In Your Corner Safeguarding Policy (Including Child Protection)

This policy was first agreed by In Your Corner's Board on 29 December 2022. It is reviewed annually, or earlier if law or statutory guidance changes, or after a serious incident.

Version history

Version	Purpose/Change	Lead Author	Date signed off by Board
VF1	Policy created	Dr Kathy Adcock, Director	29.12.22
VF2	Annual Policy Review and Update	Dr Eloise Wynter, Trustee	15.07.24
VF3	Annual Policy Review and Update	January Jones, CEO and DSL	27.05.2025
VF3.1	Cause for Concern Procedure Added	January Jones, CEO and DSL	19.11.2025
VF4	Annual Policy Review and Update	January Jones, CEO and DSL	23.11.2026

1. About In Your Corner

In Your Corner (IYC) runs boxing projects to support emotional wellbeing. We take evidence-based ideas from psychological intervention and deliver them in a flexible way alongside non-contact boxing skills in boxing clubs, schools, and accessible community settings. Our programmes currently run in Islington, Camden, Southwark, Brent, Westminster, and the Royal Borough of Kensington and Chelsea. We work with children and young people aged 11–18 and on occasion support young adults up to the age of 25.

2. In Your Corner's Safeguarding Policy

In Your Corner is fully committed to safeguarding and promoting the welfare of all children, young people and young adults using its services, and to protecting them from harm, abuse, neglect and exploitation regardless of age, disability, gender, gender identity, race, ethnicity, religion or belief, sexual orientation or any other protected characteristic. IYC acknowledges its duty to act appropriately on any allegation, report or suspicion of abuse. Staff, coaches, clinicians, volunteers and trustees will work together to encourage an ethos which embraces difference and diversity and respects the rights of children and young people.

Scope. This policy covers all children (under 18), young adults aged 18–25 in IYC programmes, including adults at risk (section 11), in person and online. It applies to trustees, staff, sessional coaches, clinicians, students, volunteers and contractors, and to anyone with access to participants' personal data.

Accessibility. This policy is shared with all staff and volunteers at induction, published at inyourcorner.uk and available in hard copy or accessible formats on request. A young person-friendly summary has been produced alongside this policy. The Digital Safeguarding Policy (Appendix 6) forms part of this policy and should be read alongside it.

For further information about safeguarding visit:

London Safeguarding Children Procedures	www.londonsafeguardingchildrenprocedures.co.uk
London Safeguarding Children Partnership	www.londonscb.gov.uk
London Multi-Agency Adult Safeguarding Policy and Procedures	https://london-adass.org.uk/wp-content/uploads/2025/11/London-Multi-Agency-Adult-Safeguarding-Policy-Practice-Guidance-and-Procedures-November-2025.pdf
NSPCC	https://www.nspcc.org.uk/
NSPCC Child Protection in Sport Unit	https://sport.nspcc.org.uk/
England Boxing safeguarding	www.englandboxing.org

This policy is underpinned by the following legislation and guidance (England):

- Children Act 1989 and Children Act 2004 (including s16LA, the safeguarding information-sharing duty)
- Children's Wellbeing and Schools Act 2026
- Working Together to Safeguard Children 2026 (statutory guidance)
- Information Sharing Duty: statutory guidance for safeguarding (DfE, September 2026)
- London Safeguarding Children Procedures (8th edition)
- Keeping Children Safe in Education 2026 (when delivering in schools)
- Crime and Policing Act 2026
- Sexual Offences Act 2003 (including s22A, positions of trust in sport)
- Safeguarding Vulnerable Groups Act 2006 and Disclosure and Barring Service regulations
- Domestic Abuse Act 2021
- Female Genital Mutilation Act 2003 (as amended by the Serious Crime Act 2015)
- Modern Slavery Act 2015
- Counter-Terrorism and Security Act 2015 and Prevent duty guidance
- Online Safety Act 2023
- Care Act 2014 and Mental Capacity Act 2005
- Data Protection Act 2018 and UK GDPR (as amended by the Data (Use and Access) Act 2025)
- Equality Act 2010 and Human Rights Act 1998

- UN Convention on the Rights of the Child
- Charity Commission guidance on safeguarding and serious incident reporting
- What to do if you're worried a child is being abused: advice for practitioners (DfE, 2015)

3. Named Persons & Contact Details

Role / Agency	Contact details
IYC Designated Safeguarding Lead (DSL): January Jones, CEO	07759 156143, january@inyourcorner.uk
IYC Deputy DSL: Dr Fiona Kau, Clinical Lead	07923 429694, fiona@inyourcorner.uk **On maternity leave 12/2026 – 11/2027**
IYC Trustee Safeguarding Lead: Dr Eloise Wynter	07534 421334, eloisewynter@gmail.com
London Community Boxing DSL: Leigh Bruce and David Tranter	07767 374666, leigh@londoncommunityboxing.com 07800 640712, davidtranter@londoncommunityboxing.com
Southwark MASH	020 7525 1921, MASH@southwark.gov.uk
Camden Children and Families Contact Service	020 7974 3317, LBCMASHadmin@camden.gov.uk LADO: 020 7974 4556, LADO@camden.gov.uk
Islington Children's Services Contact Team	020 7527 7400; csctreferrals@islington.gov.uk LADO: 020 7527 8102, LADO@islington.gov.uk
Kensington and Chelsea MASH	020 7361 3013; socialservices@rbkc.gov.uk
Metropolitan Police	999 (immediate danger) / 101 (non-emergency)
NSPCC Helpline	0808 800 5000
NSPCC Whistleblowing Advice Line	0800 028 0285
Childline	0800 1111

4. Culture of safety, equality and protection

In Your Corner works with children, parents and the community to support children's rights and to create and maintain the safest possible environment for children. We do this by:

- Recognising that all children have the right to freedom from abuse and harm, and that their welfare is paramount.
- Listening to young people and involving them in shaping our sessions and this policy.
- Promoting joint working with parents and carers in the interests of children's welfare.
- Following safer recruitment procedures (section 14).
- Ensuring everyone follows our Code of Conduct (Appendix 5).
- Designating a DSL, a Deputy DSL and a Trustee Safeguarding Lead.
- Supporting staff and volunteers to raise concerns, including through whistleblowing (Appendix 4).
- Responding quickly and appropriately to all concerns, suspicions and allegations.

- Giving parents, carers and young people a clear way to raise concerns and complaints.
- Using trauma-informed, positive behaviour management.
- Actively challenging racism, discrimination and adultification (section 9).
- Reviewing this policy annually and completing an annual safeguarding self-assessment.
- Working in partnership with external organisations and professionals.

5. Definitions, scope and roles

Child: anyone under 18 years of age.

Young adult: a person aged 18–25. Adult law applies, and a transitional safeguarding approach is used (section 11).

Adult at risk: a person aged 18 or over who has care and support needs, is experiencing or at risk of abuse or neglect, and because of those needs is unable to protect themselves (Care Act 2014).

Safeguarding and promoting the welfare of children (Working Together 2026) means:

- providing help and support to meet the needs of children as soon as problems emerge;
- protecting children from maltreatment, whether that is within or outside the home, including online;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- promoting the upbringing of children with their birth parents, or otherwise their family network, where this is in their best interests; and
- taking action to enable all children to have the best outcomes.

Child protection: the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm (section 47 Children Act 1989).

Family Help: the local authority offers combining the local authority offer combining targeted early help and section 17 support. IYC may refer families with consent where needs are emerging.

Partnership working. IYC staff and volunteers always act in accordance with this policy. For each project, IYC and the partner organisation, if applicable, agree in writing who will lead on referrals. Concerns are always shared with the partner's DSL. In schools, staff also follow the school's procedures and Keeping Children Safe in Education; in England Boxing clubs, concerns are also shared with the Club Welfare Officer.

Senior organisational lead

January Jones, Chief Executive Officer, is the Designated Safeguarding Lead (DSL) and leads on safeguarding in our organisation, taking responsibility for In Your Corner's safeguarding arrangements. Dr. Fiona Kau is the Deputy DSL and has full DSL authority in the DSL's absence.

