



**Fun, Learning and
Achievement**

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Sfgdg Policy Part 2 Procedures

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National Federation of Young Farmers' Clubs

Safeguarding & Behaviour Protection

Safeguarding Policy

Part 2

Procedures for Responding to Concerns

National Federation of Young Farmers' Clubs (England and Wales)

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Page 1 of 40

Contents

Introduction.....	2
Overview.....	3
SECTION 1: PROCEDURES FOR EVERYONE	5
Safeguarding responsibilities.....	5
Key Contacts	6
Recognising a safeguarding concern	7
Recognising a disclosure	7
Responding to ongoing incidents	9
Poor practice prevention of incidents	10
Responding to a disclosure or concern.....	10
Key points when responding to all safeguarding concerns	10
Key points when responding to direct disclosure.....	11
Reporting and/or referring a concern	13
Part 1: Reporting concerns about a child or children.....	15
Part 2: Reporting concerns about adults.....	17
Part 3: Reporting allegations against staff or volunteers	22
Recording a safeguarding concern	23
Retention and storage of records.....	20
Confidentiality & information sharing	24
Whistleblowing.....	26
Media enquiries.....	26
SECTION 2: PROCEDURES FOR REPORTING AND INVESTIGATION	27
Purpose.....	27
Terminology.....	27
Safeguarding Procedures Flowchart.....	28
Scope	28
Jurisdiction.....	29
Grounds for Action	29
Action to be taken following receipt of a safeguarding or conduct concern.....	29
Interim Measure	30
Provisional Suspension	30
Investigation Process	31
Standard of Proof	32
Criminal Convictions, Cautions, Orders and Statutory Lists	32
No police action.....	32
Investigation Outcome	33
Safeguarding/Conduct Case Management Panel.....	33
Notice of Safeguarding or Conduct Case Management Panel Meeting.....	33
Meeting of the Safeguarding or Conduct Case Management Panel	34
Risk management measures.....	35
Appeal.....	36
Safeguarding or Conduct Appeal Panel	36
Meeting of the Safeguarding or Conduct Appeal Panel	37
Compliance with decisions	37
Confidentiality	37
Publication of decisions	38
Sharing of the List of Suspended, Conditional & Excluded Memberships	38
Support	39

Introduction



These procedures apply to everyone involved in YFC and have been approved by the NFYFC Board of Management.

They set out detailed steps to be taken and what you must do when there is a safeguarding concern about a child or adult who is experiencing or is at risk of experiencing significant harm or abuse, and how this concern will be managed by NFYFC.

The procedures operate in conjunction with the NFYFC Values and Code of Conduct, Safeguarding Policy, and Behaviour Policy.

Overview

For the purpose of these procedures:

- A child is defined as anyone under the 18 years of age
- An adult is defined as anyone who is 18 years of age or older

NFYFC is committed to ensuring that any member who attends a YFC club, event or activity will be safeguarded from harm. Protection and safeguarding of all of our members is paramount and should be based on prevention, best practice and the NFYFC Safeguarding Policy.

However, we recognise that not all risks can be fully removed, and safeguarding concerns will continue to be raised both within, and outside of YFC. Closed cultures make it difficult for people to feel that they can share or raise concerns without fear of repercussions. It is particularly hard for children and those who are more vulnerable or at risk to feel brave enough to do so. Sharing concerns should be encouraged and recognised as positive within YFC as it supports a culture of listening to young people. It also increases the possibility of identifying meaningful actions that can be taken to promote good practice and more positive experiences, rather than waiting until harm or abuse is suspected.

All members should be aware of how to report any concerns that they become aware of. However, it is especially important that Club and Event Safeguarding Officers and County and Area DWSOs are aware of the reporting procedures for any safeguarding concern.

These procedures set out the steps that should be followed where there is concern that a child or adult who is taking part in YFC activity may be at risk of, or is experiencing, harm, abuse or neglect.

Concerns may arise following:

- A direct disclosure from a child or adult.
- Direct or reported observations of possible abuse, neglect, suspicious behaviour or poor practice, including concerns about the behaviour of colleagues.
- Significant changes in an individual's behaviour, demeanour, appearance, attitude or relationship with others.
- Reports from individuals or external agencies.

Allegations which indicate that an individual may present safeguarding risks to members or may be unsuitable for a role working with vulnerable groups fall into two categories:

- YFC related, i.e. allegations about a member or someone who is in a Position of Trust in YFC. These concerns may arise in a Young Farmers context or outside of Young Farmers activities.
- External to YFC i.e. allegations that involve someone who is not connected to YFC, e.g. a concern that someone is being abused or neglected by a family member or someone else who is not involved in YFC

Concern may relate to a current situation or to non-recent events and may be about allegations or disclosures of abuse, harmful behaviours or poor practice by an individual who may or may not be involved in or connected to YFC. Non-recent concerns (particularly those that relate to sexual abuse and violence) often indicate current and continuing safeguarding risk and should never be minimised, dismissed or ignored. Where non-recent child abuse or a crime is reported and the individual is named/known, **this information will always be shared by Young Farmers with the statutory agencies** as that individual may present a significant and continuing risk to children or adults at risk both inside of and outside of a YFC context.

Where the victim is now an adult, it will be entirely their choice to decide whether they wish to support a statutory agency investigation through making a statement. NFYFC's focus will be upon ensuring that the victim/survivors of abuse feel heard and believed and are signposted to appropriate support services and agencies.

SECTION 1: PROCEDURES FOR EVERYONE

Safeguarding responsibilities

All staff and volunteers in YFC need to be aware of their safeguarding responsibilities and ensure that YFC activities are positive and enjoyable for all members and that measures are taken to promote the safety and welfare of children and adults in their care. They must report concerns without delay and understand when it is appropriate to make an external referral to the local authority, social services or the police.

It is essential that everyone accepts the responsibility to respond to and share any information that may indicate that an individual is being or is at risk of being abused or neglected or is abusing. Where a safeguarding concern is disclosed to a member of staff or volunteer as part of their role in YFC, the responsibility for acting on that information rests with the club or county YFC and not the individual.

It is important to remember that some children and adults are unable to recognise or share concerns and are more reliant on adults with whom they are in contact to be alert to the possibility that they may be experiencing harm in some area of their lives. It is critically important that YFC has an aware workforce and membership where concerns will be recognised and responded to positively and consistently. See [002-25-SGP Appx 1 Respons Committs Aug25.docx](#) for more information.

NFYFC's Welfare, Safeguarding & Behaviour Team is responsible for maintaining and embedding standards set out by the NSPCC and by the Charity Commission and for responding to safeguarding concerns. The team are available to provide advice and support:

KEY CONTACTS

NFYFC's Welfare, Safeguarding & Behaviour Team: safeguarding@nfyfc.org.uk

NFYFC Head of Welfare, Safeguarding and Behaviour

To be appointed

E: xxxxx

T: xxxxx

NFYFC Welfare, Safeguarding and Behaviour Case Managers

Lauren Hancox

E: lauren.hancox@nfyfc.org.uk

T: 02476 857 225

Ally Sellar

E: ally.sellar@nfyfc.org.uk

T: 07561 806 439

NSPCC 0808 800 5000 or email them at help@nspcc.org.uk

Local children's services:

[\(Find your local children's social care team England\)](#)

Or

[\(Find your local children's social care team Wales\)](#)

If you're worried about an adult at risk, you should contact your local social care services.

[\(Find your local adult's social care team England\)](#)

Or

[\(Find your local adult's social care team Wales\).](#)

In an emergency, always dial 999

In addition, the following roles also have responsibilities for specific safeguarding concerns:

- **County Designated Welfare & Safeguarding Officer (DWSO)** – Is responsible for managing any concern that occurred within the relevant county.
- **Club Welfare and Safeguarding Officer (CWSO)** – The CWSO should be the first point of contact for any concerns that relate to a member of the club. They should be visible and accessible as a source of guidance and support and are critically important in promoting a positive safeguarding culture at club level.
- **Event Safeguarding Officer (ESO)** – A dedicated Safeguarding officer always be present at any YFC event and should be contacted in the event of any concern arising during the event. Their contact details and location should be actively promoted to all members of the workforce (paid and unpaid), parents and participants.

The following four actions must always be taken for anyone who may have a concern or is made aware of a concern about a member:

Recognise

Recognise signs and indicators of harmful behaviours and abuse
Be alert to the law, positions of trust and criminal behaviours Recognise when something doesn't feel right. If in doubt, check it out¹ - trust your intuition and instincts.

Respond

Respond positively and calmly
Reassure the person they have done the right thing in telling / asking for help
Don't promise confidentiality – explain you will need to seek advice and support
Take action to secure the immediate safety of the child/adult if necessary (ring 999 if there appears to be an immediate risk of harm or medical care is needed)

Report / Refer

Report the concerns with designated safeguarding leads (County DWSO / CWSO / Event SO / NFYFC) or statutory agencies without delay
Follow safeguarding procedures
Share information appropriately / on a 'need to know' basis in the interest so safeguarding, but **maintain confidentiality**

Record

Record all relevant information
Ensure records are dated, timed and signed
Share information and cooperate with statutory agencies appropriately
Support the child / person

Recognising a safeguarding concern

Recognise

Recognise signs and indicators of harmful behaviours and abuse
Be alert to the law, positions of trust and criminal behaviours Recognise when something doesn't feel right. If in doubt, check it out¹ - trust your intuition and instincts.

Everyone has a duty of care to act when they recognise safeguarding concerns. It is essential that signs and indicators of abuse or harm are not ignored. Those with any form of paid or volunteer role should ensure that they have undertaken appropriate safeguarding awareness training to ensure they are alert to signs and indicators of harmful behaviours, neglect and abuse.

There are many signs and indicators that may suggest a safeguarding concern about a child or adult:

- For children the NSPCC has a comprehensive list of the types of abuse and their indicators [here](#)
- For adults The Ann Craft Trust identifies a number of types of abuse that may affect adults [here](#)

Everyone must be alert to the signs and indicators of abuse and neglect. Sometimes an individual may disclose a specific concern but in many cases the indicators may be less obvious and only become apparent over time. So, it is not only important to be aware of the signs and indicators of abuse and neglect, but also to ensure that these are always recorded and to be alert for any unexplained changes in behaviour over time.

