



**GIANTS  
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# ***SAFEGUARDING POLICY***

***Last Reviewed: 30/06/2025***

***Next Review: 30/06/2026***



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## **1.0 Introduction**

*Huddersfield Giants Community Trust places the safety and wellbeing of young people and adults at risk' at the forefront of all its operations and acknowledges the range of activities that contribute to creating and maintaining an environment that promotes effective safeguarding practice.*

*The Safeguarding Policy provides for a coherent framework of practice to be in place and for all policies relating to this framework to address this priority. The Safeguarding Policy is reviewed each year and when/or changes in law, policy, guidance, or best practice occur to ensure that it remains a key driver in the development of strategy on safeguarding.*

## **1.1 Policy Statement**

*Huddersfield Giants Community Trust recognise its duties, statutory and otherwise to ensure that all programmes function with a view to safeguarding and promoting the welfare of children, young people, and adults at risk participating.*

*The policy applies to all as Safeguarding is everyone's responsibility.*

*Huddersfield Giants Community Trust is committed to ensuring that it:*

- *Provides a safe environment for children, young people, and adults at risk.*
- *Identifies children, young people, and adults at risk who are suffering, or likely to suffer, significant harm.*
- *Takes appropriate action to see that such children, young people, and adults are kept safe, whilst participating in all programmes.*

*In pursuit of these aims, the trustees will approve and review policies and procedures with the aim of:*

- *Raising awareness of issues relating to the welfare of children, young people, and adults at risk.*
- *Raising the promotion of a safe environment for children, young people and adults at risk taking part in all programmes.*
- *Establishing a clear line of accountability for the provision of services.*
- *Aiding the identification of children, young people, and adults at risk of significant harm and providing procedures for reporting concerns.*
- *Establishing procedures for reporting and dealing with allegations of abuse against members of staff.*
- *The safe recruitment and employment of staff and the safe use of contractors.*
- *Promoting a culture of listening to children, young people, and adults at risk to ensure best practice and keep their wishes at the centre of the programme.*
- *Reviewing processes of sharing information with other professionals.*



## **1.2 Roles and Responsibilities**

### **The Trustees**

*Have a duty of care to ensure that all necessary steps are taken by staff to safeguard and protect children, young people, and adults at risk on all programmes that HGCT deliver.*

### **The Chief Executive Officer (CEO)**

*Is responsible for reviewing any serious safeguarding concerns and reporting all incidents to the trustees. They must sign off the safeguarding policy when it is reviewed annually.*

### **The Designated Safeguarding Lead (DSL)**

*Is responsible for dealing with all safeguarding or child protection concerns reported, providing advice and support to HGCT staff. The DSL is also responsible for making referrals to external organisations. All incidents will be recorded in a single central record and will be reviewed by the DSL or safeguarding team.*

### **Deputy Designated Safeguarding Lead (Deputy DSL)**

*Is responsible for supporting the DSL with HGCT's safeguarding and acts as the DSL when the DSL is not present/contactable. The deputy DSL supports the DSL and ensures safeguarding practice is being followed throughout HGCT and regularly monitors the single central record.*

### **Safeguarding Officers**

*Are responsible for reporting safeguarding concerns to the DSL and Deputy DSL and are on-call during the absence of the DSL or Deputy DSL.*

### **All Staff**

*Are responsible for addressing safeguarding and child protection concerns and ensuring they are reported to the DSL or deputy or officer if DSL is not on site using the procedures outlined in the policy.*

