



Safeguarding Children Policy

Foreword

This document has been produced by Salford CVS in partnership with the SSCP

The policy was reviewed & presented to the Yesoid CIO Board of Trustees on the 16th of February 2026.

Find out more about Safeguarding Children on the Salford CVS website:

<https://www.salfordcvs.co.uk/safeguarding-salford>

Contents		
1	Introduction	Page 3
2	Safeguarding Children & Young People	Page 4
2.1	Safe Recruitment & Selection	Page 4
2.2	Management & Support of Paid Staff & Volunteers	Page 5
2.3	Providing Safer Activities & Trips	Page 6
2.4	Online Safety	Page 7
2.5	Ground rules	Page 8
2.6	Bullying	Page 8
2.7	Comments, Compliments & Complaints	Page 9
3.0	Child Protection	Page 9
3.1	Immediate Action to Ensure Safety	Page 9
3.2	Recognition of Abuse or Neglect & Definitions	Page 10
3.3	Taking Action	Page 15
3.4	When you must not discuss your concerns with parents/carers	Page 15
3.5	What to do if Children talk to you About Abuse or Neglect	Page 16
3.6	Consult About your Concern	Page 17
3.7	Make a Referral	Page 17
3.8	Allegations against Adults who work with Children	Page 19
3.9	Low-Level Concerns	Page 19
3.10	Record Keeping & Confidentiality	Page 21
3.11	Useful Salford Contacts	Page 22
	Appendix One – Useful Websites & Guidance	Page 23
	Appendix Two – Yesoid Policies linked to this Policy	Page 25

1. Introduction

- 1.1. This document is the Safeguarding Children Policy for Yesoid, which will be followed by all members of the organisation and promoted and upheld by those in leadership positions within the organisation.
- 1.2. Individual agencies are responsible for ensuring that their employees are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.
- 1.3. The purpose of the organisation is as follows: To provide youth activities and mentoring to boys aged 11 to 18 and up to 25 for those with SEND for the Jewish community of Greater Manchester.
- 1.4. We know that young people can be vulnerable to abuse by adults. The purpose of this policy is to ensure that the actions of any adult in the context of the organisation's work are transparent and safeguard and promote the welfare of all babies, children and young people.
- 1.5. This policy relates to Children and Young People up to the age of 18 as defined by the Children Act 2004, the Children's Act 2014, and the Working Together Guidance **2026**.
- 1.6. This document is written in accordance with the following:
 - a. [Salford Safeguarding Standards](#) - Updated October 2023
 - b. [Salford Children's Services Joint Working Protocol with VCSE Sector](#)
 - c. [Salford Safeguarding Children Board Policies](#)
 - d. [Greater Manchester Safeguarding Children Procedures Manual](#)
 - e. [Working Together to Safeguard Children 2026](#)
- 1.7. **Principles upon which the Safeguarding Children Policy is based:**
 - Children have a right to be safe and should be protected from all forms of abuse and neglect
 - Safeguarding children is everyone's responsibility
 - It is better to help children as early as possible, before issues escalate and become more damaging
 - Children and families are best supported and protected when there is a co-ordinated response from all relevant agencies
 - Voluntary, community and social enterprise organisations, including sports clubs and groups, play an important role in delivering services to children
 - Voluntary, community and social enterprise organisations working with children and young people are in a unique position to be able to observe signs of abuse or neglect, or changes in behaviour which may indicate a child may be being abused or neglected.

Paid and volunteer staff should make sure that they are **alert** to the signs of abuse and neglect, that they **question the behaviour** of children and parents/carers and don't necessarily take what they are told at face value. They should make sure they know where to turn to if they need to **ask for help** and **refer** to children's social care or to the police, if they suspect that a child is at risk of harm or is in immediate danger (see the section on Taking Action for further information).

"Voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding children through the services they deliver. Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm. All practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer."

