origin, religious belief, ability or disability, and/or sexual identity should be able to participate in its activities in a fun and safe

environment;

- Taking all reasonable steps to protect children, young people and vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings;
- Ensuring that all individuals involved with the Mayor's Fund for London (such as staff, volunteers, trustees, etc) understand that this policy applies to them according to their level of contact with children, young people and vulnerable adults;
- Ensuring that all employees and volunteers with direct and unsupervised contact with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures;
- Recognising that working in partnership with children, young people and vulnerable adults as well as their carers and parents is essential for the protection of children, young people and vulnerable adults;
- Providing everyone connected with the organisation (including parents, children and volunteers) with the opportunity to voice any concerns which they have about possible suspected child abuse, other safeguarding concerns and/or about poor practice;
- Recognising that it is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns;
- Ensuring that all incidents of suspicious practice and allegations are taken seriously and responded to swiftly and appropriately;
- Ensuring that confidentiality is upheld in line with the Data Protection Act 2018 and the Human Rights Act 1998.

Monitor and review the policy and procedures

This policy should be reviewed every year or whenever there is a major change in the organisation or in relevant legislation.

SECTION 3 - PROMOTING GOOD PRACTICE

Introduction

It is NOT the responsibility of anybody working for the Mayor's Fund for London, in a paid or unpaid capacity, to make judgements about whether abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, young person or vulnerable adult.

Anybody working for the Mayor's Fund for London, in a paid or unpaid capacity, should be encouraged to demonstrate exemplary behaviour to promote children, young people and vulnerable adults' welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice

- Always working in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children, young people and vulnerable adults equally and with respect and dignity.
- Always putting the welfare of each child, young person or vulnerable adult first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with children, young people or vulnerable adult (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children, young people and vulnerable adults to share in the decision-making process.
- Making activities and events fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly. Children, young people and vulnerable adults, and their carers or parents, should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurances.
- Involving parents/carers wherever possible.
- Ensuring that if mixed teams or groups are taken away, they should always be accompanied by mixed gender members of staff.

- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children, young people or vulnerable adults into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of children, young people and vulnerable adults.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children, young people and vulnerable adults - avoiding excessive activity and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises, to administer emergency first aid and/or other medical treatment.
- Completing an incident form and following the Health & Safety procedure for any injury that occurs along with the details of any treatment given.
- Requesting written parental consent if anybody working for the Mayor's Fund for London, in a paid or unpaid capacity, is required to transport children, young people or vulnerable adults in their cars.
- To ensure that our services and programmes support our users in staying safe online and using safe digital practices.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the organisation or the child's parents. For example, a child, young person or vulnerable adult sustains an injury and needs to go to hospital, or a parent/carer fails to arrive to pick a child, young person or vulnerable adult up at the end of an activity:

- avoid spending time alone with children, young people or vulnerable adults away from others;
- avoid personal car use for transporting children, young people or vulnerable adults.

You should never:

- engage in rough, physical or sexually provocative games.
- share a room with a child, young person or vulnerable adult..
- allow or engage in any form of inappropriate touching.

- allow children or young people to use inappropriate language unchallenged.
- make sexually suggestive comments to a child, young person or vulnerable adult, even in fun.
- fail to act upon and record any allegations made by a child, young person or vulnerable adult.
- do things of a personal nature for children, young people or vulnerable adults, that they can do for themselves.
- invite or allow children, young people, or vulnerable adults to stay with you at your home.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, young people or vulnerable adults, particularly if they are disabled. These tasks should only be carried out with the full understanding and consent of parents/carers and the individuals involved. **Avoid taking on the responsibility for tasks for which you are not appropriately trained.**

Incidents that must be reported and recorded

If any of the following occur, you should report this immediately to the charity and record the incident. You should also ensure the parents/carers of the child, young person or vulnerable person are informed:

- if you accidentally hurt a child, young person or vulnerable adult;
- if a child, young person or vulnerable adult seems distressed in any manner;
- if a child, young person or vulnerable adult makes a disclosure which leads you to believe there could be a safeguarding issue.
- if a child, young person, vulnerable adult, or responsible adult appears to be under the influence of drugs/alcohol.
- if a child, young person or vulnerable adult appears to be sexually aroused by your actions;
- if a child, young person or vulnerable adult misunderstands or misinterprets something you have done.

SECTION 4 - USE OF PHOTOGRAPHS, RECORDINGS AND TRANSCRIPTS

The Mayor's Fund for London will guarantee that all children, young people and vulnerable adults as well as their parents/carers/teachers are aware that the organisation may photograph, record or interview them, and subsequently use these materials in the wider media with the sole aim of promoting the charity and reaching more young people in need. The charity will ensure that there is always the opportunity for consent to be withheld. Please see the charity's Digital Safeguarding Policy (which can be found at the end of this document) for further information.

The Mayor's Fund for London will ensure that all partner organisations have written consent to use these materials.

