

# Safeguarding Children, Young People and Adults at Risk Policy



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# 1 Introduction

## Policy Statement

CEC believes that:

- All children, young people and Adults at Risk, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse
- The welfare of the child, young person and Adult at Risk is the paramount consideration.

CEC undertakes to:

- Treat children, young people and Adults at Risk with care, respect and dignity
- Ensure that all staff recognise they may be perceived by children, young people and Adults at Risk as trusted representatives of CEC
- Ensure communication with children, young people and Adults at Risk is open and clear and that, where appropriate, records of official communication are kept
- Appropriately identify and assess risks of its activities arranged for children, young people and Adults at Risk where relevant
- Investigate fully any concerns raised by staff in connection with the welfare of children, young people and Adults at Risk in CEC's care
- Provide suitable levels of support and training to staff consistent with their involvement with children, young people and Adults at Risk in the workplace.

Through this Policy CEC will ensure that:

- we practice safe recruitment by checking the suitability of staff who work with children, young people and Adults at Risk
- all staff are able to report any concerns through the appropriate channels
- any allegations of harm or abuse or concerns over the welfare of children, young people and Adults at Risk are taken seriously and responded to promptly and appropriately.

In following this Policy, staff are always expected to maintain a sense of proportion and protect the child, young person or Adult at Risk's welfare as a priority.

It is not intended that this Policy should restrict staff from normal ways of working, but staff should always consider how an action or activity might be perceived as opposed to how it is intended.

## Principles

**Welfare First:** The safety and wellbeing of children, young people and Adults at Risk is the *paramount* consideration in all decisions and actions.

**Clear Professional Boundaries:** Staff must maintain appropriate conduct, avoid one-to-one private situations, and ensure all interactions are open, observable and appropriate.

**Prevention Through Safe Processes:** Includes safer recruitment, DBS checks, mandatory training, risk assessments, consent processes, and consistent reporting procedures.

**Inclusivity and Respect:** All children and young people are treated with dignity and without discrimination; their needs, voices and rights are central.

**Transparency and Accountability:** All concerns must be reported (including “nagging doubts”), records must be factual and timely, and safeguarding is everyone’s responsibility

## Definitions

Key terminology	Definition
Child / Children	Defined as any individual <b>under the age of 18</b> . This includes all children engaging with CEC activities in any capacity.
Young person / young people	Individuals aged <b>18–25</b> who engage with the CEC in a youth-specific capacity—such as Youth Advisory Group members, youth speakers or participants in placements. Employees aged 18–25 are <i>not</i> considered “young people” under this definition.
Adult at Risk	An individual aged 18 or over who: <ul style="list-style-type: none"> <li>• has a dependency on others for basic functions,</li> <li>• requires community care due to disability, illness or age,</li> <li>• has impaired communication or protection abilities, or</li> <li>• is detained or under supervision by court order</li> </ul>

## 2 Roles and Responsibilities / Need to know / Policy Section

### CEC's Role and Responsibilities

The Careers and Enterprise Company (CEC) has overarching responsibility for ensuring that safeguarding is effective, consistent and embedded across all its work. CEC's responsibilities include:

#### 1. Ensuring a Safe Operating Environment

- Establish, implement and regularly review safeguarding policies, procedures and guidance across the organisation.
- Promote a culture where safety, wellbeing and reporting concerns are prioritised by all staff.

#### 2. Prevention Through Safe Systems and Processes

- Apply safer recruitment practices, including appropriate DBS checks and verification processes.
- Ensure all staff and relevant partners receive mandatory safeguarding training and updates.
- Ensure robust risk assessments, consent procedures and planning are in place for all activities involving children, young people and Adults at Risk.

#### 3. Clear Governance, Accountability and Professional Standards

- Set clear expectations around professional conduct and boundaries for all staff and volunteers.
- Ensure safeguarding roles, responsibilities and escalation routes are well-defined and communicated.

#### 4. Responding to Concerns

- Ensure a clear, accessible process for reporting safeguarding concerns, including "nagging doubts".
- Guarantee concerns are recorded factually, managed promptly and escalated appropriately in line with legal obligations.

#### 5. Ensuring Inclusion, Dignity and Respect

- Ensure all children, young people and Adults at Risk are treated fairly, respectfully and without discrimination.
- Embed the voices and needs of young people into planning and delivery wherever appropriate.

## Staff Role and Responsibilities

All CEC staff share collective responsibility for safeguarding children, young people and Adults at Risk. Every staff member must contribute to a safe environment by following organisational policies, maintaining professional standards, and reporting concerns promptly.

### 1. Maintain Clear Professional Boundaries

- Ensure all interactions with children and young people are **appropriate, observable and avoid private 1-to-1 situations**.
- Demonstrate professional behaviour at all times in line with CEC conduct expectations.

### 2. Follow Safeguarding Policies and Procedures

- Understand and comply with CEC's safeguarding policy, including reporting routes, recording expectations and escalation processes.
- Take responsibility for familiarising themselves with updated procedures, training and guidance.

### 3. Report Concerns Promptly

- Report **all safeguarding concerns**, including minor issues or "nagging doubts", without delay.
- Record concerns **factually, accurately and in a timely manner**.