Working Together to Safeguard Children 2026

2. Safeguarding Children & Young People

This section covers a range of safeguarding measures which have been designed to safeguard babies, children and young people from harm. They are as follows:

2.1 Safe Recruitment & Selection.

We have a policy and procedure which ensures that all potential paid staff and volunteers:

- Complete an application form or a letter of application. This includes: address, evidence of relevant qualifications, the reasons why they want to work with children and young people, paid work and voluntary work experience and all criminal convictions.
- Provide two pieces of identification which confirm both identity and address.
- Undergo an interview (formal or informal) involving at least two interviewers.
- Provide at least two references which are followed up on before a post is offered. One reference is from the last employer or an organisation that knows the applicant's work or volunteering with children or young people. If the applicant has not worked with children or young people before, then they should confirm this and give an alternative referee.
- Consent to a Disclosure and Barring Service check (formally CRB check) at the appropriate level (standard or enhanced). Agree to sign up to the DBS update service.

Furthermore, the organisation complies with all other safeguarding regulations:

- We understand that a person who is barred from working with children or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer with these groups.
- We understand that an organisation which knowingly employs someone who is barred from working with those groups will also be breaking the law.
- We understand that if our organisation dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left, we must complete a DBS referral form: [DBS referrals | Home Office](#)

2.2 Management & Support of Paid Staff & Volunteers

All staff and volunteers are provided with a job description (paid staff) or a role profile (volunteers) outlining their main responsibilities. This includes a requirement to comply with our Safeguarding Policy and Procedures and Ground Rules for appropriate behaviour.

All staff and volunteers are supported through an Induction process during which safeguarding/child protection procedures are explained and training needs identified

All paid staff and volunteers complete a role review at the end of their induction period before being confirmed in post. Inductions will be completed within 6 months.

All paid staff are given supervision at least every 6 weeks by their line manager/ Chair of the organisation.

All volunteers are given regular support sessions. (This may include one to one or group support, mentoring or shadowing opportunities).

Yesoid implements disciplinary and grievance procedures for all paid staff and volunteers, which comply with the ACAS¹ Code of Practice.

All paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role.

Support for staff/volunteers involved in safeguarding incidents

¹ ACAS – Advisory, Conciliation and Arbitration Service

Yesoid recognise that hearing disclosures of abuse or witnessing abuse can have a significant impact on the emotional health and well-being of staff and volunteers. Therefore, we commit to providing an individual debrief as soon as possible with either

- a manager
- a Mental Health First Aider or the Safeguarding Development Worker
- the Designated Safeguarding Lead

This can be online or in-person.

Our current Mental Health First Aider is Michelle Frankel, 07910838874

Access to free counselling is available through Qwell: [Home - Qwell](#).

Reflective Practice

Following an incident, and throughout our working practice, we will ensure opportunities for reflective practice. This is an opportunity to reflect, process and learn.



Other useful resources:

Staff are encouraged to make use of wellbeing resources to promote their resilience following safeguarding incidents.

The Greater Manchester Wellbeing Toolkit: [gm-icp-wellbeing-toolkit.pdf](http://gm-integratedcare.org.uk/gm-icp-wellbeing-toolkit.pdf)
(gm-integratedcare.org.uk)

The Greater Manchester Resilience Hub:

[Taking_care_of_yourself_during_difficult_times_PDF.pdf](http://penninecare.nhs.uk/Taking_care_of_yourself_during_difficult_times_PDF.pdf) (penninecare.nhs.uk)

2.3 Providing Safer Activities and Trips

2.31 Necessary arrangements

- People whose suitability has not been checked, including through a DBS check, will not be allowed to have unsupervised contact with children.

- All paid staff and volunteers undertaking specialist roles (e.g. taking children and young people off-site on trips) are provided with appropriate training.
- All activities are risk assessed to ensure that all reasonable steps are taken to prevent children and young people from being harmed whilst participating in the organisation's activities.
- Employer's liability and/or public liability insurance has been taken out to ensure that all activities and services and all people taking part, are covered.
- All activities being provided are properly planned and organised. Planning ensures that the activities are: age-appropriate, appropriately supervised, take account of staff ratio and use qualified instructors.
- Yesoid has a Photography Policy about taking and using photographs of children and young people and a consent form for the use of photographs and filming.