Identifying abuse of people with disabilities and neurodivergence who may present with challenging behaviours or difficulties in social communications, or those who have learning disabilities that make it difficult to communicate, is not straightforward. For example, an individual may present with difficulties including (not exclusively/necessarily):

- understanding of social communications and interactions
- understanding relationships
- managing/naming feelings
- recognising and understanding their impact on others
- intense focus/repetitive or obsessive behaviours, and
- recognising unacceptable behaviours and boundaries.

Whilst these issues do not serve to excuse or lessen the potential impact of behaviour or safeguarding risks (for them or others), they may alter the way in which any interventions are managed.

YFC's safeguarding approach embraces a commitment to diversity, equality and inclusion and to working with children, young people and adults (and their parents/carers as appropriate) who may have needs for additional support and reasonable adjustments to ensure that they can participate safely and positively. This requires genuine partnership and transparent information-sharing with the CWSO so that an informed approach can be taken and appropriate measures considered in a YFC context. Where the behaviours of any member impact negatively upon the enjoyment and/or wellbeing of others, a multi-agency approach will be taken, and advice and support will be sought from external agencies as appropriate.

Recognising a disclosure

A disclose of abuse or harm may happen in a variety of ways:

- Directly— making specific statements about what's happened to them
- Indirectly – making ambiguous verbal statements that suggest something is wrong

- Behaviourally – changes in behaviour, movement and posture, or displaying behaviour non-verbally that signals something is wrong (this may or may not be deliberate) such as ,but not limited to, writing letters, drawing pictures or trying to communicate in other ways

A child or adult may not always be aware that they are disclosing through their actions and behaviour. In most circumstances a disclosure may be partial; this means some details or information about what a child or adult has experienced will be given, but not the whole picture. Look for patterns in small concerns which may help to build up a more informed picture over time. It is more likely that someone will share what they are experiencing over a period of time and to different people which, when pieced together, creates a more complete picture of concerns. Failure to record what seems like a small and unimportant disclosure can mean that a fuller picture is lost over time and can result in risk assessments and decisions are based on an incomplete understanding of the factors that create risk or vulnerability and/or are protective. It is important that concerns relating to welfare, abuse or harm are never ignored and are recorded and reported without delay.

You do not have to decide whether a concern or incident amounts to abuse or a failure to safeguard a member, or to try to establish any category of abuse. **It is not your responsibility to investigate or seek proof** of the concern or allegation.

You do have to refer any concern as soon as reasonably practicable to the relevant County DWSO or the NFYFC Welfare, Safeguarding & Behaviour Team so they can support informed decision-making, including providing advice and support and undertaking further investigation where appropriate.

As a volunteer or staff member within YFC **you should not investigate serious safeguarding concerns**. This is the responsibility of the statutory agencies and concerns must be referred to the appropriate authorities for their further investigation. Always seek advice and support from NFYFC Welfare, Safeguarding & Behaviour Team if you are unsure.

Your role is to be alert to any concerning behaviour regarding a member of any age or a member of YFC workforce (paid or volunteer e.g. officer/leader, staff member or committee member) and to report this to your safeguarding officer/county office.

You must always refer any concerns irrespective of any friendship or family relationship you may have to the person concerned. If you are alert to any conflict of interest and fail to share safeguarding concerns appropriately, this may be considered as a disciplinary issue. See [Conflict of Interests](#).

Working in isolation and failure or delay in sharing information in relation to safeguarding concerns is poor (or potentially abusive) practice and increases risk for all parties – members, officers and the organisation. If you are in any doubt, **share the concern with the county DWSO or the NFYFC Welfare, Safeguarding & Behaviour team**. Ensure that you always have contact details for local and national safeguarding leads who can offer you support readily available.

It is important that all staff and volunteers are aware of the reporting procedure on page 13 and follow this without delay. If a member, volunteer or staff member is in any doubt as to whether or not an incident regarding a child, young person or adult should be reported to external services they must consult with their line manager, the County Designated Welfare & Safeguarding Officer (DWSO) or contact NFYFC's Welfare, Safeguarding & Behaviour Team for advice. Although all incidents may not require the intervention of external services such as social care or the police, all concerns must be recorded as concerns which appear low-level in isolation, may form a piece of a more significant picture of concern over time.

Responding to ongoing incidents

Respond

Respond positively and calmly

Reassure the person they have done the right thing in telling / asking for help
Don't promise confidentiality – explain you will need to seek advice and support
Take action to secure the immediate safety of the child/adult if necessary (ring 999 if there appears to be an immediate risk of harm or medical care is needed)

It is not unknown for safeguarding incidents to occur within a YFC training or competition environment. The context of events can increase safeguarding risks where there are large numbers of participants who may not be known to each other, unfamiliar environments, competition and travel/accommodation involved. Welfare planning for events and competitions is essential. If a safeguarding incident arises in a YFC environment, the individuals involved should be approached immediately preferably by two appropriate adults, one of whom should ideally be the **Event SO or the Club CWSO/County DWSO** (if they are on site).

If the incident is on-going, the person(s) involved must be instructed to stop the behaviour immediately with the priority being to ensure the safety and welfare of anyone involved. A higher duty of care is owed to children and young people (UK legislation makes this clear) in any situation where there is a conflict of interests between an adult and a child (under 18 years of age). The County DWSO or another responsible adult must remain with anyone who appears to be at risk or in need of support until their needs have been appropriately addressed.

If efforts to manage/de-escalate an incident are unsuccessful, the police should be called. **Where a crime has been committed or is suspected you must report this to the police** and ensure that a crime reference number is recorded. If anyone requires immediate medical treatment this should be sought without delay. It is important that anyone providing medical treatment is made aware that this is, or may be, a safeguarding incident.

If the matter of concern is felt to be serious poor practice rather than abuse and there is no immediate risk, an individual should be asked to leave the event/activity and informed that this is because of safeguarding concerns that will need to be investigated and addressed. Where possible, the individual should be informed in a manner that will not compromise their right to privacy or undermine their position. This serves to protect the interests of all parties, and the concerns should be reported without delay to the County DWSO or NFYFC Welfare, Safeguarding & Behaviour Team.

Where an incident takes place at an event and involves someone from another county, the matter should be reported to NFYFC and/or to the relevant County Federation without delay and in line with statutory reporting procedures.

Poor practice and prevention of incidents

It is essential that everyone challenges poor practice within YFC, even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice creates the risk of harmful practices becoming “normalised” and people may stop recognising that it is not acceptable. This makes abuse is more likely to remain unnoticed, unreported and accepted.

The [Code of Conduct](#) which members agree to when joining YFC or renewing their membership to YFC indicate that they understand expectations of behaviour and agree to comply with them. The Code of Conduct is important in creating a positive safeguarding culture where challenge and accountability are actively supported.

Any safeguarding concerns relating to any individual holding a Position of Trust or responsibility in a Young Farmers context must be taken seriously and the advice of the statutory agencies (LADO and/or Police) will be sought.

The relevant Local Authority's Designated Officer (LADO) is the person who should be notified when it has been alleged that a professional or volunteer who works with children or Adults at Risk has:

- behaved in a way that has harmed a child or Adult at Risk, or may have harmed a child/ Adult at Risk
- possibly committed a criminal offence against or related to a child/ Adult at Risk;
- behaved towards a child or children in a way that indicates she or he may pose a risk of harm to children/ Adults at Risk, or
- behaved or may have behaved in a way that indicated they may not be suitable to work with children or Adults at Risk

Any individual holding a position of trust who enters into an intimate relationship with a member – or appears to be behaving in a way that might indicate an intention to do so or grooming - may be subject to disciplinary action. Any internal action will be held pending the outcome of statutory agency investigation and advice. In these circumstances, you should not speak to the individual of concern or to other members about your concerns as this may increase risks and these matters must remain confidential outside of necessary investigations.

Where appropriate, where concerns arise in relation to a child, a parent or carer should also be informed. This is particularly important if a situation arises where an individual was hurt or distressed or may have misunderstood or misinterpreted something that was said or done.

Where you have reason to believe that a parent/carer/family member may be responsible for abuse or neglect, you should always seek advice from police or children's social care FIRST and follow their advice in relation to what action should be taken and about who will inform the parents.

Responding to a disclosure or concern

If an individual shares or discloses a concern, it is important that they are responded to positively and they are thanked and encouraged for doing so as it takes a lot of courage in most instances. They should always be provided with appropriate support and guidance.

Where a member of staff or volunteer receives information about a safeguarding concern, they should explain to the individual to whom it relates that they have a responsibility to share the concern with the appropriate County DWSO or the NFYFC Welfare, Safeguarding & Behaviour Team in order to draw down some advice and support.

It is important to reassure any individual who may be fearful of any repercussions and provide appropriate support to help them understand why it is necessary to share this information.

