



Safeguarding Policy

Version control

JLGB is committed to the continuous improvement of its service offerings and underpinning policies and procedures. It will review the functionality of this policy and associated procedures on an annual basis unless an incident, organisational change or legislative change warrants it being reviewed sooner.

This policy is reviewed and endorsed by senior JLGB staff and JLGB Trustees. If in doubt about the correct policy or procedure to be followed, contact should be made with the JLGB Head Office.

This policy has been drafted based upon legislation, policy, and guidance that seeks to protect children, young people, and adults at risk in England. A full list of which can be found at Appendix B.

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1.0	Original - drafted with support from Pharos Response with updates by Ant Moran Signed off by Trustees on 09/10/2025	October 2025
1.1	Added DDSO contact details – Ant Moran	December 2025

Table of Contents

Version control	2
Table of Contents	3
Introduction and Commitment	4
Policy Aims	4
Partnership Working & Information Sharing	5
Safeguarding Culture	5
Safeguarding – The 5 R's	6
Legal Framework	7
Safeguarding Children	7
Transitional Safeguarding	7
Safeguarding Adults	8
Responding to a Safeguarding Concern	10
Responding to a Disclosure	10
Reporting a Safeguarding Concern	11
Low-Level Concerns	12
Digital & Online Safeguarding	12
Governance	13
Safer Recruitment and Staff Screening	13
Whistleblowing	14
Appendix A: Reporting Flowchart	15
Appendix B: Legal Framework and Statutory Guidance	16
Appendix C: JLGB Safeguarding Roles and Responsibilities	18
Appendix D: Types and Indicators of Abuse in Children and Young People	21
Appendix E: Types and Indicators of Abuse in Adults at Risk	27
Appendix F: JLGB Volunteers and Staff Code of Conduct	32
Appendix G: JLGB Safeguarding Training Matrix and Competency Requirements	35
Appendix H: Definitions Used in This Document	37
Appendix I: Key contract details	40

Introduction and Commitment

JLGB is committed to ensuring that every child, young person, and adult at risk grows up and lives free from abuse or neglect, regardless of age, ability, disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status. JLGB recognises its legal, moral, and statutory responsibility to proactively safeguard and promote the welfare of all individuals it works with.

JLGB endeavours to provide a safe and welcoming environment where young people are respected and valued. JLGB is committed to safeguarding and promoting the welfare of the children, young people, and adults at risk who use its services or with whom it comes into contact.

JLGB seeks to ensure that all staff and volunteers comply with legal, contractual, and professional standards and responsibilities in their work with children and adults, whether in a group work setting or on an individual basis.

High-quality recording, record keeping, and records management are essential in this context. Procedures for these processes are contained within this policy.

JLGB is committed to building and embedding a culture that places transparency and sound safeguarding practice at the centre of all its activities, including JLGB services and partnership work with supporters and stakeholders.

JLGB is committed to continually strengthening its ways of operating to ensure all staff and volunteers feel safe to raise safeguarding concerns and are fully supported in doing so.

Policy Aims

This policy aims to:

- protect children and young people who interact with JLGB's services from harm. This includes the children of adults who use our services.
- protect JLGB staff, volunteers and other adults that JLGB may work or come into contact with from harm.
- provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to:

- Children and young people who access JLGB's services.
- Adults at risk who participate in JLGB activities.
- Parents, carers, and families of service users.
- All individuals working or volunteering with JLGB, including senior managers, trustees, sessional workers, agency staff, and students.
- Third-party providers and partner organisations that collaborate with JLGB on safeguarding matters.

The well-being of children, young people, and adults at risk is paramount to the work of JLGB. All staff, trustees, and volunteers have a duty to safeguard and promote the well-being of children, young people, and adults at risk. They must:

- Understand and adhere to JLGB's safeguarding policies.
- Act immediately on safeguarding concerns by reporting them through the correct channels.
- Attend safeguarding training relevant to their role.
- Challenge and escalate concerns if they believe safeguarding is not being adequately addressed.

Partnership Working & Information Sharing

JLGB works in partnership with statutory agencies, safeguarding authorities, and relevant organisations on safeguarding matters to ensure the highest standards of safeguarding for children, young people, and adults at risk. While everyone who works with children and adults at risk has a responsibility for keeping them safe, no one person or organisation alone can have a full picture of an individual's needs and circumstances.

JLGB is committed to working collaboratively with external agencies to strengthen safeguarding. This includes:

- Reporting concerns to statutory services (Local Authority Designated Officer (LADO), police, NSPCC, children's social care, adult social care).
- Following multi-agency safeguarding protocols as outlined by the Working Together to Safeguard Children framework.
- Engaging in safeguarding audits and compliance reviews to continuously improve practice.
- Ensuring JLGB's safeguarding framework aligns with local and national safeguarding policies.

JLGB will share safeguarding information with statutory agencies where necessary to protect children, young people, and adults at risk.

- Information will be shared on a 'need-to-know' basis following GDPR and safeguarding best practices.
- Where possible and appropriate, consent will be sought before sharing information, except where doing so would place an individual at further risk.
- Confidentiality cannot be guaranteed if a safeguarding concern is raised.

Safeguarding Culture

JLGB aims to embed a proactive safeguarding culture that empowers all staff, volunteers, and service users to recognise, report, and respond to concerns without hesitation.

- JLGB prioritises safeguarding in all decision-making and ensures it is integrated into every aspect of its operations and activities.
- JLGB strives for openness and transparency to encourage reporting of concerns without fear of reprisal.
- Every member of JLGB's workforce, regardless of role, has a duty to safeguard and protect those at risk.

Safeguarding - The 5 R's

All staff and volunteers should be familiar with the 5 R's of safeguarding, ensuring effective and timely responses to any safeguarding concerns or disclosures.

1. **Recognise:**

- Be vigilant – Always be aware of potential signs of abuse, neglect, or harm.
- Know the children and young people you work with – Sudden behavioural changes can indicate underlying safeguarding concerns.
- Understand the types and indicators of abuse – Be familiar with signs of physical, emotional, sexual abuse, neglect, and exploitation.

Please refer to: Appendix D – Types and Indicators of abuse

2. **Respond:**

- Never ignore concerns, signs or reports related to children or adults at risk's wellbeing and safety
- Do not delay your response – if in doubt always take action and seek advice.

3. **Report:**

- Always report your concerns to the Designated Safeguarding Officer (DSO) or their Deputy via the Safeguarding line on **0203 866 9999**.
- Or an Event Safeguarding Officer (ESO) if the concern arises during a JLGB event.

JLGB will ensure every member of staff/volunteer is aware of who the DSO and Deputy DSOs are. Refer to: Appendix C – JLGB Roles and Responsibilities for contact details.

4. **Record:**

- Always document the concern accurately and factually, ensuring:
 - A clear description of what was observed or disclosed.
 - The exact words of the child or adult at risk (where possible).
 - Any immediate actions taken.
- Incidents should be recorded online via www.jlgb.org/incident
- Report concerns immediately – Do not delay recording information.

5. **Refer:**

- If there is a risk of significant harm, the DSO must refer the case to the Local Authority.
- Multi-agency safeguarding referrals should be made in consultation with the DSO.
- If a criminal offence is suspected or there is immediate risk of harm, the police must be called immediately.