### **Local Authority Designated Officer (LADO)**

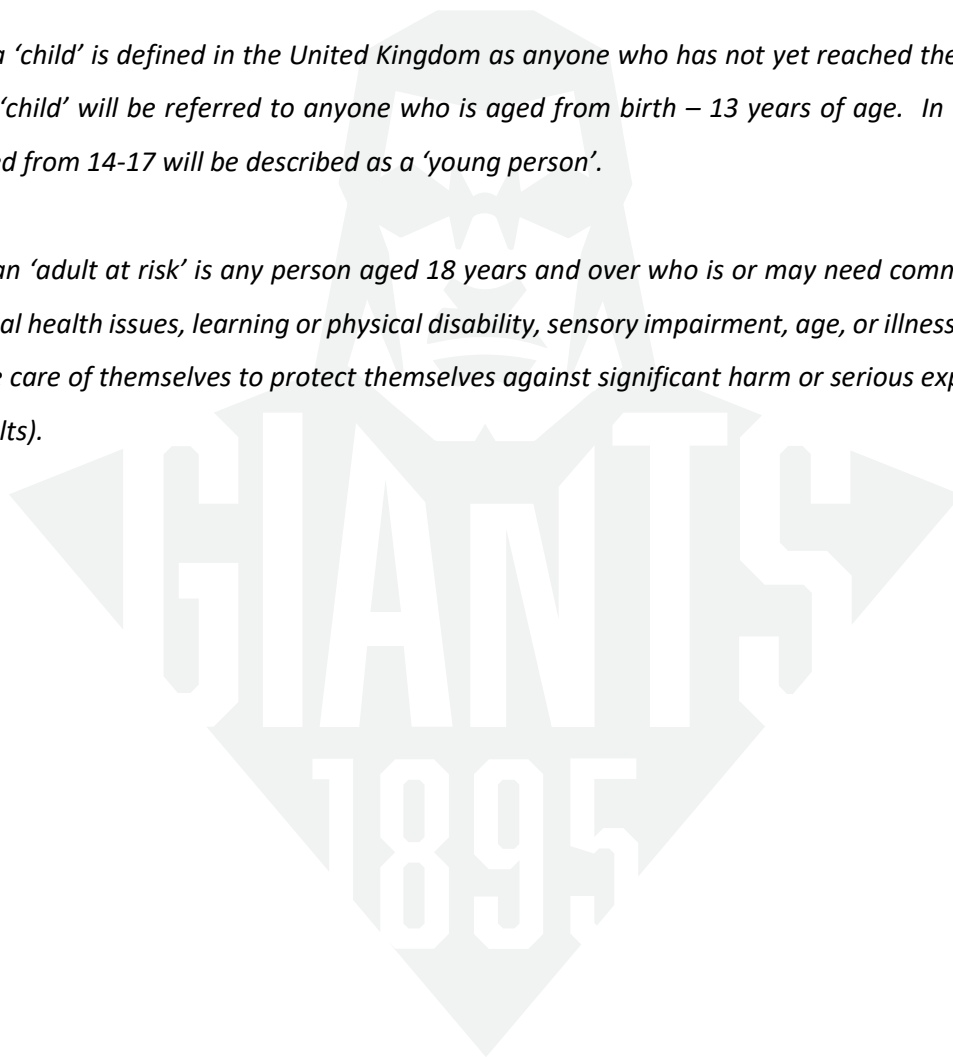
*Is a statutory role within the Local Authority (Kirklees) that has oversight of allegations about any adult who is in a position of trust and/or work (paid or unpaid) with children and young people up to the age of 18 years old in any setting.*



## **2.0 Definitions**

*The definition of a 'child' is defined in the United Kingdom as anyone who has not yet reached their 18th birthday. In this document, a 'child' will be referred to anyone who is aged from birth – 13 years of age. In this document, any person who is aged from 14-17 will be described as a 'young person'.*

*The definition of an 'adult at risk' is any person aged 18 years and over who is or may need community care services by reason of mental health issues, learning or physical disability, sensory impairment, age, or illness and who is, or may be, unable to take care of themselves to protect themselves against significant harm or serious exploitation (Mencap, Safeguarding Adults).*





## 2.1 Definitions of Abuse

### Table Defining Types of Abuse for Children and Adults at Risk:

#### Children:

<b>Type of Abuse</b>	<b>Definitions</b>	<b>Signs and symptoms of abuse are not limited to, but may include:</b>
<b>Sexual Abuse</b>	<i>Involves forcing or enticing a child, young person, or adult at risk to take part in sexual activities. The activities may involve physical contact, or nonpenetrative acts, or non-contact activities.</i>	<ul style="list-style-type: none"><li>- Rape attempted rape or sexual assault</li><li>- Inappropriate touch anywhere</li><li>- Non-consensual masturbation of either or both persons</li><li>- Non-consensual sexual penetration</li><li>- Indecent exposure</li><li>- Sexual photography or forced use of pornography or witnessing sexual acts</li></ul>
<b>Emotional Abuse</b>	<i>Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may feature age or developmentally inappropriate expectations being imposed on children.</i>	<ul style="list-style-type: none"><li>- Conveying to children they are worthless, unloved, or inadequate</li><li>- Silencing the child to express their views or silencing them deliberately</li><li>- 'Making fun' or mocking how the child communicates or what they say</li><li>- May include interactions that are beyond the child's physical developmental capability, as well as overprotection and limitation of exploration and learning</li><li>- May involve serious bullying (including cyber bullying)</li></ul>
<b>Physical Abuse</b>	<i>Is the act where one person uses their body in order to inflict intentional harm or injury upon another person. It also includes making up the symptoms of an illness or causing a child to become unwell.</i>	<ul style="list-style-type: none"><li>- Hitting</li><li>- Shaking</li><li>- Biting</li><li>- Poisoning</li><li>- Burning or Scalding</li><li>- Drowning</li><li>- Suffocating</li><li>- Misuse of Medication</li><li>- Involuntary isolation or confinement</li></ul>