### 4. Prioritise the Safety and Wellbeing of Children and Young People

- Put the welfare of all children, young people and Adults at Risk at the centre of all decisions and interactions.
- Treat all young people with dignity, fairness and respect, ensuring inclusivity and non-discrimination.

### 5. Attend Mandatory Safeguarding Training

- Complete required safeguarding training and refreshers as part of CEC's preventative approach.
- Apply learning to uphold safe practices, risk management and professional conduct.

### 6. Support Safe Delivery of Activities

- Participate in risk assessments, consent processes and planning where relevant.
- Ensure that activities involving children, young people or Adults at Risk follow CEC's safety measures.

### 7. Foster a Culture of Accountability and Transparency

- Contribute to a culture where safeguarding is everyone's responsibility.
- Raise concerns about unsafe practice, poor conduct or organisational risks.

### 3 Policy Specific Sections

#### If you have a concern:

1. Call the police on 999 for any incident where there is a risk of immediate harm.
2. Report any other concerns to the DSL or DSO (contacts below) as soon as possible, and certainly within 24 hours.
3. Complete a [Logging a Concern \(Appendix 3\)](#) form and share with the DSL/DSO within 24 hours.
4. If you are ever unsure or have concerns relating to an individual who is under 18 call the **NSPCC Helpline** on **0808 800 5000** or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

#### CEC Emergency Contacts

- The CEC's Designated Safeguarding Lead (DSL):
  - Nicola Hall [nhall@careersandenterprise.co.uk](mailto:nhall@careersandenterprise.co.uk) and 07375 983 417
- Designated Safeguarding Officers (DSO):
  - Lesley Thain [LThain@careersandenterprise.co.uk](mailto:LThain@careersandenterprise.co.uk) and 07377 371 081
  - Rachel Green [RGreen@careersandenterprise.co.uk](mailto:RGreen@careersandenterprise.co.uk) and 07538 986 578
  - Anna Webster [AnnaWebster@careersandenterprise.co.uk](mailto:AnnaWebster@careersandenterprise.co.uk) and 07949 721 263

#### 1. Introduction

The Careers & Enterprise Company (CEC) is committed to safeguarding the welfare of children, young people and Adults at Risk who come into contact with its staff and fully recognises its responsibilities for safeguarding.

This policy contains specific safeguards aimed at protecting the welfare of

- Children under the age of 18
- Young people aged 18-25
- Adults at Risk

For the purposes of this Policy the term 'child(ren)' is used to describe children under 18.

A 'young person' in this policy refers to an individual aged 18-25 years old who is engaging with the CEC in a specific capacity as a young person e.g. a member of the youth advisory group, a youth board member those on work experience placements with the CEC or a youth speaker. This does not include employees, other board members, contractors who happen to fall into this age category.

Adult at Risk(s) is used to describe someone who is 18 years or older who:

- has a dependency upon others, or a requirement for assistance from others, in the performance of basic physical functions or
- is in need of community care services by reason of mental health or other disability, age or illness or

- has a severe impairment in their ability to communicate with others or
- has an impairment in their ability to protect themselves from assault, abuse, neglect, harm or exploitation or
- is detained in lawful custody or
- is being supervised as a result of a court order

The term 'staff' is used to describe CEC employees, secondees, consultants and volunteers.

All staff are responsible for the protection of children, young people and Adults at Risk in who form part of CEC's staff. This Policy applies to all staff and sets out everyone's responsibilities when working or coming in to contact with children, young people and Adults at Risk in the course of their normal duties, for example, events, focus groups, work experience and placements. Failure to comply with this policy will be taken extremely seriously and may result in action being taken under CEC's disciplinary procedure.

Staff should refer to the 'Good Practice Guidelines' (Appendix 1) for guidance on the types of behaviour that are acceptable and the types of behaviour that are inappropriate.

## 2. Safeguarding Roles, Recruitment and Responsibilities

**Safeguarding is the responsibility of everyone.**

Below is a table that sets out key responsibilities within the organisation

Activity	Responsible	Check
All staff to read safeguarding policy	All staff	Line Manager
All staff to complete an annual refresher safeguarding course	Line Manager	HR Team
DSO and DSL Training	HR	DSL/DSO
Annual Policy Review	DSL/ DSO's	HR Team
Young people are aware of safeguarding policy and how to report concerns	Youth Engagement Team	DSO's/ DSL
Annual review of DBS and DSL/DSO training update requirements	YPO	Line Manager & HR



## 2a. Safeguarding Leads and Key Contacts

### CEC Emergency Contacts

- The CEC's Designated Safeguarding Lead (DSL):
  - Nicola Hall [nhall@careersandenterprise.co.uk](mailto:nhall@careersandenterprise.co.uk) and 07375 983 417
- Designated Safeguarding Officers (DSO):
  - Lesley Thain [LThain@careersandenterprise.co.uk](mailto:LThain@careersandenterprise.co.uk) and 07377 371 081
  - Rachel Green [RGreen@careersandenterprise.co.uk](mailto:RGreen@careersandenterprise.co.uk) and 07538 986 578
  - Anna Webster [AnnaWebster@careersandenterprise.co.uk](mailto:AnnaWebster@careersandenterprise.co.uk) and 07949 721 263

Please copy [youthvoice@careersandenterprise.co.uk](mailto:youthvoice@careersandenterprise.co.uk) into any emails.  
This inbox is monitored by DSOs.

