

DIANA AWARD_ SAFEGUARDING POLICY



ABOUT US

The Diana Award is the only charity set up in memory of Diana, Princess of Wales and her belief that young people have the power to change the world. Our mission is to foster, develop and inspire positive change in the lives of young people.

THE DIANA AWARD SAFEGUARDING POLICY

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of The Diana Award. We are committed to reviewing our policy and good practice annually.

The purpose of this policy is:

- to protect children and young people who receive The Diana Award services from harm. This includes the children of adults who use our services. We do this through four key strategic areas:
 - Safe Processes
 - Safe Practices
 - Safe People
 - Safe Partnerships
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

Safeguarding can be defined as enabling children and young people 'to live in safety, free from abuse and neglect'. The Diana Award believes that a child/young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people in order to keep them safe. We are committed to practice in a way that protects them.

We recognise that:

- The welfare of a child is paramount, as established in The Children Act 1989 and the [United Convention of the Rights of the Child 1991](#).
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or additional needs.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young peoples' welfare.

In order to ensure young people are adequately protected, The Diana Award will:

- value, listening to and respecting children/young people
- adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- develop and implement an effective online safety policy and related procedures
- provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruit and select staff and volunteers safely, ensuring all necessary checks are made
- record, store and use information professionally and securely, in line with data protection legislation and guidance
- Employ a Principal Safeguarding Officer (PSO) and additional Designated Safeguarding Leads (DSL) who attend multi-agency training at least once every two years.
- Ensure all new staff receive basic safeguarding training during their induction period
- Ensure all staff have read and understand the Safeguarding Policy and are aware of the indicators of child abuse and how to respond to a concern or possible disclosures of abuse by a child/young person.
- Provide access to The Diana Award Safeguarding Policy to all young people, their families and support via The Diana Award website.
- Review this Safeguarding Policy on an annual basis, carried out by the Safeguarding Forum, comprised of all DSLs and signed off by the Board of Trustees

LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- [Children Act 1989](#)
- [United Convention of the Rights of the Child 1991](#)
- [Data Protection Act 2018](#)
- [Human Rights Act 1998](#)
- [Children Act 2004](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Children and Families Act 2014](#)
- [Working Together to Safeguard Children 2018](#)

A summary of key legislation is available from learning.nspcc.org.uk.

SUPPORTING DOCUMENTS

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents. These procedures are intended to help clarify how we relate to the young people we work with, both in written and face-to-face communication. It also demonstrates how we will create an enjoyable and safe environment for young people whilst they engage in all services provided by The Diana Award. This is the responsibility of every adult involved in the organisation.

SUPPORTING DOCUMENTS DIRECTORY

All documents and Policies can be found in The Diana Award SharePoint: Policies, Procedures and Office Management

Supporting Document	Last updated	Next review date
Adults at Risk Policy	October 2022	October 2023
Role of Designated Safeguarding Leads	October 2022	October 2023
Dealing with Allegations of Abuse	October 2022	October 2023
Online Safety Guidance	October 2022	October 2023
Reporting Form	October 2022	October 2023
Code of Conducts (for Staff and Volunteers, for young People), Volunteer Agreement & Consent Form	October 2022	October 2023
Photograph and Image Sharing Guidance – listed by length of time of engagement.	October 2022	October 2023
Recording A Safeguarding Concern and Information Sharing	October 2022	October 2023
Risk Assessment Template	October 2022	October 2023
Guidelines, Procedures and Good Practice for The Diana Award Activities & Residentials	October 2022	October 2023
Anti-Bullying and Harassment Policy	December 2019	Currently under review (EDI Audit)
Equality of Opportunities	February 2018	Currently under review (EDI Audit)
Recruitment Policy and Procedures	September 2021	September 2023
Health & Safety Policy	November 2021	November 2022
Whistleblowing Policy	October 2022	November 2022

DESIGNATED SAFEGUARDING LEADS

The Diana Award recognises the importance of appointing at least two members of staff who will act as DSL (which includes one PSO).

All staff will follow The Diana Award's reporting process on My Concern and will report any concerns, incidents or disclosures directly to the DSLs.

