

Safeguarding Policy

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About YUAF

Young Urban Art Foundation (YUAF)'s mission is to empower the lives of young people by strengthening well-being and building opportunities, through creativity and culture, ensuring that they are seen, heard and celebrated.

We have supported over 22,000 young people and are renowned for delivering empowering and creative outreach workshops. We target hard-to-reach areas where young people don't have access to opportunities and are at high risk of child exploitation or becoming victims of crime.

Our mission is to empower young people by strengthening well-being and providing access to opportunities that celebrate creativity, culture, and belonging that support our values:

Real | YUAF listens to what you say and the way you say it: show up as you are. We champion your individuality.

Unity | We move as one; it's a family affair. We got you - We take untapped potential and transform ideas into unlimited possibilities. Let your mind be free.

Creativity | We take untapped potential and transform ideas into unlimited possibilities. Let your mind be free.

Evolve | We adapt and change to meet the needs of a dynamic world. The journey is never-ending.

Purpose

This policy explains how YUAF aims to keep people safe from harm and meet its safeguarding duties, especially in relation to work with children and adults at risk of harm.

The purpose of this policy statement is:

- to promote the wellbeing and to protect from harm, abuse and mistreatment of any kind people who benefit from our work, team members and others we come into contact with;
- to provide team members, partners, young people, parents and carers with the principles that guide our approach to safeguarding and our commitments about safeguarding.

All team members and partners must read and comply with the measures outlined in this policy.

Funded partner organisations hold primary responsibility for meeting their safeguarding duties and must have adequate safeguarding policies and procedures. Therefore this policy does not directly apply to them, but it does set out minimum safeguarding standards and our commitments to support them to meet their duties.

Definitions

Adult at risk: anyone aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect. As a result of those care and support needs, they may be unable to protect themselves.

Child: anyone under the age of 18 years.

Partners: agencies or organisations engaged in delivering services on behalf of Young Urban Arts; or agencies or organisations we are in a joint initiative with.

SLT: Senior Leadership Team

Leader In Charge/Youth Workers: anyone engaged or acting on behalf of Youth Urban Arts Foundation supported or directed activities including employees, volunteers (including trustees) and consultants (including young creatives and freelancers).

Some requirements may be flexed for consultants depending on the role following the assessment of risks and the proportionality of duties to their activities.

Understanding safeguarding

In this policy, safeguarding refers to the range of measures to protect the people who come into contact with YUAF from harm, abuse, neglect and mistreatment of any kind. It includes a wide range of issues relating to an individual's welfare and their health and safety. There is a particular duty of care for organisations providing activities for those who may be experiencing, or at risk of, abuse or neglect. This includes:

Children: We will seek to provide help and support to meet their needs; protect them from maltreatment; prevent impairment of their health or development; ensure they are growing up in circumstances consistent with the provision of safe and effective care; support their upbringing with their family where in their best interests; and take action to enable them to have the best outcomes.

Adults at risk: We will protect the rights of adults to live in safety, free from abuse and neglect.

Legal framework

We recognise and seek to meet all duties expected by our principal regulator, the Charity Commission, for safeguarding and protecting people and protecting charities from abuse for extremist purposes.

In developing this policy and any associated procedures and guidance, YUAF has referred to key domestic legislation including The Charities Acts 2006 & 2011, the Children Act 1989 & 2004, the Protection of Children Act 1999 and the Safeguarding Vulnerable Groups Act 2006, the Care Act 2014, the Data

Protection Act 2018, Public Interest Disclosure Act 1998, the Equality Act 2010 and the Online Safety Act 2023 and in light of the principles of the Mental Capacity Act 2005, the Counter-Terrorism and Security Act 2015 and the Domestic Abuse Act 2021.