SECTION 5 - RECRUITMENT AND TRAINING OF STAFF AND MFL VOLUNTEERS

Although none of our employees or volunteers are currently responsible for delivering activities that require unsupervised direct contact with children, young people or vulnerable adults, the Mayor's Fund for London recognises that anyone may have the potential to abuse children in some way and that all reasonable steps would be taken to ensure unsuitable people are prevented from working with children, young people or vulnerable adults.

If the Mayor's Fund for London decides to appoint an employee or volunteer to lead and/or deliver activities that require unsupervised direct contact with children, young people or vulnerable adults, the pre-selection process would include the following:

- All applicants would complete an application form. The application form would elicit information about applicants' past and include a self-disclosure section about any criminal record.
- Consent would be obtained from applicants to seek an Enhanced check from the Disclosure and Barring Services (DBS) once in post. This is conducted online via a screening company cbsscreening.co.uk
- Two confidential employment references, including one regarding previous work with children, would be required. These references would be taken up and replies must be sent from a work email address.
- Evidence of identity (passport or driving licence with photo) would be required.

Interview and induction: all employees (and volunteers) would be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers would receive an induction, during which:

- A check would be made that the application form has been completed in full (including sections on criminal records and self-disclosures);
- Applicants' qualifications would be substantiated;
- The job requirements and responsibilities would be clarified;
- Child protection procedures would be explained, and training needs identified; and
- Successful applicants would sign up to the organisation's Children, Young People and Vulnerable Adults Protection and Safeguarding Policy.

Training: in addition to pre-selection checks, the safeguarding process would include training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made;
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse;
- Respond to concerns expressed by a child or young person; and
- Work safely effectively with children.

The Mayor's Fund for London would require:

- Relevant staff and volunteers to attend a recognised good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Relevant staff and volunteers to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant staff and volunteers to gain national first aid training (where necessary).
- Relevant staff and volunteers to attend update training when necessary. This will take place every two years or more frequently in the case of changes in legislation/regulation and/or good practice.

SECTION 6 - ROLE OF KEY STAFF

Designated Safeguarding Lead (Accountable Officer) is the Chief Executive Officer.

The Designated Safeguarding Lead will be responsible for:

- Ensuring the organisation has an up-to-date Child Protection Policy with appropriate procedures in support thereof;
- Ensuring relevant paid and volunteer staff understand the procedures and put them into practice;
- Receiving reports of any concerns or allegations in conjunction with the person reporting;
- Deciding on appropriate action to be taken in the event of a concern, which may include contacting the social services or police; and
- Acting as point of contact with the Board of Trustees, including on recommendations for reporting to the Charity Commission regarding a major incident.

A Working Group Coordinator will be appointed within the organisation. They will be responsible for ensuring that the charity is kept up to date with changes in legislation/regulation and/or good practice and that the relevant policies are updated; that safeguarding training takes place regularly across the organisation and those managers are aware of their responsibilities regarding identifying any additional safeguarding training needs; convene the working group and ensure prompt follow up on agreed actions.

The following diagram sets out roles and responsibilities across key staff.