2.32 Transport

We ensure that our transport has:

- Appropriate insurance cover
- Tax MOT
- Appropriate seats (including booster seats and seatbelts)
- A first aid box
- Drivers who hold the correct driving license

2.4 Online safety

We believe that children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges.
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online.
- we have a responsibility to help keep children and young people safe online, whether or not they are using Yesoid's network and devices.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to promote online safety by:

- appointing an online safety coordinator
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online, and when using mobile phones and games consoles
- developing an online safety agreement for use with young people and their parents or carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or a young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

The online safety coordinator for Yesoid is Yehuda Heller

2.5 Ground rules

Ground rules are used for any activity involving Children and Young People. The Ground rules will state clearly what appropriate behaviour is for children and young people, staff and volunteers, and parents/carers. Systems are in place and implemented if the Ground rules are broken. The Ground Rules are explained to every young person by a member of staff or volunteer at their first session.

2.6 Bullying

Bullying will not be accepted or condoned. Bullying can include:

- Physical pushing, kicking, hitting, pinching, etc.
- Name-calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals.
- Sectarian/racial taunts, graffiti, gestures.
- Sexual comments and/or suggestions.

- Unwanted physical contact.

Children from ethnic minorities, disabled children, young people who are gay or lesbian, bisexual or trans or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.

Everybody has the responsibility to work together to stop bullying – the coach/volunteer, the parent/guardian, the child/young person.

Yesoid is committed to the early identification of bullying and prompt, collective action to deal with it.

Anyone who reports an incident of bullying will be listened to carefully and be supported, whether it's the child/young person being bullied or the child/young person who is bullying. A bullying report form will be completed and appropriate action taken. Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved. Children/young people being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development. Those who bully will be supported and encouraged to stop bullying.

2.7 Comments, Compliments & Complaints Policy

We have a written Comments, Compliments & Complaints Policy and procedure so that children and young people can make any necessary comment, compliment or complaint.

Children, young people and families can find a copy of the policy on the footer of the website yesoid.co.uk

3. Child Protection

3.1 Immediate Action to Ensure Safety.

Immediate action may be necessary at any stage in involvement with children and

families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD OR CHILDREN CONCERNED i.e.:

- If emergency medical attention is required, this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use police protection.

3.2 Recognition of Abuse or Neglect.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources, including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children, and where there are concerns about a child's welfare. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

Abuse can take many forms, and the following is a summary of the most common forms of child abuse as set out in [Working Together to Safeguard Children 2026](#).

3.21 Physical abuse

Physical Abuse - a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Some of the following signs may be indicators of physical abuse:

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones; and
- Children with unexplained:
 - bruises or cuts;
 - burns or scalds; or
 - Bite marks.

3.22 Emotional abuse

Emotional abuse - The persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Some of the following signs may be indicators of emotional abuse:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

3.23 Neglect

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - protect a child from physical and emotional harm or danger;
 - ensure adequate supervision (including the use of inadequate care-givers);
- or

- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Some of the following signs may be indicators of neglect:

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self-harm;
- Children who fail to receive basic health care; and
- Parents who fail to seek medical treatment when their children are ill or are injured

3.24 Sexual abuse and exploitation

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

Some of the following signs may be indicators of sexual abuse:

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games; and
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

3.25 Teenage Relationship Abuse

This applies to children under the age of 16, who are not included in the current legislation regarding Domestic Abuse. The most common signs of teenage relationship abuse include:

- Emotional abuse: controlling behaviour, like telling someone where they can go and what they can wear
- Online abuse: threatening to post personal pictures or information about them