The current Principal Safeguarding Officer is:

Tessy Ojo

CEO

Tessy.ojo@diana-award.org.uk

T: 0203 9342 160 (Ext. 2009)

M: 07435 788 038

The current Designated Safeguarding Leads are:

Rebecca Andrew

Director of Operations

Rebecca.andrew@diana-award.org.uk

T: 02039 342 160

Emily Kell

Head of Programmes (Anti-Bullying)

Emily.kell@diana-award.org.uk

T: 02039 342 160

Jess Webb

of Programmes (Social Action)

Jess.webb@diana-award.org.uk

T: 02039 342 160 Head

Becky Moses

Programme Manager (Mentoring)

becky.moses@diana-award.org.uk

T: 02039 342 160

Katy Forrester

Changemaker Programme Manager

Katy.forrester@diana-award.org.uk

T: 02039 342 160

The current Trustee Lead is:

Patsy Kane OBE

Trustee (Safeguarding Lead)

patsydkane@googlemail.com

The DSL Shared Email Address is: safeguarding@diana-award.org.uk

REPORTING A SAFEGUARDING CONCERN

Staff must report any and all concerns, incidents and disclosures as soon as possible and no later than 24 hours after the disclosure has been made to the DSL(s).

Staff will record details of the incident securely on My Concern, noting:

- Name of the child/young person
- Date, time & place
- Who else was present
- What was said/what happened/what you noticed
- If a child/young person has spoken, record their words rather than your interpretation

If the suspicions in any way implicate the DSL(s), the report should be made to the PSO.

If the suspicions in any way implicate the PSO, the reporting should be made to the Trustee Safeguarding Lead.

Staff should not discuss incident details with anyone other than a named DSL on a need-to-know basis. All reports should be entered on My Concern where possible or on a paper form where access to My Concern is not available. The paper form should be entered securely onto My Concern as soon as possible and then the paper form destroyed securely.

If there are concerns that the response of the DSL(s) to take action has not been appropriately dealt with, staff are able to contact relevant agencies directly and report to the Trustee Safeguarding Lead.

If the suspicion implicates another staff member of The Diana Award, staff should report concerns immediately to the PSO.

It is important to make clear to the child/young person that you will not be able to keep what they say a secret. It is important to explain that you will need to follow procedures in order to protect children/young people.

Where possible, let the child/ young person know that you are required to speak with a DSL about the incident.

The DSL(s) will follow up all disclosures/concerns and may wish to take advice from Local Authorities. All notes of the disclosure/concern will be kept securely in My Concern, in case they are needed in the future.

APPOINTMENT OF STAFF

The responsibility for the appointment of all staff (with the exception of the CEO) is delegated to the Chief Executive, who may from time to time assign that role to another member of staff.

The ultimate responsibility for the appointment of all volunteers (including young volunteers) is held by the CEO.

The Diana Award is committed to recruit all staff and volunteers in accordance with appropriate vetting checks, code of practice and legislative requirements.

For more information, see Supporting Documents.

STAFF RELATIONSHIPS WITH YOUNG PEOPLE

Whilst the Team strives to build and establish relationships with young people, all interactions must be, at all times, on a professional level. All written, telephone, face-to-face and social media communication with them must be appropriately and sensitively handled. In our direct work with young people, appropriate dress code for staff should be observed and ground rules, set for group work, must be respected by adults and young people alike.

RECORDS AND STORAGE OF YOUNG PEOPLE'S INFORMATION

Any information relating to a child/young person will be kept secure. All online and electronic database records are appropriately protected by passwords, secured and meet the requirements of the Data Protection Act. All staff will protect appropriately the identity of young people and never give personal details or any information (unless

specifically granted) to outside sources.

Any paper documents that contain contact details or information of children/young people must be stored in a secure, locked place and must be destroyed once inputted in a secure way electronically.

The Diana Award uses My Concern to electronically store safeguarding information about children/young people we come into contact with through our work.

For more information, see Supporting Documents.

IMPLEMENTATION, DISSEMINATION AND REVIEW STRATEGIES

This policy is reviewed annually by DSLs and any significant changes approved by the board of Trustees. All members of staff read and agree to the Safeguarding Policy before the start of their employment.

POLICY REVIEW RECORD

Issue No.	Date	Description of Changes	Person(s) Responsible for Changes
1	July 2021	Undertook significant policy review in line with new policy framework	Safeguarding Forum/DSL Team
2	October 2022	Page 1 – moved UN Convention up the list Page 2 – added Data Protection Act 2018 Page 4 – updated Designated Safeguarding Leads (Other policies also updated, see log)	Safeguarding Forum/DSL Team