<b>Neglect</b>	<i>Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in a serious impairment of the child's health or development.</i>	<ul style="list-style-type: none"><li>- Lack of adequate food, clothing and shelter</li><li>- Inadequate supervision</li><li>- No access to appropriate medical care or treatment</li><li>- A lack or responsiveness to a child's basic emotional needs</li></ul>
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### Adults at Risk: (in addition to the four types of abuse above)

Types of Abuse	Definition	Signs and symptoms of abuse are not limited to, but include:
<b>Domestic</b>	<i>An incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence by a partner, ex-partner, or family member. It can also include economic abuse, which is behaviour that affects a person's ability to acquire, use or maintain money or other property, or obtain goods or services.</i>	<ul style="list-style-type: none"><li>- Physical abuse</li><li>- Emotional abuse</li><li>- Financial abuse</li><li>- Physical injuries</li><li>- Clothing worn, or heavy makeup to cover injuries or clothing that is not appropriate for the season/ weather</li><li>- Keeps you from eating, sleeping, or getting medical care</li><li>- Someone without access to their own money</li><li>- Someone who is withdrawn and unwilling to engage in friendly conversation</li><li>- Someone who is fearful or extremely apologetic</li><li>- Overly worried about pleasing their partner</li></ul>
<b>Financial and Economic</b>	<p><i>Involves a perpetrator using or misusing money which limits and controls their partner's current and future actions and their freedom of choice.</i></p> <p><i>Economic abuse includes restricting access to essential resources such as food, clothing, or transport, and denying the means to improve a persons' economic status (for example, through employment, education, or training).</i></p>	<ul style="list-style-type: none"><li>- Telling you how to spend your money and stopping you from spending it</li><li>- Forces you to take out money or get credit in your own name</li><li>- Cashing in cheques or pensions without permission</li><li>- Controls what you can and cannot spend money on</li><li>- Stops you accessing your banking</li><li>- Pressure for you to arrange your benefits to be paid into a bank account you do not have access to</li></ul>
<b>Institutional</b>	<i>This includes neglect and poor care practice within an institution or specific care setting such as a care home, or in relation to care provided in one's own home. This can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice</i>	<ul style="list-style-type: none"><li>- Poor standards of cleanliness</li><li>- High staff turnover</li><li>- Lack of leadership and supervision</li><li>- Inappropriate use of restraints</li><li>- Run down or overcrowded establishment</li><li>- Misuse of medication</li></ul>



	<i>processes and practices within an organisation.</i>	<ul style="list-style-type: none"><li>- <i>Failure to respond to abuse/complaints/individual's needs appropriately</i></li><li>- <i>Discouraging visits or the involvement of relatives, friends, or external visitors</i></li><li>- <i>Lack of adequate procedures</i></li><li>- <i>People being hungry or dehydrated</i></li><li>- <i>Absence of individual care plans</i></li></ul>
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To find out more information around the definitions of abuse for children and young people see the link to NSPCC 'Definitions and signs of child abuse': [Definitions and signs of child abuse \(nspcc.org.uk\)](https://www.nspcc.org.uk/definitions-and-signs-of-child-abuse/)

To find out more information around the definition of abuse for adults at risk see the link below: [Safeguarding older people from abuse and neglect \(ageuk.org.uk\)](https://www.ageuk.org.uk/safeguarding-older-people-from-abuse-and-neglect/)

## **2.2 Female Genital Mutilation (FGM) Definition**

Is a collective term for procedures, which include the removal of part or all of the external female genitalia for cultural or non-therapeutic reasons. The procedure is typically performed on girls aged between 4-13 years old and in some cases, it is performed on new-born infants or on young women before marriage or pregnancy. FGM has been a criminal offence in the United Kingdom since 1985.

Some common names for FGM include:

- Cutting
- Female Circumcision
- Sunna
- Gudniin
- Halalays
- Tahur
- Megrez
- Khitan

It is important to consider if FGM is taking place. Consider if:

- A relative or someone known as a 'cutter' is visiting from abroad.
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- A girl has an unexpected or long absence from school.
- A girl runs away – or plans to run away from home.