Key points when responding to all safeguarding concerns

- Ensure that the child or adult's immediate needs are met, and that the priority is their safety and protection from further risk of harm
- Do not seek to investigate the safeguarding concern or let doubt/personal bias prevent you from reporting. Do not make assumptions or speculate
- Where the safeguarding concern involves an adult, where it will not put them at further risk, discuss the concerns with the adult and ask them what they would like to happen next

- Be mindful of the need to be confidential, information should only be shared with the DWSO/NFYFC and others on a need-to-know basis and that anyone you share the details with recognises the sensitive nature of the information
- If the parents, guardian or carers are not implicated by the safeguarding concern they should be informed, except where this may place the child or adult, or someone else, at increased risk. When unsure, seek advice from the DWSO/NFYFC
- Report the safeguarding concern. In an emergency, call the emergency services (999), otherwise talk to the club DWSO/NFYFC as soon as possible

Key points when responding to a direct disclosure

It can take a person a long time and a great deal of courage to share something that has happened to them. Many never disclose experiences of abuse because they are fearful of not being believed or of becoming more vulnerable because they lose some elements of control of sensitive personal information once they tell someone. How we respond will have a very significant impact upon how they start to make sense of what has happened to them and their ability to trust those who try to help. Where anyone, of any age, shares what has happened to them or makes a disclosure about an incident to you, you should always respond positively. Listen, gather and try to clarify information (without investigating) and follow the guidance below:

DO:

- *Stay calm*
- *Take all safeguarding concerns seriously.*
- *Listen carefully and calmly, allow the individual the space and time to talk*
- *Reassure them that they are right to tell you, thank them for trusting you and that what they have told you is very important.*
- *Validate their feelings, accept what they say, keep calm and give your undivided attention.*
- *Recognise their fears and feelings - they may have been threatened and not be telling you all they know*
- *Reassure them that they are not to blame*
- *Allow them to tell you what has happened at their own pace without interrupting.*
- *Be comfortable with silences so that they can try to order their thoughts*
- *Keep questions to a minimum, only ask for clarification e.g. Can you explain? Can you describe?*
- *Where appropriate, ask them what might help or what they would like to happen next.*
- *Make notes as soon as possible and try to record the words of the individual rather than paraphrasing into your own words. Record dates and times of events and keep a handwritten record (typed ones can be changed). If you forget to include anything or remember more detail later – which is very normal when you are anxious - just add an addendum (new record, timed and dated), do not alter the original record.*
- *Always seek professional support and advice **without delay** and in the best interests of the vulnerable person.*
- *Where an individual has specific communication or support needs, seek to provide support in a way that has been identified as most appropriate for them.*
- *Where concerns are about a child and a parent is not implicated, involve them as early as possible. If you return a child to a parent's care and fear that the allegations may go unreported, seek immediate support from a safeguarding officer and/or professional advice from your local Social Care Department, Multi Agency Safeguarding Hub (MASH), the NSPCC or the police.*
- *Have the 'Childline' number (0800 1111) on prominent display in your YFC so that a worried child can ring this if they prefer.*

DON'T:

- *Don't show shock or be judgmental. Consider your non-verbal presentation and facial/physical responses.*
- *Don't rush into actions that may be inappropriate*
- *Don't promise you will be able to stop the situation immediately. Discuss the options with them, ask them what they feel might help and where appropriate agree next steps e.g. to seek advice from the safeguarding officer or NFYFC*
- *Do not probe for more information than is offered or give personal viewpoints or opinion. It is important to clarify concerns by asking them to explain or describe what has happened but leave further investigation to a practitioner who is skilled in asking such questions and aware of the sensitivities required in evidence gathering. **Remember that you are not the investigator***
- *Don't be uncomfortable with silences. It takes time for people to order their thoughts when they are anxious or upset. Avoid questioning where possible and never ask leading questions. Only ask questions if you need to identify/clarify what the child or adult is telling you e.g. Can you explain what happened? / Why you appear upset? / Can you describe what you mean by....?*
- *Never physically examine or take pictures of a young person. In an emergency you may need to act on injuries to prevent them from worsening. If this is the case, seek medical help without delay. Always make a written record of any action you take*
- *Don't promise to keep it a secret – tell them you may need to tell someone else in order to seek support and advice and for things to change. If you intend to speak to the police or other statutory body, you should let them know this too unless you feel it would increase risks for them, you or for others.*
- *Do not assume the child or adult has disclosed or can disclose this to another person, even if they say they have*
- *Don't breach confidentiality by telling others who do not need to know the specifics of the concerns.*
- *Don't try to muddle through on your own, especially if you are not sure of the next steps. When we work in isolation, we increase risks of unhelpful decision-making or poor assessment of concerns. Contact the club or county DSO or NFYFC's Safeguarding & Behaviour team for support and guidance. If you are unsure and wish to speak to somebody outside of YFC, call the NSPCC's 24-hour Helpline for support and advice on 0808 800 5000.*

Reporting and/or referring a concern

Report / Refer

Report the concerns with designated safeguarding leads (County DWSO / CWSO / Event SO / NFYFC) or statutory agencies without delay
Follow safeguarding procedures
Share information appropriately / on a 'need to know' basis in the interest so safeguarding, but **maintain confidentiality**

IMPORTANT: It is **NOT** your responsibility to determine whether or not a child or adult has been abused, and it is **not** your responsibility to investigate when it is suspected that a child or an adult at risk may be at risk of significant harm or experiencing abuse or neglect.

However, **it is your responsibility to refer** and share information appropriately both within the NFYFC and with the relevant statutory authority where appropriate.

Any individual who becomes aware of a safeguarding concern should share their concerns with their County DWSO or the NFYFC Welfare, Safeguarding & Behaviour Team as soon as possible. Sharing information about safeguarding concerns is important because your concern or information may be just one of a series of other apparently minor concerns which, when considered collectively, create a picture that is more significant. The Safeguarding Officer/County DWSOs must maintain records of any concerns reported to them and review all available information if further relevant concerns are reported. Concerns rarely occur in isolation.

Failures in information-sharing have been shown to contribute to poor outcomes for children and adults at risk. Ensuring that sharing concerns becomes normal custom and practice creates a safer culture across the organisation by ensuring that NFYFC can support informed and consistent management of concerns, and it also provides insight into the prevalent safeguarding issues and trends which might require improvements in existing policy and guidance.

In some cases, it may be appropriate to seek advice from an appropriate source in the first instance. Appropriate sources of support and guidance include the County DWSO, NFYFC Welfare, Safeguarding and Behaviour Team, NSPCC, Social Services, and the Police. Confidentiality must be maintained. It is not appropriate to discuss your concerns with other members or volunteers with the same or less expertise than yourself. The NFYFC Welfare, Safeguarding & Behaviour Team will be able to provide advice even if you are not making a referral¹ or are unsure whether or not to do so. However, where there is an immediate risk to an individual, reporting **must not** be delayed.

Remember you are not alone, and that support is always available. The following contact details should be promoted to all members:

If an individual has been harmed/abused or is felt to be at immediate risk of significant harm, a referral should be made **without delay to the local authority social services or to the police** (as appropriate).

Reporting the matter should not be delayed by attempts to obtain more information or delays in being able to contact the CWSO/County DWSO and/or NFYFC.

Wherever possible, within 48 hours referrals made by telephone should be followed up with a written incident report.

¹ Note: where criminality is identified, there is a legal duty to make a referral to the police as soon as possible, regardless of the wishes of the victim. The victim does not have to support criminal investigations or proceedings if they do not wish to, but the referral must still be made by Young Farmers.

The NFYFC Welfare, Safeguarding and Behaviour Team must be informed of any external referral without delay, and the following details should be provided:

- Name, job title and contact details of the external member of staff to whom the safeguarding concerns were passed
- The time and date of the referral call
- A summary of the safeguarding concern shared, and the response received

There are some specific considerations and differences in reporting arrangements for concerns dependent on whether they relate to a child or an adult, and whether the adult falls within the statutory definition of an adult at risk. These are detailed in the Procedures sections of this policy document:

- **Part 1** below sets out the reporting procedures that apply to any concerns that relate to a child or young person (Under 18)
- **Part 2** below sets out the reporting procedures that apply to any concerns about an adult(s) at risk, and
- **Part 3** below sets out the reporting procedures that apply to allegations about staff and volunteers.