Please refer to: Safeguarding Reporting & Incident Management section for the full reporting and referral process.

Legal Framework

JLGB's safeguarding policy is underpinned by key legislation, statutory guidance, and good practice standards that protect children, young people, and adults at risk. JLGB is committed to ensuring that all safeguarding practices remain compliant with current laws and are regularly updated in response to legislative changes.

A comprehensive list of relevant legislation, policies, and guidance that inform this policy can be found in Appendix B: Legal Framework and Statutory Guidance.

Safeguarding Children

JLGB is committed to protecting all children under the age of 18 from harm, abuse, and exploitation. The organisation recognises that children may be at risk in various settings, including youth activities, residential camps, digital environments, and during interactions with peers and adults.

Commitments to Safeguarding Children:

- JLGB prioritises the safety and well-being of children in all programmes and activities.
- All staff, volunteers, and trustees must understand their duty of care and act in the best interests of children at all times.
- JLGB adheres to the Children Act 1989 & 2004, Working Together to Safeguard Children, and Keeping Children Safe in Education (KCSIE) guidelines.
- JLGB ensures that all staff and volunteers receive child safeguarding training, appropriate to their role, to recognise, report, and respond to concerns.
- JLGB has clear and accessible reporting mechanisms for children, parents, partner organisations staff, and volunteers to report safeguarding concerns.
- JLGB promotes safe and appropriate adult-child relationships in line with Position of Trust legislation and youth work best practices.
- JLGB implements safer recruitment procedures to ensure that individuals working with children are suitable, trained, and vetted.
- JLGB works in collaboration with external safeguarding agencies, including social services, the police, the Local Authority Designated Officer (LADO), and the NSPCC, when safeguarding concerns arise.
- All children participating in JLGB activities have the right to be heard, supported, and protected.

Transitional Safeguarding

JLGB recognises that safeguarding does not end at 18 years of age and is committed to transitional safeguarding, ensuring that young people aged 16–25 receive continued protection and appropriate support as they progress from childhood into adulthood. This approach acknowledges that while legal definitions change at 18, safeguarding risks and vulnerabilities do not disappear overnight.

Young people in this age group may still be vulnerable and require safeguarding measures that reflect their evolving independence, legal status, and decision-making capacity.

Commitments to Transitional Safeguarding:

- JLGB ensures that Young Leaders (16–18) and Junior Leaders (junior volunteer adult leaders – 18–25) receive safeguarding training tailored to their role to ensure they understand appropriate boundaries, safeguarding responsibilities, and their duty of care.
- JLGB implements risk assessments and safeguarding measures for 18- to 25-year-olds working with under-18s to prevent position of trust concerns.
- JLGB provides guidance and expectations for young adults in leadership roles, ensuring they understand:
 - Professional boundaries and safeguarding responsibilities when interacting with younger participants.
 - What constitutes inappropriate behaviour in youth leadership settings.
 - How to report concerns or seek support if they feel uncomfortable in their role.
- JLGB acknowledges the complexities of peer relationships within youth settings, particularly when one individual turns 18. JLGB is committed to ensuring that such situations are managed appropriately, balancing safeguarding responsibilities with the rights and well-being of young people.
- JLGB ensures continued safeguarding oversight for young adults with vulnerabilities who may have previously been classified as children at risk. This includes:
 - Assessing ongoing safeguarding needs for participants and volunteers turning 18.
 - Providing access to support services where young people do not meet adult social care thresholds but still require assistance.
 - Ensuring risk assessments are conducted for young adults at risk who continue to participate in JLGB activities.
- JLGB follows the principles of the Care Act 2014, NYA Safeguarding Standards, and the Transitional Safeguarding Framework, ensuring that young adults receive ongoing safeguarding provisions where appropriate.
- JLGB will collaborate with education providers, employers, and safeguarding agencies to ensure that young adults remain supported and protected as they transition into adulthood.

JLGB is committed to ensuring that transitional safeguarding remains an active, evolving process that bridges the gap between child and adult safeguarding systems. This approach ensures consistency of protection, prevention, and intervention across all JLGB activities.

Safeguarding Adults

JLGB recognises that safeguarding extends beyond childhood and that some adults remain at risk of harm due to disability, mental health needs, past trauma, or other vulnerabilities.

JLGB has a legal and ethical duty under the Care Act 2014 to protect adults at risk from abuse, neglect, and exploitation.

Some of the people JLGB works with may be adults at risk. All Staff and volunteers have a duty to safeguard these individuals including JLGB volunteers, who may be adults at risk.

An adult at risk is defined as a person aged 18 or over who:

- Has care and support needs and may require additional safeguarding support.
- Is at risk of or experiencing abuse, neglect, or exploitation.
- Is unable to protect themselves from harm due to their circumstances.

Commitments to Safeguarding Adults at Risk:

- JLGB ensures that all staff and volunteers understand their responsibilities in safeguarding adults at risk.
- JLGB recognises six key types of abuse affecting adults at risk, including physical abuse, emotional abuse, financial abuse, neglect, exploitation, and discrimination.
- JLGB ensures that adults at risk receive individual risk assessments and appropriate safeguarding measures.
- JLGB adopts a person-centred approach, ensuring that adults at risk have a voice in their own safeguarding.
- JLGB respects mental capacity and decision-making rights while recognising its duty to intervene where an adult lacks capacity or is at risk of serious harm.
- JLGB follows statutory safeguarding processes and escalates adult safeguarding concerns to local authority adult safeguarding teams, police, and partner agencies when required.
- JLGB ensures that any adults with additional needs who continue to engage with JLGB activities receive appropriate support and safeguarding oversight.

All adults have the right to safety, dignity, and respect, and JLGB is committed to ensuring that adults at risk receive the protection and support they require.

Responding to a Safeguarding Concern

If you believe a child or adult to be at immediate risk of harm or abuse, and/or a criminal offence is taking place, you should:

- Take steps to remove that person to a place of safety, without compromising their own safety or that of the individual
- Call the police via 999
- Report the concern following the instructions below for safeguarding reporting. Contact should be made as soon as practically possible, noting that JLGB's Safeguarding line is available on 020 3866 9999.

Responding to a Disclosure

A disclosure can be made by any person who believes that abuse has taken place, to themselves or another person. If a child/young person says that they are being abused or provides information that suggests that they are being abused ('allegation of abuse'), the person receiving that information should:

- remain calm, accessible, and receptive
- listen carefully without interrupting or asking leading questions
- communicate with the child/young person in a way that is appropriate to their age, understanding and preference
- be aware of the non-verbal messages you are giving
- make it clear that you are taking them seriously
- acknowledge their courage and reassure them that they are right to tell
- reassure them that they should not feel guilty and say that you're sorry that this has happened to them
- let them know that you are going to do everything you can to help them and what may happen as a result, including that you may have to share the information with others
- make a note of what was said and who was present, using the child/young person's actual words wherever possible

You should NEVER:

- investigate or seek to prove or disprove possible abuse
- make promises about confidentiality or keeping 'secrets' to children/young people
- assume that someone else will take the necessary action
- jump to conclusions, be dismissive or react with shock, anger, horror etc
- speculate or accuse anybody
- investigate or suggest scenarios
- confront another person (adult or child/young person) allegedly involved
- offer opinions about what is being said or the persons allegedly involved
- forget to record what you have been told
- fail to pass this information on to the correct person

Remember to always RECORD what has happened and REPORT to the Designated Safeguarding Officer

Reporting a Safeguarding Concern

JLGB has a clear reporting process to ensure all safeguarding concerns are addressed promptly and effectively.