As a charity and limited company, YUAF recognises its particular duties to safeguard and promote the welfare of children and adults at risk of harm affected by its work. Where we engage in such work, we will consider relevant statutory guidance including Keeping Children Safe in Education (2023), Working Together to Safeguard Children (2023), Care and support statutory guidance (2023), Prevent Duty Guidance for England & Wales (2023) and the Domestic Abuse Statutory Guidance (2022). We shall consider this guidance proportionally in light of the organisation's unique nature and structure and respecting the duties of statutory agencies to protect children and adults experiencing or at risk of harm.

YUAF operates in England. The principles underpinning this policy are developed in regard to UK legislation. They apply across the organisation, irrespective of location.

Policy statement

This section outlines the measures in place to build a culture of safeguarding for all in our organisation. Further details of specific responsibilities are included in [Annex 1](#), with relevant contacts provided in [Annex 2](#).

1 | Accountability for implementation

- The Board of Trustees has ultimate responsibility for safeguarding. They have a duty to ensure all reasonable steps are taken to prevent harm and ensure all safeguarding concerns are managed effectively. Safeguarding is a standing agenda item at every Board meeting and included in the organisation's risk register.
- Operationally,
- The Lead Trustee for Safeguarding will provide strategic leadership for safeguarding, support the Board and the Safeguarding Working Group to meet their responsibilities and support the Designated Safeguarding Lead (DSL) to fulfil their duties.
- The CEO will ensure that a DSL and deputy are named, appropriately trained and have the time and focus to fulfil their duties effectively.
- The SLT, led by the CEO, is responsible for actively promoting safeguarding within day-to-day operations and role-modelling best practice.

2 | Appointment of Designated Safeguarding Lead (DSL) and Deputy

- We will appoint a Designated Safeguarding Lead and deputy to champion and lead the implementation of safeguarding in our activities.
- The DSL must inform the Board of Trustees of all serious incident reports.
- Annually, the DSL will undertake a review of all safeguarding cases and include a summary of proactive measures to implement and strengthen safeguarding across the organisation. The

recommendations will be presented to the Finance and Audit sub-committee members for their consideration prior to being tabled for discussion at the next scheduled meeting of the trustees.

3 | Appointment of Safeguarding Champions

- YUAF is a unique and diverse organisation and each team manages very different types of safeguarding risk. The SLT will ensure Safeguarding Champions are appointed in operational team to ensure safeguarding measures respond to the different organisational needs.

4 | Taking responsibility in joint working and working with others

YUAF works with a range of partners - funded organisations, creative collaborators, and delivery agents - extend the reach and impact of our programmes. We are committed to ensuring that all partner-led activities reflect the same high safeguarding standards that underpin our work.

- In any joint activities or initiatives with others, YUAF and the partner organisation will agree and record in writing who has responsibility for safeguarding (i.e. the “safeguarding lead organisation”) and which policies and procedures will be followed for the joint initiative.
- When making decisions on who will be the safeguarding lead organisation, Youth Urban Arts Foundation will be mindful of whether the other organisation meets minimum expectations for safeguarding (see Annex B).
- Before entering any formal partnership, YUAF will undertake safeguarding due diligence. This may include reviewing the partner’s safeguarding policy, staff training, recruitment practices, and their ability to respond to safeguarding concerns. YUAF will assess whether they meet or exceed our minimum safeguarding expectations.
- Where YUAF commissions partners or contractors to deliver services on our behalf involving children or adults at risk, they will be required to sign a Safeguarding Agreement that sets out:
 - The partner’s safeguarding responsibilities
 - Clear escalation routes for concerns
 - Commitment to information-sharing protocols
 - Assurance that relevant staff and volunteers are appropriately vetted (e.g. enhanced DBS checks, where eligible)
- YUAF acknowledges that not all partners may have the same level of safeguarding infrastructure. Where necessary, we will provide reasonable support to build their safeguarding capacity and signpost them to appropriate resources, tools, or training.

- All partner arrangements will be monitored regularly, including reviewing how safeguarding is being upheld. Any safeguarding concerns arising in partner-led work must be reported to YUAF without delay and will be addressed in accordance with the safeguarding lead arrangement.
- YUAF reserves the right to suspend or terminate a partnership if safeguarding concerns are not managed appropriately or if the partner organisation fails to meet required standards.