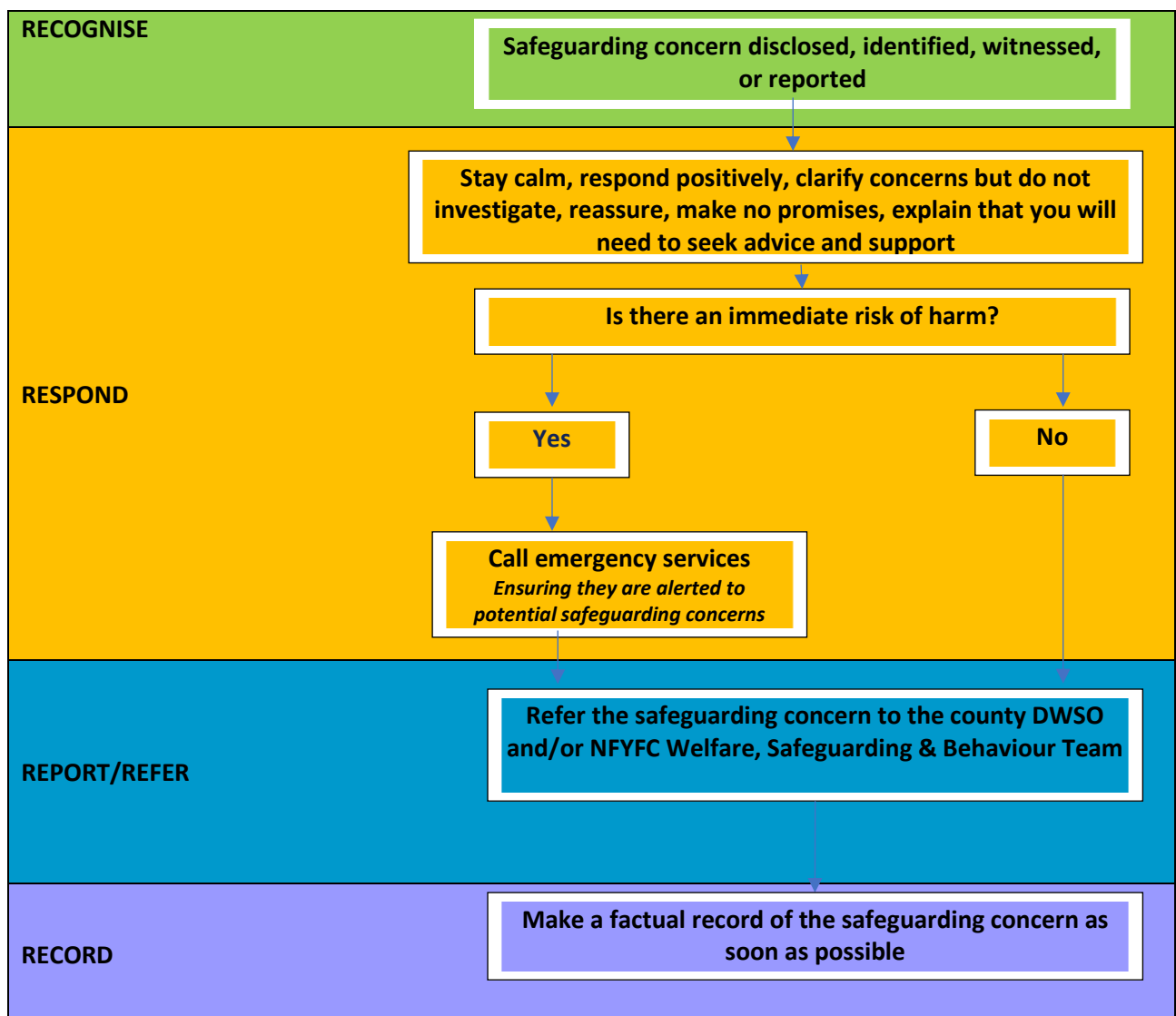
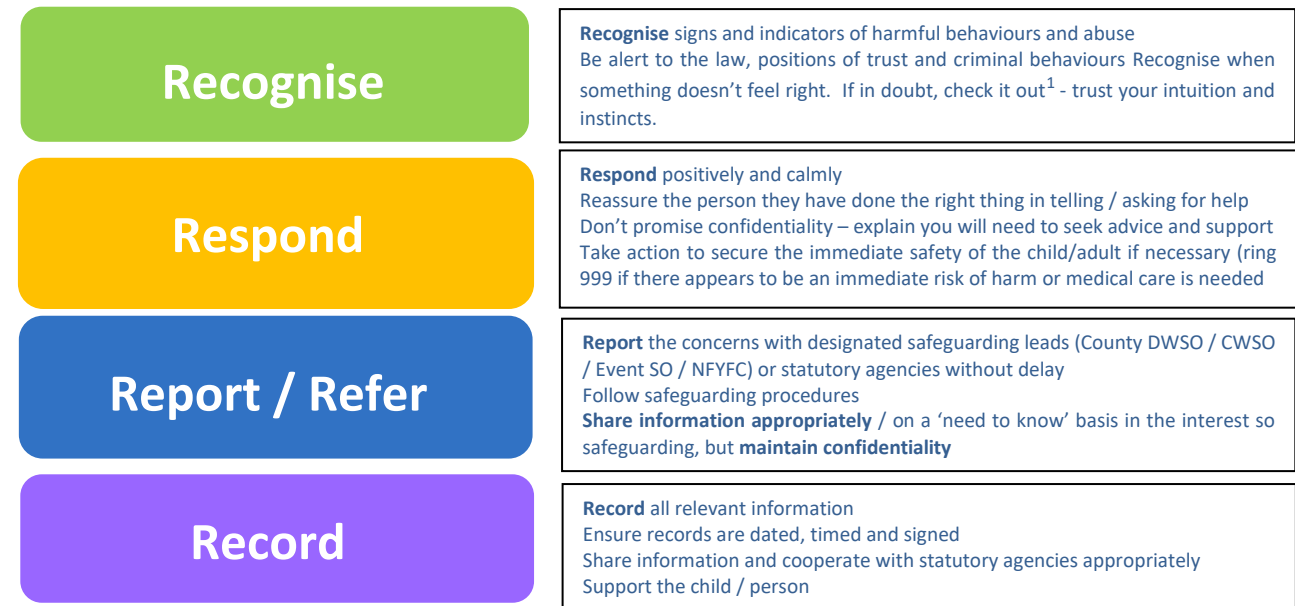
Safeguarding concerns that relate to the perceived failure of a club to safeguard others should be reported to the County Federation or NFYFC safeguarding@nfyfc.org.uk .

Part 1: Reporting concerns about a child or young person (under 18)

- 1.1 Anyone who has concerns about a child's welfare **must** report the concerns to the relevant CWSO/County DWSO as soon as possible.
- 1.2 Any safeguarding concerns about a child that are reported to the CWSO/County DWSO should be reviewed to determine (where appropriate, in consultation with NFYFC) whether information should be shared with the statutory authorities or any other organisations.
- 1.3 If a child is suffering significant harm or is likely to suffer significant harm, a referral should be made to the Local Authority Children's Social Care and/or the police **without delay**.
- 1.4 If a child is at immediate risk and action needs to be taken urgently, contact the Police by dialling 999. If concerns are identified out of hours, the Police and Children's Social Care Services provide an out-of-hours service.
- 1.5 Where appropriate, where concerns arise in relation to a child, a parent or carer should also be informed. This is particularly important if a situation arises where an individual was hurt or distressed, may have misunderstood or misinterpreted something that was said or done. However, where you have reason to believe that a parent/carer/family member may be responsible for abuse or neglect, you should always seek advice from police or children's social care FIRST and follow their advice in relation to what action should be taken and about who will inform the parents.
- 1.6 When a referral is made to Children's Social Care, they have a legal responsibility to make enquiries where a child may be at risk of significant harm. This may involve gathering information from others who know the child or talking to the young person and their family. Enquiries may be carried out jointly with the Police where a criminal offence is suspected.
- 1.7 The CWSO **must** inform the County DWSO without delay where an allegation of concern is made against an individual who is a NFYFC member.
- 1.8 Anyone who makes a referral should always follow up their concerns if they are not satisfied with the response or seek support from the NFYFC Welfare, Safeguarding & Behaviour Team for support and advice regarding whether concerns should be escalated or reported via an alternative route.
- 1.9 NFYFC Reporting Flowchart for Safeguarding Children can be found on the next page.

Reporting flowchart

Reporting concerns about a child or young person (under 18) (Flowchart 1)



Part 2: Reporting concerns about adults

- 2.1 Anyone who has concerns about an adult member should share their concerns to the CWSO/County DWSO/ NFYFC Welfare, Safeguarding & Behaviour Team in order to access appropriate support and advice. Consent to share information with Designated safeguarding staff internally is not required but must always be considered for any external referral for support unless it is assessed that there is an immediate risk of significant harm. .
- 2.2 Adults have a right to make their own decisions, including whether information relating about them is shared and with who. Their rights to self-determination should not be ignored just because it is felt that they are making 'unwise' decisions.
- 2.3 However, if concerns are raised about the welfare of a member or they themselves disclose that they are being subjected to harassment and abuse by someone connected to YFC, this information may need to be shared even if this is not in accordance with their wishes. If the individual of concern holds a Position of Trust in relation to, or responsibilities for, members or others who may be vulnerable are at risk of harm and/or if a serious crime has been committed, it is likely that the information will need to be shared with local authority and/or the police. This is because there may be current or continuing risks for the individual and/or others.
- 2.4 The Care Act 2014 emphasises the need to empower people, to balance choice and control against preventing harm and reducing risk, and to respond proportionately to concerns. It makes it clear however that the priority in safeguarding should always be to ensure the safety and wellbeing of the adult. These principles are mirrored in Welsh legislation. The NFYFC Welfare, Safeguarding and Behaviour Team are available to provide support and advice.

Information should always be shared with designated safeguarding people/statutory agencies:

- to prevent death or serious harm
 - where the individual is a parent and domestic abuse or violence is suspected, because the protection of children will always be the paramount consideration
 - to coordinate effective and appropriate responses
 - to enable early interventions to prevent the escalation of risk for the individual or others
 - to prevent abuse and harm that increase the need for care and support
 - to maintain and improve good practice in safeguarding adults
 - to help identify people who present a potential risk to others.
- 2.5 Anyone who becomes aware that an adult member may be experiencing harassment or abuse has a responsibility to report these concerns. In the first instance, it may be appropriate to discuss the matter with the County DWSO or the NFYFC Welfare, Safeguarding & Behaviour team to determine whether the information amounts to a safeguarding or conduct concern.
- 2.6 Any referral needs to capture the criteria set out in UK legislation and statutory guidance. An adult at risk is defined as a person aged 18 or over
'who is or may be in need of community care services by reason of mental or other disability, age or illness,' and
'who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'
- 2.7 Where the concern is considered to be a serious safeguarding conduct matter, the information should be shared internally with NFYFC Welfare, Safeguarding & Behaviour Team who will be responsible for determining whether this information needs to be shared with a statutory authority.

If on the basis of the information available, the following three steps are met, a referral must be made to the local authority:



Where there are concerns that there is immediate or significant risk of harm to the individual a referral must be made. The Wales Safeguarding Procedures: Safeguarding Wales make it clear that all significant concerns relating to the welfare and protection of an adult should be referred to the statutory agencies in order that an informed assessment can be made by appropriately trained and skilled social care professionals.

- 2.8 Unless there is an immediate risk to the individual or others, if it is considered necessary to share information outside the organisation, the reasons why this is necessary will be explained to the member and any fears or objections they have about this will be fully considered. If it is deemed necessary to share information about them, the member should be informed who the information is to be shared with and why unless it is felt that by doing so risks might increase for them or others.
- 2.9 If it is determined that there is no lawful reason to share the information unless the member consents, then this will be explained to the member and consideration will be given to why sharing this information might benefit them e.g. it could help them to access appropriate help and support.
- 2.10 If the member does not wish to give their consent, then the safeguarding concerns will be recorded together with the member's decision at the time and the reasons for their decision. In all cases, the member should be given reassurance that any information will only be shared with those who have a legitimate need to know in the interests of safeguarding and that appropriate support will be available to them if required.
- 2.11 Local Authorities are required under Section 42 of the Care Act 2014 (England)/ Section 126 Social Services and Well-being (Wales) Act 2014 (Wales) to make enquiries or ensure that enquiries take place, if they reasonably suspect that an adult who would meet the criteria of being at risk, has been abused or neglected or is at risk of being abused or neglected.
- 2.12 **Capacity and Consent:** before making a referral to the Local Authority or the Police, consideration should be given to whether the adult at risk is able to understand the concerns and has the mental capacity to consent to concerns being shared. Where it is considered that an adult lacks the mental capacity to make that decision, this must be properly explored and recorded in line with the Mental Capacity Act 2005. Nobody within Young Farmers is expected to be an expert, but the following information should guide decision-making:
If a person is distressed, frightened or traumatised they may have a reduced ability to make informed decisions in the moment. Whilst capacity is a complex issue, it should not get in the way of genuinely seeking to ensure that all individuals, irrespective of their age, are respectfully consulted in relation to sharing of information about them.