### **2.3 Modern Slavery Definition**

*Modern slavery is an exploitative crime that encompasses many different types of behaviours and abuse, perpetrated against individuals from any background and of any age. It can take various forms including trafficking, forced labour, and servitude. Victims are often hidden away, may be unable to leave their situation, or may not come forward because of fear or shame.*

#### **Modern slavery may include:**

- *Labour Exploitation – Victims are forced to work for nothing, low wages or a wage kept by their owner. Work is involuntary and forced and is often in poor working conditions.*
- *Sexual Exploitation – Victims are exploited through non-consensual abuse or another person's sexuality for the purpose of sexual gratification, financial gain, or personal benefit.*
- *Domestic Servitude – Victims are domestic workers who perform a range of household tasks and some live with their employers and receive little or no pay at all.*
- *Criminal Exploitation – Victims are forced to work under the control of criminals in activities such as forced begging, shoplifting, pickpocketing, cannabis cultivation, drug dealing or financial exploitation.*

#### **Indicators of modern slavery:**

- *Individuals not being paid for the work they undertake.*
- *Individuals being held in debt bondage.*
- *An individual's passport being held by the employer in order to keep the individual at work.*
- *Have few personal belongings, wear the same clothes every day, or unsuitable clothes for work.*
- *Appear frightened or withdrawn or be reluctant to talk to strangers or officials.*

### **2.4 Child Sexual Exploitation Definition**

*Child Sexual Exploitation (CSE) is the specific targeting of children to exploit them sexually. Typically, this occurs with gangs of perpetrators, who may use drugs, alcohol, status, money and/or gifts in exchange for performing sexual activities. CSE can happen in person or online. An abuser will gain a child's/ young persons' trust or control them through violence, threats, and blackmail before sexually abusing them. Children / young people can often be groomed and tricked into believing that their relationship with the perpetrator is loving and consensual. Children/ young people can also be trafficked into or within the UK to be sexually exploited.*

### **2.5 PREVENT Definition**

*The PREVENT strategy tackles all forms of extremism and recruitment to radicalised gangs. It is also a term used to preventing people becoming terrorists, supporting terrorism, or protecting those being exposed to terrorism and non-violent extremism.*



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### Kirklees PREVENT Strategy

*The Local Authority approach to PREVENT contributes to Kirklees “Protecting people from serious harm” partnership plan. The purpose of PREVENT is to safeguard and support vulnerable people to stop them from becoming terrorists or supporting terrorism. It also extends to supporting the rehabilitation or disengagement for those already involved in terrorism.*

For more information on the definition of PREVENT see the link below: [Kirklees Prevent Duty What It Is](#)

Kirklees PREVENT Strategy 2022-2025, see the link below:  
[Kirklees Council: Prevent Strategy 2022-2025](#)

### **2.6 County Lines Definition**

*County lines is where urban gangs persuade, coerce, or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns. County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom children/ young people and evade capture by the police. Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs.*

*Dedicated mobile phone lines or ‘deal lines’ are used to facilitate county lines drug deals. Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police.*

For more information on county lines see the link below:  
[County lines – Safeguarding Network](#)

### **2.7 Forced Marriage Definition**

*A forced marriage is where one or both people do not (or cannot) consent to the marriage and pressure, or abuse is being used. The pressure put on people to marry against their will can be physical (including threats, actual physical and sexual violence) or emotional and psychological (for example, when someone is made to feel like they are bringing shame on their family). Financial abuse (taking wages or not giving any money) can also be a factor.*

For further information on forced marriage see the link below:  
[Forced marriage - GOV.UK \(www.gov.uk\)](#)



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## **2.8 Child on Child Abuse**

*Children can abuse children. This is generally referred to as child-on-child abuse. It can happen both inside online and offline and can take many forms. It can include but not be limited to bullying (including cyberbullying, prejudice based and discriminatory bullying), abuse in intimate personal relationships between children and young people, physical abuse, sexual violence (such as rape, assault by penetration, sexual assault, sexual harassment, non-consensual sharing of images/videos, or causing someone to engage in sexual activity).*

*Child-on-child abuse can be motivated by perceived differences such as race, religion, gender, sexual orientation, disability, or other differences.*

*For more information on child-on-child abuse see the link below:*

[Child on child abuse – Safeguarding Network](#)

## **3.0 Safeguarding Management**

### **3.1 Working in Partnership**

*HGCT will assist the local authorities to exercise its statutory functions. Where provision is provided by HGCT to a partner organisation, HGCT will liaise with staff in the partner organisation to ensure that local procedures and protocols are adhered to.*