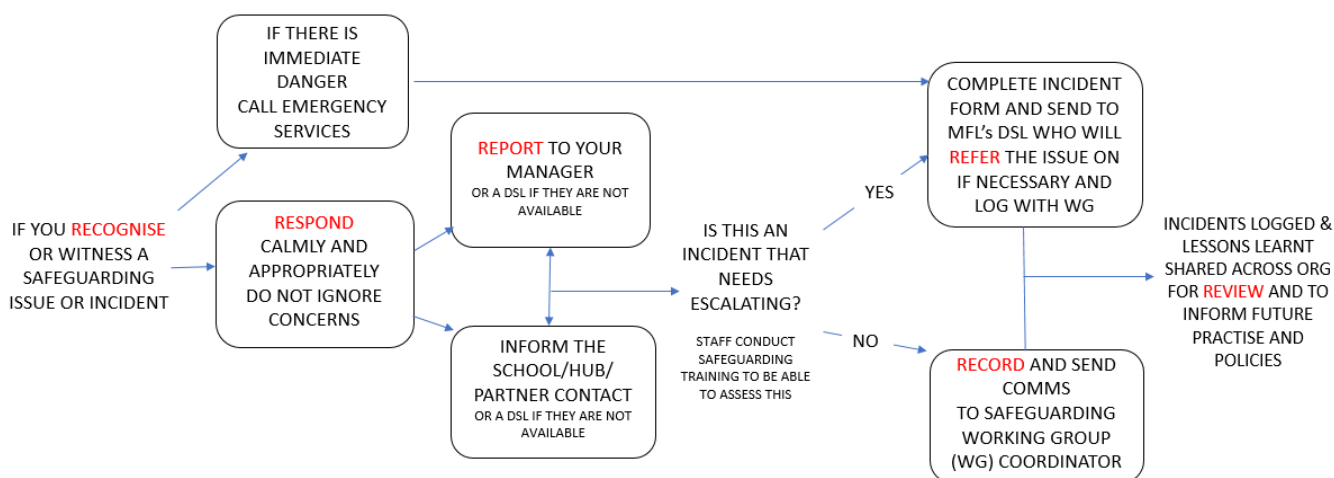
Hierarchy of responsibilities

LEAD TRUSTEE:	<ul style="list-style-type: none"> Oversight of the overall policies of the organisation Required to act on significant issues Provision of an escalation route in cases of doubt regarding application of day to day operations
DESIGNATED SAFEGUARDING LEAD: Chief Executive Officer	
DEPUTY SAFEGUARDING LEAD: Director of Education & Employability	<ul style="list-style-type: none"> Updating policies in line with guidance Sourcing and coordinating training Convening working group
WORKING GROUP LEADER: Head of Numeracy	
EXECUTIVE SUPPORT OFFICER	<ul style="list-style-type: none"> Administering DBS checks
WORKING GROUP: Programme Leads, Marcomms, HR Lead, Fundraising Functions Executive Support	<ul style="list-style-type: none"> Ensuring compliance with policies Risk assessment of events Incorporation into HR and induction

SECTION 7 - RESPONDING TO INCIDENTS

It is not the responsibility of anyone working with the Mayor's Fund for London, in a paid or unpaid capacity, to decide whether child abuse or another safeguarding incident has taken place. However, there is a responsibility to act on any concerns by reporting these to the Designated Safeguarding Lead or the appropriate authorities via the following process

(See Appendix I on defining and recognising types of harm and Appendix II for more detail on responding to, and referring incidents and issues)



In all cases, if you are not sure what to do you can gain help from the NSPCC 24-hour Helpline Tel No: 0808 800 5000

Responding to receiving evidence of possible abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs, it may be reported to us by someone else or directly by the child, young person or vulnerable adult affected.

If a child makes the disclosure, the following actions should be taken:

- listen carefully to the child so they know that you are taking the disclosure seriously
- take notes on what the child says as soon as possible after the disclosure
- reassure them they have done the right thing in telling you
- explain what you will do next (if age appropriate)
- report the abuse without delay
- do **NOT** confront the alleged abuser
- never promise to keep a secret or confidentiality. You have a duty to ensure the information is passed on to the Designated Safeguarding Lead and possibly other agencies in order to keep the child safe. If a child requests confidentiality, use a 'prepared' response, such as *'I'm really concerned about what you have told me, and I have a responsibility to help ensure that you are safe. To help make sure you are safe, I have to tell someone (name person) who will know how to help us to do this'*. Make sure the child understands what will happen next with their information.

It is important that staff do not investigate the disclosure (beyond the information gathering set out above) as this may jeopardise a police or social care investigation and possibly the prosecution of the offender.

Subsequently

- The Designated Safeguarding Lead is responsible for referring information to the statutory authorities (social services or police).
- The details of the disclosure or concern must not be discussed with anyone other than the child, young person or vulnerable adult, the Designated Safeguarding Lead, and the statutory authorities.
- If the disclosure, or concern is about someone who works or volunteers for the Mayor's Fund for London, the person must be suspended from any activities involving children, young people and vulnerable adults until the matter has been investigated.

- In the instance that the disclosure or concern is about the Designated Safeguarding Lead the matter should be directly notified the Mayor's Fund for London Board of Trustees.

Receiving evidence of potential abuse in partner organisations

The Mayor's Fund for London works with a variety of partner organisations in different ways. Some may be strategic partners, supporting the charity's campaigning and convening work; some will be delivery partners, either subcontractors or grantees; others may be participants in specific programmes without a formal contract or MOU with the charity.

In all cases, the Mayor's Fund has a responsibility to ensure these partners have relevant safeguarding policies in place and these are followed. To enable this a separate partner policy has been developed which sets out:

- What is required re safeguarding in the choice of partners
- How safeguarding compliance is demonstrated by partners
- The policy to be followed when there is concern about safeguarding policies/compliance
- The formal investigation and appeals process

The Mayor's Fund for London will assure all trustees, staff and volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff or volunteers there may be three types of investigation:

- Criminal, in which case the police are immediately involved;
- Child protection, in which case the social services (and possibly) the police will be involved;
- Disciplinary or misconduct, in which case the Mayor's Fund for London Board of Trustees will be involved.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

DECLARATION

On behalf of the Mayor’s Fund for London Board of Trustees, we, the undersigned, will oversee the implementation of the Children, Young People and Vulnerable Adults Protection and Safeguarding Policy and take all necessary steps to ensure it is adhered to.

Signed:

(N.B. one of the signatories should be the Designated Safeguarding Lead)

Name:

Position at Mayor’s Fund for London: _____

Date _____

Name:

Position at Mayor’s Fund for London: _____

Date: _____

APPENDIX I - DEFINING CHILD ABUSE

Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: physical abuse, sexual abuse, emotional abuse and neglect. The abuser may be a family member, someone the child, young person or vulnerable adult encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood.

Children, young people and vulnerable adults with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

Types of Harm

- **Physical:** where adults physically hurt or injure a child or young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning, etc. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness which deliberately causes ill health in a young person they are looking after. This is called Munchausen's syndrome by proxy.

- **Emotional:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse. Other forms of emotional abuse could take the form of name calling and bullying.