If both the DSL and Deputy DSL are unavailable, contact the partner organisation's DSL, if applicable, or IYC's Trustee Safeguarding Lead. If a child may be at risk and no DSL can be reached,

contact the relevant MASH (or 999) directly and inform the DSL as soon as possible. ***Clinical supervisors may give advice but do not replace a safeguarding referral.***

The DSL's responsibilities

The DSL (supported by the Deputy DSL):

- receives all concerns and decides on action within one working day;
- liaises with children's social care, Family Help, police, the LADO, CAMHS and partner organisations;
- makes referrals in each borough's required format, with written follow-up within 24 hours;
- keeps secure records and chronologies;
- ensures induction and refresher training for all staff and volunteers, and keeps training records;
- makes notifications under the mandatory reporting duty once it is in force;
- reports anonymised safeguarding activity to the Board each term, and alerts the Trustee Safeguarding Lead immediately to any serious incident; and
- leads the annual review of this policy.

It is not the role of the DSL to decide whether a child has been abused. That is the responsibility of children's social care and the police.

The Board

The Board of Trustees is ultimately responsible for safeguarding. It appoints a Trustee Safeguarding Lead, receives quarterly safeguarding reports, approves the annual review of this policy, applies safer recruitment to trustees, and reports serious incidents to the Charity Commission.

6. Understanding and identifying abuse and neglect

We recognise that abuse may occur as a reaction to stress or trauma within a family, and everything should be done to support families in a non-judgmental way. We also recognise that abuse can happen in organisations, including sports and therapeutic settings, and between children. Where a child harms another child, safeguarding procedures apply to both children.

We recognise that:

- It is often a cluster or pattern of indicators, rather than an isolated indicator, that is significant.
- Indicators may have an innocent explanation, but may still mean a young person needs support.
- Children may experience multiple or simultaneous harms, and online and offline harms are linked.
- Children may not recognise that they are being abused, or may not be ready to disclose.

- Factors such as parental domestic abuse, substance misuse, mental ill health and learning disability are associated with risk, but their presence does not mean abuse is taking place.

Harm outside the home. Young people can be harmed in peer groups, public spaces, on transport and online, including through exploitation, serious youth violence and knife crime. Staff consider the young person's wider context (contextual safeguarding) and share information about places or groups of concern with the DSL.

7. Categories of abuse and specific safeguarding issues (children)

Working Together to Safeguard Children sets out four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect. All abuse involves an element of emotional abuse, and a child who experiences one form of abuse is more vulnerable to others.

7.1 Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, including fabricated or induced illness.

Indicators may include: unexplained or recurrent injuries; changing or improbable explanations; untreated injuries; flinching or shrinking from contact; fear of going home or of parents being contacted; reluctance to change; covering up; aggression or over-compliant, "watchful" behaviour; running away. Staff know what usual training knocks look like; injuries that do not fit the activity are recorded and reported.

7.2 Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child that they are worthless or unloved; imposing age-inappropriate expectations; preventing normal social interaction; seeing or hearing the ill-treatment of another, including domestic abuse; serious bullying; or exploitation and corruption.

Indicators may include: low self-esteem; self-harm; withdrawal; extreme fear; detachment; eating difficulties; acting out domestic abuse.

7.3 Sexual abuse and child sexual exploitation

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether contact or non-contact, including involving children in producing sexual images (including AI-generated images) and grooming a child in preparation for abuse, online or offline. It can be committed by adults of any gender or by other children. Most sexual abuse is committed by someone known to the child. Children under 13 cannot legally consent to any sexual activity.

Positions of trust. Since 28 June 2022, anyone who coaches, teaches, trains, supervises or instructs a young person on a regular basis in a sport commits an offence if they engage in sexual activity with a 16- or 17-year-old (section 22A Sexual Offences Act 2003). This applies to all IYC coaches and practitioners.

Child sexual exploitation (CSE) is a form of sexual abuse in which a child is coerced, manipulated or deceived into sexual activity in exchange for something they need or want, and/or for the

financial advantage or increased status of the perpetrator. A child cannot consent to their own exploitation, even if they believe they are in a relationship.

Indicators may include: unexplained gifts, money or phones; older “boyfriends” or “girlfriends”; going missing; sexually transmitted infections or pregnancy; substance misuse; age-inappropriate sexual knowledge or behaviour.

7.4 Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in serious impairment of their health or development, including failure to provide adequate food, clothing, shelter, supervision, medical care or emotional responsiveness. Poverty is not neglect; consider whether Family Help is appropriate.

Indicators may include: persistent hunger; poor hygiene; untreated health needs; lack of supervision; frequent absence or lateness.

7.5 Domestic abuse

Under the Domestic Abuse Act 2021, domestic abuse is abusive behaviour between people aged 16 or over who are personally connected. It may be physical, sexual, violent or threatening, controlling or coercive, economic, psychological or emotional. A child who sees, hears or experiences the effects of domestic abuse is a victim of domestic abuse in their own right.

Staff are alert to teenage relationship abuse and adolescent to parent violence and abuse (APVA). A young person using abusive behaviour towards a parent must receive a safeguarding response, as they may also need support.

7.6 Child-on-child abuse and harmful sexual behaviour

Child-on-child abuse includes bullying (including cyberbullying and prejudice-based bullying), physical abuse, sexual violence and sexual harassment, non-consensual sharing of images, upskirting, initiation or hazing, and abuse in young people’s relationships. Sexual behaviour sits on a continuum from typical to violent (Hackett continuum); report anything beyond typical behaviour to the DSL.

When considering a concern, take into account: the relative age and development of the children; any imbalance of power; coercion, intimidation or bribery; attempts to ensure secrecy; frequency and duration; and the impact on the child harmed. Assess and support the child who has harmed as well as the child who has been harmed.

IYC is a non-contact boxing organisation and sparring is not permitted in IYC sessions. Any pushing, hitting or verbal abuse between young people is managed through ground rules, group agreements, and behaviour management, and recorded on a Cause for Concern form (not only the session debrief). Tell the DSL immediately if you think a child is targeting another child.

7.7 Child criminal exploitation, county lines and cuckooing

Child criminal exploitation (CCE) occurs where children are coerced, manipulated or deceived into criminal activity, including running drugs, carrying weapons or money, and violence. Children who are criminally exploited are victims first.

The Crime and Policing Act 2026 creates an offence for an adult to engage in conduct towards a child intending to cause the child to commit a criminal offence (section 48, maximum 10 years), CCE prevention orders, and an offence of controlling another person's home for criminal purposes, known as cuckooing (section 65, maximum 5 years; a person under 18 cannot consent). At the time of this review these offences had been enacted but were not yet in force.

Indicators may include: going missing; unexplained money, clothes or phones; older associates; unexplained injuries; carrying weapons; exclusion from school; fear and secrecy. Report concerns to the DSL the same day. The DSL will refer to the MASH and, where appropriate, the police and the borough's exploitation panel.

7.8 Serious youth violence and knife crime

Report any disclosure of weapon-carrying, threats or violence to the DSL immediately, or call 999 if there is an immediate risk. Keep venues weapon-free and act on any threats made near venues.

7.9 Radicalisation and extremism (Prevent)

The government's 2024 definition describes extremism as the promotion or advancement of an ideology based on violence, hatred or intolerance that aims to negate or destroy the fundamental rights and freedoms of others; undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or intentionally create a permissive environment for others to do so.

IYC is not a specified authority under section 26 of the Counter-Terrorism and Security Act 2015, but our school partners are, and we follow Prevent good practice:

- We build young people's resilience by promoting respect, tolerance and critical thinking.
- Concerns are reported to the DSL, who seeks advice from the local Prevent lead or police and makes a referral where appropriate. Channel support is voluntary.

7.10 Online abuse, sextortion and AI-generated imagery

Online abuse includes grooming, financially motivated sexual extortion (sextortion), non-consensual sharing of nudes and semi-nudes, AI-generated or "nudified" sexual images of real children (which are illegal child sexual abuse material), and exposure to harmful content. Staff must never view, copy, forward, save or delete sexual images of a child; they must report to the DSL immediately. See Appendix 6.

7.11 Female genital mutilation (FGM)

FGM is illegal and is child abuse. The statutory duty to report known FGM in under-18s to the police applies to regulated health and social care professionals and teachers (section 5B Female Genital Mutilation Act 2003). IYC clinicians who are registered professionals are personally subject to this duty. A report to the DSL is required following a report to the police. All other staff report FGM concerns to the DSL immediately for referral to the MASH and/or police.