*HGCT will refer concerns that a child, young person, or adult at risk might be at risk of significant harm to the Local Authority, Partner organisation or the Police.*

*Where possible, referrals will need to evidence that consent has been provided by the subject of the referral as well as parent/carer, except where the referral related to attendance matters or assistance in application for parenting contacts, parenting orders, acceptable behaviour contracts and anti-social behaviour orders.*

*Where consent has not been provided/obtained, HGCT will still share to the relevant authorities if someone is at imminent risk or significant risk of harm.*



### **3.2 Procedure for Handling and Responding to Disclosures**

*Reporting a concern about a child, young person, or adult at risk is everyone's responsibility.*

***If you are concerned that a child, young person, or adult is at immediate risk dial 999 immediately.***

*If you are worried about a child, young person, or adult at risk and receive a disclosure or suspect abuse has occurred, report it to a member of the HGCT safeguarding team immediately. (Contact details for HGCT safeguarding team found at 3.5)*

*If appropriate, the member of the HGCT safeguarding team will refer cases of suspected abuse or allegations to the local authority by telephone.*

*It is not the job of HGCT staff to investigate allegations; this is the responsibility of the local authority to conduct an internal investigation. However, essential information might be required to assist the local authority create a case. Details such as name, address, date of birth, family composition and reason for referral should be recorded. The name of the person who initially received the disclosure and whether the parent/guardians are aware of the incident must also be included.*

*If a member of the HGCT safeguarding team is unavailable and the child, young person, or adult at risk is at risk, then call the local authority safeguarding team and prepare to provide details of the disclosure.*

### **3.3 How to Report a Safeguarding Incident**

*If a safeguarding incident occurs, the DSL or Deputy DSL should be contacted as soon as possible; however, in cases where immediate action has to be taken, notify a member of the HGCT safeguarding team as soon as possible. The following guidance offers support on how to respond to abuse or suspected abuse:*

#### **Do:**

- *Treat any allegations or suspicions seriously and listen to what they are saying.*
- *Respond with tact and sensitivity to anyone who confides in you.*
- *Re-assure the person that it is right to speak to someone.*
- *Allow the person to speak in their own way and time.*
- *Discuss the need to refer to the appropriate person within HGCT.*
- *Make notes using the person's own words.*
- *Take further action – call DSL, police, speak to someone from the HGCT safeguarding team.*
- *Be honest about your own position, who you have to tell and why.*
- *Record the disclosures' date/time/location.*
- *Complete the HGCT Safeguarding Form*



**Do Not:**

- *Promise confidentiality or promise to keep secrets.*
- *Make judgements.*
- *Investigate the allegation or suspected abuse.*
- *Ask leading questions or probe for details.*
- *Say anything that makes the person responsible for the abuse.*
- *Interpret what has been said or make assumptions about the situation.*
- *Gossip to other staff about the disclosure, the information shared is on a 'need to know' basis.*
- *Investigate the disclosure further, once you have passed the information to the DSL, you have done your job of safeguarding the individual.*

*If a disclosure has been made to you, take these steps when handling and responding to a disclosure:*

1. *Report to a member of the HGCT safeguarding team immediately.*
2. *Provide a report of what happened using the online HGCT Safeguarding Report Form as soon as possible. Link to form: <https://forms.office.com/e/rV0uj0943D?origin=lprLink>*
3. *If the online form is inaccessible, create a written record of the disclosure to complete the form at your earliest convenience. (See Appendix 4)*
4. *Include as much detail that was provided to you when the disclosure was made, factually capture what was said and complete the form in as much detail as required.*
5. *Do not promise confidentiality to the person who has made the disclosure.*
6. *Ensure that the person who made the disclosure is safe and is supported.*
7. *If there is further concern, be prepared that the DSL may ask for a meeting to discuss the disclosure further or provide further details to make a referral to the local authority.*

**3.4 Following up from a Disclosure (support, record keeping, monitoring)**

*Following a disclosure made to HGCT staff, the HGCT safeguarding team maintain up to date and accurate records of safeguarding incidents and record all cause for concerns safely and securely.*

*Following a disclosure, it is possible that a member of the HGCT safeguarding team will be in contact with the staff member who completed a Safeguarding Report Form to investigate further to see if a referral is required.*

*If any staff member has been affected by a disclosure, HGCT will signpost and support the staff member to seek appropriate support from external agencies where appropriate.*

*HGCT will work collaboratively with the police, local authority, and external organisations to safeguard children, young people, and adults at risk and will share information where necessary following a cause for concern.*



HGCT will continue to support the child/young person or adult at risk who made the disclosure if they are continuing to engage with HGCT programmes and will report any further abuse or suspected abuse using the procedure outlined in 3.3.