5 | Ensuring safer recruitment practices

- We will recruit team members safely, ensuring all necessary checks (including references and enhanced DBS where eligible and required) are made and managing risks to ensure they are suitable for their role.
- We will advise all team members working with children and adults at risk of harm to disclose any reason that may affect their suitability to undertake this work in line with legal requirements and best practices. Our Recruitment Policy will set expectations for how we assess all roles, taking into account the working environment, determining if they are eligible for a DBS check and if so, at what level.

6 | Supporting team members to fulfil their responsibilities

- We will share information about the right to be safe and safeguarding best practices to all team members, including providing structured induction and training.
- Any new team member will be provided with this policy and associated procedures and have an induction with the DSL (or deputy) within one month of starting work. The line manager or commissioning member of staff should discuss any role-specific safeguarding requirements with the team member, including the application of the relevant Code of Conduct.
- When a team member is working with children or adults at risk of harm, their line manager or commissioning member of staff (in consultation with the DSL) will review the nature of the work and decide if specialist training will be provided.
- The DSL will ensure that all team members receive appropriate and proportionate refresher training on an annual basis.
- SLT will ensure opportunities to discuss safeguarding within team meetings, 1-to-1s, appraisals and other forums across the organisation.

7 | Providing safe and secure programmes, environments and activities

- We recognise that people can be harmed as a result of poorly designed programmes and projects, and related activities. Those responsible for programme or project design and implementation must ensure that safeguarding is accounted for at all programme/project cycle stages. Risk assessments of potential hazards should be undertaken at the planning phase to allow programmes and activities to be designed with safeguarding in mind, and regularly reviewed as part of monitoring activities.
- All team members should be proactive in taking appropriate, proportionate, preventative

steps to reduce the risk of, or perception of, harm occurring; especially concerning children and adults at risk. They will seek to protect those at risk of being harmed and respond well to those who have experienced harm.

- We will provide a safe physical environment by applying health and safety measures in accordance with the law, regulatory guidance and good practice.
- We will actively share information about safeguarding how people can raise a concern to those affected by our work, including on our website.

8 | Providing a safe digital environment

- We will take technical solutions to reduce access to inappropriate content on devices owned or used by Youth Urban Arts Foundation. We will review and update our information systems' security regularly, ensuring that appropriate filtering and monitoring systems are in place when team members or those we work with are accessing any systems or internet provision.
- Where we are using digital channels to engage with children and young people and adults at risk, we will ensure that we adhere to best practice in digital safeguarding relevant to their age or context. We will identify appropriate approaches to educate and raise awareness of online safety to these groups relevant to our activities. These risks will include:
 - *content*: being exposed to illegal, inappropriate or harmful material
 - *contact*: being subjected to harmful online interaction with other users
 - *conduct*: personal online behaviour that increases the likelihood of, or causes, harm.
 - *contract*: being exposed to inappropriate or unsuitable commercial risks
- We will examine and risk-assess any social media platforms and new technologies before they are used within the organisation; especially when applied for use with children and adults at risk. We recognise that where we use third-party platforms/apps and social media, we are bound by their terms and conditions, but we will take reasonable steps to help mitigate risks and escalate and report any concerns.
- We will always act to prevent hateful or inappropriate content targeting our team members.

9 | Adopting safer working practices

- We have relevant codes of conduct for all our team members. All team members must read and sign the Code of Conduct upon joining the organisation or signing their contract for services.
- Where team members are in contact with children or adults at risk, they must follow those specific established standards of conduct.
- Where appropriate, we will be clear about our behaviour expectations of those engaged in our work and how we will respond if they are not met.

10 | Supporting, supervising and managing our team

- We will provide effective management for team members through supervision, support, and quality assurance measures.
- Any team member who believes that they are not receiving the support necessary to meet their safeguarding duties should raise this with their line manager or commissioning member

of staff as appropriate without fear of penalty or victimisation. They can always contact the DSL or Lead Trustee.