Bullying may come from another child, young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Cyber bullying can additionally take place over the internet and social media outlets which can lead to harmful, false or derogatory comments made about someone else. It can also include sharing personal or private information causing embarrassment or humiliation.

- **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.
- Refusal to give love, affection and attention can also be a form of neglect.
- **Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

Other types of harm to be aware of:

- **Financial Abuse:** May include theft, fraud, Internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits.
- **Discriminatory Abuse:** Forms of harassment, slurs or similar treatment; because of race, sex, gender and gender identity, age, disability, sexual orientation or religion
- **Extremism and radicalisation.** Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm. They can be groomed either online or in person by people seeking to draw them into extremist activity. Older children or young people might be radicalised over the internet or through the influence of their peer network.

Indicators of Harm and Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which an explanation seems inconsistent;
- the young person describes what appears to be an abusive act involving them;
- another young person or adult expresses concern about the welfare of a young person;
- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper;
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- distrust of adults, particularly those whom a close relationship would normally be expected;
- difficulty in making friends;
- being prevented from socialising with others;
- displaying variations in eating patterns including over eating or loss of appetite;
- losing weight for no apparent reason; and/or
- becoming increasingly dirty or unkempt.

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to take part in training or competitions;
- an unexplained drop off in performance;
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting,

scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes; and/or

- a shortage of money or frequent loss of possessions.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working and volunteering for the Mayor's Fund for London to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

APPENDIX II - ACTIONS IF THERE ARE CONCERNS

Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; the Designated Safeguarding Lead will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Mayor's Fund for London Designated Safeguarding Lead, or if the matter has been handled inadequately and concerns remain, it should be reported to the Board of Trustees who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Concerns about suspected abuse:

- Any suspicion that a child, young person or vulnerable adult has been abused by either a member of staff or a volunteer should be reported to Mayor's Fund for London Designated Safeguarding Lead, who will take such steps as considered necessary to ensure the safety of the child, young person or vulnerable adult in question and any other individual who may be at risk.
- Mayor's Fund for London Designated Safeguarding Lead should notify the Board of Trustees who will deal with any media enquiries.
- Mayor's Fund for London Designated Safeguarding Lead will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child, young person or vulnerable adult will be contacted as soon as possible following advice from the social services department.
- If Mayor's Fund for London Designated Safeguarding Lead is the subject of the suspicion/allegation, the report must be made to the Board of Trustees.

Concerns about parents, carers and other contacts:

- Report your concerns to the Mayor's Fund for London Designated Safeguarding Lead, who should contact social services or the police as soon as possible. It may also be appropriate to inform and work with the child's school DSL to report a concern.
- See below for the information social services or the police will need
- If the Mayor's Fund for London Designated Safeguarding Lead or Deputy are not available, the person being told of or discovering the abuse should contact social services or the police immediately.

- Social services and the Mayor's Fund for London Designated Safeguarding Lead will decide how to involve the parents/carers.
- The Mayor's Fund for London Designated Safeguarding Lead should also report the incident to the Mayor's Fund for London Board of trustees. The Board of Trustees should ascertain whether the person/s involved in the incident play a role in the Mayor's Fund for London and act accordingly.
- Maintain confidentiality on a need to know basis only.

Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child;
- The child's home address and telephone number;
- Whether or not the person making the report is expressing their own concerns or those of someone else;
- The nature of the allegation. Include dates, times, any special factors and other relevant information;
- Make a clear distinction between what is fact, opinion or hearsay;
- A description of any visible bruising or other injuries, also any indirect signs, such as behavioural changes;
- Details of witnesses to the incidents;
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred;
- Whether the parents been contacted; If so, what was been said;
- Was anyone else been consulted, and if so record details;
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said;
- Has anyone been alleged to be the abuser? Record details; and
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Helpline on 0808 800 5000, or Childline on 0800 1111.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- Mayor's Fund for London Designated Safeguarding Lead (or Deputies);
- the parents of the person who is alleged to have been abused;
- the person making the allegation;
- social services/police; or
- Mayor's Fund for London Board of Trustees.
- Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

- Mayor's Fund for London Designated Safeguarding Lead will make an immediate decision about whether any individual accused of abuse should be suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the Mayor's Fund for London Board of Trustees will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Mayor's Fund for London Board of Trustees must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child, young person or vulnerable adult should remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, young people or vulnerable adults, as well as parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 15 St John's Business Park, Lutterworth, Leicestershire LE17 4HB, Telephone: 01455 883 300 Lines open: Monday – Friday from 10am to 4pm e-mail: bacp@bacp.co.uk or visit www.bacp.co.uk.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the Mayor's Fund for London should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, young people or vulnerable adults may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above. Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage all children, young people and vulnerable adults to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Mayor's Fund for London Designated Safeguarding Lead.

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents or carers.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for those working with the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by employees and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the Mayor's Fund for London Designated Safeguarding Lead as in "responding to suspicions or allegations" above.