### **3.5 Contact Details for HGCT**

#### **Designated Safeguarding Lead (DSL)**

Jordan Foster – Head of Community
01484 442235 (4) (Mobile to be given out when necessary)
Jordan@hgct.co.uk

#### **Deputy Designated Safeguarding Lead (Deputy DSL)**

Robyn Evans - Cheerleading & Gymnastics Manager
01484 442235 (2) (Mobile to be given out when necessary)
robyn@hgct.co.uk

#### **Safeguarding Officer**

Harry Crook - The Zone Manager
01484 442235 (7) (Mobile to be given out when necessary)
harry@the-zone.co

In the unlikely event that both DSL's and The Safeguarding Officer are unavailable, please report to your line manager/department head.

### **3.6 Contact Details for External and Local Authority**

**If there is an emergency, dial 999 immediately.**

#### **Kirklees Safeguarding Team – Children and Young People**

Concern for a child	01484 456848
During Office Hours 9-5pm	HD1 6PT
Registered Charity: 11117769   Company No. 5930465   VAT No. 911124084	





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Concern for a child (Out of Office Hours)	01484 414933
Kirklees Local Authority Designated Officer (LADO)	01484 221126 LADO.cases@kirklees.gov.uk

***Kirklees Safeguarding Team – Adult at Risk***

Concern for an adult (During Office Hours 9-5pm)	01484 221717	Safeguarding Adults Partnership Team
Concern for an adult (Out of Office Hours)	01484 414933	gatewaytocare@kirklees.gov.uk

#### **4.0 Recruitment**

HGCT operates a Safer Recruitment Policy based on local Safeguarding Children's Board practice that is applicable to all roles irrespective of contract type and is overseen by the Chief Executive Officer and DSL.

#### **4.1 DBS**

All HGCT staff and volunteers require a basic DBS check. Staff who work directly with children, young people and adults at risk require an Enhanced Disclosure and Barring Service Check that requires renewal every 3 years.

All staff (internal and external) ID and DBS records will be placed on the Single Central Record to keep a log of staff who have entered the premises. This includes temporary staff, volunteers, and contractors as well as staff employed by HGCT.

#### **4.2 Existing Staff**

Staff in the Trust directly working with Children, Young People and Adults unsupervised will renew DBS checks every 3 years.

It is the responsibility of every member of staff to disclose to HGCT any criminal convictions that are incurred during their employment. Failure to do so will be considered a disciplinary offence and in some circumstances may lead to dismissal.

Contractors will not be allowed unsupervised access to children or young people unless they have had a DBS check at an enhanced level and had their ID checked. Failure to provide these documents upon request will result in restricted access to HGCT premises.



#### **4.3 Temporary Staff, External Staff, and Contractors**

*Once the DBS and ID has been verified by a department head, all external visitors and contractors are required to sign in and out of the premises.*

*Failure to provide the requested information will result in access being denied onto the premises to protect children, young people, and adults at risk from harm.*

#### **4.4 Training**

*HGCT believes that staff will fulfil their safeguarding responsibilities more effectively by participating in effective induction and ongoing training relevant to their roles. Staff's training details will be held on the Single Central Record where the dates of their training will be recorded to ensure starter and refresher courses are attended when necessary.*

*The DSL will notify HGCT staff members when training is required and will assign the staff member to the appropriate training course. HGCT's safeguarding team will attend a safeguarding refresher course every 2 years to provide them with the skills and knowledge required to carry out the role effectively.*

*The level of safeguarding training is dependent on the staff members role and interactions with children, young people, and adults at risk.*

#### **4.5 Probation**

*HGCT staff cannot pass their probation until they have read and understood HGCT's safeguarding policy and completed their internal safeguarding training. Each department head will keep a record of induction and training completion and then notify the DSL so that the single central record can be updated to reflect completion of induction. All new staff must also complete the internal Safeguarding Assessment and achieve an 80% or higher score.*

#### **4.6 Staff Code of Conduct and Practice**

*HGCT expects all staff and volunteers to behave in a professional manner when working with children, young people, or adults at risk. As part of staff's commitment to the Trust, all staff must read and sign the Code of Conduct and record that they have read the safeguarding policy and understand their duties in relation to the policy. This record will be kept in their confidential personnel file.*

*A copy of HGCT's Code of Conduct and Practice can be found in the Due Diligence and Policies Folder in the Shared drive.*