How to Report a Safeguarding Concern

1. Immediate Danger: If a child or adult is in immediate danger, call 999.
2. Internal Reporting: Staff, volunteers, and service users must report concerns to:
 - JLGB Safeguarding line – 020 3866 9999
 - Designated Safeguarding Officer (DSO) or Deputy DSO for serious concerns.
 - Event Safeguarding Officer (ESO) for incidents at camps or events.
3. Recording the Concern: All reports must be logged online via www.jlgb.org/incident
4. Escalation: The DSO will determine if the case should be escalated to:
 - Partner School or other Partner Organisation
 - Local Authority Designated Officer (LADO) for concerns involving staff or volunteers.
 - Children's or Adult Social Care for safeguarding referrals.
 - NSPCC or Police for high-risk concerns.

JLGB endeavours to respond to all safeguarding concerns within 24 hours.

Low-Level Concerns

A low-level concern is any concern—however small—that behaviour towards a child, young person, or adult at risk may not meet safeguarding expectations but does not reach the threshold for formal referral. These concerns may not necessarily indicate abuse but could be inconsistent with JLGB's Code of Conduct (Appendix E) or safeguarding culture. Low-level concerns help identify patterns of inappropriate behaviour before they escalate into significant safeguarding issues.

Examples of Low-Level Concerns:

- Inappropriate boundaries – An adult regularly commenting on a young person's appearance in a way that is not explicitly inappropriate but could be perceived as overfamiliar.
- Overly personal interactions – Staff or volunteers sharing personal life details with young people in a way that blurs professional boundaries.
- Physical contact concerns – Engaging in frequent or unnecessary physical contact, even if not explicitly harmful.
- Rule-breaking in the name of rapport – Failing to enforce safeguarding policies consistently or favouring specific young people.
- Inappropriate online interactions – Commenting on a young person's social media posts or messaging outside of approved JLGB channels.

How to Report a Low-Level Concern

All low-level concerns should be recorded and reported, even if they seem insignificant. Concerns should be reported to the Designated Safeguarding Officer (DSO) or Deputy DSO. Record details of the concern online via www.jlgb.org/incident.

The DSO will review and assess the concern to determine whether further action is required. The DSO is responsible for reviewing patterns of low-level concerns. If a pattern emerges or if behaviour escalates, the concern may be escalated as a formal safeguarding issue.

JLGB ensures all low-level concerns are taken seriously, and no concern is dismissed without consideration.

Digital & Online Safeguarding

JLGB recognises the increased risks associated with digital communication, social media, and online interactions. As an organisation that engages young people in digital spaces, JLGB is committed to ensuring safe, responsible, and appropriate online engagement for staff, volunteers, and young people.

Commitments to Digital & Online Safeguarding:

- One-to-one digital communication between staff/volunteers and young people is strictly prohibited outside of approved JLGB platforms.
- JLGB-Approved Communication Channels – All online communication must occur through official JLGB platforms (e.g., supervised email accounts, group chats).
- Social Media Conduct – Staff and volunteers must not add young people as friends or followers on personal social media accounts and should ensure personal profiles on websites such as Facebook are not visible to ‘strangers’ and do not contain any inappropriate content.
- Photography – JLGB staff and volunteers must not take photos of children on their mobile phone or personal cameras.
- Sexting & Cyberbullying Risks – JLGB has zero tolerance for online abuse, harassment, or inappropriate image-sharing. All incidents must be immediately reported to the JLGB DSO who will assess the information prior to referring externally to Children’s or Adult Social Care or the Police.
- All official JLGB social media accounts must be moderated to prevent online abuse and inappropriate interactions.

Any reported incidents will be:

- Immediately investigated by the DSO/Deputy DSO.
- Escalated to the police or relevant statutory agencies where necessary.
- Handled in line with JLGB’s behaviour policies and safeguarding procedures.

JLGB is committed to ensuring that digital and online safeguarding remains an integral part of its safeguarding framework.

Governance

JLGB's safeguarding governance structure ensures that accountability, leadership, and safeguarding responsibilities are clearly defined at all levels of the organisation (See Appendix C – JLGB Safeguarding Roles and Responsibilities).

JLGB operates a tiered safeguarding leadership model to ensure effective oversight and accountability:

Board of Trustees	Responsible for strategic oversight of safeguarding and ensuring compliance with statutory requirements.
Lead Safeguarding Trustee	Oversees safeguarding policy reviews, governance audits, and compliance.
Chief Executive Officer (CEO)	Holds overall organisational responsibility for safeguarding.
Designated Safeguarding Officer (DSO)	Leads the operational safeguarding response, manages referrals, incidents, and compliance with legal frameworks.
Deputy Designated Safeguarding Officers (DDSOs)	Support the DSO in managing safeguarding concerns.
Event Safeguarding Officers (ESOs)	Act as designated leads at JLGB camps, expeditions, and events.

Governance Responsibilities

- Trustees shall ensure that JLGB complies with safeguarding laws and conduct annual safeguarding audits.
- CEO shall ensure that safeguarding is embedded in all JLGB activities and resources are allocated for safeguarding training and incident management.
- DSO shall oversee safeguarding case management, training delivery, and multi-agency coordination.
- All staff and volunteers must read, understand, and comply with the safeguarding policy.

Safer Recruitment and Staff Screening

JLGB is committed to preventing unsuitable individuals from working with children and adults at risk. JLGB implements safer recruitment practices to ensure the safety of children and young people; identify those who are unsuitable to work with children and young people and respond accordingly before and/or following their recruitment.

JLGB's requirements towards safer recruitment are made clear to applicants as part of the advertisement and recruitment process.

Safer Recruitment Process for All Staff and Volunteers:

1. Enhanced DBS Checks – All staff and volunteers working with young people must undergo Enhanced Disclosure and Barring Service (DBS) checks.
2. Interview – All staff and volunteers must be asked questions to assess their motivation and suitability for the job or role.
3. Reference Checks – A minimum of two professional or character references is required.
4. Supervision – New staff and volunteers should be sufficiently observed and supervised by their line manager or alternative senior colleague.
5. Safer Recruitment Training – Senior managers and hiring teams must complete safer recruitment training.
6. Screening for Returning Volunteers – Volunteers inactive for 6+ months must undergo re-screening before resuming their role and complete safeguarding refresher training.

JLGB has the right to refuse employment/volunteer placements if safeguarding concerns arise during recruitment. All leaders and professional staff are required to report any subsequent criminal convictions to their line manager, Senior Leadership Team, Chief Executive or the Designated Safeguarding Officer.

JLGB staff and volunteers shall be encouraged to sign up for the DBS Update Service. Where this has not been subscribed to, staff and volunteers undergo repeated Enhanced DBS checks at least every three years. For more information on JLGB recruitment see the JLGB Recruitment Policy.

Whistleblowing

JLGB encourages an open and transparent culture where safeguarding concerns can be raised without fear of reprisal.