Indications of risk include talk of a special ceremony or an extended trip abroad. Signs that FGM may have taken place include difficulty walking or sitting, spending a long time in the toilet, avoiding physical activity, and withdrawal after travel.

7.12 So-called honour-based abuse and forced marriage

In England it is illegal to arrange the marriage of anyone under 18. Do not approach the family or attempt to mediate. Speak to the young person alone in a safe place and contact the DSL immediately; the DSL will contact the MASH and police the same day. There may be only one chance to help.

7.13 Modern slavery, trafficking and unaccompanied asylum-seeking children

Unaccompanied asylum-seeking children (UASC) are looked-after children and are at heightened risk of going missing, trafficking, exploitation and trauma. A young person whose age is uncertain is treated as a child unless the local authority decides otherwise. Signs of trafficking or modern slavery are reported to the DSL; the local authority or police can refer children to the National Referral Mechanism without their consent.

7.14 Children missing

Record unexplained absences and report patterns to the DSL. If a child goes missing during an activity, search the venue, inform the parent or carer, and call the police if the child is not found within two hours or immediately if they are at high risk.

7.15 Children in care, private fostering and young carers

For children in care, involve the child's social worker. A child under 16 (under 18 if disabled) who is looked after for 28 days or more by someone who is not a parent or close relative is privately fostered, and the local authority must be told; inform the DSL. Young carers may need a needs assessment.

7.16 Bullying

Bullying, including cyberbullying and prejudice-based bullying, is unacceptable and will be challenged. Signs include reluctance to attend activities previously enjoyed, distress, injuries, damaged belongings, or asking for money.

7.17 Abuse linked to faith or belief

This includes abuse linked to beliefs in spirit possession and witchcraft. A child labelled as possessed may suffer emotional, physical and sexual abuse and neglect. Report concerns to the DSL.

8. Disabled children and children with special educational needs

Disabled children are three to four times more likely to experience violence than non-disabled children (Jones et al., 2012, The Lancet), and their abuse is widely under-reported. Barriers include attributing signs of abuse to the disability, communication barriers, dependency on carers, isolation, and reluctance to challenge carers.

IYC learns each child's preferred method of communication, adapts sessions, does not assume changes in behaviour are due to disability, and seeks specialist advice where needed. Specific signs include bruising in unusual places, poor personal care, over- or under-medication, and rough handling or excessive restraint.

9. Anti-racist practice

Working Together 2026 strengthens expectations that practitioners identify, understand and challenge racism and discrimination. IYC will:

- Recognise **adultification bias** – where Black and racially minoritised children are seen as older and less vulnerable than they are (Child Q review, City & Hackney, 2022) – and ask: "Would I respond the same way if this were a white child of the same age?"
- Recognise disproportionality in services and families' experiences of discrimination.
- Treat racist abuse, online or between children, as a safeguarding issue.
- Practice curious, culturally informed work without allowing culture or faith to become a reason not to protect a child.
- Always use independent professional interpreters, never children, family members or friends.
- Take time to build trust with refugee and asylum-seeking families.

10. Mental health, self-harm, suicide risk and confidentiality

Mental health problems can be an indicator that a child has suffered or is at risk of abuse, neglect or exploitation.

- If a young person is at immediate risk, call 999, stay with them and inform the DSL.
- **Disclosures of self-harm or suicidal thoughts are recorded and reported the same day to the DSL and the clinical lead, who completes a risk assessment and safety plan.**
- Parents or carers are normally informed unless this would increase risk; CAMHS, social workers or the GP are informed in line with consent and risk.
- Practitioners explain the limits of confidentiality at the start of every programmed and never promise to keep secrets.
- **Clinicians follow their professional standards and receive clinical supervision, which supports but does not replace safeguarding procedures.**
- Endings and transitions are planned for young people with ongoing risk.

11. Safeguarding young adults (18 – 25 years)

IYC follows the six Care Act principles – empowerment, prevention, proportionality, protection, partnership and accountability – and the Making Safeguarding Personal approach. Adults with mental capacity have the right to make decisions others may consider unwise (Mental Capacity Act 2005).

Types of adult abuse include: physical; domestic; sexual; psychological; financial or material; modern slavery; discriminatory; organisational; neglect and acts of omission; and self-neglect.

What to do. Make the person safe (call 999 if needed), seek their consent to share information, and tell the DSL the same day. The DSL will refer to adult social care. Information may be shared without consent where others (including children) are at risk, a serious crime is involved, the adult lacks capacity, coercion is suspected, or staff are implicated.

12. Procedures if you are worried a child is at risk of harm

Step 1 - Immediate danger: call 999, then inform the DSL.

Step 2 - Same day: complete the Cause for Concern form (Appendix 3), using the child's own words and including the date, time, setting and people present. Email it to january@inyourcorner.uk and phone the DSL (or the Deputy DSL if the DSL is unavailable). **The session debrief is not a substitute for the Cause for Concern form.**

Step 3 - DSL decision within one working day. The DSL will decide whether to:

a. make a MASH referral where there is a risk of significant harm or a statutory need;

b. make a Family Help referral with consent;

c. consult the MASH, NSPCC Helpline or partner DSL; or

d. monitor within IYC with a set review date.

The DSL records the rationale for every decision, including a decision not to refer. If the child already has a social worker, the DSL contacts the social worker too.

Step 4 - Written follow-up: telephone referrals are followed up in writing on the borough's referral form within 24 hours. The DSL requests feedback; if none is received within two working days, or IYC disagrees with the decision, the DSL uses the borough's escalation procedure.

Step 5 - Parents and carers are normally told about concerns and their agreement sought, unless this would increase the risk to the child or hinder a police investigation (for example in cases of sexual abuse, FGM, forced marriage or fabricated illness). Seek MASH advice first in these cases.

Step 6 - Direct referral: anyone may refer directly to the MASH or police if the DSL is unavailable, or if they believe a concern has not been acted on.

Managing a disclosure

- Stay calm and listen.
- Ask open questions for clarification only; do not ask leading questions.
- Reassure the child that they were right to tell you and that it is not their fault.
- Never promise confidentiality; explain who you will tell and why.
- Do not confront the alleged abuser.
- Record what was said in the child's own words as soon as possible, and sign and date the record.

Only trained police officers and social workers interview children about alleged abuse (Achieving Best Evidence guidance). Disclosures of non-recent abuse, including from adults, are reported to the DSL, as the alleged abuser may still pose a risk to children.

DO	DON'T
Be accessible and receptive	React strongly or blame the child or abuser
Listen carefully and take it seriously	Jump to conclusions, speculate or accuse anyone

Reassure the child they were right to tell	**Promise to keep a secret or make promises**
Say what will happen next	**Ask leading questions**
Make a careful record of what was said	**Interrupt or stop them from speaking freely**
Inform the DSL immediately and follow up to confirm action (if required) has been taken	**Stop them talking so you can fetch someone else**

Mandatory reporting of child sexual abuse

Once commenced, section 85 of the Crime and Policing Act 2026 will require adults aged 18 and over who are engaged in relevant activity in England, including regulated activity such as sports coaching, to notify the police or local authority as soon as practicable if they are given reason to suspect a child sex offence; for example, if told by a child or by a perpetrator, if they witness abuse, or if they see images or hear recordings.

Only one report needs to be made for each disclosed incident, so IYC staff may meet the duty by reporting to the DSL, once they have confirmed that a notification has been, or will shortly be, made. Failure to report carries no criminal penalty but may lead to a DBS or regulator referral. Preventing or deterring someone from making a report is a criminal offence (up to seven years' imprisonment).

Information sharing

Data protection law does not prevent the sharing of information to keep a child safe. From 30 September 2026, section 16LA Children Act 2004 places a duty on relevant organisations to share information relevant to safeguarding or promoting a child's welfare; DfE guidance confirms that sharing may include non-statutory organisations. IYC will:

- share information that is necessary, proportionate, relevant, accurate, timely and secure;
- seek consent where it is safe to do so;
- share without consent where it is lawful and needed to address risk;
- record what was shared, with whom and why; and
- respond promptly to requests from safeguarding agencies.

Recording and records

Recording is a tool of professional accountability and is central to safeguarding. Small concerns can form a pattern over time, so all concerns must be recorded accurately.