- Controlling someone's finances: withholding money or stopping someone from going to work
- Snooping: reading emails, text messages or letters
- Sexual abuse: making someone do something sexual when they don't want to
- Physical abuse: violence towards someone, such as kicking, punching, or hitting

3.26 Child Sexual Exploitation /Child Criminal Exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example, food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Child exploitation can take many forms, ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim, which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying, including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

3.27 Further information on Preventing Radicalisation

Protecting children from the risk of radicalisation should be seen as part of an organisation's wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. As with managing other safeguarding risks, staff/volunteers should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

3.28 Trafficking and Modern Slavery

Child Trafficking is defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation. Child trafficking is a form of modern slavery (HM Government, 2014).

Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children are trafficked for:

- **Child sexual exploitation**
- **criminal activity, including:**
 - **cannabis cultivation**
 - **street crime - such as pickpocketing, begging and bag theft**
 - **moving drugs**
 - **benefit fraud**
 - **immigration fraud**
 - **selling pirated goods, such as DVDs**
- **forced marriage**
- **domestic servitude, including:**
 - **cleaning**
 - **childcare**
 - **cooking**
- **forced labour, including working in:**
 - **restaurants**
 - **nail bars**
 - **factories**
 - **agriculture**
- **illegal adoption**
- **unreported private fostering arrangements (for any exploitative purpose).**

This list is not exhaustive and children who are trafficked are often exploited in more than one way.

Impacts of child trafficking and exploitation include:

- **poor health and illness, which may be left untreated**
- **limited or no access to education**
- **physical and mental exhaustion.**

Children may also experience emotional challenges, such as missing family, friends, communities and cultures. This can lead to:

- **feeling isolated and lonely**
- **disturbed sleep patterns**
- **depression and/or anxiety**
- **headaches**
- **panic attacks**
- **eating difficulties**
- **self-harm and suicidal thoughts**
- **drug and alcohol use as a means to escape from problems**
- **post-traumatic stress disorder (PTSD).**

Signs and indicators

Children who are trafficked are intentionally hidden and isolated from the services and communities who can identify and protect them. While

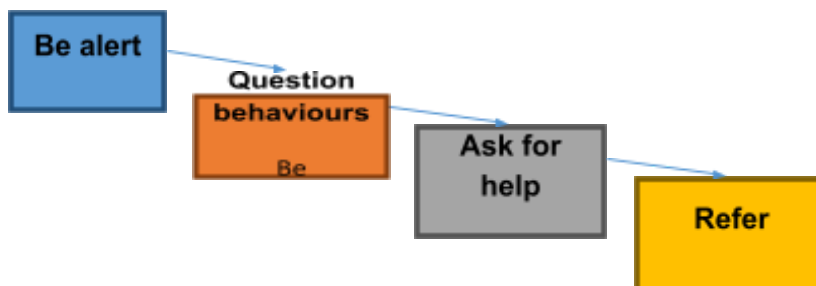
identification may be difficult, there will be signs that you can watch for.

Children who have been trafficked or are at risk of being trafficked may:

- have to do excessive housework chores
- rarely leave the house and have limited freedom of movement
- not have any documents (or have falsified documents)
- give a prepared story which is very similar to stories given by other children
- be unable or reluctant to give details of accommodation or personal details
- not be registered with a school or a GP practice
- have a history with missing links and unexplained moves
- be cared for by adults who are not their parents or carers
- not have a good quality relationship with their adult carers
- be one among a number of unrelated children found at one address
- receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation

3.3 Taking Action

There are 4 key steps to follow to help you identify and respond appropriately to possible abuse and/or neglect.



It may not always be appropriate to go through all 4 stages sequentially. **If a child is in immediate danger or is at harm or risk you should refer to children's social care and/or the police.** Before doing so, you should try to establish the basic facts. However, it is important that you do not ask the child or young person any leading questions as this may have a detrimental impact on any subsequent investigation. It is the sole role of the social workers and the police to investigate cases and make a judgement on whether there is statutory intervention and/or a criminal investigation.