Whistleblowing Reporting Routes:

Internal: Staff and volunteers can report concerns to the CEO or the Lead Safeguarding Trustee.

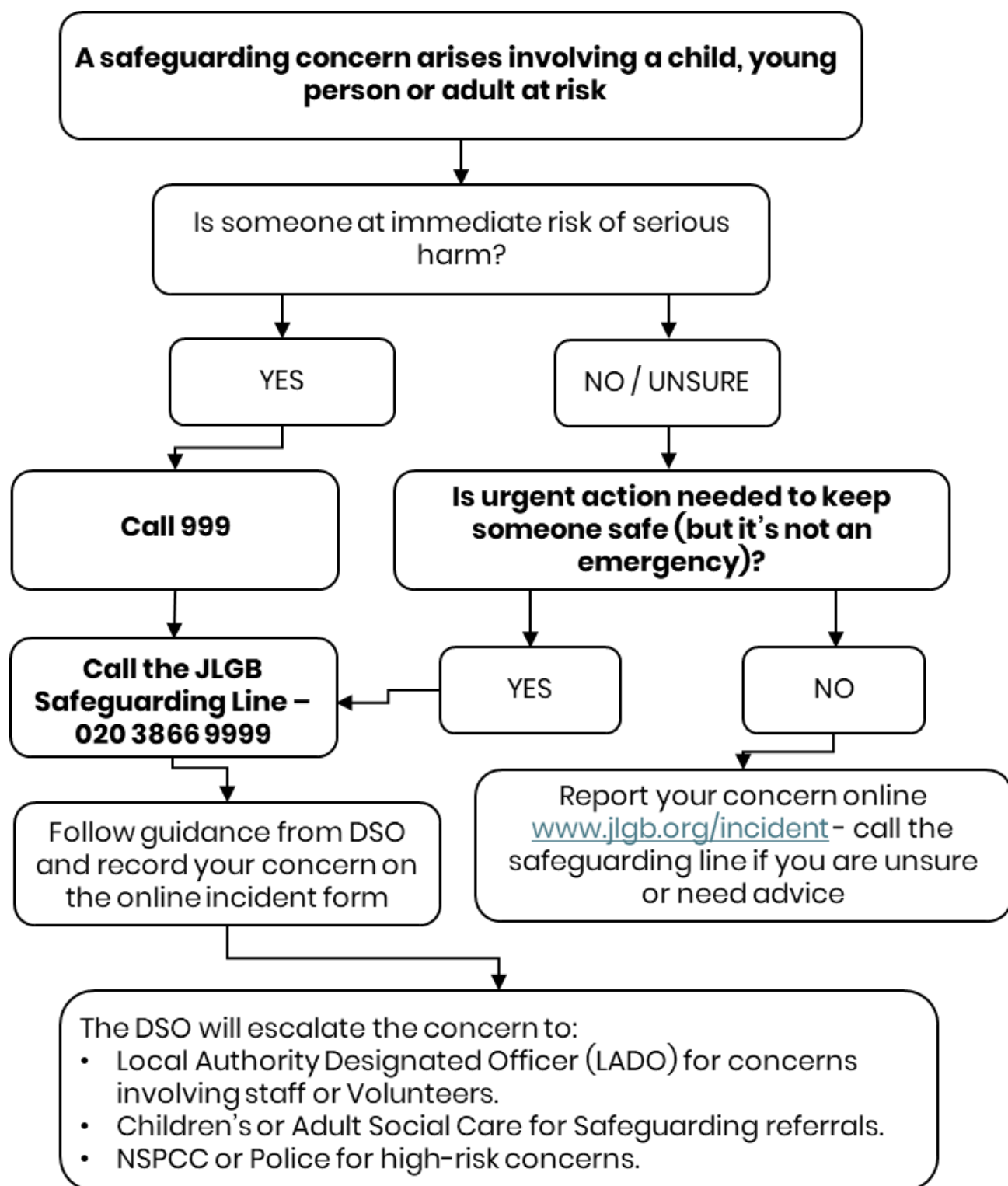
External: If concerns involve JLGB leadership, reports can be made to:

- NSPCC Whistleblowing Advice Line: 0800 028 0285
- Local Authority Designated Officer (LADO)
- Charity Commission for England & Wales

Whistleblower complaints should be acknowledged within 48 hours, and investigated within 14 days.

JLGB guarantees protection for whistleblowers and that whistleblowers will not face retaliation, in compliance with the Public Interest Disclosure Act 1998.

Appendix A: Reporting Flowchart



Appendix B: Legal Framework and Statutory Guidance

This policy has been drawn up on the basis of legislation, policy, and guidance that seeks to protect children, young people, and adults at risk in England. This includes:

- **Children Act 1989 & 2004** – Establishes the legal framework for child protection and outlines the duty of care for organisations working with children.
- **Working Together to Safeguard Children** – Sets out statutory guidance on inter-agency working to safeguard and promote the welfare of children.
- **Keeping Children Safe in Out-of-School Settings (OOSS)** – Non-statutory guidance for safeguarding children in extracurricular and voluntary settings.
- **Keeping Children Safe in Education (KCSIE)** – Provides statutory guidance for organisations working with children, ensuring safer recruitment, training, and reporting mechanisms.
- **The Care Act 2014** – Establishes the legal framework for safeguarding adults, setting out responsibilities for identifying and responding to adults at risk.
- **The Safeguarding Vulnerable Groups Act 2006** – Provides the framework for the Disclosure and Barring Service (DBS) checks to prevent unsuitable individuals from working with children and vulnerable adults.
- **Children and Social Work Act 2017** – Introduces measures to improve outcomes for children in care and strengthens local safeguarding partnerships.
- **The Education Act 2002** – Places safeguarding responsibilities on educational settings, relevant to JLGB's partnerships with schools.
- **The Equality Act 2010** – Protects individuals from discrimination and ensures inclusivity in safeguarding procedures.
- **The Serious Crime Act 2015** – Includes provisions related to child sexual exploitation and abuse, including mandatory reporting of Female Genital Mutilation (FGM).
- **The Modern Slavery Act 2015** – Addresses the prevention of human trafficking and exploitation, ensuring safeguarding measures extend to young people and adults at risk.
- **The Data Protection Act 2018 & UK GDPR** – Governs the processing, storage, and sharing of safeguarding information in compliance with privacy laws.
- **The Domestic Abuse Act 2021** – Strengthens protections for victims of domestic abuse, including children affected by abuse in the household.
- **Whistleblowing Guidance (Public Interest Disclosure Act 1998)** – Protects individuals who report concerns about safeguarding or malpractice in good faith.
- **What to Do If You're Worried a Child Is Being Abused** – Provides guidance for professionals and volunteers on recognising and responding to safeguarding concerns.
- **The Counter-Terrorism and Security Act 2015 (Prevent Duty Guidance)** – Requires organisations to identify and protect individuals at risk of radicalisation.

- **NSPCC Child Protection Standards** – Provides best practice guidance for organisations working with children and young people.
- **National Youth Agency (NYA) Safeguarding Standards** – A framework for safeguarding children, young people, and vulnerable adults in youth work settings.

JLGB is committed to ensuring that all safeguarding practices remain compliant with current legislation and are updated in response to changes in law and statutory guidance.