Safeguarding records are kept in a restricted, password-protected folder separate from programme files**,** with a chronology for each child of concern. Records distinguish fact from opinion, are signed and dated, are retained in line with IYC's retention schedule**,** and are never destroyed while an inquiry is ongoing.

Obstacles to reporting

Children may be reluctant to tell because they fear the consequences, have been threatened, want to protect the abuser, fear being removed from home, or distrust services. Staff and volunteers may be reluctant to report because they worry about getting it wrong, hope it was a one-off, or are unfamiliar with procedures. **If in doubt, always report to the DSL.**

13. Training

- All staff, coaches and volunteers complete safeguarding induction before working with children, covering this policy, the Code of Conduct, recognising and responding to concerns, recording, online safety and whistleblowing.
- Certificated safeguarding training is refreshed every two years, with annual updates.
- The DSL and Deputy DSL complete advanced DSL training every two years, with annual updates.
- Clinicians complete training to the level required by their professional body and NHS partners.
- Trustees complete safeguarding governance training on appointment.
- The DSL keeps records of all training.

14. Safer recruitment

IYC applies safer recruitment to all roles involving contact with children or adults at risk, and to trustees, including:

- safeguarding statements in job adverts and role descriptions;
- application forms, with gaps in employment explored;
- a safeguarding question at interview;
- two verified references, including the most recent employer;
- checks of identity, right to work, qualifications, coaching licenses and professional registration;
- overseas checks where relevant.

DBS checks. Regulated activity with children requires an enhanced DBS check with a children's barred list check. Since 1 September 2026 this includes supervised roles, such as assistant coaches and regular helpers, and it is an offence to knowingly place a barred person in such a role.

IYC accepts an existing DBS certificate only if it is at the correct level and for the correct workforce, and a DBS Update Service status check is completed; otherwise, a new check is obtained. A single central record holds each person's certificate number, date and outcome.

Staff and volunteers must tell IYC immediately about any arrest, charge, conviction or investigation. IYC will refer to the DBS anyone removed from regulated activity because they harmed or posed a risk of harm to a child; this is a legal duty. Partner organisations confirm in writing that their staff have been appropriately checked.

15. Code of conduct, low-level concerns and allegations against staff, volunteers or trustees

All staff, volunteers and trustees follow the Code of Conduct (Appendix 5), which covers boundaries, positions of trust, physical contact, one-to-one work, changing rooms, transport, gifts, online contact and photography.

Low-level concerns are behaviors inconsistent with the Code of Conduct that do not meet the harm threshold – for example over-familiarity, favoritism, personal messaging, humiliating language, or unnecessary time alone with a child. Share them with the DSL (or the Deputy DSL or Trustee Safeguarding Lead if the concern is about the DSL). They are recorded confidentially, addressed through supervision and monitored for patterns. Self-reporting is encouraged.

The allegations threshold is met where an adult has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child in a way that indicates they may pose a risk of harm to children; or
- behaved in a way that indicates they may not be suitable to work with children, including outside work (transferable risk).

What happens: report immediately to the DSL (or the Deputy DSL or Trustee Safeguarding Lead if the allegation concerns the DSL). The DSL contacts the LADO within one working day, before any internal investigation, and does not inform the person concerned until advised. IYC follows LADO and police advice on suspension and information sharing; notifies partners as agreed; reports a serious incident to the Charity Commission and, where boxing is involved, to England Boxing; refers to the DBS and any professional regulator where the threshold is met; and keeps confidential records.

Anyone who believes appropriate action has not been taken must contact the LADO directly. **All staff have a duty to protect children; supporting a colleague, or finding it hard to believe what you have seen or heard, must always come second to that. See Appendix 2.**

16. Whistleblowing

IYC wants everyone to feel safe raising concerns about unsafe practice by colleagues, managers, trustees or partners. Concerns raised in good faith are protected under the Public Interest Disclosure Act 1998. See Appendix 4. External routes include the NSPCC Whistleblowing Advice Line (0800 028 0285), the LADO, and the Charity Commission.

17. Online safety and use of digital devices

See the Digital Safeguarding Policy (Appendix 6).

18. Governance, monitoring and review

- The DSL reports anonymised safeguarding data (concerns, referrals, allegations, low-level concerns, training and DBS compliance, and lessons learned) to the Board quarterly.

- The Trustee Safeguarding Lead and DSL complete an annual self-assessment against the NSPCC/CPSU Standards for Safeguarding and Protecting Children in Sport and agree an action plan.
- Trustees report serious incidents to the Charity Commission promptly (including abuse connected with IYC activities, allegations against staff or trustees, police investigations and partner incidents) and confirm this in the annual return.
- This policy is reviewed annually, after any serious incident, and when law or guidance changes. Pending legal changes will be added as addenda when they come into force.

The CEO will oversee the implementation of this policy.

Signed:  January Jones, Chief Executive Officer

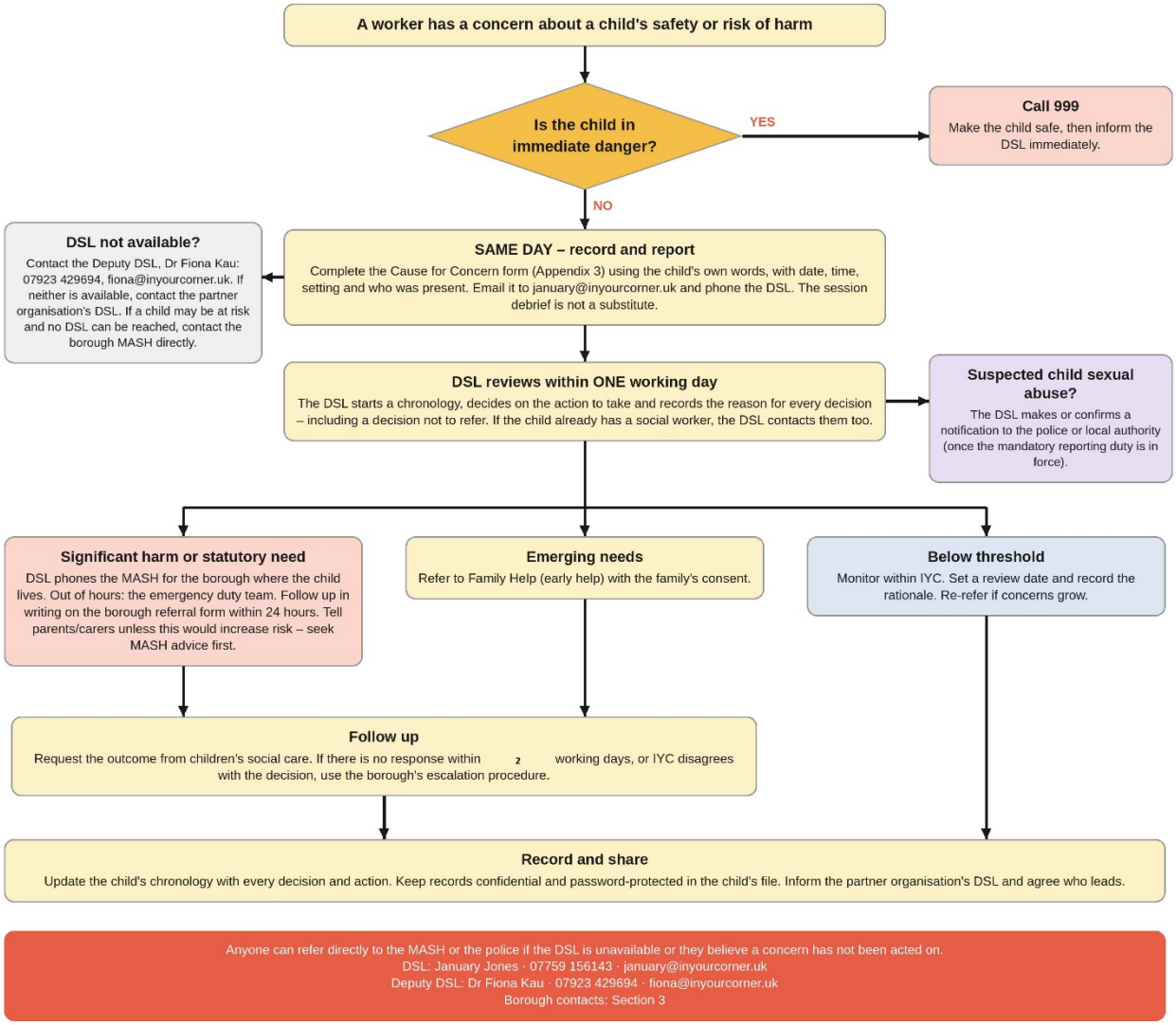
Signed: _____ Mark Rowlands**,** Chair of Trustees