You should record, in writing, all concerns and discussions about a child's welfare, the decisions made and the reasons behind those decisions.

The first step is to be alert to the signs of abuse and neglect and to have read this document.

3.4 When You Must Not Discuss Your Concerns with Parents/Carers.

It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you **MUST NOT** discuss your concerns with parents/carers in the following circumstances:

- Where sexual abuse or sexual exploitation by the parent is suspected
- Where organised or multiple abuse is suspected (see [complex-safeguarding-fact-sheet-children-adults.pdf](#))
- Where fabricated or Induced Illness (previously known as Munchausen Syndrome by proxy) is suspected (see [Perplexing Presentations \(PP\)/Fabricated or Induced Illness \(FI\) in children – guidance - RCPCH Child Protection Portal](#))
- Where Female Genital Mutilation is the concern (see [Female Genital Mutilation | Salford Safeguarding Children Partnership](#))
- In cases of suspected Forced Marriage
- Where contacting parents/carers would place a child, yourself or others at immediate risk

These decisions should not be taken in isolation. Consult with your senior manager/line manager/designated safeguarding lead or the Bridge Partnership on 0161 603 4500.

3.5 What to do if Children Talk to You about Abuse or Neglect.

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously, individually or in groups, when you are present. In these situations, **YOU MUST**:

- Listen carefully to the child. **DO NOT** directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given, taking care to record the timing, setting and people present, the child's presentation, as well as what was said. Do not throw this away, as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.

Reassure the child that:

They have done the right thing in telling you.
They have not done anything wrong.

- Tell the child what you are going to do next and explain that you will need to get help to keep him/her safe.
- **DO NOT** ask the child to repeat his or her account of events to anyone.

If a child discloses information to you about abuse or neglect, you must take action.

Contact your designated safeguarding person, or if you cannot contact them, go

straight to the Bridge Partnership on 0161 603 4500

If a child is in immediate danger of being harmed, the police should be called on 999.

3.6 Consult about your Concern

Children will not always disclose information to you. If you are concerned about a child due to what you have observed or something that another individual has disclosed, you must share your concerns.

Initially you should talk to your line manager or one of the people designated as responsible for child protection within your organisation.

Designated Safeguarding Lead (DSL)

Mr Uri Rosen

Tel: 07872536840

Email: Urirosen78@gmail.com

Deputy DSL

Mr Yehuda Heller

Tel: 07942819976

Email: info@yesoid.co.uk

If unavailable, contact social care directly.

The Designated Safeguarding Lead has additional responsibilities in ensuring the safety and wellbeing of children and young people including:

- safeguarding policies and procedures
- training and development
- receiving concerns about a child
- reporting, storing and retaining child protection records following the organisation's policies and procedures.

It will usually be the designated person who will then get in touch with the Bridge Partnership (Salford Safeguarding Referral Team) if necessary.

If you are worried about a child and cannot contact a designated person speak to another manager or go direct to the Bridge Partnership.

The Bridge Partnership can be contacted directly by telephone on **0161 603 4500**.

3.7 Make a Referral

3.71 A referral involves giving the Bridge Partnership, the Police, or the Local Authority Designated Officer (LADO) at the Safeguarding Children Unit information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency, followed by any necessary action.

To make a referral for a Bury resident, see contact information at the bottom of this policy.

All reports or enquiries concerning the welfare or safety of a child must go straight to the **Bridge Partnership**

Tel: **0161 603 4500**

Or email: **worriedaboutachild@salford.gov.uk**

The Bridge Partnership is available **Monday to Friday from 8:30am - 4:30pm.**

Referrals to the Bridge Partnership

There have been improvements to the referral process to The Bridge Partnership - it's now easier and quicker for you to report concerns about the welfare or safety of a child or young person.

