

Improving the lives of people
impacted by a brain tumour in
Yorkshire, through local
support and research.

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brain tumour
charity!**



YBTC Policy Name:	Safeguarding
Version:	V9
Reviewed date:	01/05/2025
Reviewed by:	Chief Executive
Next review due:	01/05/2026

Safeguarding Policy for Yorkshire's Brain Tumour Charity

Yorkshire's Brain Tumour Charity (YBTC) believes that it is always unacceptable for a child, young person, or adult at risk to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children, young people, and adults at risk by committing to practices that protect them.

Our Commitment

- The welfare of children, young people, and adults at risk is paramount.
 - Everyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, has the right to equal protection from all types of harm or abuse.
 - Promoting welfare is a shared responsibility: we work in partnership with families, carers, and agencies.
-

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YBTC, 31 Otley Road, Headingley, Leeds, LS6 3AA

Registered Charity No: 1095931

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Purpose of this Policy

This policy aims to:

- Protect children, young people, and adults at risk who access YBTC services, including children of adult patients.
- Provide staff and volunteers with clear guidance on what to do if they suspect someone may be experiencing harm.

This policy applies to all staff, trustees, volunteers, agency workers, students, and anyone acting on behalf of YBTC.

How We Safeguard

We safeguard children, young people, and adults at risk by:

- Valuing, listening to, and respecting them.
- Implementing safeguarding procedures and codes of conduct for staff and volunteers.
- Conducting safe recruitment, including DBS checks where appropriate.
- Sharing information on safeguarding best practices and procedures.
- Reporting concerns to relevant agencies and involving individuals appropriately.
- Ensuring ongoing training and support for staff and volunteers.

Definitions

Child (Children Act 1989): Anyone under 18 years old.

Adult at Risk: A person who:

- Needs care and support,
- Is experiencing or at risk of abuse or neglect, and
- Cannot protect themselves due to those needs.

Examples include people who are elderly, have disabilities, mental health issues, long-term conditions, or are carers.

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Types and Indicators of Abuse

Abuse can be physical, emotional, sexual, or neglect. Specific types include:

- **Bullying:** Unexplained injuries, withdrawal, changes in behaviour
- **Self-neglect:** Poor hygiene, refusal of medication
- **Discriminatory Abuse:** Isolation, emotional distress
- **Organisational Abuse:** Overcrowding, lack of dignity or privacy
- **Financial Abuse:** Theft, restricted access to finances
- **Child Sexual Exploitation:** Infections, over-familiarity with adults
- **Child Criminal Exploitation:** Unexplained gifts, gang-related language
- **Child Trafficking:** Unexplained absences
- **Domestic Abuse:** Unexplained bruises, fearfulness
- **FGM:** Genital discomfort, travel to high-risk countries
- **Grooming:** Secrecy, sudden behaviour changes
- **Online Abuse:** Secrecy, changes in online use
- **Neglect/Omission:** Malnutrition, poor hygiene

Safeguarding Principles (Care Act 2014)

1. **Empowerment**
2. **Prevention**
3. **Proportionality**
4. **Protection**
5. **Partnership**
6. **Accountability**

Training and Awareness

All relevant individuals receive appropriate safeguarding training to:

- Understand their role in safeguarding
- Identify concerns
- Report incidents
- Respect dignity and rights
- Apply this policy effectively

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Confidentiality and Information Sharing

We share information responsibly in line with GDPR. If someone is at immediate risk, we may need to share information with safeguarding authorities or the police.

Recording and Record Keeping

Any concern must be documented using a Safeguarding Incident Report Form. Records should include:

- Details of those involved
- The nature of the concern
- Actions taken and decisions made

Forms are available on Office365 SharePoint and must be signed, dated, and stored securely.

Safe Recruitment

YBTC follows safe recruitment practices for all roles, including DBS checks where necessary, in line with our recruitment policies.

Digital and Online Safeguarding

Digital services must balance access with safety. Staff and volunteers must:

- Follow YBTC's IT, social media, and photo consent policies
 - Complete risk assessments for all digital services
 - Avoid taking or sharing images without explicit consent
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Whistleblowing

Anyone at YBTC can raise concerns about unsafe or unethical behaviour. Please refer to our Whistleblowing Policy. Whistleblowers will be protected.

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Reporting Concerns About Staff or Volunteers

If you have concerns about someone in a YBTC role:

- Report it immediately to your line manager or the Safeguarding Lead
- Do not attempt to handle it yourself
- If your concern involves your line manager, escalate to another senior staff member or trustee

Procedure for Reporting Concerns

If someone is in immediate danger, call 999.

Steps to take:

1. Ensure the person is safe.
2. Contact your Safeguarding Lead.
3. Record what was said using the person's own words.
4. Complete the safeguarding incident report form.
5. Share the report with the Safeguarding Lead.

When a Child or Adult Discloses Abuse

- Stay calm and listen carefully.
- Reassure them they were right to tell you.
- Never promise to keep it secret.
- Let them set the pace.
- Use their language and check understanding.
- Do not approach the alleged perpetrator.

Children can contact **Childline** on 0800 1111.

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Key Contacts

Senior Lead for Safeguarding

David Grant-Roberts – david@yorksbt.org.uk – 07436 272665

Deputy Safeguarding Lead

Amy Gorse – amy@yorksbt.org.uk – 07832 275301

Trustee for Safeguarding

Dr Susan Picton – susan.picton@nhs.net – 07952 420301

External Contacts:

- **Leeds Children's Social Care:** 0113 222 4403
- **Leeds Adult Social Care:** 0113 222 4401 (Emergencies: 0113 378 0644)
- **NSPCC Helpline:** 0808 800 5000
- **Police:** 999 (emergency), 101 (non-emergency)

Safeguarding is a shared responsibility. Everyone at YBTC plays a part in keeping children, young people, and adults at risk safe from harm.

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