Child Safeguarding Policy

United African Association

Registered Charity CIO 1192725
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Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy sets the standards UAA uses to protect every person under 18 who attends or is affected by its services. The welfare of the child is paramount.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Children Act 1989 and Children Act 2004
- Working Together to Safeguard Children current statutory guidance
- Safeguarding Vulnerable Groups Act 2006
- Online Safety Act 2023 where relevant
- Charity Commission safeguarding guidance

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

UAA safeguarding standards

- Activities have a named leader, attendance record, risk assessment and emergency contacts appropriate to the activity.
- Children are supervised using ratios and arrangements suitable for age, need, venue and activity.
- Staff and volunteers maintain professional boundaries and avoid private, secret or unnecessary one-to-one contact.
- Photography, transport, changing arrangements and online contact require consent and follow written procedures.
- Children with disabilities, limited English or communication needs are offered reasonable support to be heard.

Types and indicators of harm

- Physical abuse, emotional abuse, sexual abuse and neglect
- Domestic abuse, exploitation, trafficking, radicalisation, hate crime, bullying and online harm

- A child's disclosure, unexplained injury, sexualised behaviour, fear, withdrawal, hunger, poor hygiene or repeated absence may indicate concern. One sign does not prove abuse, but it must not be ignored.

Responding to a disclosure

1. Listen calmly and take the child seriously.
2. Reassure the child that they were right to speak, but do not promise confidentiality.
3. Do not confront the alleged person or ask leading questions.
4. Record the child's words, the date, time, context and action taken.
5. Report immediately to the Designated Safeguarding Lead. If the lead is implicated, contact the Chief Executive or Chair.
6. Call 999 when a child faces immediate danger. The DSL will use the current Northamptonshire Children's Trust referral route and consult the designated officer where an allegation concerns a person working with children.

Online and mobile communication

UAA uses approved organisational accounts and group communication. Workers must not use disappearing messages, secret accounts or personal contact for private relationships with children. Online sessions use suitable privacy settings, adult oversight, attendance controls and a clear reporting route.

Photography and media

UAA obtains suitable consent, explains intended use and avoids names or information that increase risk. A child's welfare overrides publicity. Images are stored securely and removed when consent ends where reasonably possible.

Trips transport and changing

Trips require consent, emergency information, competent supervision, head counts, medication or health planning and safe transport. Drivers must be appropriately licensed, insured and vetted for the role. Changing arrangements for sport and swimming protect privacy and avoid one adult being alone with a child.

Allegations and low level concerns

All allegations and behaviour that may indicate unsafe practice are recorded and reviewed. Protective action is not delayed while facts are uncertain. UAA will consult the appropriate statutory service and consider police, DBS and Charity Commission reporting.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- Adult Safeguarding Policy
- Safer Recruitment and Ex Offenders Policy
- DBS Referral Policy
- Code of Conduct Policy
- Lone Working and Home Visits Policy
- Data Protection and GDPR Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027