The CEC has a Designated Safeguarding Lead (DSL), to take leadership responsibility for our safeguarding work. This role is supported by three trained Designated Safeguarding Officers (DSOs).

## 2b. Recruitment and disclosure checks

The DSL and DSOs must undergo an enhanced DBS check, updated every two years and no older than three years, including a check against the Children's Barred List. They will have received training on their responsibilities. The DSL and DSOs will review safeguarding practices for children, ensuring continuous improvement and learning from incidents.

DSOs and the DSL should have safeguarding supervisions at least every six weeks or when there is an active safeguarding concern within the organisation. This provides an opportunity for support, challenge, and learning regarding safeguarding cases.

All staff working with children, young people, or Adults at Risk must complete Safeguarding Level 2 training upon joining the CEC.

## 2c. Safer Recruitment

The vast majority of people who want to work or volunteer for CEC are well motivated and will provide a quality support to careers education. CEC have taken all reasonable steps to ensure that their recruitment process is effective in helping to screen out and discourage individuals who may try to gain access to children, young people and Adults at Risk for inappropriate motives.

Effective recruitment and selection processes can narrow these risks. As a minimum CEC commits that all recruitment procedures are as follows:

- When applicants apply, they can self-declare any criminal convictions
- At least two CEC members of staff meet the applicant before offer and an interview takes place to make sure any gaps in their application are filled in
- All new staff attend an induction, and some have specific training. Through this they learn about CEC's policies and procedures to which they are expected to adhere.

Other relevant documentation checks and risk assessments may also be carried out and accounted for where relevant.

## 2d. Processing Children's Data

All data received, processed or stored at the CEC is done so in accordance to the UK General Data Protection Regulation (GDPR) and UK Data Protection Act. This includes the data of children and young people. Please see here for [CEC privacy Policy](#) and [YAG Data Processing Document](#).

In line with safeguarding law, personal data may be shared when appropriate for safeguarding purposes. However, it is important to note that all principles of the GDPR ([Art. 5 GDPR – Principles relating to processing of personal data - General Data Protection Regulation \(GDPR\)](#)) still apply. In cases where there are safeguarding concerns, CEC staff will have the right to share personal data.

To protect children and young people, the following measures are in place:

- A child's personal or identifiable data will be stored in a secure location, password protected and accessible only by a staff member who has undergone an enhanced DBS check.
- Children's surnames, ages, schools, or other identifiable features will not be included in any external-facing content without explicit consent.
- The young persons data is only shared on a strict need to know basis.

While protecting young people's data is a priority, it is essential to understand that data protection regulations, including the GDPR, should never prevent a safeguarding concern from being reported. **The Children's Act takes precedence over all other laws, and there will be no consequences for sharing data when it is necessary to prevent harm to a child or young person.**

## 3. Recording and Reporting a Safeguarding Concern

### 3a. Witnessing a potential incident or receiving a disclosure

- Ensure the setting is safe for disclosures, without causing harm or stigma. Ask if they want another person present. If they refuse, ensure the environment is safe, and open, with no physical contact.
- Capture the child's voice, wishes, and feelings.
- Let them speak without interrupting and listen carefully.
- Be calm, reassuring, but avoid offering opinions.
- Do not ask leading questions; allow the person to share what they want.
- Good practice includes reflecting back using the words the individual is using, following up with secondary questions to seek clarification, such as 'tell', 'explain', 'describe'.
- Do not promise to keep things secret but reassure them that only the necessary people will be told.
- Explain that you'll offer support, but you must share any important information with other professionals if safety is at risk.

- Record the conversation using the person's exact words.
- If the disclosure involves work or colleagues, provide the person with the DSO's contact details for further communication.
- Reassure them that they did the right thing by speaking up.

### 3b. Reporting a Concern

#### Immediate Risk of Significant Harm

If you believe there is an immediate risk of significant harm to a child, take the following actions:

- **Contact the police immediately** by dialing **999**.
- **Ensure the child is safe** from further harm, if possible and appropriate.
- **Record details of the incident:** Write down or voice record everything you witness.

**Notify the DSL or DSO** as soon as possible after taking action.

#### Non-Emergency Situations

If you have a concern that does not involve immediate harm, you must report it to the **DSO/DSL** within **24 hours**—even if the event occurs on a weekend or outside of office hours. When reporting, provide as much detail as possible, including information listed in **Section 5a**.

- Use the **Logging of Concern Form** (Appendix 3) for detailed reporting.
- The **DSO** will determine the next steps and escalate the issue as appropriate.

Record keeping guidelines:

- **Clear, accurate, and accessible** records.
- **Write records promptly** after an event to ensure accuracy.
- **Separate facts from opinions**, and use quotation marks for direct quotes.
- Note any **actions taken**, such as reports to relevant authorities.
- Include any **discussions** with other staff members related to the concern.

Additional contacts:

- **Police Non-Emergency:** Call **111**.
- **NSPCC Helpline:** Call **0808 800 5000** or email **help@nspcc.org.uk**.