Date policy initially adopted: 29 December 2022

VF4 signed off by Board: 23 November 2026

Policy due for next review: October 2027

Appendix 1 – Flowchart: Making a safeguarding referral to children's social care



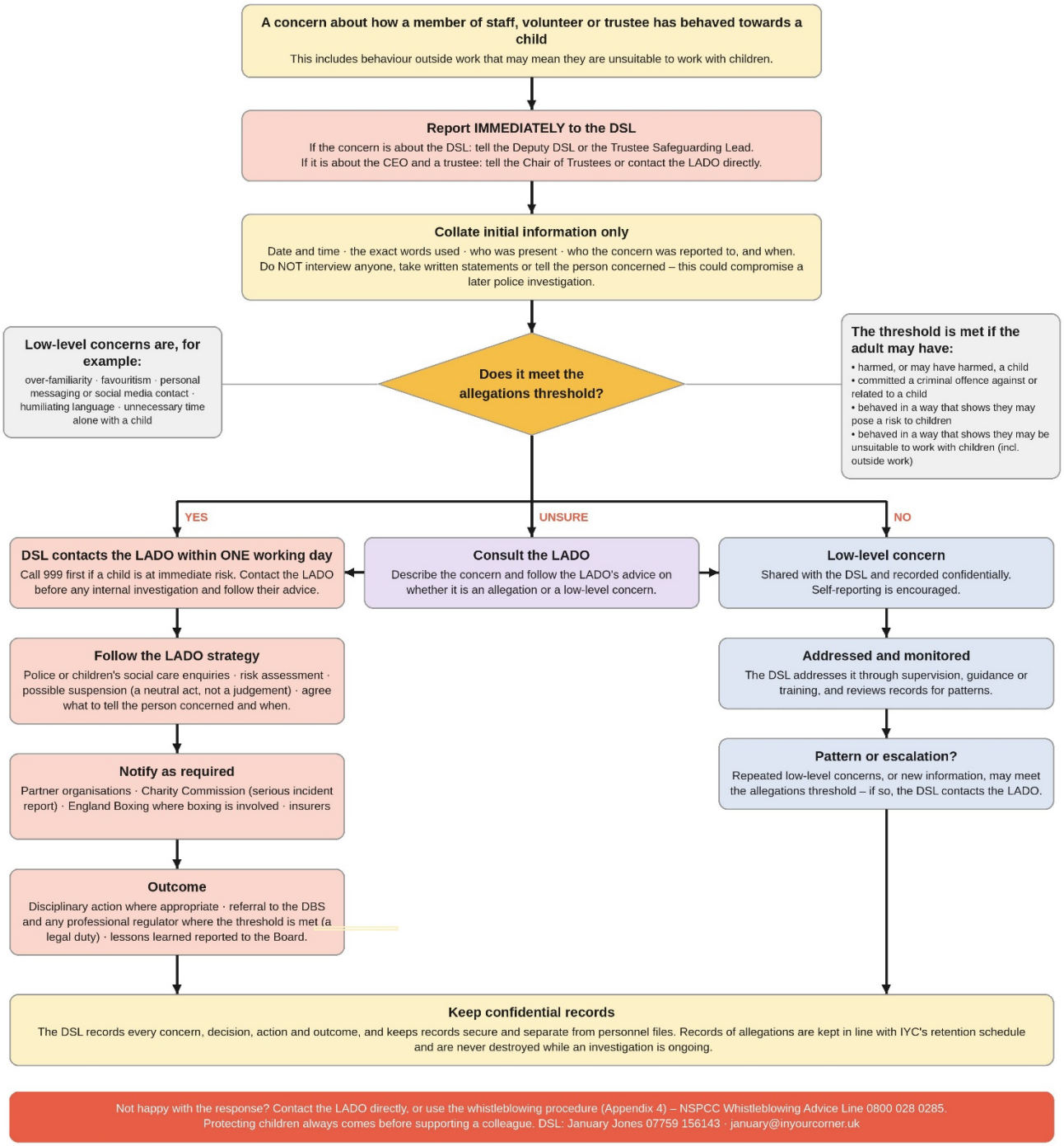
** Anyone can refer directly to the MASH or the police if the DSL is unavailable, or if they believe a concern has not been acted on.*

DSL: January Jones, january@inyourcorner.uk, 7759 156143

Deputy DSL: Dr Fiona Kau, fiona@inyourcorner.uk, 07923 429694 (On maternity leave 12/2026 - 11/2027)

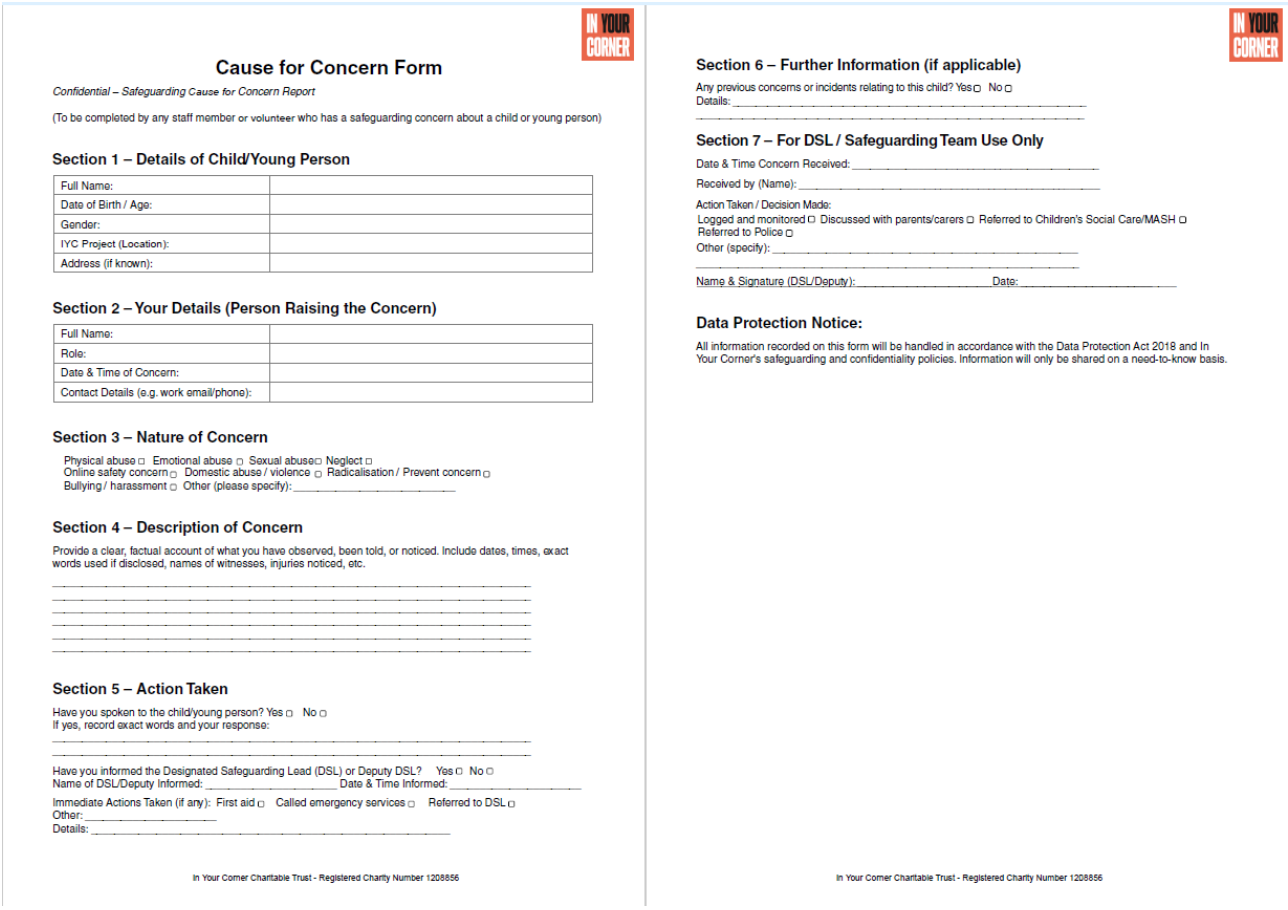
See section 3 for local contact details.