Appendix C: JLGB Safeguarding Roles and Responsibilities

Role	Safeguarding Responsibilities
Board of Trustees (Safeguarding Governance & Compliance)	• Ensure JLGB meets all legal safeguarding responsibilities and charity commission safeguarding expectations. • Approve safeguarding policies and oversee compliance. • Conduct annual safeguarding audits and risk assessments to monitor effectiveness. • Ensure safeguarding is embedded across all JLGB activities and decision-making. • Provide strategic safeguarding leadership but do not engage in day-to-day case management.
Lead Safeguarding Trustee (Trustee-Level Oversight)	• Act as the lead trustee responsible for safeguarding compliance. • Ensure that the CEO and DSO are effectively implementing safeguarding policies. • Provide independent oversight to prevent safeguarding failures and ensure policies remain effective. • Work with the DSO to ensure lessons learned from safeguarding cases are integrated into policy updates.
Chief Executive Officer (CEO) – Strategic Safeguarding Lead	• Holds ultimate accountability for ensuring JLGB has a strong safeguarding culture. • Oversees the implementation of safeguarding policies and procedures. • Ensures sufficient resources and training are allocated for safeguarding. • Reports serious safeguarding concerns and trends to the Board of Trustees.
Director of Programmes (Designated Safeguarding Officer – DSO)	• Supports the strategic overview of safeguarding within JLGB • Leads operational safeguarding management, ensuring all safeguarding concerns are managed effectively. • Acts as the primary safeguarding contact for staff, volunteers, parents, and external agencies. • Receives, records, and escalates safeguarding concerns in line with JLGB's safeguarding procedures. • Liaises with Local Authority Designated Officers (LADO), police, social services, and NSPCC when necessary. • Ensures all safeguarding incidents are properly recorded and reviewed. • Leads internal safeguarding investigations and makes recommendations for risk management.

	• Ensures all staff and volunteers receive appropriate safeguarding training. • Reports patterns of safeguarding concerns to the CEO and Trustees for strategic oversight.
Deputy Designated Safeguarding Officers (DDSOs)	• Support the DSO in managing safeguarding concerns across JLGB. • Provide local safeguarding oversight in different areas of JLGB activity. • Ensure safeguarding concerns are responded to in a timely manner when the DSO is unavailable. • Conduct safeguarding risk assessments for young leaders, volunteers, and participants where required. • Support training delivery and awareness-raising activities.
Event Safeguarding Officers (ESOs)	• Act as the designated safeguarding officer at JLGB residential camps, expeditions, and major events. • Ensure all safeguarding incidents at events are reported immediately and logged correctly. • Work with the DSO and DDSOs to escalate serious concerns. • Conduct on-site risk assessments to ensure the safety of participants. • Provide safeguarding guidance and support to volunteers during events.
All JLGB Staff & Volunteers	• Have a duty of care to report all safeguarding concerns immediately. • Must follow JLGB's safeguarding policy and Code of Conduct at all times. • Are required to complete mandatory safeguarding training appropriate to their role. • Must challenge and escalate concerns if safeguarding is not being addressed properly. • Ensure that their behaviour upholds JLGB's safeguarding principles and professional boundaries.

JLGB Young Leaders	• Attend young leader training including safeguarding training • Be aware of the types and indicators of abuse in children and young people • Report any concerns to a member of staff or volunteer • Adhere to the young leaders code of conduct
Young People	• Adhere to the young person code of conduct • Make staff or volunteers aware of any concerns you have for yourself or for someone else

Appendix D: Types and Indicators of Abuse in Children and Young People

Physical abuse

Physical abuse 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.

Physical signs

- Injuries which the child cannot explain, or explains unconvincingly
- untreated injuries or injuries that have been treated inadequately
- injuries on parts of the body where accidental injury is unlikely, such as the cheeks, chest or thighs
- bruising in babies and in children who are not independently mobile
- bruising to the face, back, abdomen, arms, buttocks, ears and hands
- bruising which reflects an imprint – of an implement or cord, or hand or finger marks
- multiple bruises – in clusters or of uniform shape
- human bite marks
- fractures in children under 18 months
- fractures that are inconsistent with the child's developmental stage
- scalds, especially those with upward splash marks where hot water has been deliberately thrown over the child, or tide marks – rings on the child's arms, legs or body where the child has been made to sit or stand in very hot water
- multiple burns, burns with a clearly defined edge and burns affecting unusual areas of the body such as the back, shoulders or buttocks

Behavioural Issues

- reluctance to have their parents contacted
- aggressive behaviour or severe temper outbursts
- running away or showing fear of going home
- flinching when approached or touched
- reluctance to get undressed for sporting or other activities where changing into other clothes is normal
- covering arms and legs even when hot
- depression or moods which are out of character with the child's general behaviour
- unnatural compliance with parents or carers

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child/young person which can have severe and persistent effects on the child's emotional health and development. It's sometimes called psychological abuse.

It can include:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability.
- Overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction.
- Seeing or hearing the ill-treatment of another such as witnessing domestic abuse (DA) in the home.
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Children who are emotionally abused are often suffering another type of abuse or neglect at the same time – but this is not always the case. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or emotional needs, which is 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 caregivers)
- ensure access to appropriate medical care or treatment

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

The NSPCC and Action for Children with Research in Practice have investigated the link between neglect and other forms of abuse. [Child Neglect and its relationship to other forms of harm](#)

Sexual abuse

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)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- 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.

- [PANTS \(The Underwear Rule\) - Resources from the NSPCC](#) - Teach children the Underwear Rule and help protect them from abuse. It's a simple way that parents can help keep children safe from sexual abuse – without using scary words or even mentioning sex.
- [Preventing child sexual abuse film](#) - explores the steps we can take to keep children safe by thinking through the potential risks in children's daily lives and taking action to protect them.

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

- a) In exchange for something the victim needs or wants; and/or
- b) For the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Sexually exploited children commonly have low self-esteem and typical vulnerabilities include: living in a chaotic or dysfunctional household, history of abuse, living in residential care or supported accommodation; recent bereavement or loss; learning disabilities; homelessness; attending school or association with children who are being exploited; gang association. Sexually exploited children also suffer physical and emotional abuse and, often, neglect.

Child-on-child abuse

It is important to recognise that abuse isn't always perpetrated by adults; children can abuse other children and it can happen both inside and outside of formal and informal education settings and online. This is referred to as 'child-on-child abuse' (formally known as peer on peer abuse) and is defined as inappropriate behaviours between children that are abusive in nature including physical, sexual, or emotional abuse, exploitation, sexual harassment, all forms of bullying, coercive control, hazing/initiation rituals between children and young people, both on and offline (including that which is within intimate personal relationships).

We should remember that child-on-child abuse is harmful to both the perpetrator and the victim. Children or young people who harm others may have additional or complex needs (e.g., significant disruption in their lives, exposure to domestic abuse, witnessing or suffering abuse, educational under-achievement, or being involved in crime).

Harmful Sexual Behaviour (HSB)

The NSPCC defines harmful sexual behaviour (HSB) as developmentally inappropriate sexual behaviour which is displayed by children and young people. Around a third of child sexual abuse is by other children or young people. There is crossover between online and offline HSB and between CSE and HSB. HSB is most commonly identified in adolescent boys, but girls and younger children can also exhibit HSB.