You can now simply **fill out an online form** at www.salford.gov.uk/bridgereferral

If you need to speak to someone outside of these times, please contact the **Emergency Duty Team (EDT) on 0161 794 8888.**

If a child is in **immediate danger** of being harmed or is home alone, call the police on **999**.

3.72 Parents/carers should be informed if a referral is being made except in the circumstances outlined in Section 3.3.

3.73 However, the inability to inform parents for any reason should not prevent a referral from being made. It would then become a joint decision with the Bridge Partnership about how and when the parents should be approached and by whom.

3.74 If your concern is about harm or risk of harm from a family member or someone known to the children, you should make a referral to the Bridge Partnership.

3.75 If your concern is about harm or risk of harm from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.

3.76 If your concern is about harm or risk of harm from an adult in a position of trust (see Section 3.8: Allegations against Adults Who Work with Children).

Information required when making a referral

3.77 Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the

person to whom you are speaking.

- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs of the child/young person.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

Action to be taken following the referral

3.78 You must take the following action after making a referral:

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Or if you contacted The Bridge Partnership via phone, **fill out an online form** at www.salford.gov.uk/bridgereferal.
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

3.8 Allegations against Adults who work with Children

3.81 If you have information which suggests an adult who works with children (in a paid or unpaid capacity) has:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against children, or related to a child; or
- Behaved towards a child or children in a way that indicates s/he may pose a risk to children. ([Working Together to Safeguard Children 2026](#))

You should speak **immediately** with your line manager or designated officer who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) at the Safeguarding Children Unit.

3.82 If one of those people is implicated in the concerns, you should discuss your concerns directly with the LADO. Referrals are made via the [Salford City Council portal](#).

3.9 Responding to Low-Level Concerns about staff/volunteers

A low-level or lower-level concern is any concern, doubt, or worry that a member of staff

or volunteer may have acted in a way that conflicts with the standards and values of our organisation. It includes any behaviour which does not meet the expectations set out in our [Code of Conduct](#).

Concerns or allegations can relate to behaviour inside or outside of work and do not have to directly involve children.

These worries might not be considered serious enough to meet the “harm threshold” whereby concerns should be referred to the police or LADO. However, they still require a response.

Low-level concerns might include:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.

Examples of such behaviour could include:

- being over-friendly with children
- having favourites
- adults taking photographs of children on their personal mobile phones
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- humiliating children.

The Importance of Responding to Low-Level Concerns

It's important that we respond to all potential concerns about an adult's behaviour, including those which are considered low-level. This consistent response helps create a culture where the safety of children is always prioritised.

Responding to low-level concerns gives a clear message that any form of inappropriate behaviour will not be tolerated. A concern can still be significant even if it does not meet the threshold of harm. Left unaddressed, low-level concerns can escalate into more significant rule-breaking or even abuse.

Low-level concerns may also highlight a need for further training or improved staff induction

Reporting Concerns.

Yesoid is working to create a culture in which everyone feels confident to report low-level concerns about an adult's behaviour. This includes encouraging staff to self-report situations which could be misinterpreted or behaviour which does not meet our code of conduct.

Concerns should be reported to the DSL as soon as possible, within 24 hours of you becoming aware of them.

All low-level concerns about an adult's behaviour should be recorded in writing. The record should include:

- details of the concern
- the context in which the concern arose
- action taken.

The name of the person reporting the concern should also be recorded unless they wish to remain anonymous. The records will be kept in a secure and confidential online file.

Recording concerns helps us to identify any potential patterns of behaviour that may need to be discussed with the local authority's designated officer. Keeping records can also help to inform future training, induction programmes or policy reviews. The record will be kept at least until the person involved leaves our employment.

Reviewing Concerns

All low-level concerns about an adult's behaviour should be reviewed by the DSL who will speak to all adults involved in the incident, including any witnesses, unless advised not to by any other statutory agencies involved.

The review will consider the level of concern, taking into account any patterns of inappropriate behaviour. A decision will then be taken on whether any disciplinary or safeguarding action is required. This will be recorded in writing, along with an explanation of why this decision was made.