- Line managers or commissioning members of staff should ensure that team members are aware of their right to whistleblowing in the public interest in the Whistleblowing Policy & Procedures.
- We recognise that effective safeguarding rests on a broader culture of supporting wellbeing. SLT will ensure that line managers receive training on supporting mental health at work; all staff have access to counselling and support via the Young Urban Arts Employee Assistance Programme, and we will maintain access to Mental Health First Aiders.

11 | Receiving/responding to safeguarding disclosures, concerns, allegations

- Our team members will always respond to a safeguarding disclosure, concern or allegation promptly and appropriately following the relevant YUAF procedure. YUAF operates a low-level concern approach which means that even minor concerns or suspicions of harm must be reported in line with our procedures. Failure to report safeguarding concerns will be considered a serious breach of YUAF's safeguarding procedures and may result in disciplinary action.
- We recognise that those in positions of responsibility may abuse their power and exploit or harm others. We will be proactive in dealing with any abuse and to challenge any abuse of power, especially by anyone in a position of trust or responsibility.
- If we become aware of abuse, neglect or harm, we will provide support and make sure that our response takes the needs of the person experiencing harm, any bystanders and our organisation as a whole into account.
- The DSL will ensure that serious incidents which require reporting to the Charity Commission are shared with the Finance & Audit sub-group who ensure appropriate action is taken.

12 | Managing and processing data appropriately

- We will record all safeguarding concerns, discussions and decisions (and justifications for those decisions) promptly and appropriately in writing; recording and storing information professionally and securely and in line with established procedures.
- We will keep any information confidential and proactively share concerns and relevant information appropriately with agencies who need to know; especially concerning children, adults at risk, parents, families and carers.

13 | Ensuring safer use of audio-visual materials

- To celebrate our work successes and achievements, we will collect a range of audio-visual materials of those engaged in our work; including children and adults at risk. We have a responsibility to ensure this is done safely.
- We will ensure that we have appropriate consent for the taking and storage of images; including from parents and carers of children or adults at risk (as necessary). We will inform them how the material will be used, stored, and the potential risks associated with the use and distribution of these materials.

- We will always share expectations when permitting individuals attending our events to take audio-visual materials for their personal use.
- Where team members collect audio-visual materials of children or adults at risk they should seek further advice from the Designated Safeguarding Lead.
- Where we publish audio-visual materials of children and adults at risk, we will proactively reduce the risk of this being misused by carefully selecting materials and limiting identifiable information.

Disciplinary

Where disciplinary action needs to be taken in regard to a YUAF employee, it will be undertaken by the procedures set out in the [Disciplinary Policy](#).

Suspension of the individual against whom allegations have been made may be deemed to be necessary, if, for example:

- There is cause to suspect someone is at risk of significant harm, or;
- The allegation warrants investigation by the police, or;
- The allegation is so serious that it might represent grounds for dismissal. YUAF will not suspend an employee for longer than is reasonably necessary, and the employee will continue to receive full pay and benefits during any period of suspension. If the individual in question is not an employee, YUAF will liaise with the relevant organisation (e.g. the individual's employer) to determine what disciplinary action should be taken.

YUAF may terminate the individual's contract, involvement and or association with immediate effect.

Related policies or procedures

This policy statement should be read alongside Youth Urban Arts Foundation's other organisational policies and procedures (which will be made available to team members when beginning their activity with us), as follows:

1. Procedures to Raise a Safeguarding Concern
2. Recruitment Policy
3. Code of Conduct
4. Harassment and Bullying Procedures Policy
5. Grievance and Disciplinary Procedures Policy
6. Health & Safety Policy
7. Staff Whistleblowing Policy and Procedures
8. Complaints Procedure
9. Data Protection Policy and Procedures
10. Equality and inclusion Policy
11. Toolkit for difficult conversations

Annex 1: Responsibilities as referred in main body of policy document

The **Lead Trustee for Safeguarding** will:

- Champion the importance of safeguarding within the Board of Trustees, SLT and across the organisation;
- Attend meetings to maintain an overview of safeguarding cases and measures to implement and strengthen safeguarding across the organisation;
- Support the SLT in the management of high-risk cases and ensure that risks are managed appropriately, and;
- Approve any decisions to suspend or terminate funding due to safeguarding concerns.