A young person aged 16 or older is presumed in law to have capacity to consent, unless there is evidence to the contrary. Capacity to consent is not simply based on age however, particularly where learning and communication differences and disabilities are identified. You should also consider a person's capacity to understand the consequences of giving or withholding their consent. They

should not be treated as unable to make a decision until all practicable steps to help and support them have been taken.

When assessing a person's understanding you should explain the issues using their preferred mode of communication and language. This should be done in a way that is suitable for them, considering all you know about them from your contact with them, particularly their age, language and likely understanding.

If you are unsure whether they have the capacity to consent, then you should consult your CWSO, County DWSO, the NFYFC Welfare, Safeguarding and Behaviour Team or seek advice from Adult Social Care (this can be a "no name" consultation but should be appropriately recorded). The following criteria should be considered when assessing whether a person on a particular occasion has sufficient understanding to consent, or to refuse consent, to sharing of information about them or participating in specific activities:

- Can the person understand the question being asked of them?
- Are they taking an active part in the discussion?
- Can they explain how this situation arose e.g. what are the perceived benefits of the relationship or arrangements?
- Can they rephrase the question in their own words?
- How would they explain it to someone else?
- Do they have a reasonable understanding of what the risks or benefits of giving their consent or saying no?
- What do they say they think would happen if they agree the action being suggested?
- Can they appreciate and consider the alternatives, weighing up one aspect against another and express a clear and consistent personal view? Encourage them to say out loud, or write down, their view of the pros and cons. You could recheck these views later or at a later meeting.

2.13 If the adult at risk appears to have capacity but does not give their consent for the concern to be reported to Adult Social Care, although their wishes must always be considered, there are circumstances where information can be shared without consent. Where there is a serious safeguarding concern, there are only a limited number of circumstances where it would be acceptable **not** to share information with relevant organisation with safeguarding responsibilities including where:

- Nobody else is at risk or the risk is not significant enough to warrant sharing information without consent.
- No serious crime has been or may be committed.
- The concerns do not relate to someone with care and support needs.
- The concerns do not relate to a person in a Position of Trust.
- No coercion or duress is suspected.
- No other legal authority has requested the information.

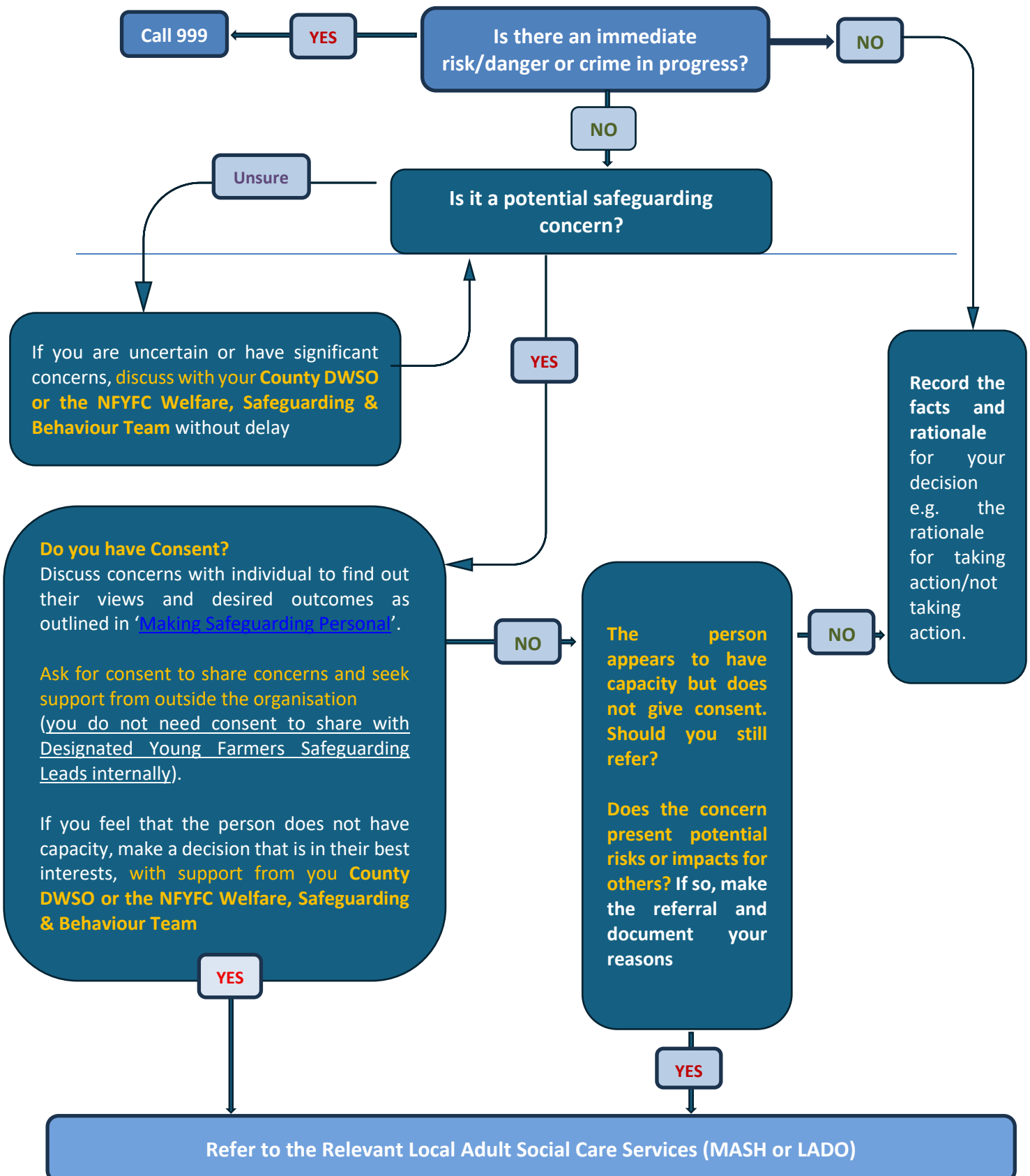
2.14 Where it is determined that information should be shared, the adult at risk should be informed of this decision. They should also be told who the information will be shared with, unless it would increase the risks of harm. The adult's decision to withhold consent to share information must be recorded, along with other information relating to the decision to share information.

2.15 In respect of adults where they appear to not have capacity, safeguarding and abuse concerns should always be shared with relevant statutory authorities.

- 2.16 When the adult at risk has the capacity to make the decision, it should be up to them to decide what information is disclosed and to whom (e.g. parents, carers, partner or other family members). It is always helpful to ask them to identify who they trust to support them and would turn to for help as this may well be the person they will consent to information being shared with. This should be recorded. No information should be provided without the expressed and recorded consent of the adult at risk.
- 2.17 When the adult does not appear to have the capacity, it may not always be appropriate to share information with carers/parents of the adult at risk. Consideration must be given to the relationship between the carers/parents and the alleged abuser and whether it is appropriate for information to be shared. In these circumstances, advice should be sought from Adult Social Care.
- 2.18 The NFYFC Reporting Flowchart for Safeguarding Adults can be found below.

Reporting flowchart

Immediate response to a safeguarding concern (Flowchart 2)



Part 3: Reporting allegations against staff or volunteers

- 1.1 Where an allegation relates to a member of staff or volunteer who is in a Position of Trust a referral must be made to the Local Authority Designated Officer (LADO) – or in Wales, a Designated Officer for Safeguarding (DOS) – (hereafter referred to as Designated Officer) within one day of receipt of the allegation.
- 1.2 Within the context of Young Farmers at all levels [Positions of Trust](#) will include any individual who holds a leadership position and/or supports the delivery of Young Farmers activities, irrespective of whether they are in a paid position or a volunteer. Young Farmers is a children's charity, run by and for its members and our mission to contribute to improved opportunities and outcomes for young people is at our core. We expect all of those who are appointed, elected and who volunteer in our context to behave in a way which is aligned to our values and, in addition to modelling the behaviours set out in YFC [Code of Conduct](#) to ensure that they are familiar with and conduct themselves in a way that will not put members, the YFC community or its reputation at any risk.
- 1.3 All Local Authorities in England should have a Designated Officer or an appropriate team of officers to be involved in the management and oversight of allegations against people who volunteer or work with children who:
 - 1.3.1 behave in a way that has harmed a child, or may have harmed a child;
 - 1.3.2 possibly committed a criminal offence against or related to a child; or
 - 1.3.3 behave towards a child or children in a way that indicates they may pose a risk of harm to children.In the other home nations these responsibilities rest with Children's Social Care / Social Services.
- 1.4 The Designated Officer is responsible for managing and overseeing cases and will be involved from the initial phase of the allegation through to the conclusion of the case but is also available to discuss any concerns and to advise whether to make a referral and/or take any immediate management action to protect a child.
- 1.5 Local authorities are also responsible for providing advice and guidance to employers and organisations on how to deal with allegations against people who work with children and vulnerable groups.

Recording a safeguarding concern

Record

Record all relevant information
Ensure records are dated, timed and signed
Share information and cooperate with statutory agencies appropriately
Support the child / person

All safeguarding concerns about a child or adult must be recorded in writing. Records should be factual and signed and dated by the person making the record, with the name of the signatory clearly printed in writing. When making the record, it is important to distinguish between things that are fact and things that have been observed or overheard, in order to ensure that information is as accurate as possible.