#### **4.7 Allegations Against a Staff Member**

*Any concerns about a person associated with HGCT should be taken to the DSL with immediate effect. Any concerns regarding the DSL or safeguarding team should go to the CEO or LADO. An investigation cannot be carried out by the organisation until the LADO has been contacted.*

*If there is an allegation regarding someone who works with children, but cares for children in another capacity (their own children), this potentially has implications for their professional role and must be referred to the DSL or CEO, who will contact the LADO to discuss next steps and procedures.*

*Any staff member or volunteer who are the subject of an allegation have the right to have their case dealt with fairly and consistently. In relation to issues of a safeguarding nature and in line with HGCT disciplinary policies.*

#### **Procedure for Reporting an Allegation Against a Staff Member or Volunteer**

- 1.) Produce a factual digital or written report about the allegation of a staff member.
- 2.) HGCT will ensure that any child, young person, or adult at risk is removed from the risk of harm surrounding the allegation.
- 3.) The DSL or CEO will contact the LADO and/or the police and provide details of the allegation to seek advice.
- 4.) The LADO or police will investigate and provide support to the DSL or CEO and advise on next steps.
- 5.) HGCT will not run an internal investigation until advice has been given on next steps.



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### **5.0 Additional Guidance and Documents**

*NSPCC Concern about a Child*

*Call 0808 800 500 (Between 10am-4pm)*

*Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)*

*NSPCC Safeguarding*

*[Safeguarding children and child protection](#) / [NSPCC Learning](#)*

*NSPCC Main Website*

*[NSPCC](#) / [The UK children's charity](#) / [NSPCC](#)*

*Keeping Children Safe in Education 2022 (KCSIE)*

*[Keeping children safe in education 2022 \(publishing.service.gov.uk\)](#)*

*Kirklees Safeguarding Adults Board (KSAB)*

*[Kirklees Safeguarding Adults Board](#) / [Kirklees Council](#)*

*Kirklees Safeguarding Children Partnership*

*[Home - KSCP \(kirkleessafeguardingchildren.co.uk\)](http://kirkleessafeguardingchildren.co.uk)*

*Virtual College Online Resources*

*<https://www.virtual-college.co.uk/resources/free-courses>*



## **6.0 Policy Revision:**

*The HGCT Safeguarding Policy and its accompanying procedures will be reviewed by the DSL, approved by the CEO and the Trustees, and adopted by HGCT Trustees (or the CEO acting on behalf of the Trustees) at least annually or whenever:*

- *There is a change in safeguarding legislation.*
- *There is an update in the KCSIE annual guidance.*
- *An update in contact details within the organisation or externally.*

<b>Name</b>	<b>Role</b>	<b>Date</b>	<b>Signature</b>
Jordan Foster	DSL	30/06/2025	J. Foster
Robyn Evans	DDSL	30/06/2025	R. Evans
Lisa Darwin	CEO	30/06/2025	L. Darwin

## **6.1 Links to other Policies**

*As these policies are reviewed and edited frequently. Please speak with your line manager regarding any other relevant policies. Policies that HGCT staff should make themselves aware of, read and understand include the following:*

- *Health and safety policy*
- *Equal opportunities policy*
- *Behaviour management policy*
- *Anti-bullying policy*
- *Medication policy*
- *Movement and Handling Policy*
- *Risk assessment procedures and example*
- *Accident/incident recording procedures*
- *Worker/Volunteer support policy and procedure*
- *Safer recruitment practices including DBS background checks for all workers*
- *Complaints, Compliments policy*
- *Whistleblowing Policy*
- *Transporting young people Policy*
- *Covid 19 protocols in line with current guidance*