The **Safeguarding Working Group** will:

- Ensure YUAF's Safeguarding Policy and Procedures are kept up to date, accessible, and relevant, and are applied inclusively and equitably, across all of YUAF's operations;
- Support efforts to make YUAF's staff, volunteers and Trustees fully aware of their responsibilities and comply with necessary safeguarding procedures and mandatory training;
- Seek and obtain appropriate oversight for all decisions that either affect, or may be affected by, any of YUAF's operations that have a safeguarding component.

The **Designated Safeguarding Lead (DSL)** will:

- Provide specialist advice and support to ensure the highest standards are maintained across all our operations;
- Act as the central contact point for all team members to discuss any safeguarding concerns;
- Provide advice and support to staff, funded partner organisations and others connected with our work;
- Develop guidance and training across the organisation;
- Manage all safeguarding concerns reported and ensure a robust and timely response; coordinating safeguarding action for individual children and adults at risk of harm, and liaising with other agencies and professionals in line with relevant statutory guidance;
- Engage with other agencies and experts within the sector to ensure our approach is both informed by and contributes to best practice;
- Ensure that policies are reviewed at least annually and when required.

Safeguarding Champions, once appointed, will:

- Build awareness and ensure safeguarding is embedded across the organisation;
- Meet with the Designated Safeguarding Lead on a quarterly basis to share the specific safeguarding issues and support required by their teams;
- Promote safeguarding within their teams and support the implementation of safeguarding policies and procedures;

- Provide advice to their teams, including signposting to safeguarding resources;
- Ensure that safeguarding concerns are escalated in line with safeguarding procedures, and;
- Support the Safeguarding Lead to develop and deliver training and other resources to meet the needs of their teams.

Annex 2: Important Contacts

Lead Trustee for Safeguarding: Belinda Stewart; belinda@yuaf.org.uk

Designated Safeguarding Lead (DSL): Shauna O'Briain; shauna@yuaf.org.uk

Trustees Statement

This Policy has been reviewed and approved by the Board of Trustees of the Young Urban Arts Foundation.

Board Member Name: **Natalie Salunke** (Interim Chair)

Signature: 

Date: 03 / 20 / 2026

Board Member Name: **Adam Kamenetzky** (Trustee and Charity Secretary)

Signature: 

Date: 5 March 2026

Date of review: 5 March 2026

Acknowledgement

Please sign [using the form below](#) to acknowledge that you have read, understood and intend to apply this policy:



→ <https://forms.gle/KwV25dsWHYUFmgNN9> ←



Date of next review

This policy is to be reviewed annually and updated as necessary and by latest **March 2029**.

Version history

Version	Date	Author	Description
v1.0	Aug 2021	Lydia Newman, Kerry O'Brien	YUAF Safeguarding Policy & Procedures v1.0
v1.1	16 May 2023	Rabena Faried (for Safeguarding WG)	Updated Safeguarding Policy draft circulated to Safeguarding Working Group for comments
v1.2	7 Jun 2023	Adam Kamenetzky (for Safeguarding WG)	Updated Safeguarding Policy draft with signoff sheet link circulated to YUAF Board of Trustees
v2.0	30 Jun 2023	Safeguarding WG	Finalised policy v2.0 reviewed and signed off by YUAF Board of Trustees
v2.1	9 Jul 2024	Safeguarding WG	Policy reviewed by Safeguarding WG with no substantive changes made, signed off by representatives of the WG
v3.0	1 June 2025	Belinda Stewart	Policy updated by recently appointed Safeguarding Lead Trustee, to be reviewed by Safeguarding WG ahead of BOT signoff
v3.1	5 Mar 2026	Adam Kamenetzky	Policy signed off by two members of YUAF Board of Trustees