## Responsibility to Act

All individuals bound by this policy are responsible for understanding child safeguarding issues, both in their professional capacity and in daily life.

- **It is not your responsibility to determine whether the concern requires further investigation.** Your duty is to **report** and **escalate** concerns appropriately.

## Support for Staff

We understand that reporting concerns can be difficult. If you feel uncomfortable discussing concerns with colleagues, you may report them in **strict confidence** to our named Board Member, David Baldwin by emailing [dbaldwin589@gmail.com](mailto:dbaldwin589@gmail.com)

All reports will be taken seriously and will be dealt with according to CEC Policy.

## Allegations or Concerns About Staff Members

If concerns are raised about a staff member, carer, another adult, or another child, **follow the same procedure**. However, if the allegation is against a CEC staff member, **do not inform the individual** involved at this stage.

For concerns about a staff member, please refer to the **CEC Whistleblowing Policy**.

**If you have a concern, if it is evidential or a nagging doubt, it is imperative that you report it.**

If you are concerned about the safety of a young person

Where serious concerns exist and there is immediate risk to the young person, **ACT!**  
It is essential to avoid delay, as inaction may place the young person at further risk

You see or suspect abuse

An allegation of abuse is made

A young person makes a disclosure

### Responding to a disclosure:

- Reassure the person and clarify concerns, if necessary, e.g. ambiguous words and phrases. Clarification NOT Investigation
- Confirm that you may need to share the details shared with someone else and cannot keep this a secret
- Record using young person's own words and indicate any marks using the logging of concern form

Discuss your concerns with the DSL/ DSO

Discussions should focus on:

- Nature of concerns
- Risks to young person
- Action/Next steps

Concerns should normally be reported in the same working day.

**The DSL/ DSO will then decide on an appropriate course of action.**

## **4. Safeguarding of Specific CEC Groups**

The Careers & Enterprise Company (CEC) is committed to involving children and young people in shaping our work. They may engage with CEC in various ways, such as apprentices, event participants, work experience placements, focus groups, user research, co-creating programme elements, youth advisory groups, or through our digital platforms, including the CEC website.

Youth Advisory Group members may also participate in activities delivered by CEC's network. The responsibility for safeguarding children, young people, and Adults at Risk in programmes funded or co-funded by CEC rests with the delivery organisation. The policy and procedures of the delivery organisation will be followed.

### **4a. Youth Advisory Group (YAG)**

#### **Recruitment and Onboarding**

- The CEC is responsible for recruiting Youth Advisory Group (YAG) members.
- All children in the YAG who participate in CEC activities at CEC offices or approved off-site venues must have parental/guardian consent (Appendix 2). This will be completed, signed and returned to the Youth Voice Team as part of the YAG's induction and updated annually.
- As part of the recruitment process, YAG members will self-report any police cautions (from 2025), provide a character reference (from 2025), and undergo DBS checks if over 18 (from 2025).
- A criminal record or police caution is not an automatic barrier to engagement, but serious offences, especially those involving children, will disqualify an applicant. Other serious offences will be considered on a case-by-case basis and agreed upon by a minimum of two DSO's.
- During the onboarding process, and throughout one to one meetings, all YAG members will meet virtually with a DSO and be informed about who to contact if they have any safeguarding concerns.
- A Code of Conduct will be developed and agreed upon annually with every new cohort, covering expected behaviour and how to report concerns.

#### **Protection for staff and YAG Members**

- All CEC staff who work closely and regularly with YAG members will have an enhanced DBS check.
- Other CEC staff and external staff, such as videographers, will always be accompanied by a DBS checked member of CEC staff.
- DBS checked CEC staff should avoid being alone with an individual YAG member but rather remain in a communal space.
- Clear reporting procedures will be shared with YAG members ahead of every event, in the form of an event briefing document, informing them what to do if they don't feel safe.

## **Online Meetings**

- Every online YAG meeting will have at least one DSO present, with a second staff member monitoring the chat. Any safeguarding concerns will be addressed, and any inappropriate content in the chat will be deleted promptly, with the young person responsible removed. The team will also monitor the meeting chat for potential safeguarding issues.

## **In person Events**

- During in-person events, there will always be at least one DSO present.
- A risk assessment will be carried out for each event, with any necessary updates from the Health and Safety Committee.
- All children involved in campaigns, events, meetings or activities with external organisations organised through the CEC, will be accompanied by a member of CEC staff who has an up-to-date Enhanced DBS check or their parent/ carer/ approved chaperone.

## **Media, Filming, PR Events and Photographs**

CEC's commitment to inspire and prepare young people for the world of work means that images will be taken to capture activity and share best practice and will do so in line with our [Acceptable Use of IT policy](#).

CEC fully recognises that the potential sources of child abuse and imagery places a huge part of this and the ways imaginary can be used to cause abuse, child pornography and recognitions of those children in protection programmes.

For the purpose of this Policy, images are all photographs that are taken on film, digital camera and moving pictures.

CEC's policy is to seek written consent from a child's parent or guardian to take and use images of any children under the supervision of CEC (Appendix 4). Parents and guardians should be made aware of when, where and how the images may be used in order to give their informed consent.

### **CEC commit that:**

- Images will not be used for anything other than what was initially agreed with the parent/guardian.
- No images will be taken by anyone where a child might be undressed.
- Photographs will focus on the activity, rather than the child itself.