Whistleblowing

The Mayor's Fund for London is committed to maintaining the highest standards of honesty, transparency and accountability and takes any malpractice very seriously in all its business dealings. It is recognised that employees are often the first to know when someone connected with the Charity is doing something wrong, and staff are encouraged to voice any concerns to your line manager or CEO. Please refer to the whistleblowing policy for more details.

If you are worried that your concerns haven't been dealt with properly or have been covered up, you should report this to the Whistleblowing helpline on 0800 028 0285 or help@nspcc.org.uk.

APPENDIX III - SAMPLE OF INCIDENT REPORT FORM



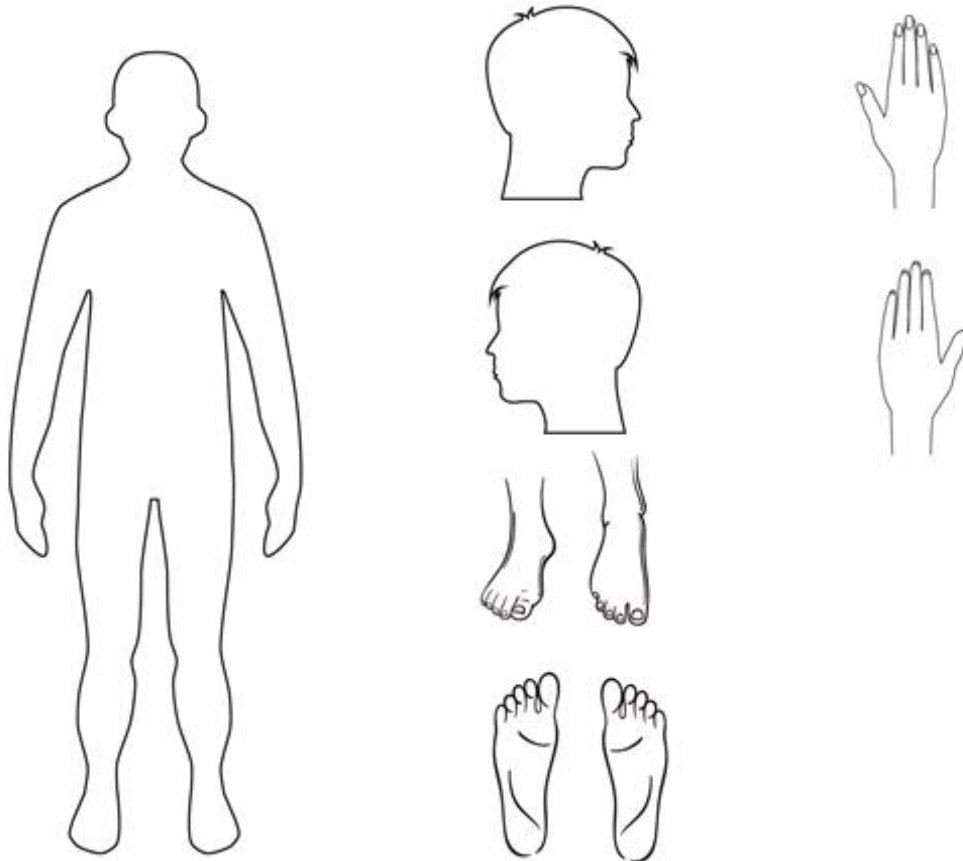
Mayor's Fund for London Incident Report Form

When filling out the incident details below remember

- Record only known facts – do not record opinions.
- Complete a separate form for each person involved/affected.
- Completing this form does not constitute an admission of liability

Name of Project or Activity	
Name and contact details of person completing this form	Name Job Title Home Address Contact Telephone No
Details of person affected by incident	Name D.O.B Home Address Contact Telephone No
Location of incident Date and time of incident Witnesses (full names and addresses/contact number)	
Nature of Incident Type of Injury Please use body map below if relevant	

<p>Did the person receive any attention?</p>	
<p>Apparent circumstances of incident?</p>	



Please sign and date this form

Name:

Signature:

Position:

Date:

Please share this document with the Designated Safeguarding Lead at the Mayor's Fund for London. jminton@mayorsfundforlondon.org.uk

Do not save it on your own computer or in public files

APPENDIX IV – SAMPLE OF CONSENT TO USE PHOTOGRAPHS, RECORDINGS AND TRANSCRIPTS

PLEASE NOTE: This document is stored online at the Mayor’s Fund for London [website](#).



IMAGE CONSENT & RELEASE FORM

Information about this form

As a charity, it’s important for us to be able illustrate all the positive impacts that our programmes make.

An important part of this is documenting what we do – this includes all programme delivery and related events that are funded by the Mayor’s Fund for London.

In order to do this, we need to ensure hubs have secured written permission from the parents/carers of the children who take part in our programmes, so please read this form carefully.

- **By signing this form, you hereby confirm that any; still images, video footage, case study interview or quotes shared with the Mayor’s Fund for London has written permission from parent/carer of child/young person in your care.**
- **These items may be used by the Mayor’s Fund for London in leaflets, posters, promotional and marketing material, report writing, videos, press, magazines, social media, websites, and other publications to share information about our projects.**
- **They may also be used by carefully selected and trusted partners.**

Name of Child/Young Person:.....