Appendix 2 – Flowchart: Concerns or allegations about staff, volunteers or trustees



Protecting children always comes before supporting a colleague

Appendix 3 – Cause for Concern Form



Cause for Concern Form

Confidential – Safeguarding Cause for Concern Report

(To be completed by any staff member or volunteer who has a safeguarding concern about a child or young person)

Section 1 – Details of Child/Young Person

Full Name:	
Date of Birth / Age:	
Gender:	
IYC Project (Location):	
Address (if known):	

Section 2 – Your Details (Person Raising the Concern)

Full Name:	
Role:	
Date & Time of Concern:	
Contact Details (e.g. work email/phone):	

Section 3 – Nature of Concern

Physical abuse ☐ Emotional abuse ☐ Sexual abuse ☐ Neglect ☐
Online safety concern ☐ Domestic abuse / violence ☐ Radicalisation / Prevent concern ☐
Bullying / harassment ☐ Other (please specify): _____

Section 4 – Description of Concern

Provide a clear, factual account of what you have observed, been told, or noticed. Include dates, times, exact words used if disclosed, names of witnesses, injuries noticed, etc.

_____
_____
_____
_____
_____
_____

Section 5 – Action Taken

Have you spoken to the child/young person? Yes ☐ No ☐
If yes, record exact words and your response:
_____
_____

Have you informed the Designated Safeguarding Lead (DSL) or Deputy DSL? Yes ☐ No ☐
Name of DSL/Deputy Informed: _____ Date & Time Informed: _____

Immediate Actions Taken (if any): First aid ☐ Called emergency services ☐ Referred to DSL ☐
Other: _____
Details: _____

In Your Corner Charitable Trust - Registered Charity Number 1208856

Section 6 – Further Information (if applicable)

Any previous concerns or incidents relating to this child? Yes ☐ No ☐
Details: _____
_____

Section 7 – For DSL / Safeguarding Team Use Only

Date & Time Concern Received: _____

Received by (Name): _____

Action Taken / Decision Made:
Logged and monitored ☐ Discussed with parents/carers ☐ Referred to Children's Social Care/MASH ☐
Referred to Police ☐
Other (specify): _____
_____

Name & Signature (DSL/Deputy): _____ Date: _____

Data Protection Notice:

All information recorded on this form will be handled in accordance with the Data Protection Act 2018 and In Your Corner's safeguarding and confidentiality policies. Information will only be shared on a need-to-know basis.

In Your Corner Charitable Trust - Registered Charity Number 1208856

Send to: january@inyourcorner.uk / 07759 156143 (or the Deputy DSL: fiona@inyourcorner.uk / 07923 429694 *on maternity leave 12/2026 – 11/2027*)

Link to form: IYC - Cause for Concern Form

Appendix 4 – Whistleblowing Procedure

1. **What to raise:** harm or risk of harm to a child or adult; breaches of this policy or the Code of Conduct; unsafe recruitment; failure to act on concerns; criminal activity; financial wrongdoing; or attempts to cover up any of these.
2. **Who to tell internally:** the DSL. If the concern is about the DSL/CEO, contact the Trustee Safeguarding Lead, Dr Eloise Wynter (07534 421334), or the Chair of Trustees, Mark Rowlands (07989 304585). Concerns can be raised verbally or in writing.
3. **What happens next:** you will receive an acknowledgement within **5** working days and feedback where appropriate.
4. **Your protection:** you will not be victimized for raising a concern in good faith, and your identity will be protected as far as possible. Malicious reports may lead to disciplinary action.
5. **External routes:** NSPCC Whistleblowing Advice Line 0800 028 0285; the LADO; the Charity Commission; England Boxing; the police.
6. **If a child is at immediate risk, call 999 first.**

Appendix 5 – Code of Conduct (summary)

All staff, coaches, clinicians, volunteers and trustees must always:

- put each young person's welfare first;
- treat everyone with respect and challenge discrimination;
- work in open view and avoid unnecessary one-to-one situations;
- explain and ask before any necessary physical contact (for example adjusting stance, hand wraps or gloves), and keep it minimal and in public view;
- use only IYC work phones and accounts, within working hours (9am–7pm);
- follow photography and consent rules; and
- report concerns promptly.

They must never:

- engage in any sexual or romantic relationship with a young person (with 16- and 17-year-olds this may be a criminal offence for sports coaches);
- contact young people through personal phones or personal social media, or accept their friend or follow requests;
- give lifts to a young person alone unless authorised in advance, with parental consent, and logged;
- give personal gifts or money (except approved items under IYC's gifting process);
- use humiliating, sexualised or discriminatory language;
- use physical punishment, or exercise as punishment;
- share images or personal details without consent;
- promise confidentiality;
- enter changing areas while young people are changing, except in an emergency and with another adult present;
- work under the influence of alcohol or drugs; or
- allow sparring or contact in IYC sessions.

Breaches are handled through IYC's disciplinary procedures and, where relevant, safeguarding procedures.

Appendix 6 – Digital Safeguarding Policy (VF4)

This Digital Safeguarding Policy should be read and followed in conjunction with IYC's Safeguarding Policy. It is reviewed annually, or earlier if the law or platforms change.

1. About In Your Corner

In Your Corner (IYC) runs boxing projects to support emotional wellbeing. We take evidence-based ideas from psychological intervention and deliver them in a flexible way alongside non-contact boxing skills in boxing clubs, schools, and accessible community settings. We run projects for young people that are free to access.

2. In Your Corner's Safeguarding Policy

In Your Corner (IYC) is fully committed to safeguarding the welfare of all children and young people using its services. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect these children and young people from harm, abuse, and exploitation regardless of age, gender, disability, ethnicity, or sexual orientation. IYC acknowledges its duty to act appropriately when it receives any allegations, reports, or suspicions of abuse. Paid staff and volunteers will work together to encourage an ethos which embraces difference and diversity and respects the rights of children and young people.

This policy covers all children and young people accessing digital services run and managed by IYC.

The policy is endorsed by IYC's Board and will be reviewed annually to make sure it remains relevant and appropriate to the needs of IYC and its children and young people.

This Digital Safeguarding Policy is freely accessible to all. This means that IYC will share copies of this policy with staff and volunteers as part of their induction and training. IYC's safeguarding policies will appear on its website and hard copies of this policy will be available upon request.

Note: This Digital Safeguarding Policy should be read and followed in conjunction with IYC's Safeguarding Policy.

3. Scope and responsibility

This policy covers all IYC online and digital activity, including email, the website, Instagram, Facebook, X, YouTube, TikTok, LinkedIn, WhatsApp, Zoom, Microsoft Teams, Google Meet and all IYC devices. Digital safeguarding incidents are handled in the same way as any other safeguarding concern.

Role	Name	Telephone
IYC Designated Safeguarding Lead	January Jones	07759 156143
IYC Deputy DSL	Dr Fiona Kau (on maternity leave 12/2026 – 11/2027)	07923 429694
IYC Trustee Safeguarding Lead	Dr Eloise Wynter	07534 421334

4. IYC's digital safeguarding principles

In order to uphold these principles our staff and volunteers must:

- Ensure that social media accounts are set up appropriately.
- Make it clear on any personal social media accounts using disclaimers that their views, thoughts and opinions are personal and not reflective of IYC policies, procedure, or guidance.
- Make sure that technical solutions are in place to reduce access to inappropriate content on devices owned by IYC (e.g. filtering or monitoring software, parental controls).
- Ensure photo / video consents are in place before taking and using photographs or videos on mobile devices.
- Delete pictures from the device after these images have been used and in accordance with IYC data protection and privacy policy.
- Make every effort to ensure that young people and users of the service understand why and how they must use social media responsibly and safely using the appropriate privacy settings.
- We recognise that digital safeguarding is an important part of all our work, and we are committed to delivering best practice.