## **4b. Safeguarding Policy for Enterprise Advisors [here](#).**

## **4c. Work Experience Placements**

### **Placements with School Staff Presence:**

For work experience placements and when working with partner organisations, safeguarding immediately before, during and after the placement period, will be the responsibility of the school.

All placement groups will be accompanied by at least one member of school staff.

There will always be a CEC DSO/DSL on call when work experience placements when delivered by the CEC and ahead of each session, CEC staff will be made aware of their key safeguarding contact for the duration of the work experience placement.

If possible and appropriate, the representing school staff should be made aware of any safeguarding concerns on the day of work experience placement. If, for whatever reason, this is not possible, it is CEC's staff's responsibility to notify a CEC DSO/ DSL using the procedure detailed in section 4b.

#### **Placements without School Staff Presence:**

As placement organisers, CEC will be responsible for liaising with the school and clarifying expectations, responsibilities and collecting safeguarding contact information with the organising school.

Staff should refer to Section 4 of this policy and act accordingly.

#### **Prevent Duty and Modern Slavery**

Prevent is one Government strategy that looks to protect a community from the threat of terrorism.

#### **Preventing radicalisation**

Prevent helps vulnerable people at risk of being recruited by terrorist or extremist groups, whether in this country or abroad.

Prevent is one of the four elements of the Government's Counter-Terrorism Strategy, Contest. There are 4 elements of this strategy: Prepare, Protect, Pursue and Prevent.

Prevent aims to challenge extremist ideologies and prevent people from becoming radicalised and involved in terrorism and/or supporting terrorist activities.

#### **The Prevent strategy aims to:**

- support people who are at risk of being drawn into terrorist or extremist activity and being radicalised;
- work with and support community groups and social enterprise projects that provide support to vulnerable people;
- work with faith groups and institutions to help them in providing support and guidance to people who may be vulnerable; and

- support local schools, local businesses and partner agencies through engagement, advice and training.

This enables us to identify those who are most vulnerable to radicalisation and intervene before they commit any offences.

The Home Office provide more information on [Prevent\(opens in new window\)](#) and also provide [e-learning training on Prevent\(opens in new window\)](#)

### **How to spot the signs**

Some people in the community can be vulnerable or susceptible to the process of radicalisation. This may be as a result of their personal circumstances, experiences or state of mind which can place them at risk.

**Below are some signs which can help to spot the signs of a person at risk.**

- Is at a transitional time of their life.
- Has a need for identity, meaning and belonging.
- Has social network involvement in extremism.
- Is being influenced or controlled by a group.
- Has feelings of grievance and injustice.
- Has a desire for status.
- Has a desire for excitement and adventure.
- Has a need to dominate and control others.
- Has a desire for political or moral change.

The list above is not exhaustive and all or none may be present in individual cases of concern.

If you are concerned about someone in your community, please contact your local police force by dialling 101 and ask for the Prevent team. If you require urgent assistance, always dial 999.

**In respect of the PREVENT agenda, the company will ensure that:**

- CEC staff have adequate training and know how to safeguard and support vulnerable individuals, whether service users or staff, who they feel may be at risk of being radicalised by extremists.
- Appropriate systems are in place for staff to raise concerns if they think this form of exploitation is taking place.
- CEC promotes and operates safe environments where extremists are unable to operate



**If any member of CEC or representative of has concerns regarding the radicalisation of an individual they should report to the Designated Safeguarding Officer using the contact details at the top of this document.**

### **Further information**

For further advice, guidance, and support regarding radicalisation and extremism, please visit the [ACT Early website\(opens in new window\)](#) This website provides detailed information around [signs of radicalisation\(opens in new window\)](#) real-life stories from those who have gone through similar experiences, and [tips for staying safe online](#)

### **Working for CEC and prevention of Modern Slavery**

The Careers & Enterprise Company's ("CEC") commitment to tackling modern slavery and human trafficking is part of our broader resolve to protect human rights. We publish an annual Modern Slavery statement which can be seen [here](#).

Specifically in relation to Safeguarding, CEC will not employ children in the company. We know that slavery, servitude, forced labour and human trafficking (Modern Slavery) is a global and growing issue given the rapid rise in global migration, existing in every region in the world and in every type of economy, whether industrialised, developing or in transition. No sector or industry can be considered immune or untainted. CEC has a zero-tolerance approach to Modern Slavery of any kind within our operations, partners and supply chain. We all have a responsibility to be alert to the risks, however small, in our organisation and in the network of providers that we engage. Staff are expected to report concerns, using the appropriate reporting channels, and management are expected to act on them. Any concerns should also be able to the designated safeguarding officer.

## 4 Appendices

### Appendix 1

#### Good Practice Guidelines [link to document](#)

CEC staff and volunteers regularly working within education settings should familiarise themselves with [Keeping Children Safe in Education](#) (updated September 2024)

The following guidelines provide practical examples for fostering a positive culture and climate when engaging with children or vulnerable adults in the workplace.