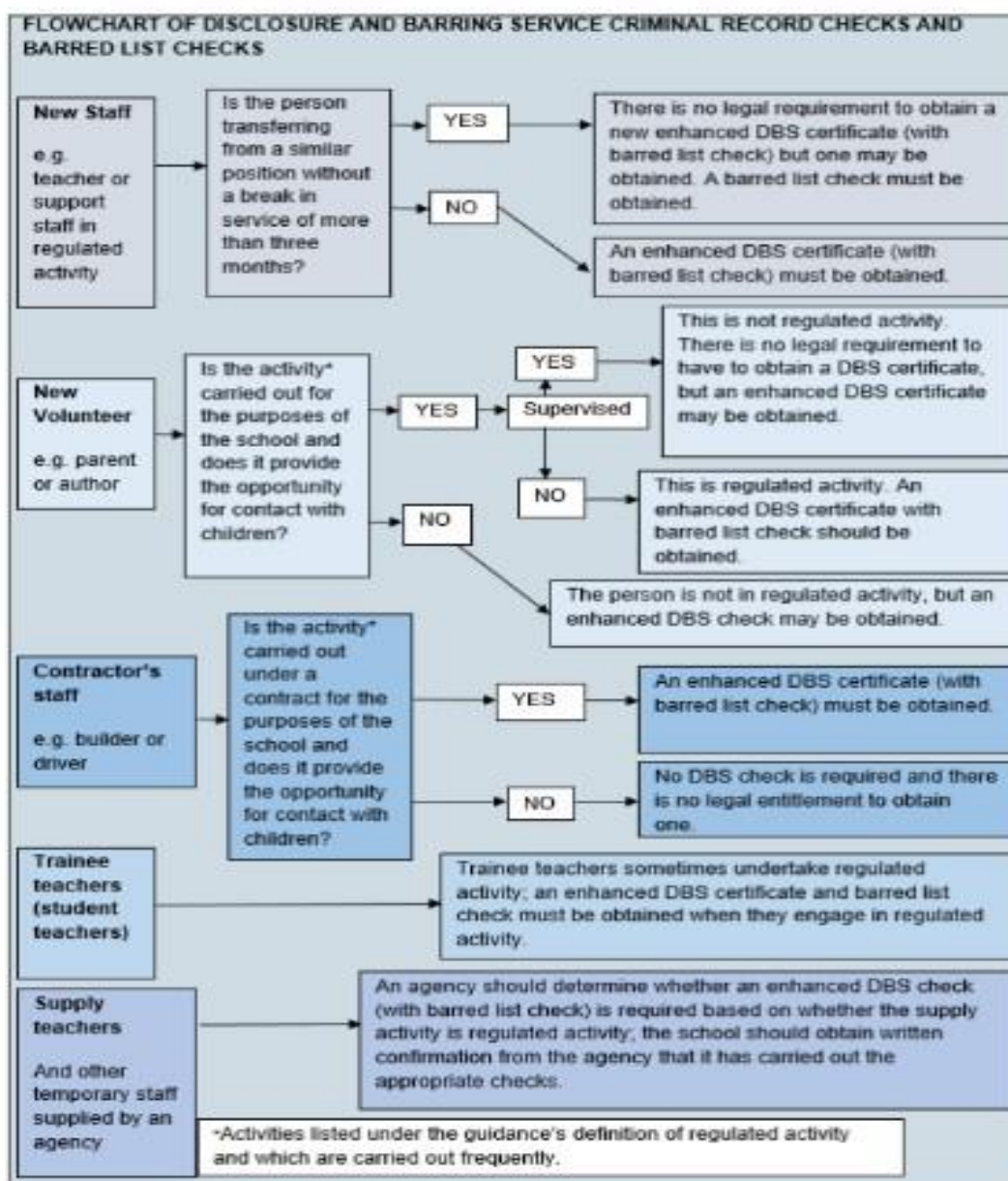
## **7.0 Appendices**

### **Appendix 1 – The 6 Principles of Safeguarding**





## Appendix 2 – Flowchart of DBS Procedure





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Appendix 3 – Cause for Concern Form

<i>Any question marked with an asterisk* is a mandatory question</i>	
<i>Date and Time of Incident*</i>	
<i>Child/Adult at Risk Name*</i>	
<i>DOB (if known)</i>	
<i>Location/ Setting of Incident*</i>	
<i>Details/ Summary of Incident*</i> <i>(Please include an accurate account of the incident including any quotes that the child/adult made through the disclosure)</i>	
<i>Nature of Concern/Abuse Suspected*</i> <i>(Highlight all that apply)</i>	Physical Abuse Sexual Abuse Emotional Abuse Neglect County Lines Gang Violence / Activity Unsure Other
<i>Did the child/Adult at Risk Receive any Medical Attention? *</i>	Yes No
<i>Details of Medical Attention Received (if required)</i>	
<i>Have any of the following been notified of the incident? *</i> <i>(Highlight all that apply)</i>	Designated Safeguarding Lead Police Local Authority Parent / Guardian School / College Other
<i>Name of Staff Member*</i>	
<i>Role of Staff Member*</i>	
<i>Email of Staff Member*</i>	
<i>Telephone Number of Staff Member*</i>	
<b>St. Andrew Road, Huddersfield, West Yorkshire HD1 6PT</b> <b>Registered Charity: 1117769   Company No. 5930465   VAT No. 911124084</b>	



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<i>Do you have any further information / comments you would like to add?</i>	