We will:

- Ensure our projects, activities, programmes, and campaigns support all of our participants, volunteers and staff to stay safe online.
- Use best practice digital safeguarding for technical solutions, processes, and procedures.
- Help our staff and volunteers to support members in being effective online.
- Take best practice action when a digital safeguarding incident occurs.
- Support and train appropriate staff and volunteers in digital safeguarding.
- Have appropriate links with key organisations to raise awareness and refer and report incidents when needed.
- Risk-assess all projects, initiatives, programmes, activities, services, and campaigns to make sure appropriate digital safeguards are in place.

5. What do we mean by digital safeguarding?

Digital safeguarding means: 'the protection from harm in the online environment through the implementation of effective technical solutions, advice and support and procedures for managing incidents'.

IYC is committed to the safeguarding and protection of all participants, volunteers, staff and users of our digital services and social media channels, and we apply the same safeguarding principles to IYC's activities whether they are offline or online.

This means protecting our participants, volunteers, and staff from online harms such as:

- Online bullying and harassment.
- Sexual exploitation and grooming online.
- Discrimination and abuse on the grounds of any protected characteristic.
- Sharing of illegal and inappropriate imagery.

- Cyberstalking.
- Impersonation and hacking.
- Disinformation and misinformation.
- The oversharing of personal information.

6. The 4 Cs of online risk

These four areas of risk interact with one another:

- **Content:** pornography, extremism, misogyny, racism, self-harm and suicide content, disinformation, misinformation and conspiracy theories.
- **Contact:** grooming, sextortion, harassment, impersonation.
- **Conduct:** cyberbullying, sharing nudes, AI-altered images, privacy, digital footprint.
- **Commerce:** scams, phishing, gambling, money-mule recruitment.

7. Online Harm

7a. Bullying and Harassment

Online bullying can be offensive, intimidating, malicious, insulting behaviour and abuse of power which humiliates or denigrates the other person. It can involve one or more people. This can be known as 'trolling' when the user deliberately starts quarrels or upsets people by posting inflammatory messages in an online community.
Online harassment can come in the form of unwanted verbal conduct online which has the purpose or effect of violating the dignity of a person and or creating a hostile, degrading, humiliating or offensive environment. It can be related to personal characteristics of an individual, such as age, sex, race, disability, sexual orientation, gender identity, religion or belief or nationality.

Online examples of this abuse include abusive messages, exclusion from groups, malicious or insulting comments and sharing offensive imagery.

7b. Sexual Exploitation and Grooming

Sexual exploitation and grooming online is the act of developing a relationship with a child with the intention of abusing them. Offenders use emotional and psychological tricks to build relationships. The abuse can take place online or offline.

Non-contact abuse is where a child is encouraged to share live or still images of themselves of a sexual nature. They can be forced to commit sex acts or to perform on web cams or built-in cameras in phones and other devices.

7c. Discriminatory Abuse

It can be an offence to stir up hatred – known as inciting hatred – on the grounds of the following protected characteristics:

- Age
- Sex
- Race
- Disability
- Religion or belief
- Sexual orientation
- Gender reassignment
- Marriage or civil partnership status
- Pregnancy and maternity

The content of a website can also be illegal when it threatens or harasses a person or a group of people. If this is posted because of hostility based on protected characteristics, it can be considered a hate crime. Illegal material could be in words, pictures, videos, and even music and can include:

- Messages calling for racial or religious violence
- Web pages with pictures, videos or descriptions that glorify violence against anyone due to a protected characteristic, for example their race, religion, disability, sexual orientation or because they are transgender
- Chat forums where people ask other people to commit hate crimes

7d. Sharing of Illegal and Inappropriate Imagery
The sharing of illegal and inappropriate imagery online (sometimes known as sexting) can fall into two categories: illegal and inappropriate.

'Illegal' is child sexual abuse imagery and imagery that incites violence, hate or terrorism. 'Inappropriate' in this context could mean the sharing of pornography, violent content, racist content and LGBTQI+ phobic content.

It is an offence to share inappropriate imagery of anyone under the age of 18 and this could result in a conviction.

7e. Cyberstalking
Cyberstalking is the repeated use of electronic communications to harass or frighten someone, for example by sending threatening communications.

7f. Impersonation and Hacking
Impersonation and hacking online is where a user pretends to be somebody else, and they may hack into their profile and share information, imagery, or posts for example, on behalf of that person.

7g. Disinformation and Misinformation
Misinformation and disinformation are the acts of spreading knowledge that is incorrect. Disinformation is the deliberate intent to spread information which is known to be

incorrect. Misinformation is where an individual may not know they are sharing inaccurate information, for example they share information or content that they believe to be true.

7h. Sharing of Personal Information

Personal information includes information that makes an individual personally identifiable. This can include name, date of birth, address, phone number, email address and social media profile name. It may also include identifying details based on an individual's protected characteristic.

7i. Additional harms

Sextortion. Tell young people it is not their fault, not to pay, to stop contact, and to keep but not forward any evidence. Staff report to the DSL, who contacts the police and the MASH.

AI-generated sexual images. Creating, possessing or sharing sexual images of children, including AI-generated or altered images, is illegal. The Crime and Policing Act 2026 adds offences relating to AI tools designed to create such material.

Nudes and semi-nudes. Follow UKCIS guidance. Never view, copy, print, forward or delete images; report to the DSL; signpost young people to Childline and the IWF Report Remove tool.

8. The law

IYC adheres to all relevant UK laws relating to users of our digital platforms, third party social media and the use of our ICT equipment. Relevant laws include:

- Online Safety Act 2023
- Protection from Harassment Act 1997
- Malicious Communications Act 1988
- Communications Act 2003
- Computer Misuse Act 1990
- Protection of Children Act 1978
- Sexual Offences Act 2003
- Serious Crime Act 2015
- Crime and Policing Act 2026
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR (as amended).

This list is not exhaustive. We review any changes in legislation to make sure we are compliant.

9. Policy Breach Management

Any breach of this policy by staff or volunteers will be managed under the relevant disciplinary procedures. Any participant or the general public can make a complaint following IYC's Complaints & Compliments Policy.

10. Managing Online/Digital risk

A range of measures are in place to mitigate and manage online risks:

- Minimising the personal information that is shared on third party social media channels.
- Seeking permission to share information about participants and volunteers where appropriate.
- Supporting volunteers in setting up social media channels effectively.
- Removing and blocking offensive posts, comments, and imagery.
- Supporting and advising participants, volunteers, and staff about how to block, and remove offensive posts, comments, and imagery.
- Supporting participants, volunteers, and staff to block and report online bullying.
- Supporting participants, volunteers, and staff to remove users who break these rules.
- Encouraging the reporting of abuse.
- Supporting participants and volunteers if and when an online bullying incident occurs.
- Reporting allegations to the police and supporting others to report to the police.
- Signposting users to additional support services.
- Referring victims of online abuse to additional support.

11. Acceptable Use

As staff and volunteers, you must understand what's acceptable, and you need to make sure participants know what is acceptable and unacceptable when using digital technology.

You must follow the procedures in the In Your Corner IT Acceptable Use Policy.

12. Use of In Your Corner Equipment by Young People, Staff, Volunteers, and Trustees

Where devices are owned by IYC and/or access to devices is given by IYC, there must be necessary mitigations in place to protect members, staff, and volunteers. These include:

- Technical solutions to reduce access to inappropriate content. These could be filtering or monitoring software, for example parental controls or up to date security software.
- Signed agreement to use the equipment safely, securely, and responsibly.

Users of IYC's equipment should never:

- Share, download, print or distribute any content that is defamatory, obscene, indecent, pornographic, offensive, discriminatory, sexual, or violent or any other content that may cause harassment, alarm, or distress.
- Use any IYC equipment to cause harassment, alarm, or distress to others.

IYC does not provide access to its equipment to participants. However, staff and volunteers should always make sure that where access is offered / managed by IYC to participants there is age-appropriate supervision and quality assurance including security and safety settings in place.

13. Mobile Phone Use by Staff, Volunteers, and Trustees

Where appropriate IYC staff are provided a work mobile phone. They should not use their personal devices.

As an IYC staff or volunteer you may use your work mobile phones in any activities and sessions. This includes taking photos and films. However, permission must be obtained from parents/carers and/or young people (if they are able to consent for themselves) via a consent form before photos and films are taken and images shared.

Staff and volunteers should always:

- Gain permission before taking pictures or films.
- Delete pictures from your device once they have been used for the purpose that they were taken. You must check personal cloud backups and make sure that pictures are deleted from here as well.
- Make sure that phones and other electronic devices that hold IYC data are encrypted and/or password protected.