#### Good Practice Principles:

- Report any safeguarding concerns to the DSL or DDSs within 24 hours via the process outlined on page x. When in doubt, always report.
- Prioritise the safety, safeguarding, and best interests of children and young people in every decision and action taken by the CEC.
- Ensure all individuals involved (children, young people, parents/guardians) are familiar with the CEC Safeguarding Policy and know how to report concerns.
- Treat all children and young people with dignity and respect, regardless of age, ability, gender, race, religion, sex, or sexual orientation.
- Value and empower children and young people by promoting their confidence, capabilities, and participation in decision-making.
- Acknowledge that your role places you in a position of power and trust with children and young people, and this responsibility should never be exploited.
- Always seek informed consent from children and young people, and parental consent for children, for any use of photos, videos, or stories, ensuring they are for official CEC purposes only.
- Work in an open environment whenever possible, avoiding private or unobserved situations. If one-on-one meetings are necessary, ensure visibility or the presence of another staff member.
- Refrain from unnecessary physical contact with children or vulnerable adults, but use discretion when offering comfort to distressed participants, ensuring that any contact is appropriate.
- Treat all individuals equally, fostering inclusivity and challenging discriminatory behaviour. Design activities that promote positive attitudes toward differences and protect against discrimination.
- Be clear about the objectives of any activity and always prioritise the welfare of children and vulnerable adults over achieving specific goals.

- Maintain a professional distance, ensuring that no intimate or inappropriate relationships develop with children or vulnerable adults.
- Foster balanced relationships based on mutual trust, encouraging children and vulnerable adults to be active participants in the decision-making process.
- When supervising mixed-gender groups, always have male and female staff members present.
- Set a positive example by maintaining appropriate conduct, such as refraining from smoking, drinking alcohol, or swearing in the presence of children.
- If children are attending CEC social events, consult with HR beforehand to address any potential concerns.
- Offer enthusiastic and constructive feedback, focusing on encouragement rather than criticism.
- Never use physical force against a child or vulnerable adult, unless necessary for their safety or the safety of others. In such cases, use the minimum force required and document the incident promptly.
- Report any concerns to the Safeguarding Officer, including any issues related to radicalisation, and collaborate with the school or appropriate authorities as needed.

#### **Practices to Avoid:**

- Engaging in rough play or sexually provocative games, including horseplay.
- Sharing a room with a child or vulnerable adult.
- Engaging in any form of inappropriate or excessive physical contact.
- Ignoring or tolerating inappropriate language or behaviour from children or vulnerable adults.
- Making suggestive comments to children or vulnerable adults, even in jest.
- Using emotional manipulation to control a child or vulnerable adult.
- Failing to act on, record, or challenge allegations made by children or vulnerable adults.
- Doing tasks for children or vulnerable adults that they can do independently (e.g., applying sunscreen).
- Inviting children or vulnerable adults to your home or meeting them outside of approved venues.
- Using discriminatory, offensive, or abusive language.
- Engaging in behaviour that shames, humiliates, or belittles children or young people.
- Developing physical or sexual relationships with children or young people, or any relationship that may be considered exploitative.

- Making inappropriate physical contact or engaging in actions that may be perceived as offensive.
- Encouraging or allowing children or young people to break the law.
- Showing favouritism or discrimination against any child or young person.
- Never invite children to your home or visit theirs, except in cases of official CEC events attended by DBS-checked staff, or when a parent or guardian is present.
- Never provide transportation for a child unless approved by the DSL, with parental consent and another adult present in the vehicle.
- Refrain from giving money to, accepting gifts from, or giving gifts to children or young people, unless small thank-you gifts approved by a manager.
- Do not consume alcohol, smoke, or take illegal substances while supervising or chaperoning children or young people.
- Never sleep in the same room as a child or young person you are responsible for.
- Do not contact or meet with children or young people outside of CEC-organised activities.
- Avoid connecting with children or young people through personal social media; only professional accounts like LinkedIn or Twitter are acceptable. Any private contact should be reported to the DSL.
- Do not share photos, videos, or personal information about children or young people on your personal social media.

## Appendix 2

### Guardian Consent Form [link to document](#)

#### The Careers and Enterprise Company (CEC): Parental/Guardian Consent Form

Our Youth Advisory Group (YAG) is a diverse group of young people aged 14-25 from across England, all with unique lived experience of careers support and the education system. The group meets online as well as in person to discuss and input into CEC projects and plans, share experiences of careers education and make sure that young people's voices and experiences are at the heart of our work.

Please see more here [Youth Advisory Group | The Careers and Enterprise Company](#)

##### 1. Details

Child's Full Name: .....

Date of Birth: ..... Age: .....

##### 2. Consent for Child to Participate in On-Site and Off-Site Activities

As the parent/guardian of the above-named child, I give my consent for them to participate in CEC-approved activities both at CEC's offices and at CEC-approved off-site venues.

I understand that my child will have opportunities to attend events, which may involve train travel. The CEC will arrange travel for YAG members.

Please select one of the following options:

☐ I give my consent for my child to travel alone to the CEC-approved venue.

☐ I, or an adult I approve of, will accompany my child on the journey to the event.

There may be occasions where hotel stays are necessary to attend CEC events. These hotels will be pre-arranged by the CEC, and a member of CEC staff will be on-site to address any issues.

If hotel stays are required, I or a pre-approved adult must stay with my child at the hotel prior to the event.