A significant proportion of children who display HSB also have a learning disability. The majority of children who display HSB have themselves experienced trauma, including abuse or neglect. The majority of children and young people displaying HSB do not become sexual offenders as adults. Young people who display HSB often experience other emotional, behavioural and peer-related difficulties.

Preventing and Responding to Bullying

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for the victims to defend themselves.

The damage inflicted by bullying is often underestimated. It can cause considerable distress to children, to the extent that it affects their health and development and can be a source of significant harm, including self-harm and suicide. Professionals should be aware that bullying can rapidly escalate into sexual or serious physical or emotional abuse.

Bullying can take the following forms: physical abuse (e.g. hitting or kicking); verbal or mobile telephone / online (internet) message abuse (e.g. racist, sexist or homophobic name-calling or threats); mobile telephone or online (internet) visual image abuse – these can include real or manipulated images; emotional abuse (e.g. isolating an individual from the group or emotional blackmail).

More information: Young Minds – <https://youngminds.org.uk/>

Lesbian, Gay, Bisexual and Transgender (LGBT)

Children and young people can identify themselves as lesbian (women attracted to women), gay (men attracted to men), bisexual (people who are attracted to both men and women), transgender (people who see their gender identity as different from the one ascribed to them at birth) or transsexual (people who take steps to change their gender e.g. through clothing, hormone therapy or surgery).

LGBT children and young people may experience discrimination, prejudice, and bullying, become victims of hate crime and suffer serious harm through physical, sexual, emotional abuse and/or neglect. Research indicates that children and young people unsure about their sexual orientation or gender identity or unable to disclose their sexual orientation or gender identity to their families or social support networks are more vulnerable to sexual exploitation, depression, self-harm and/or involvement in substance misuse. In some communities, they may be also more vulnerable to forced marriage or honour-based violence.

Disabled Children

Any child with a disability is by definition a 'child in need' under section 17 of the Children Act 1989. This means that Local Authorities have a legal duty to support them and their families to ensure that they are safeguarded and that their needs are met.

Research suggests that children with a disability are three to four times more vulnerable to significant harm through physical, sexual, emotional abuse and / or neglect than children who do not have a disability. The increased vulnerability is attributed to risk factors such as: increased likelihood of being socially isolated; dependency on parents and carers for

practical assistance in daily living, including intimate personal care; an impaired capacity to resist or avoid abuse; possible communication barriers, such as speech impairments; limited access to someone they can trust to disclose that they have been abused. Evidence also indicates that disabled children are especially vulnerable to bullying and intimidation.

Safeguards for disabled children are essentially the same as for non-disabled children. Particular attention should be paid to promoting a high level of awareness of the risks of harm and high standards of practice and strengthening the capacity of children and families to help themselves.

Safeguarding Disabled Children: Practice guidance:

<https://www.gov.uk/government/publications/safeguarding-disabled-childrenpractice-guidance>

Prevent (Preventing Violent Extremism)

'PREVENT' is short for 'Preventing Violent Extremism'. The overall aim of Prevent is to stop people becoming terrorists or supporting violent extremism by raising awareness of the issues and supporting people who may be vulnerable. The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities.

More information:

<https://www.gov.uk/government/publications/prevent-duty-guidance/revisedprevent-duty-guidance-for-england-and-wales>

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to British fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Contextual Safeguarding

Children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

These threats can take a variety of different forms and children can be vulnerable to multiple threats, including exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Any potential harmful effects to individuals identified as vulnerable to extremist ideologies or being drawn into terrorism should also be considered.

Gangs and Serious Youth Violence

Defining a gang is difficult, however it can be broadly described as a relatively durable, predominantly street-based group of children who see themselves (and are seen by others) as a distinct group for whom crime and violence is integral to the group's identity.

A child who is affected by gang activity or serious youth violence can be at risk of significant harm through physical, sexual, and emotional abuse. The risk or potential risk of harm to the child may be as a victim, a perpetrator or both – in relation to their peers or to a gang-involved adult. There is evidence of a high incidence of rape of girls who are involved with gangs.

One factor which influences a child's propensity to imitate violence is parenting which is permissive and neglectful, resulting in a lack of guidance and creating ineffectiveness and poor self-control for a child. The child is then not equipped to resist an environment or group which instigates violence.

The factors which influence a child's propensity to initiate violence include parenting which is cold / uncaring, non-nurturing and neglectful or one that includes harsh disciplining; maltreatment; trauma. County lines is the organised criminal distribution of drugs from the big cities into smaller towns and rural areas using children and vulnerable people. The main county line gangs operate from London and Liverpool, but other groups work out of Birmingham, and Manchester. The influence of county lines is nationwide. Information:

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

Safeguarding children affected by gang activity / serious youth violence:

https://www.londonsafeguardingchildrenprocedures.co.uk/gang_activity.html#

Child Criminal Exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Mental Health

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

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem, however, staff may be well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Signs and symptoms of mental health problems will differ from child to child, but some common signs include:

- becoming withdrawn from friends and family
- persistent low mood and unhappiness
- tearfulness and irritability
- sudden outbursts of anger
- loss of interest in activities they once enjoyed
- problems eating or sleeping.

Children and young people with low mental health are at risk of:

- Self-harm – cutting, refusal to eat
- Suicidal ideation (suicidal thoughts) – thinking about, considering, or planning suicide. The range of suicidal ideation varies from fleeting thoughts, to extensive thoughts, to detailed planning.
- Attempts to take own life
- Erratic changes in behaviour
- Compulsive lying
- Isolation and withdrawal

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken in line with this policy.

This section has been informed by information provided by NSPCC and the London Safeguarding Children Partnership.
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Appendix E: Types and Indicators of Abuse in Adults at Risk

JLGB recognises that adults can be vulnerable to abuse and neglect, and that abuse does not stop at the age of 18. Some adults may remain at risk due to disability, mental health needs, past trauma, learning difficulties, or temporary circumstances that reduce their ability to protect themselves from harm. As with children, abuse of adults can take place in any setting, including at home, in the community, within peer relationships, in care or residential settings, or during JLGB activities and programmes.

This appendix is intended to support staff and volunteers to identify the different types of abuse that may affect adults at risk and to recognise some of the signs and indicators that may suggest abuse is occurring. These definitions and categories are drawn from the Care Act 2014, which sets out the legal framework for adult safeguarding in England.

Abuse may be a single incident or may take place over a longer period of time. It can be caused deliberately or through neglect, ignorance, or systemic failure. Adults at risk may experience more than one type of abuse at the same time.

All JLGB staff and volunteers have a duty to respond appropriately if they are concerned about the safety or welfare of an adult at risk.

Categories of Abuse (Care Act 2014)

1. Physical Abuse – The non-accidental infliction of physical force or mistreatment.

Examples include: Hitting, slapping, pushing, misuse of medication, inappropriate restraint, rough handling, or assault.

Possible indicators: Unexplained injuries, bruises in unusual places, reluctance to be touched, or sudden changes in behaviour.

2. Domestic Abuse – Abuse that occurs in a personal relationship, typically between partners or family members. This includes psychological, physical, sexual, financial, or emotional abuse, and coercive control.

Examples include: Threats, intimidation, forced isolation, or “honour”-based abuse.