Staff and volunteers should never:

- Take photos of participants without the explicit permission of parents or carers.
- Share imagery or personal information about young members or vulnerable adults on social media or the internet without consent of parent or carers and/or young person (if they are able to consent for themselves)
- Take pictures or videos on their personal phones.

14. Mobile Phone Use by Young People

Participants may bring their mobile devices to activities and sessions, but each IYC group must decide ground rules on this beforehand.

Participants should always:

- Use their mobile phone appropriately and responsibly.
- Seek permission to share photos/imagery and videos.

Participants should never:

- Use their device to bully, harass, alarm, distress or harm another young member or a volunteer.
- Share images or videos on social media without permission.
- Access, download, view or distribute inappropriate, pornographic, discriminatory or hate material.
- Contact staff or volunteers directly without their parent's/carer's permission and awareness, except in an emergency.

15. Personal Use of Social Media

During Work Hours:

Personal use of social media is not permitted during working hours or by means of our computers, work phones, networks and other IT resources and communications systems. The only time a staff member should be accessing personal social media accounts at work is if they choose to share a work post through a personal account to the benefit of the organisation (e.g. sharing a job vacancy on Facebook).

Personal social media can be used during lunchtime and breaks so long as it does not involve unprofessional or inappropriate content, does not interfere with your employment responsibilities, and complies with this policy.

Restrictions and Prohibitions:

You must avoid making any social media communications that could damage our business interests or reputation, even indirectly. You must not use social media to defame or disparage our staff, any third party or us; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate colleagues or third parties.

You must not express opinions on our behalf via social media, unless expressly authorised to do so by your manager or the marketing lead. You may be required to undergo training in order to obtain such authorisation. If you are unsure whether a comment is allowed, please speak to a manager before posting.

You must not post comments about sensitive business-related topics, such as our performance, or do anything to jeopardise our trade secrets, confidential information, and intellectual property. You should not include our logos or other trademarks in any social media posting or in your profile on any social media without permission from the CEO. It is expected that this would only be considered appropriate on professional sites such as LinkedIn.

Staff must never contact IYC young people through their own personal social media accounts. Friend requests or messages from IYC young people, whether current or previous, must be blocked or deleted. Any misuse of social media should be reported immediately to the CEO.

Guidelines for Responsible Use:

You should make it clear in social media postings, or in your personal profile, that you are speaking on your own behalf and write in the first person. Be respectful to others when making any statement on social media and be aware that you are personally responsible for all communications that will be published on the internet for anyone to see. If you disclose your affiliation with us on your profile or in any social media postings, you must state that your views do not represent those of your employer (unless you have been authorised to speak on our behalf). You should also ensure that your profile and any content you post are consistent with the professional image you present to clients and colleagues.

If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from posting it until you have discussed it with a manager.

If you see social media content that disparages or reflects poorly on us, please report this to the CEO.

Breach of this Policy:
Breach of this policy may result in disciplinary action up to and including dismissal. Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation, which may involve handing over relevant passwords and login details.

You may be required to remove any social media content that we consider to constitute a breach of this policy. Failure to comply with such a request may result in disciplinary action.

16. Social Media Accounts
IYC operates social media platforms for both promotion of our organisation and to provide content for our young people. This includes accounts on Facebook, Instagram, X, YouTube, WhatsApp, and LinkedIn. Oversight of these accounts is the responsibility of the CEO.

Access to IYC Accounts:
IYC staff should have access to the organisation's social media accounts where appropriate for their job role. Log in and password details will be set by the Business and Marketing Support and updated regularly and when required for security purposes (e.g. if a staff member leaves). Passwords must be kept confidential and not shared with anyone outside the charity or anyone who does not have permission to access our social media platforms.

Posting on IYC Accounts:
The CEO should approve all posts to IYC social media accounts. Only content that is relevant to our organisation and purpose and which reflects the values of IYC should be posted. Staff should avoid posting anything that may bring the reputation of the charity into disrepute; influence our neutrality (e.g. political statements); could cause offence or be classed as discriminatory; or which breaches confidentiality or copyright.

It is good practice to ask a colleague to check content before it is published.

Responding to messages on IYC Accounts:
All staff with access to IYC accounts are responsible for checking regularly for messages and bringing them to the attention of the most appropriate staff member. Messages from young people should always be responded to by a member of the delivery team. See below for further guidance on communicating with young people through social media channels. This applies to both direct messages (DMs) and comments. Responses should always be through the official IYC account and should be visible to all staff using the platform. Messages should not be concealed or deleted.

17. Communication with Young People on Social Media
Young people have the option to contact us online, whether or not they are currently registered with an IYC project.

All communication with young people at IYC relies on staff accountability, transparency, and cooperation to ensure safeguarding principles are upheld and that we are GDPR compliant.

Posting Content for Young People:
Wherever possible, content for young people will be posted on private accounts to ensure that we are providing the safest space possible. Posts on public accounts should be for promotional purposes and should not encourage young people to share personal information or engage in sensitive discussions. The delivery team, with support from the Business and Marketing Support, oversees content posted to private young people accounts.

This content should use approved templates and follow the rules for public posting as well as being generally appropriate for our young people and in line with the usual content of IYC groups.

When posting, be aware that IYC does not police the age of young people following our account and content should therefore be appropriate for our full age range.

It is also important that staff are mindful when promoting our social media accounts that we do not encourage young people under the age of 16, who might otherwise have not had an account, to sign up in order to follow us. All support provided through social media accounts should also be available in other formats for young people who prefer not to access it online.

Responding to DMs:
Delivery staff should check for messages from young people regularly as part of their usual working day. Replies should only be sent within your working hours.
When communicating with a young person online, always remind them of our confidentiality policy and that any information they disclose may be passed on if we have safeguarding concerns. Any messages (DMs) that contain content of a safeguarding nature across all platforms should be reported immediately to a Designated Safeguarding Lead (DSL) in line with our Safeguarding Policy. Messages should be copied and used as part of the safeguarding report.

Staff members without relevant clinical experience or training are NOT to respond to messages from young people.

WhatsApp:

- Use on work phones only.
- Do not use WhatsApp with under-13s; contact their parents or carers instead.
- Obtain parental permission before directly contacting any young person under 16.
- Obtain written parental permission for under-16s to join group chats.
- Every group has a named staff moderator and written ground rules; numbers are hidden where possible; WhatsApp is never the sole means of communication.
- The CEO keeps a register of all IYC WhatsApp groups and the staff member responsible for each.

- If concerns arise, stop using WhatsApp with that young person, parent or carers, and log a safeguarding concern.

Online Sessions:

- Written or verbal consent is obtained in advance.
- Sessions are scheduled in advance and run on a work device and work account, Monday to Friday, 9am–7pm.
- Group sessions last no more than 60 minutes.
- Individual sessions last no more than 60 minutes; contact the Clinical Lead in advance and keep a record of the session.
- The waiting room is on and participant recording is disabled; sessions are recorded only on request and with consent.
- Settings must not be bedrooms; an adult must be nearby for under-14s.
- All staff on the call hold a current DBS check; the facilitator leaves last.
- Safeguarding concerns are reported to the DSL.

18. Use of the Internet and Social Media by Young People

Participants should always:

- Use social media responsibly and safely.
- Use the appropriate privacy settings.

Participants should never:

- Send friend requests or follow staff or volunteers individually/personally without their parents or carers permission.
- Use social media inappropriately or if they are underage.
- Bully, harass, intimidate, alarm or cause distress to another person using social media.
- Share pornographic, sexually explicit, or inappropriate material.
- Post and share photos without the permission of other participants or volunteers.
- Attempt to record video sessions or group virtual sessions

19. **Support Organisations**

These organisations offer additional support on a range of digital and safeguarding topics:

Thinkuknow
Childline
Samaritans
True Vision
Safer Internet Centre, includes The Internet Watch Foundation
Get Safe Online
Childnet

Keeping children safe online | NSPCC
Revenge Porn Helpline
Police UK

The CEO will oversee the implementation of this policy.

Signed:  January Jones, Chief Executive Officer

Signed: _____ Mark Rowlands**,** Chair of Trustees

Date policy initially adopted: 29 December 2022

VF4 signed off by Board: 23 November 2026

Policy due for next review: November 2027