The CEC will cover the cost of the shared hotel room.

##### 3. Consent for Child to Be Included in PR/Media

The CEC may wish to film or take photos at events. Participation in filming and photography is optional, and we will ask every young person for their consent. When we film or take photos at YAG events, we do so in support of our public task to help every young person take their best next step.

The Careers & Enterprise Company will retain the photographs/film for no longer than five years. The original images/films will then be deleted. Any publications/posts created using the content may be retained indefinitely.

For more information about how CEC uses your personal information, please visit our Privacy Notice [www.careersandenterprise.co.uk/privacy-notice](http://www.careersandenterprise.co.uk/privacy-notice) and/or contact our DPO at [dpo@careersandenterprise.co.uk](mailto:dpo@careersandenterprise.co.uk)

Name .....

Relationship to Child .....

Contact Number .....

Email .....

Signature .....

Date .....

If you ever have any questions or concerns, please contact Anna Webster at [youthvoice@careersandenterprise.co.uk](mailto:youthvoice@careersandenterprise.co.uk), 07949721263.

## Appendix 3

Logging of Concern Form [link to document](#)

Safeguarding Record Keeping Template

### **Do you have a nagging doubt?**

**If you are in doubt whether your concern is relevant, always report it.**

**You do not need evidence to make a report.**

Please read the instructions below, completing this form within 24 hours. Then share immediately with at least two of the following:

Nicola Hall [nhall@careersandenterprise.co.uk](mailto:nhall@careersandenterprise.co.uk) and 07375 983 417

Lesley Thain [LThain@careersandenterprise.co.uk](mailto:LThain@careersandenterprise.co.uk) and 07377 371 081

Rachel Green [RGreen@careersandenterprise.co.uk](mailto:RGreen@careersandenterprise.co.uk) and 07538 986 578

Anna Webster [AnnaWebster@careersandenterprise.co.uk](mailto:AnnaWebster@careersandenterprise.co.uk) and 07949 721 263

### **Completing and Sharing Records**

#### **Records should:**

- Be clear, accurate, and easy to access.
- Be written as soon as possible after an event to ensure accuracy.
- Separate facts from opinions. Use quotation marks for direct quotes.
- Note any further actions taken (e.g., reporting to relevant agencies). If not reporting, explain why in detail.
- Include any discussions with the DSL/DSO in the records.

#### **Sharing of records with DSL/DSO:**

On completion, this form should be shared with the DSL or DSO as soon as practicable within 24 hours.

Please remember your role is to record and report. There is no requirement for you to do anything further at this stage. Decisions about next steps will be taken by the DSL/DSO and communicated with you as appropriate.

#### **Record of Safeguarding Concern**

Young Person's Name:	Name and position of person completing form:
Information about the young person: this may include their age, gender, disability, ethnicity, religion, or any other relevant details about the young person.	
Date of incident /concern: (DD MM YY)	Does the young person know this incident is being reported?    Yes / No
Incident / concern (who what where when)* <i>This section should be factual, detailed and use quotation marks for direct quotes. Please record the exact language used by the individual, even where this includes explicit descriptions/language.</i>	
Any other relevant information (witnesses, immediate action taken)*	
Signature:   Role:  Mobile Number:	Date and time form completed:



Action taken, including reasons for decisions, and outcomes. Please detail any previous concerns about this young person ( <i>To be completed by the DSO/DSL</i> ):*	
Signature of DSO	Date (DD MM YY)
Signature of Lead DSL ( <i>if appropriate</i> )	Date (DD MM YY)

\*Continue on separate sheet if necessary

## Appendix 4

### Filming and Media Consent Form [link to document](#)

#### Photography and Filming Consent Form: aged 13 and above

#### To be completed by the individual upon joining The Careers & Enterprise Company Youth Advisory Group

While you are a member of the Youth Advisory Group, the Careers & Enterprise Company may wish to film or take your photo at events. Taking part in filming and photography is optional. When we film or take photos at YAG events, we do so in support of our public task to help every young person take their best next step.

Please bear in mind that once content is published, whether digital or hard copy, publications and posts are in the public domain and are impossible to 'delete'. So, if you're happy for us to use your images, we ask you to give us what is called a 'non-revocable license'. This means that we can continue to use it without asking for consent. While we will always try to help if you do change your mind, once editing begins for publication, we won't be able to delete.

The Careers & Enterprise Company will retain the photographs/film for no longer than five years. The original images/films will then be deleted. Any publications/ posts created which use the content may be retained indefinitely.