Name of Parent/Carer/Guardian:.....

Signature of Parent/Carer/Guardian.....

Date: /..... /.....

OR

Name of Organisation seeking consent on our behalf:

.....

I confirm that the parent/carer/guardian of this young person is happy for the young person's image or words to be used by the Mayor's Fund for London as specified above. I confirm that the parent/carer/guardian is happy for images and words to also be used by trusted partners of the Mayor's Fund for London. I confirm that the parent/carer/guardian is fully aware of how this content will be used.

Name of Organisation Lead:

Signature of Organisation Lead:

Date: /..... /.....

About the Mayor's Fund for London

The Mayor's Fund for London is a social mobility charity.

We empower young Londoners from disadvantaged backgrounds to acquire the skills and opportunities they need to secure employment, climb the career ladder and escape the threat of poverty. The Mayor is our patron.

Our charitable activities focus on wellbeing, skills, employment and enterprise.

We help children and young people play a greater part in the future of London.

We were established in 2009 and you can find out more about our team and our programmes on our website www.mayorsfundforlondon.org.uk, or call us on 020 7983 4051.

Consent Form – Guidance Notes

By signing this form, you are confirming that the parent/carer/guardian gives permission for this young person's image and words to be used by the Mayor's Fund for London for the next two years. If at any point they would like to withdraw their permission, please contact us on 020 7983 4051 immediately.

Child safeguarding is an absolute priority for the Mayor's Fund for London, and our case study, photo and film processes adhere to good practice regarding child protection.

These guidance notes provide details of how the content and words captured will be stored.

How will the images and words be used?

The Mayor's Fund for London will use images and words when sharing information about our programmes. This will include publishing on our website, using them in presentations and fundraising activities, in the media such as newspapers and television news and in our own reports to donors, partners and colleagues.

The words or images may also be used in other publicity opportunities, such as marketing materials for our projects.

How will the images and words be stored?

The images and words of your child will be securely stored and processed for two years, under the provisions of the Data Protection Act (1998).

This file will be accessible only to members of the Mayor's Fund for London who hold a DBS Check.

The Mayor's fund for London will be the named Data Controller – holding responsibility for the data we are capturing and storing.

Why do you want to use young people's image and words?

We want to tell Londoners, donors, colleagues, and the media about our projects and how they help support young people. To do this we capture interviews and take photos of the children who take part.

We believe that young people's voices are the strongest, and we need them to be at the heart of our communications about projects. We are grateful to all parents and young

Londoners who support us by letting us use their images and words.

If at any stage, a parent/carer wishes to withdraw permission for their child's image and words – please contact the Mayor's Fund for London immediately. Please note we do not have control over content once it is circulating in the public domain.

Tel: 020 7983 4051

Email: info@mayorsfundforlondon.org.uk

Policy:	Safeguarding Policy – Partners
Policy Owner:	Chief Executive Officer
Last updated:	September 2022

SAFEGUARDING POLICY - PARTNERS

It is paramount that all children and young people are safeguarded effectively. This policy sets out how safeguarding will operate in the context of partner organisations. This document should be read in conjunction with the overarching Mayor’s Fund for London Safeguarding Policy.

Two categories of partners have been identified for the purposes of safeguarding:

1. Contracted delivery organisations who we commission or fund to deliver programmes, or elements of programmes, on behalf of the Mayor’s Fund for London.
2. Organisations, such as businesses and including staff as volunteers, engaging in and supporting our activity as part of Mayor’s Fund for London programme delivery.

Partner selection:

Commissioning contracted delivery partners

In managing the process of commissioning and contracting programme delivery partners there are areas of due diligence we use to manage safeguarding risk. An initial checklist when identifying new potential partners must include ensuring whether:

- The potential partner can provide relevant child protection and organisational safeguarding
- documentation along with their proposal.
- The potential partner can demonstrate satisfactory high levels of safeguarding understanding in their delivery proposal.
- Whether there are any reports in the public domain regarding that potential partner indicating safeguarding concerns.

In contracting partners, all Mayor’s Fund contracts will include the following specific clause:

“[delivery partners agree to] comply with all safeguarding legislation in relation to its employees and any volunteers it engages in relation to the project”

In the case of partners who are funded by the Mayor’s Fund and with whom there is a service level agreement of similar, partners must demonstrate they have a suitable safeguarding policy in place and agree to comply with all safeguarding legislation, including in relation to DBS checks.

Working with businesses who engage in our programme delivery

We also engage with organisations in a non-contractual or funding relationship. Such partners may be, for instance, organisations who host students in their offices or engage with young people in a school or community environment.

In such instances, all activity must be designed to minimise safeguarding risk. Programme delivery teams supporting such activity must always set out clear expectations to volunteers in terms of conduct. These expectations will be programme specific and will be regularly updated by the programme team.