Records should include details of:

- the person making the referral (including their role and contact details)
- the child or adult/victim concerned
- the individual whom the concern(s)/allegations are made against
- the role of this individual and their responsibilities (capturing that this is a Position of Trust in a Children's Charity as this may be poorly understood outside of the organisation). The [downloads](#) available online give clear descriptions of each relevant role within YFC.
- the incident/concern/allegation – what the nature of the concern is
- date/time/location
- the context in which concerns arose, including observations relating to who else was present and any contributing factors which might have increased safeguarding risks
- any witnesses
- how the report was made (in person (self-disclosure), second-hand (by someone else, observation))
- the child or adult's own words and views (do not try to edit, paraphrase or make it sound polite or less concerning)
- description of any visible injuries, impacts or behaviours
- any assessment and opinion is important to record but should be set apart from factual observations or hearsay and labelled as such
- don't be overly concerned with the record being 'complete'
- make the record as full as possible to trigger your own recollections
- addendums can be added but the original record should not be altered
- remember that chronologies which give a fuller picture of emerging concerns/risks over time are critically important e.g. note if previous concerns have arisen and been recorded
- any action taken and by whom, such as if the concerns have been reported to any external agencies or if the parents/carers have been informed

The [Case record template](#) form will assist in the recording of information.

If there are concerns about mental health and if you are aware that the person of concern (both victim and accused) is a firearms licence-holder and owns firearms, notification to the police will be required for the safety of the individual and others.

Accurate and timely recording of any unexplained concerns and indicators that may be a sign of abuse is fundamental to effective safeguarding and should be recorded in the case record and appropriate actions taken.

Retention and storage of records

- 1.1 The documentation, information and decisions pertaining to safeguarding or conduct concerns dealt with under this policy, including appeals, shall:
- 1.1.1 Be recorded and retained for as long as necessary in line with published guidance^{2 3}.
 - 1.1.2 Any safeguarding concerns that have been reported to a club or county should be retained as is deemed necessary to safeguard that individual
 - 1.1.3 In the case of children, records should normally be retained until the child reaches the age of twenty-five
 - 1.1.4 NFYFC will retain information about concerns relating to an adults behaviour and/or significant safeguarding concerns relating to members in a position of trust until the normal retirement age or for a minimum of 10 years (whichever is longer) and retains the right to keep records indefinitely subject to review.
 - 1.1.5 Securely stored with access restricted only to those authorised to have access
 - 1.1.6 Be fully retrievable when required, particularly in the event of the individual responsible for the storage and retention of such documents steps down from their role

Confidentiality & information sharing

It is vital to maintain confidentiality and ensure information is disclosed only to those individuals who have specific safeguarding responsibilities and have a legitimate “need to know.”

The sharing of personal information is regulated principally by the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. These laws provide a legal framework for the use of personal information about living and identifiable people.

Data protection laws should never be a barrier to sharing information that is necessary to protect children or adults at risk, or to prevent a crime. However, any decision to share information needs to balance individual privacy and human rights and consequences for those whose personal information is being shared against the potential impact on children or others at risk if information is not shared. If an individual does not want information about them to be shared, it is important to consider if there is another, equally effective means of protecting the individual and other vulnerable people that can be achieved without sharing the information.

Where an individual receives information that is personal, sensitive and is being given in confidence, there is a duty to ensure this information remains confidential. Generally, this means that such information should not be shared without the individual’s permission. However, confidential information can be shared with other relevant organisations where there is an overriding justification to do so without consent, for example where there is a significant safeguarding concern. This is usually described as on a ‘need-to-know’ basis and is supported by the [Caldicott Principles](#) of information-sharing.

The UK Government has highlighted the risks of failing to share information in the interests of supporting and protecting children and adults who may be at risk. Information sharing between organisations can be essential to protect individual rights, facilitate access to support and services and may be vital in protecting people from being harmed.

² Independent Inquiry into Child Sexual Abuse (IICSA) (2018) Guidance Note: Retention Instructions and Data Protection Requirements (PDF)

³ Department for Education (2024). Keeping children safe in education: statutory guidance for schools and colleges. London: DfE.

Failures in information-sharing have been a recurrent theme of Safeguarding Adult Reviews and Child Safeguarding Practice Reviews for over four decades and the government has published clear guidance about the need to share sensitive information in the interests of safeguarding⁴. This sets out **seven golden rules** for information sharing which are summarised below:

1. Remember that the GDPR, Data Protection Act & human rights law are not a barriers to sharing information. Safeguarding considerations are considered more important than any other consideration when information needs to be shared in the interests of safeguarding and protecting children and vulnerable groups
2. Be open and honest
3. Seek advice from Designated Safeguarding Leads and avoid making decisions in isolation
4. Share information with consent where possible
5. Consider safety and wellbeing (your own and that of the individual thought to be at risk, If you don't feel able to address concerns with them or to seek consent for these reasons, record why)
6. Share sensitive information in a way that is necessary, proportionate, relevant, adequate, accurate, timely and secure
7. Keep a record of your decision & reasons for it (including why you have or why you have not taken action)

NFYFC requires that all affiliated clubs and counties report any safeguarding concerns about YFC members who may present a risk to others to the NFYFC Welfare, Safeguarding & Behaviour Team.

In these cases, NFYFC will assume responsibility for any further information-sharing decisions in consultation with the club and/or county and relevant statutory authorities.

The third-party organisations with whom safeguarding concerns may need to be shared include:

- Statutory Agencies, e.g. police and social services (Adult Social Care and Childrens Social Care).
- YFC organisations, i.e. where clubs or counties share information with NFYFC and vice-versa.
- Other organisations e.g. other organisations such as sports or community clubs where risks posed by an individual cannot be managed without the disclosure of information, NSPCC, health authorities, etc.

If you would share the information irrespective of whether the individual consents because the safeguarding concerns about the individual are so significant or there is felt to be immediate risk of harm, or about potential risks for others if the information is not shared, it is not appropriate or necessary to ask for consent. However, it is always best practice to be open and honest with the individual from the outset about the reason why and with whom their information will be shared. Try to obtain their agreement to share - where it is appropriate and safe to do so - especially where the individual may not expect their information to be shared.

In the context of safeguarding a child or young person, the principles of the Children Acts 1989 and 2004 – that state that the welfare of children is paramount – mean that the needs of children who may be at risk must always be the primary consideration.

⁴ [Information Sharing. Advice for practitioners providing safeguarding services for children, young people, parents and carers.](#) DfE May 2024 (accessed 15/04/25)

Decisions about who needs to know and what information needs to be shared should always be taken on a case-by-case basis and the justification for any sharing decisions should be recorded, including if information is shared in the belief that this is necessary to safeguard and protect someone

Whistleblowing

Although incidents can be reported directly by the affected individual, the term “whistle blowing” is often used to describe a complaint relating to the conduct of an individual that is made by someone other than the affected person.

NFYFC recognises that some individuals may be fearful of the consequences of making a complaint under these procedures, particularly where the perpetrator is in a position of influence or authority. Raising concerns about someone’s behaviour is particularly difficult within close communities like Young Farmers where there are many potential conflicts of interest, family relationships and friendships. In these circumstances, where possible, the identity of the whistle blower will be protected and remain confidential.

Whistleblowing may also apply in circumstances where an individual has reported a safeguarding concern to NFYFC that has previously been reported to a club or county, but it is believed that the club or county either failed to act or has taken action that is considered unsafe in the circumstances.

Any person who reports a concern in good faith must not be subject to reprisal or other adverse consequences. These protections shall not apply to a person who intentionally makes a complaint that is false, vexatious, retaliatory or frivolous.

For further information on NFYFC’s full Malpractice Whistleblowing Policy, please refer to [Malpractice Whistleblowing](#).

Media enquiries

Safeguarding issues are an area that can attract considerable media interest. Where it is likely that there will be interest in a safeguarding case, NFYFC will share relevant information with the NFYFC Marketing and Communications department, who will consult with the Chief Officer and Head of Welfare, Safeguarding & Behaviour and agree a strategy to manage any media enquiries. Where appropriate other communications teams will be contacted i.e. Police, Local Authorities, etc.

Clubs and Counties who are also involved in a significant safeguarding case, should also be prepared to receive media enquiries. All media enquiries should be directed to the NFYFC (NFYFC Marketing and Communications department, Chief Officer and/or Head of Welfare, Safeguarding & Behaviour).