Possible indicators: Fearful behaviour around a partner, withdrawal, reluctance to speak, or injuries with vague explanations.

3. Sexual Abuse – Involvement in any form of sexual activity without consent, or when the person is unable to consent due to disability or mental capacity.

Examples include: Sexual assault, rape, sexual harassment, sexual exploitation, or inappropriate touching.

Possible indicators: Distress, withdrawal, unexplained sexual behaviour or language, and physical signs of trauma.

4. Psychological or Emotional Abuse – Actions that harm a person's mental well-being or undermine their dignity and self-esteem.

Examples include: Bullying, threats, coercion, isolation, gaslighting, verbal abuse, or emotional manipulation.

Possible indicators: Low self-worth, anxiety, withdrawal, confusion, or signs of fearfulness.

5. Financial or Material Abuse – Illegal or improper use of a person's money, property, or resources.

Examples include: Theft, fraud, exploitation, coercion to hand over money or change wills, or misuse of bank cards.

Possible indicators: Sudden changes in financial circumstances, missing belongings, or fear around finances.

6. Modern Slavery – The exploitation of individuals through force, coercion, or deception for the purposes of labour, domestic servitude, or sexual exploitation.

Examples include: Forced labour, human trafficking, being held against one's will.

Possible indicators: Signs of physical harm, poor living conditions, reluctance to speak, or always being accompanied.

7. Discriminatory Abuse – Abuse based on a person’s protected characteristics such as race, gender identity, disability, age, religion, or sexual orientation.

Examples include: Harassment, hate crime, unequal treatment, name-calling, or exclusion from services.

Possible indicators: Fear or anxiety around identity, withdrawal from activities, or reports of prejudice.

8. Organisational (Institutional) Abuse – Poor or abusive practice within settings that provide care, which can be one-off or systemic.

Examples include: Neglect, rigid routines, dehumanising treatment, or lack of personalisation.

Possible indicators: Unsafe or unclean environments, complaints not addressed, or lack of choice and dignity.

9. Neglect and Acts of Omission – The failure to meet an adult’s basic physical or emotional needs.

Examples include: Not providing food, shelter, medication, personal care, or social support.

Possible indicators: Poor hygiene, malnutrition, untreated conditions, or absence from regular appointments.

10. Self-Neglect – When a person neglects their own care and hygiene, placing themselves at risk.

Examples include: Hoarding, refusal of help, not taking medication, or living in unsafe conditions.

Possible indicators: Squalor, untreated illness, weight loss, or unmanageable living spaces.

Responding to Abuse of Adults at Risk

Abuse may be hidden and difficult to detect. Adults at risk may be unwilling or unable to disclose abuse and may not recognise that what they are experiencing is abusive. In some cases, the adult may have capacity and choose to remain in an unsafe situation. However, where there is reason to believe a person is at risk of significant harm, a safeguarding referral must still be made.

Safeguarding adults at risk involves a person-centred approach, recognising that individuals must be supported to make their own choices and be empowered to protect themselves where possible. JLGB respects the rights of adults to take risks and make decisions, but will take appropriate action when there are concerns about their safety.

All safeguarding concerns about adults at risk should be reported via JLGB's standard safeguarding procedures (see Appendix A), and escalated to adult social care or emergency services where appropriate.

Key Reminders:

- Abuse may be carried out by anyone, including family, carers, peers, or professionals.
- Adults at risk may not always recognise abuse or may feel unable to speak up.
- Mental capacity and choice must be considered carefully, but staff should escalate concerns if someone appears to be at risk of significant harm.

Appendix F: Code of Conduct for JLGB Volunteers & Staff

This code of conduct sets out standards of behaviour for all adults working or volunteering at JLGB, including trustees, volunteer leaders and staff. It is JLGBs expectations of all our leaders.

It is our aim that everyone engaged with JLGB is treated with respect and dignity.

This code of conduct will support JLGB with the ongoing protection of children and young people from harm, and to reduce situations where misunderstandings, concerns or allegations may occur.

Staff and volunteers are responsible for making sure they have read, understood, and agree to follow the code of conduct, and that they understand the consequences of unacceptable or inappropriate behaviour and poor practice.

This code supports you by making your responsibilities clear for you. Take it seriously and follow it with pride.

Behaviours: Set a good example for others to follow.

Dos:

- Do treat everyone (young people, parents & carers, Young Leaders and other volunteers & staff) with dignity and respect in line with JLGB Values.
- Do treat all young people equally – do not show favouritism.
- Do follow the adult-to-young person ratios at all times.
- Do remember that you have been placed in a position of trust – do not abuse this.
- Do report all allegations, suspicions and concerns immediately.
- Do remember that someone may misinterpret your actions.
- Do act within appropriate boundaries, even in difficult circumstances whether face to face, online or via social media.
- Do encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours.
- Do make everyone (young people, parents and carers, Young Leaders and other staff) aware of our safeguarding arrangements and share our Code of Conduct.
- Do create an environment where children, young people and adults feel safe to voice their concerns.
- Do have separate sleeping accommodation for young people, adults and Young Leaders working with a younger section.
- Do plan activities that involve more than one other person being present, or at least within sight and hearing of others. Do ensure that charity funds are spent appropriately and seek value for money, in line with JLGB's objectives and values.

- Do seek approval for any expenses, and before incurring or committing to financial commitments on behalf of JLGB.

Do nots:

- Do not plan to be alone with a young person – always work in an open environment, avoiding private or unobserved situations in-person, online or via social media.
- Do not take pictures or videos of young people without the express permission of JLGB, and after sharing through the approved channels, delete all photos from personal devices.
- Do not post or express views publicly that show JLGB in a negative light, or bring JLGB into disrepute. If you have any concerns about any individual, or any JLGB policy or procedure, please raise these via your Group Leader or JLGB HQ.
- Do not promote or consume (or be under the influence of) alcohol, tobacco, or any illicit substances whilst you are directly responsible for young people (this includes e-cigarettes, vapes and alcohol-free equivalent drinks).
- Do not trivialise abuse or let it go unreported.
- Do not overstep the boundaries between yourself and young people by engaging in friendships or sexual relationships.
- Do not allow activities that encourage bullying behaviour including initiation ceremonies, dares or forfeits.
- Do not use inappropriate, suggestive or threatening language, whether verbal, written or online.
- Do not rely on your reputation or position to protect you.

Upholding this Code of Conduct

You must always follow this code of conduct and never rely on your reputation or that of JLGB to protect you.

If a leader displays or it is reported that the leader has displayed unacceptable behaviour or has not upheld this code of conduct, you may be subject to an investigation.

Upon completion of an investigation the complaint will either be dismissed or upheld. If upheld you may be subject to some of the following sanctions required to undertake further training, having mutually agreed restrictions applied to your engagement, suspension.

If unacceptable or disruptive behaviour occurs whilst in attendance at a local group meeting, camp, expedition or event. The Group Leader/Camp Director/Expedition Lead has the authority to stop your participation immediately and you may be asked to leave.

In serious breaches of the code the JLGB Chief Executive, Directors and the Head Volunteer will have the authority to dismiss an adult volunteer if, in their opinion, this is in the best interests of JLGB.

Adult Volunteers shall have the right of appeal to the JLGB Chief Executive and the JLGB Board of Trustees.