When working with such partners and staff volunteers, things we consider include:

- Whether a thorough risk assessment been undertaken on the programme design.
- If so, whether there any elements of programme delivery that deviate from this standard programme design and thus require additional assessment for safeguarding purposes (an example would be 1:1 engagement rather than group activity).
- Whether the business engaging in activity facilitated by Mayor’s Fund staff or are we introducing young people to and devolving the delivery of sessions to be facilitated solely by the business. Where the latter is the case:
 - Can the business confirm staff are DBS checked?
 - Can they provide satisfactory document of assessment and mitigation of safeguarding risk?
- Whether there are any reputational concerns with the organisation and whether there have been any previous reports in the media and public domain of safeguarding concerns. In such a case, a conversation would take place with that potential partner to ascertain any corrective action that had taken place.

Where programme elements deviate from standard agreed programme delivery, this is to

be discussed internally, first with the Mayor's Fund programme lead and then with the Safeguarding Working Group where necessary.

Devolving safeguarding responsibility to partners

In working with contracted delivery partners, the responsibility at programme level sits with the contracted partner. Staff at these organisations should follow their own internal safeguarding policies. Where we are introducing young people to organisations to participate in activity delivered solely by their staff, the responsibility is with that partner organisation to follow their own policies, with oversight from the Mayor's Fund for London delivery team.

Where organisations/volunteers are engaging in activity facilitated and led by the Mayor's Fund for London team, they should be introduced to our safeguarding policies and responsibility remains with the Mayor's Fund for London delivery team in line.

Incident reporting and investigation

If a safeguarding incident or concern is identified related to provision contracted by or funded by the Mayor's Fund for London, the delivery partner must report this to the Mayor's Fund for London.

The information should then be reviewed by the programme lead, safeguarding designated officer and, where necessary, the Mayor's Fund for London designated safeguarding lead.

An investigation may then ensue as set out in the appendix to this paper. With incidents or concerns raised during Mayor's Fund facilitated programme delivery, staff should follow our standard safeguarding procedures and policy.

Non-compliance by partners

If a contracted partner fails to report incidents or concerns to us that later come to light, the contracted delivery may be placed on hold. This could lead to executing contractual clauses to suspend or terminate the relationship.

APPENDIX I

Procedure for a Mayor's Fund for London (MFL) investigation into a partner organisation regarding Safeguarding concerns

This Appendix sets out the expected elements of an MFL investigation into partner organisations. The aim of such an investigation is to ascertain whether a child has been harmed or has been at risk of harm. Potential outcomes of the investigation are:

- **Substantiated allegations:** There is sufficient evidence to prove the allegation that a child has been harmed or there is a risk of harm.
- **Malicious:** There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive. The police should be asked to consider what action may be appropriate in these circumstances.
- **False allegations:** There is sufficient evidence to disprove the allegation, however, there is no evidence to suggest that there was a deliberate intention to deceive.
- **Unsubstantiated allegations:** There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
- **Unfounded:** The additional definition of 'unfounded' can be used to reflect cases where there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances.

Process

Step one: immediate action should be taken to ensure child safety, including suspending services as appropriate and providing alternative provision where possible. In appropriate cases, immediate referral to the police and/or social services may be necessary to safeguard a child or children.

Step two: communication with the partner organisation in writing regarding the detail of the concern with a request for an initial meeting where initial evidence can be provided by the partner.

Step three: Initial meeting takes place to understand better the nature of the incident or

incidents. This should take place with the senior staff member and/or safeguarding lead. In most cases it will be the partner's CEO or similar who will be present.

Step four: Second tranche of evidence gathered, following discussion at the initial meeting.

Step five: Second meeting to review additional evidence and ask any additional questions.

Step six: MFL staff to review evidence and discuss initial conclusions with chief officer with responsibility for safeguarding (CEO) and to decide on course of action.

Step seven: MFL to communicate to the partner organisation in writing its findings and intended course of action. This may include suspension of funding or removal from MFL's partner list.

Step eight: Partner organisations have the right to appeal the decision. This needs to be received by the charity within 10 working days of the communication of the investigation's findings.

Step nine: The Trustee Board's safeguarding lead to review the appeal and decide on findings.

Step ten: MFL to report to its board, ensuring full disclosure of incident and course of action.

Principles:

- A record should be made of the discussion at all meetings and an outcome of the investigation.
- Where third parties are involved (e.g. local authorities or schools) they should be party to all meetings and evidence

Policy:	Digital Safeguarding Policy
Policy Owner:	Chief Executive Officer
Last updated:	November 2022

DIGITAL SAFEGUARDING POLICY

We have a responsibility to protect and promote the safety and wellbeing of all children and young people we work with through our programmes and our wider activity. This policy should be read as an addendum to the Mayor's Fund's for London's main Safeguarding Policy.

What does Digital Safeguarding mean?

Digital safeguarding is defined as: 'the protection from harm in the online environment'. This means protecting our children, young people, volunteers and staff from online harms such as:

- online bullying;
- online harassment;
- cyberstalking;
- sexual exploitation and online grooming;
- discrimination and abuse on the grounds of any protected characteristic;
- sharing of illegal and inappropriate imagery;
- impersonation and hacking;
- and the oversharing of personal information.