SECTION 2: PROCEDURES FOR REPORTING AND INVESTIGATION

Purpose

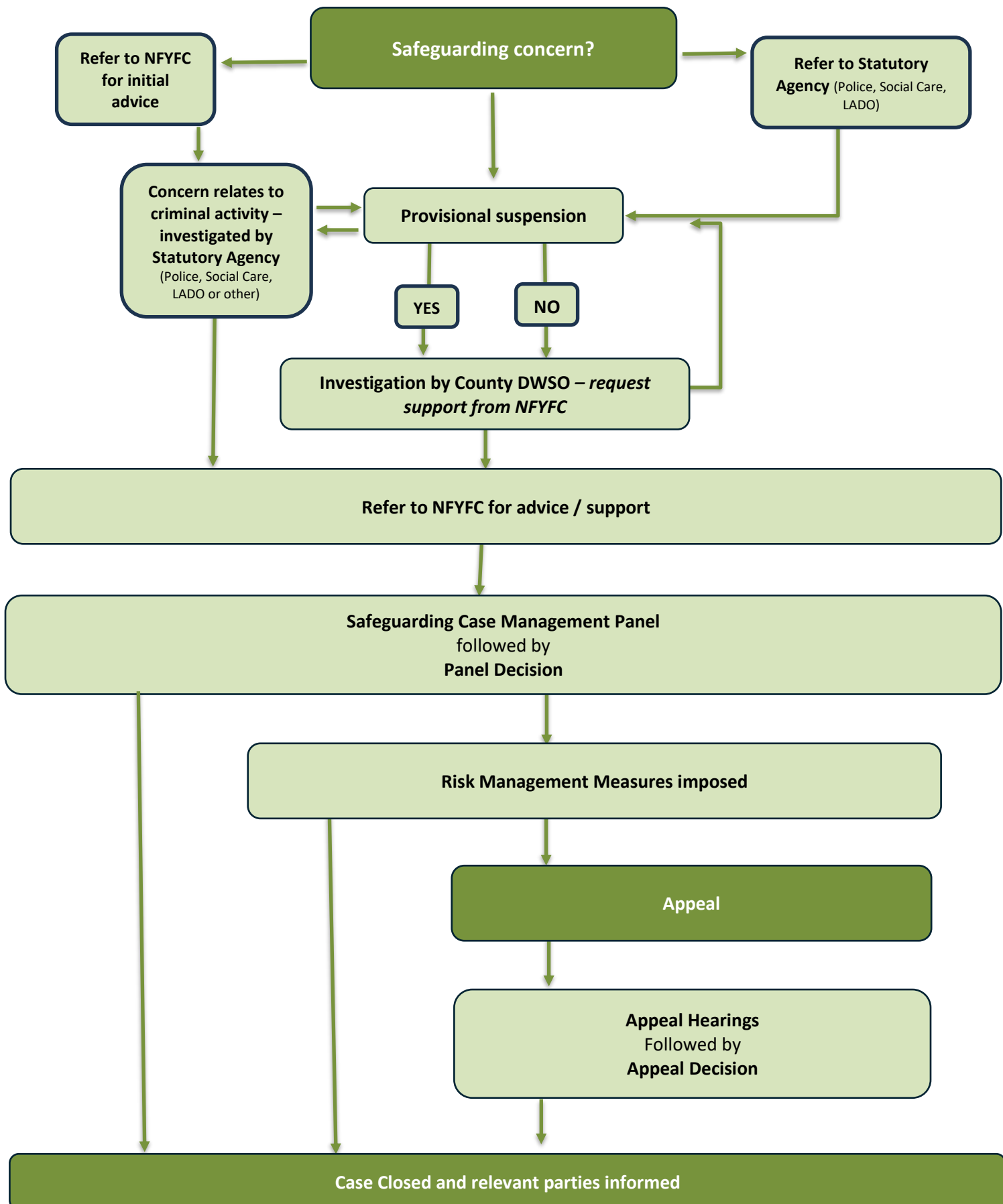
The NFYFC Safeguarding Procedures (referred to as the “Procedures”) provide a framework for the investigation and resolution of safeguarding concerns involving children or adults in a fair, consistent, and transparent manner and managed effectively and appropriately

The principles set out in the NFYFC Safeguarding and Protecting Children and Adults’ policies will be applied when using following these Procedures

Terminology

Appellant	the person appealing a decision by Safeguarding or Conduct Case Management Panel
Case Lead Officer	the person who leads the investigation and management of a safeguarding case
decision	a written or oral decision of the Head of Welfare, Safeguarding & Behaviour, Safeguarding or Conduct Case Management Panel, or Safeguarding or Conduct Appeal Panel
DOS	Designated Officer for Safeguarding - Designated Officer or team of officers involved in the management and oversight of allegations against people who volunteer or work with children in Wales
DWSO	Designated Welfare & Safeguarding Officer
Governed Activity	Activity which comes under the jurisdiction of the NFYFC
LADO	Local Authority Designated Officer - Designated Officer or team of officers involved in the management and oversight of allegations against people who volunteer or work with children in England
List of Suspended, Conditional & Excluded Memberships	List of members or ex-members or individuals with a previous association with YFC who are currently suspended or excluded from YFC activities.
NFYFC	the National Federation of Young Farmers' Clubs
Provisional Suspension	a temporarily applied suspension, restriction or condition imposed in accordance with these Procedures
Welfare, Safeguarding & Behaviour team	the individuals employed by NFYFC to receive and act upon safeguarding concerns in line with these Procedures
Subject of Concern	a person, organisation, club or entity who or which is the subject of a safeguarding concern under these Procedures
Safeguarding or Conduct Appeal Panel	a panel appointed from the NFYFC Safeguarding or Conduct Case Management Panellist List register to determine appeals in accordance with these Procedures
Safeguarding or Conduct Case Management Panel	a panel appointed from the NFYFC Safeguarding or Conduct Case Management Panellist List register to determine a safeguarding case and any other responsibilities in accordance with these Procedures
Safeguarding or Conduct Case Management Panellist List	a register of suitably qualified and/or experienced safeguarding and/or YFC experts comprised of YFC county staff, DWSOs, senior YFC Council officers, senior County or Club officers or external safeguarding professionals
Risk management measures	the measure(s) imposed by the Head of Welfare, Safeguarding & Behaviour, Safeguarding or Conduct Case Management Panel, or Safeguarding or Conduct Appeal Panel which reflect the harm caused, or was likely to have been caused, and addresses the actual, probable or potential identified risks

Safeguarding Reporting and Investigation Procedures (Flowchart 3)



Scope

These Procedures apply to:

- safeguarding or conduct concerns relating to children or adults arising from any YFC related activity
- anyone involved directly or indirectly in YFC whether or not they are members
- safeguarding or conduct concerns involving NFYFC and members

Jurisdiction

The NFYFC has the jurisdiction under these Procedures to consider any safeguarding or conduct concern which comes to our attention by any means (including, without limitation, via the media) relating to a child or adult

These procedures shall be in force from the date approved and shall replace any previous safeguarding disciplinary policies/procedures published by NFYFC

Grounds for Action

NFYFC may take action under these Procedures where one or more of the below has occurred:

- there was a failure to safeguard and protect the safety and wellbeing of a child or adult
- harm or abuse was caused or was likely to have been caused to a child or adult
- there is an actual, probable or potential risk of harm to the safety and wellbeing of a child or adult
- the behaviour or conduct of an individual or club, indicates they may not be suitable to work with children or adults in YFC
- there was a failure to uphold or breach of NFYFC safeguarding policies, procedures, standards, requirements, codes of practice and ethics.

Action to be taken following receipt of a safeguarding or conduct concern

All safeguarding or conduct concerns will be referred to the County DWSO and/or NFYFC Welfare, Safeguarding & Behaviour team for initial review, investigation and determination of the appropriate response.

The County DWSO or NFYFC Welfare, Safeguarding & Behaviour team may determine the safeguarding or conduct concern is not a case for the safeguarding procedures and will decide which alternative policy and procedures need to be followed.

Following the report of a safeguarding or conduct concern, where it is determined that there is an immediate risk of harm and or danger, the matter will be reported to the emergency services and reviewed following consideration by such a relevant statutory agency (except for imposing a Provisional Suspension or any other relevant risk management measures in the interim).

Where there is a child or adult protection need identified, the DWSO and/or the NFYFC Welfare, Safeguarding & Behaviour team should be notified. The team may decide to refer the safeguarding or conduct concern to a statutory safeguarding agency for consideration and review the concern following consideration by such a relevant statutory agency (except for imposing a Provisional Suspension or any other relevant risk management measures in the interim).

Where the Subject of Concern holds a position of trust or authority or otherwise volunteers within YFC, a referral must be made to the LADO within one working day. It must always be emphasised to the LADO that YFC is a children's charity, and transferrable risk may exist as a result of the Subject of Concern's conduct or actions, even where the incident in question relates to adults. Where the referral does not meet the relevant LADO's thresholds, the LADO will make recommendations on the required next steps.

Where it is thought that a crime has been committed, this must always be reported to the police. In some cases, the complainant may indicate that they do not wish to pursue a police complaint. The wishes of the individual should be acknowledged but must be balanced by the need to prevent risk to not only members but potentially the wider public, and a police referral should **always** be made. It is thereafter the decision of the complainant whether or not to cooperate with the police investigation, but Young Farmers has a duty to ensure that crimes are reported as this information may be important in relation to pre-existing concerns or future concerns relating to an individual, irrespective of whether the individual impacted, or the complainant agrees to support any further police action.

Provisional Suspension should not be implemented until the police have confirmed that it is appropriate to do so. This is important to preserve lines of enquiry and evidence. The police should be provided with the contact information for the County DWSO and/or NFYFC Welfare, Safeguarding & Behaviour team and asked to ensure that they are notified appropriately when internal processes can be implemented.

Where an individual has been charged with a criminal offence or is the subject of an investigation by the statutory safeguarding agencies, the DWSO or NFYFC Welfare, Safeguarding & Behaviour team may postpone consideration and/or investigation of the case pending the outcome of any such proceedings and or investigations.

Types of investigation

Where concern or complaint of abuse or poor practice is made there may be a number of types of investigation:

- Criminal – conducted by the Police.
- Child Protection – carried out by Social Care under section 47 of the Children Act 1989.
- Adult Protection – carried out by Social Care under Section 42 of the Care Act 2014/Section 126 of the Social Services and Well-being (Wales) Act 2014.
- Those that may be convened within a multi-agency process via the Designated Officer (LADO/DOS) arrangements
- NFYFC internal enquiry. The NFYFC Welfare, Safeguarding & Behaviour Team will conduct any necessary enquiries deemed necessary. These may be in support of the above investigations and/or be in parallel with them or internally and will refer to the [Behaviour Policy](#).

Interim Measure

As part of any investigation and in order to afford protection for all parties concerned, NFYFC may impose interim protective measures, **including the temporary suspension of membership pending the outcome of investigations**. Where appropriate, these decisions will be taken in consultation with the relevant Designated Officer as part of any investigation and in order to afford protection to all parties concerned and in accordance with the [Behaviour Policy](#). Further details below:

Provisional Suspension

The Case Lead Officer at any point in time has the power to impose a Provisional Suspension from any involvement in YFC where there are reasonable and proportionate grounds for action under these Procedures as set out in section 5. A Provisional Suspension is a neutral act made without prejudice; it protects all parties and does not indicate guilt.