For more information about how CEC uses your personal information, please visit our Privacy Notice [www.careersandenterprise.co.uk/privacy-notice](http://www.careersandenterprise.co.uk/privacy-notice) and/or contact our DPO at [dpo@careersandenterprise.co.uk](mailto:dpo@careersandenterprise.co.uk)

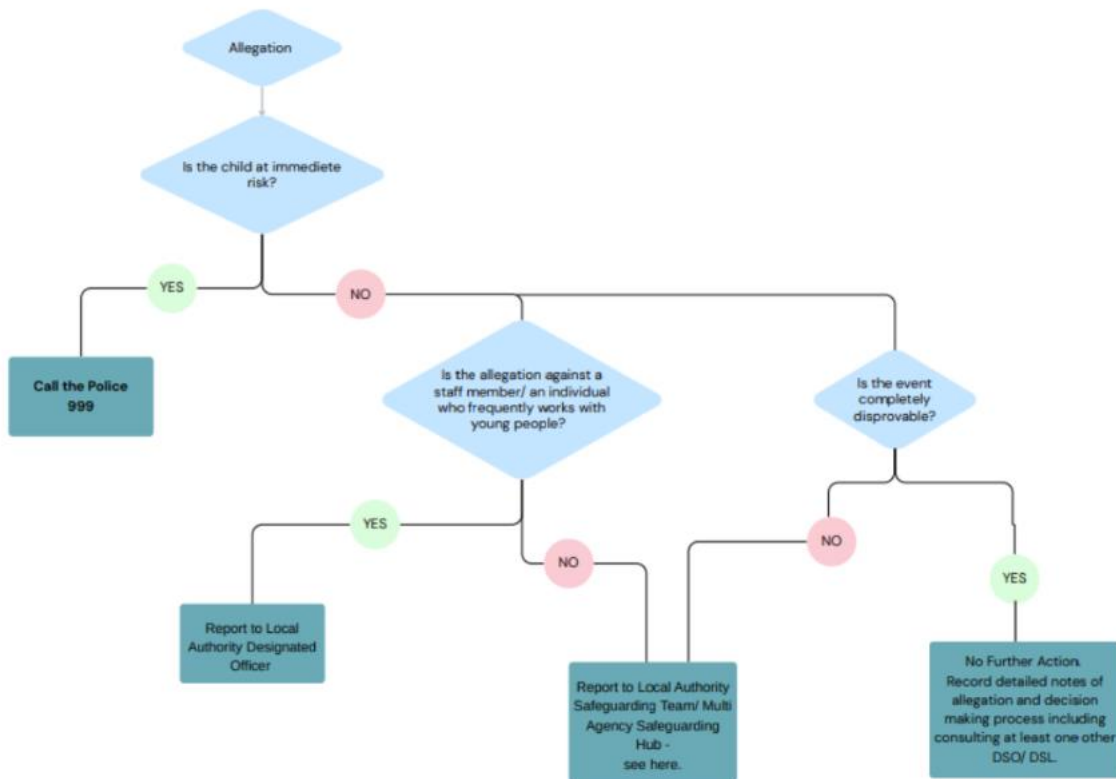
Taking part in photography/ recording is your choice. If you're not sure what to do, speak to a parent/carer, teacher or another adult you trust.

I grant The Careers & Enterprise Company a non-revocable license to use photographs/film/audio of me taken at YAG events for promotional use. The images/ recordings, and any reproductions or adaptations of these, may be used for fundraising, publicity and to help promote the company and its activities. This includes the right to use them in printed and online publicity, on the web, social media and in press releases. I understand that I will not receive any payment.	
Name (please print):	
Name of event (if applicable):	
Date of photography/filming/interview	
Signed	

Website: [www.careersandenterprise.co.uk](http://www.careersandenterprise.co.uk) / Email: [info@careersandenterprise.co.uk](mailto:info@careersandenterprise.co.uk)

## Appendix 5

### Important Contacts for DSL / DSOs [link to document](#)



If you're worried that a child or young person is at risk or is being abused contact the [children's social care team at their local council](#).

**Call 999 if the child is at immediate risk.**

If it's not an emergency, you can [report the crime online](#) or call 101.

If you're concerned that someone may be at risk & would like advice, contact the NSPCC helpline on 0800 028 3550 or [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk).

If the incident happened within the young person's local area- contact their local authorities care team here. You can find the relevant contact details here [children's social care team at their local council](#).

If the incident happened within the CEC event, report the instance to the local authority of the office/ event space. You can find the relevant local authority [here](#).

Common Contacts:

**Work.Life Aldersgate Street**

Children's social care team: Islington

<https://www.islington.gov.uk/children-and-families/worried-about-a-child>

Telephone: 020 7527 7400 (Monday to Friday, 9am to 5pm)

020 7226 0992 (out of hours)

**Work.Life Holborn**

Children's social care team: Camden

<https://www.camden.gov.uk/childrens-safeguarding-social-work>

Telephone: 020 7974 3317

020 7974 4444 (out of hours)

## 5 References

Related policies
CEC Privacy policy <a href="#">here</a>
Safeguarding policy for Enterprise Advisors <a href="#">here</a>
CEC Acceptable use of IT policy <a href="#">here</a>
Related documents
YAG data processing document see <a href="#">here</a>
CEC Annual Modern Slavery Statement <a href="#">here</a>
Keeping Children Safe in Education <a href="#">here</a>

## 6 Document Control

Creation date	Signed off by	Sign off date	Changes made
September 2022	Nicola Hall	15/09/2022	New policy
August 2024	Nicola Hall	22/09/2024	Refresh to update to current legislation and best practice
August 2025	CEC Audit Committee	12/11/2025	Full policy update to include roles and responsibilities, DBS checks, Safer recruitment, Prevent, Work experience placement and all forms for consent and reporting.

The Careers & Enterprise Company

[careersandenterprise.co.uk](http://careersandenterprise.co.uk)