If concerns are of a serious enough nature we may be required to make a referral to statutory agencies including the police, local authority child protection services, and vetting and barring services.

Reporting concerns

If you become aware of any leader engaging in unacceptable conduct (as outlined above), you must report them to safeguarding@jlgb.org or call 020 3866 9999.

If you have any concerns however small about an adult or young person you can email safeguarding@jlgb.org

Appendix G: JLGB Safeguarding Training Matrix and Competency Requirements

This training matrix outlines the minimum safeguarding training requirements for each role within JLGB, ensuring that all staff, volunteers, and leaders receive training appropriate to their level of safeguarding responsibility.

Role	Training	Frequency
Board of Trustees	Mandatory internal safeguarding training covering trustee safeguarding responsibilities, governance responsibilities and reporting obligations.	Every 2 years
Trustee Safeguarding Lead	As above plus clear understanding of JLGB safeguarding processes and external governance safeguarding training.	Every 2 years
DSO	DSO level training (face to face) covering policy implementation, multi-agency working, and legal duties as well as specialist training in Managing Allegations, LADO Referrals, Complex Case Management, and Digital Safeguarding.	Training updates annually with a full DSO training every 2 years
DDSO	DSO level training (face to face) as above as well as specialist training in Incident Management & Emergency Response, Safer Recruitment, Risk Assessments, and Managing Low-Level Concerns.	
ESO	DSO level training required if acting as the primary safeguarding lead at events. Specialist training should include Incident Management & Emergency Response Training, including first response to safeguarding concerns at events.	
Senior JLGB HQ Staff	Director level and above to attend in person DSO level training	Every 2 Years
JLGB Hiring Managers	Safer Recruitment	Every 2 years
JLGB Staff and Volunteers	- All staff and volunteers should receive mandatory safeguarding induction training before starting. - Intermediate safeguarding training covering recognising abuse, reporting concerns, low-level concerns, and risk factors. - Digital safeguarding training required for anyone working in online engagement.	Annually

Junior Leader (18+)	• Basic safeguarding awareness training required. • Specific safeguarding training covering boundaries, peer safeguarding, recognising abuse, online safety and position of trust awareness training.	Annually
Young Leader (year 11 – year 13)	• Basic safeguarding awareness training required. Leadership safeguarding module covering reporting concerns, recognising signs of harm, and professional boundaries. Digital safeguarding awareness required.	Annually

Training & Competency Requirements:

- All new staff and volunteers must complete safeguarding training before starting work.
- Safeguarding refresher training is required annually for all staff and volunteers.
- Trustees and senior managers must undergo strategic safeguarding training at least every two years.
- Safeguarding Leads (DSOs, DDSOs, Event Safeguarding Officers) must complete face to face Level 3 Safeguarding training.
- JLGB will provide additional safeguarding training on emerging risks, including digital safeguarding, peer-on-peer abuse, and transitional safeguarding.

Where online self led training happens, JLGB will ensure that there is a knowledge check to assess understanding and reinforce key safeguarding principles. This should include:

- Scenario-based assessments to test real-world safeguarding decision-making.
- Multiple-choice quizzes to confirm comprehension of reporting procedures and safeguarding responsibilities.
- Role-specific safeguarding case studies to ensure practical application of policies.
- Minimum pass thresholds to ensure individuals demonstrate a sufficient level of understanding before completing the training.
- Follow-up discussions or reflections for staff and volunteers to clarify complex safeguarding issues where needed.

This ensures that online safeguarding training is not just a tick-box exercise but an effective learning tool, helping staff and volunteers to confidently recognise, respond to, and report safeguarding concerns.

Appendix H: Definitions Used in This Document

Abuse: A form of maltreatment of a child or adult at risk. 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 others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Abuse can take a variety of different forms, including:

- sexual, physical, emotional abuse, and neglect
- exploitation by criminal gangs and organised crime groups
- trafficking and modern slavery
- online abuse
- sexual exploitation
- influences of extremism leading to radicalisation
- domestic abuse
- financial abuse
- discriminatory abuse
- organisational abuse.

Significant Harm: A situation where a child is suffering, or is likely to suffer, a degree of physical, sexual and / or emotional harm (through abuse or neglect), which is so harmful that there needs to be compulsory intervention by child protection services.

The Children Act 1989 introduced the concept of significant harm as the threshold level that justifies compulsory intervention in family life in the best interests of children and gives local authorities a duty to make enquiries to decide whether they should take action to

safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Child: The Children Act 1989 and 2004 define a child as anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in a secure estate for children and young people, does not change his or her status or entitlement to services or protection (Working Together to Safeguard Children).

Young Person: Anyone aged 14-24. In the United Kingdom the term 'young person' is defined by the Child and Young Persons Act 1933, a "young person" means a person who has attained the age of fourteen and is under the age of eighteen years". The UN however defines youth as persons aged 14-24. JLGB uses Young Person as someone who accesses our programmes and can be in school years 4-18 in England and Wales and the equivalent in Scotland.

Adult at risk: An adult at risk is defined as a person aged 18 or over who:

- Has care and support needs and may require additional safeguarding support.
- Is at risk of or experiencing abuse, neglect, or exploitation.
- Is unable to protect themselves from harm due to their circumstances.

Safeguarding Children: Safeguarding children is defined in 'Working together to safeguard Children' as:

- protecting children from maltreatment
- preventing impairment of health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Safeguarding adults at risk is defined in the Care and support statutory guidance issued under 'Care Act 2014' as:

- protecting rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the well-being is promoted including, where appropriate, taking their views, wishes, feelings and beliefs fully into account when deciding any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances and therefore, potential risks to their safety or well-being.

Staff: Anyone employed by JLGB, including agency staff, contractors and those on secondment or placement (including internships both paid and voluntary).

Volunteers: Anyone volunteering for JLGB, regardless of their role, including trustees.

Junior Leader: An adult volunteer who is transitioning from being a young person/ young leader within JLGB who would take part in programme of training, mentoring and coaching. Someone brand new to volunteering with JLGB may be required to join this group and programme depending on their experience.

Young Leader – Young Person in school years 11-13 (England and Wales) who has attended young leader training and supports the delivery of JLGB programmes and activities

Wellbeing: The achievement of the best outcomes for children. That is, for every child to:

- Be healthy;

- Stay safe;
- Enjoy and achieve;
- Make a positive contribution;
- Achieve economic well-being; and
- Not cause harm to others.

Appendix I: Key contracts

JLGB Safeguarding Line		020 3866 9999
JLGB Safeguarding email		safeguarding@jlgb.org
JLGB Incident reporting		www.jlgb.org/incident
JLGB HQ	9am–5.30pm Monday to Thursday & 9am – 2pm Friday	020 8989 8990
Safeguarding Trustee	Ben de Jong	safeguardingtrustee@jlgb.org
Chief Executive	Neil Marin OBE	Neil.martin@jlgb.org
Designated Safeguarding Officer (DSO)	Anthony Moran	Anthony.moran@jlgb.org
Deputy Designated Safeguarding Officer (DDSO)	Linda Diamond	Linda.diamond@jlgb.org
Deputy Designated Safeguarding Officer (DDSO)	TBC	
Event Safeguarding Officer (ESO)	Will be appointed before each JLGB event and details circulated before event begins.	