3.10 Record Keeping & Confidentiality

3.101 Not all safeguarding concerns raised will result in a referral to the Bridge Partnership. However, ALL safeguarding concerns raised by a member of staff or volunteer at Yesoid, whether referred to the Bridge Partnership or not, should be documented

Whenever there is a safeguarding concern raised by a member of staff or volunteer at Yesoid a written record should be compiled. This must include details of the person involved, the nature of the concern and the actions taken. The records must be signed and dated. All records must be securely and confidentially filed. **Records are stored electronically in a password-protected and locked file.**

3.102 Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection. [Information sharing advice for safeguarding practitioners.](#)

3.11 Useful Salford Contacts

The Bridge Partnership can be contacted by telephone on **0161 603 4500**.

Emergency Duty Team (EDT) on **0161 794 8888**.

Police Public Protection Investigation Unit

- **Child Protection: 0161 856 5125 / 5126**
- **Domestic Violence: 0161 856 5171**

3.12 Useful Bury Contacts

The Multi Agency Safeguarding Hub (MASH) can be contacted by telephone on **0161 253 5678**.

Outside normal office hours, telephone 0161 253 6606.

If a child is in immediate danger, contact the Emergency Services on 999. To contact Greater Manchester Police about a non-emergency concern, telephone 101.

NSPCC helpline: 0808 800 5000.

First review: 21/01/2025

Second review: 07/01/2026

Third review: 16/02/26

Next review due: January 2027

Signed:

Mr Yehuda Heller

On behalf of Yesoid CIO

Appendix One

Useful Websites & Guidance

[Welcome to Salford CVS's Website | Salford CVS](#)

[Worried about a child? - Salford City Council](#)

[Salford Safeguarding Children Board](#)

[Early help strategy.](#)

[Early Help Webpages](#)

[Threshold of need and response,](#)

[Local multi-agency policies](#)

[Supporting pathways](#)

[Safeguarding children | NSPCC](#)

[Greater Manchester Safeguarding Children Procedures Manual](#)

[NCVO Safeguarding Resources](#)

Government Guidance

What to do if you are worried a Child is Being Abused

[What to do if you're worried a child is being abused - Publications - GOV.UK](#)

Working Together 2026

[Working together to safeguard children - Publications - GOV.UK](#)

Keeping Children Safe in Education 2023

[Keeping children safe in education - Publications - GOV.UK](#)

Information Sharing

[Information sharing advice for safeguarding practitioners - Publications - GOV.UK](#)

Sending Encrypted Emails

If an organisation sends emails via email client (e.g. Outlook) there is native support for encryption of emails. To enable encryption for email software, go to the security settings and turn on email encryption

If an organisation is using webmail (e.g. yahoo, Gmail) this won't be a built in feature. In order to send encrypted emails other software or websites may need to be used, one of the easiest ways is to use a website that allows you to use secret-key encryption. Plug-ins can also be installed in browsers that allow you to send encrypted webmail.

If full email encryption is not available, email file attachments should always be protected by an approved encryption (password-protected) method.

Further info:

<http://www.basiccomputerinformation.ca/web-mail-vs-email-clients/>

<http://www.makeuseof.com/tag/encrypt-your-gmail-hotmail-and-other-webmail-here-s-how/>

<https://support.office.com/en-gb/article/Encrypt-e-mail-messages-84d7e382-5f76-4d71-8705-324489b710a2>

http://www.pcworld.com/article/254338/how_to_encrypt_your_email.html

Appendix Two

Yesoid Policies Linked to this Policy

The following policies are also linked to the Safeguarding Children policies and procedures for Yesoid.

Anti-Bullying	
Code of Conduct	
Complaints	
Confidentiality	
Disciplinary and Grievance	
Equality, Diversity and Inclusion	
GDPR	
Ground Rules for Children/Behaviour Agreement	
Safeguarding Adults	
Safe Recruitment	
Whistleblowing	