Precautions can be put in place to manage risks online. As part of our commitment to safeguarding, all staff agree to:

- Minimise personal information shared on third party social media channels.
- Send the Mayor's Fund for London Consent Form to children, young people and/or their parents and carers to sign prior to capturing content for marketing purposes (i.e., photos, quotes).

- Only keep photos of children and young people on our platforms for a maximum of two years after consent is received.
- Never include the full name of a child or young person in any external marketing materials, unless agreed with the young person for a specific use (i.e., for a blog post).
- Seeking permission to tag young people before posting on Mayor's Fund for London social media channels.
- Remove and block offensive posts, comments and imagery on Mayor's Fund for London platforms (i.e., social media, the website).
- Encourage the reporting of abuse.
- Support members and volunteers if an online bullying incident occurs.
- Report allegations to police and support others to report to the police.
- Signpost users to additional support services (see below).

The following list of organisations offer additional support on a range of digital and safeguarding topics.

- Childline
- Samaritans
- True Vision
- Safer Internet Centre, includes The Internet Watch Foundation
- Get Safe Online
- NSPCC Net Aware

Law requirements

The Mayor's Fund for London adheres to all relevant UK laws relating to our use of digital platforms and third-party social media. Relevant laws include:

- Protection from Harassment Act 1997
- Malicious Communications Act 1988
- Communications Act 2003
- Sexual Offences (Amendment) Act 1992
- Computer Misuse Act 1990

- The Equality Act 2010
- Serious Crime Act 2015
- Data Protection Act 2018

Online platforms play a crucial part in allowing ease of communication and engagement. However, we recognise that there are opportunities and challenges when communicating, connecting and working online. We are committed to the welfare and safeguarding of all our staff, volunteers, ambassadors and trustees both offline and online and, as part of this, we believe it is important to demonstrate best practice in digital safeguarding. This will allow us to minimise the risk to others by understanding the clear guidance and expectations about acceptable use on digital platforms.

As volunteers, staff and trustees it is our responsibility to raise concerns and report inappropriate online incidents, in line with this policy and its procedures.

We recognise that technology is evolving at a fast pace and safety protocols are constantly developing, therefore **we will review this policy annually** to ensure it is up to date.

Our commitment

The Mayor's Fund for London is committed to safeguarding everyone, and it is our policy to apply the same rigorous level of safeguarding protection to online interactions as we do in person.

We want to continue to provide a safe space for children and young people to explore and have access to key information online, so it is important that we understand the risks and issues that the online spaces bring and have the appropriate procedures in place.

What does this policy cover?

This policy specifically covers all of the Mayor's Fund for London's online activities, plus all digital activities undertaken on behalf of the Mayor's Fund for London. This includes, but is not limited to, email; MFL website, social media channels (such as Facebook, Twitter, YouTube, Instagram, WhatsApp, TikTok, LinkedIn); blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts, MS Teams and Zoom. This policy explains our approach to protecting children, young people, volunteers, and staff.

We recognise that digital safeguarding is an important part of all our work, and we are committed to always delivering best practice. We will:

- Ensure our programmes, activities and online campaigns on social media support children, young people, volunteers and staff to stay safe online
- Use best practice for technical solutions, processes and procedures.
- Help our volunteers to support children and young people in being effective and safe online.
- Take action when a digital safeguarding incident occurs.
- Support volunteers and partners in digital safeguarding, displaying awareness of our policies whilst delivering and supporting our programme.
- Have appropriate links with key organisations to support children and young people within the programme.
- Risk-assess all projects, programmes, activities and campaigns to make sure appropriate digital safeguards are in place.
- Regularly review our policies and procedures on safeguarding.

How to report an incident

When an incident happens in an online meeting or across a digital platform, we must deal with it the same way as any other safeguarding incident. If you are not sure about how to handle an incident, you should contact the Programme Manager who will raise this incident and liaise with the Designated Safeguarding Lead.

Any misconduct against our policy?

Any breach of this policy by volunteers, partners or staff will be managed under the Mayor's Fund Safeguarding Policy

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An important part of this is documenting what we do – this includes all programme delivery and related events that are funded by the Mayor's Fund for London.

In order to do this, we need to ensure hubs have secured written permission from the parents/carers of the children who take part in our programmes, so please read this form carefully.

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person in your care.

- **These items may be used by the Mayor's Fund for London in leaflets, posters, promotional and marketing material, report writing, videos, press, magazines, social media, websites, and other publications to share information about our projects.**
- **They may also be used by carefully selected and trusted partners.**

Name of Child/Young Person:.....

Name of Parent/Carer/Guardian:.....

Signature of Parent/Carer/Guardian.....

Date: /..... /.....

OR

Name of Organisation seeking consent on our behalf:

.....

I confirm that the parent/carer/guardian of this young person is happy for the young person's image or words to be used by the Mayor's Fund for London as specified above. I confirm that the parent/carer/guardian is happy for images and words to also be used by trusted partners of the Mayor's Fund for London. I confirm that the parent/carer/guardian is fully aware of how this content will be used.

Name of Organisation Lead:

Signature of Organisation Lead:

Date: /..... /.....

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Consent Form – Guidance Notes

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