In determining a Provisional Suspension the Case Lead Officer shall consider:

- any actual, probable or potential risk of harm to the safety and welfare of a child or adult presented by the Subject of Concern
- whether the Subject of Concern is at risk of further allegations and for their protection a Provisional Suspension is appropriate
- the seriousness of the safeguarding concern

- whether the reputation of NFYFC would be at risk of being brought into disrepute if it fails to impose a Provisional Suspension
- whether a Provisional suspension is necessary to allow the conduct of any investigation to proceed unimpeded
- any instructions by a statutory agency that a Provisional Suspension is necessary

The Case Lead Officer shall notify the Subject of Concern of the Provisional Suspension and its terms, i.e. which aspect(s) of YFC they are prohibited from participating in or undertaking, either verbally (by telephone, video conferencing or face-to-face meeting) and/or in writing by email with a delivery and read receipt request. The delivery receipt shall be considered reasonable proof that formal notification of the Provisional Suspension has been provided. The Provisional Suspension will be effective from the date that it is notified.

The decision to impose a Provisional Suspension is not open to appeal.

Any Provisional Suspension will be reviewed every twelve weeks by the Welfare, Safeguarding & Behaviour Team, and they shall take into consideration the factors set out above in determining whether the continuation of the Provisional Suspension is justified.

The NFYFC Welfare, Safeguarding and Behaviour Case Manager/NFYFC Head of Welfare, Safeguarding & Behaviour shall consider which other person(s) or organisation(s) should be notified of the Provisional Suspension. This would normally be the senior officers of the Subject of Concern's home club and county, and the Chair of any committees or sub-committees of which they are a member.

Where a Provisional Suspension is imposed pending investigation by a statutory organisation, the Case Lead Officer shall ensure ongoing liaison with the relevant body to ensure continuation of the Provisional Suspension is justified and relevant.

Any breach of a Provisional Suspension shall constitute grounds for disciplinary action for the Subject of Concern and any officers permitting or enabling the breach under [Behaviour Policy](#).

Investigation Process

All investigations will be overseen by an appropriate Case Lead Officer⁵ who will ensure that all enquiries necessary to establish the facts and circumstances of the safeguarding concern undertaken are relevant and proportionate, which may include contacting and obtaining information, documentation, written statements and/or answers, and other material from, for example:

- the individual raising the safeguarding concern,
- any subjects of concern,
- witnesses,
- the police,
- children's/adult care services or any authority involved in safeguarding and protecting children and adults,
- any other person at the discretion of the NFYFC Welfare, Safeguarding and Behaviour Case Manager or Head of Welfare, Safeguarding & Behaviour.

Contact will be via telephone, a video conferencing service, email, or face-to-face meetings.

In carrying out investigations the Case Lead Officer will take account of the risk of harm that may be caused to anyone because of the investigation, particularly those who might already have been subject to harm

⁵ Case Lead Officer – County DWSO and/or NFYFC Welfare, Safeguarding & Behaviour team member

as a consequence of the safeguarding concern and how to minimise that risk, balanced against the need to ensure an effective investigation.

Anyone who tries directly or indirectly to intimidate or influence any individual or witness involved in the investigation, or who fails to comply with a reasonable request or requirement as part of the investigation carried out under these Procedures may become subject to disciplinary action under the NFYFC Disciplinary Policy or a Provisional Suspension until outstanding requests have been complied with

In circumstances where the investigation involves communicating with, taking evidence from, or interviewing children or an adult at risk (as defined in the relevant legislation), and the issues to be investigated are of a sensitive nature, the Case Lead Officer shall deal with the investigation in a way that is appropriate and the sensitive nature of the subject

The Case Lead Officer will identify reasonably anticipated timescales for the investigation to be undertaken where possible and provide periodic updates where appropriate. However, the estimated timescales may change where information comes to light during the investigation that necessitates more intensive exploration and enquiry.

Where a safeguarding concern is raised in good faith, but it is not confirmed by the investigation, no action will be taken against the person who raised the concern. However, where it is established that the allegation was false, malicious, petty, or for personal gain, disciplinary action may be taken in line with the NFYFC Disciplinary Policy.

Standard of Proof

In making any decision or determination on any case, Conduct Case Management Panel or Safeguarding or Conduct Appeal Panel will require to be satisfied on the balance of probabilities.

Criminal Convictions, Cautions, Orders and Statutory Lists

Where a Subject of Concern:

- has been convicted of a criminal offence against or concerning a child, or recorded a caution in respect of an offence against a child
- has been included, or placed, on any statutory list barring, or restricting, them from working with children or adults
- is subject to an order or any other criminal or civil order issued in respect of the protection of children or adults

then the conviction, caution, order, restriction, or inclusion on a list shall be conclusive proof of grounds for action to be taken against that person under these Procedures by a Safeguarding or Conduct Case Management Panel without further investigation.

No police action

In the event that a referral to the police does not proceed to prosecution, this does not necessarily mean that there is no case to answer.

The police work to a very high standard of proof – ‘beyond reasonable doubt’ - and will sometimes not proceed to prosecution where the Crown Prosecution Service considers that prosecution is not in the public interest or where there is insufficient evidence to have a reasonable chance of securing a conviction.

That is not to say that there is not a significant cause for concern or that there is **no** evidence at all, and the CPS may fully believe that the concerns are valid. Therefore, when the police investigation concludes without charges being made or the case going to court, it is imperative that an internal investigation to

assess any potential immediate or continuing safeguarding concerns and risks within a Young Farmers context must be undertaken.

Investigation Outcome

On completion of the investigation into the safeguarding or conduct concern, the DWSO and/or NFYFC Welfare, Safeguarding and Behaviour Case Manager/NFYFC Head of Welfare, Safeguarding & Behaviour shall make a decision as to the outcome which may include:

- taking no further action and, if appropriate, informing the individual(s) concerned
- dismissing the safeguarding or conduct concern on the grounds that, there is not enough evidence to warrant further action being taken and/or, it is vexatious or malicious and/or, it does not fall within the authority of NFYFC
- deciding on the appropriate risk management measures as set out in clause 6.3 of the Behaviour Policy or sanctions which reflect the harm caused, or was likely to have been caused, and addresses the actual, probable or potential identified risks.
 - Where any of the identified risk management measures are not completed within a stipulated timeframe or not adhered to, the case may be escalated to a Safeguarding or Conduct Case Management Panel
- refer the safeguarding or conduct concern as a case to a Safeguarding or Conduct Case Management Panel for determination and decision on the appropriate risk management measures or sanctions

Safeguarding/Conduct Case Management Panel

- The Safeguarding or Conduct Case Management Panel will be drawn from a register of suitably qualified and/or experienced safeguarding and/or YFC experts comprised of YFC county staff, DWSOs, senior YFC Council officers, senior County or Club officers or external safeguarding professionals, and shall consist of a minimum of three members, one of whom will act as chair
- The Case Lead Officer may also attend the Safeguarding or Conduct Case Management Panel meeting in a presenting, observer/non-voting capacity
- The Safeguarding or Conduct Case Management Panel members will have no actual or potential conflict of interest or any previous knowledge of or involvement with the case under consideration

Notice of Safeguarding or Conduct Case Management Panel Meeting

- A meeting of the Safeguarding or Conduct Case Management Panel shall be arranged, and the Subject of Concern will be given at least **7 days' notice** of the date of the meeting. The meeting will either be face-to-face, on paper (i.e. without an in-person meeting) or be conducted via video conference.
- The Case Lead Officer will send notice of the Safeguarding or Conduct Case Management Panel meeting to the Subject of Concern and the appointed Safeguarding or Conduct Case Management Panel. The information provided in the notice is strictly confidential and may be redacted for any reason, including to protect private, sensitive and/or confidential information and the anonymity of the witnesses. The notice will ordinarily include:
 - Confirmation that under these Procedures the case will be referred to the Safeguarding or Conduct Case Management Panel for determination and decision
 - The date, time, and place (online or in person) for the meeting and the names of the individuals of the Case Management Panellists
 - Details of the allegation(s) against the Subject of Concern. It is essential that the Subject of Concern is made fully aware of all allegations made against them in order for them to have an appropriate opportunity to prepare their response.

- The Subject of Concern will not, however, be entitled to receive copies of evidence, information and documentation including witness statements collected during the investigation
- Details of the terms and conditions of any provisional suspension (if different from, or not already imposed under, clause 6.3 of the Behaviour Policy)
- A requirement for the Subject of Concern to provide their written response **within 5 days**
- The Subject of Concern shall send their written response to the Case Lead Officer which will include:
 - Any written submissions, evidence, information and or documentation in support of their position or they seek to rely upon
 - Whether they wish to make any representations to the Case Management Panel in person
- When sending the notice, the Case Lead Officer will include the parent/carer where the Subject of Concern is or was under the age of 18 years when the safeguarding or conduct concern is alleged to have occurred

If the Subject of Concern fails or refuses to respond to the notice by the stipulated deadline, the Case Management Panel shall determine the case without their response, provided it is satisfied that the notice was properly served on the Subject of Concern.

Meeting of the Safeguarding or Conduct Case Management Panel

- The Safeguarding or Conduct Case Management Panel shall have the discretion to set directions generally as to the conduct of the proceedings so long as they are conducted fairly and objectively, with the Subject of Concern given a full opportunity to provide their representations, call any evidence in support and answer questions from the Panel
- A meeting of the Case Management Panel is not a judicial hearing and so evidence given will not be delivered under oath. All parties will, however, be required to provide truthful evidence
- The Case Management Panel may proceed with the meeting in the absence of the Subject of Concern, or where they have requested that the case is dealt with in their absence
- The Case Management Panel may at any stage, and at its absolute discretion, request that the case be referred to a statutory agency for consideration before the case is determined under these Procedures. *The YFC investigation will be paused if the case is subject to any of the following:*
 - Criminal investigation – conducted by the Police.
 - Child Protection investigation – carried out by Social Care under section 47 of the Children Act 1989.
 - Adult Protection investigation – carried out by Social Care under Section 42 of the Care Act 2014/Section 126 of the Social Services and Well-being (Wales) Act 2014.
 - Investigations convened within a multi-agency process via the Designated Officer (LADO/DOS) arrangements.
- Proceedings of the Case Management Panel shall take place in private. The Case Management Panel shall not issue any press statement, social media posts, or conduct any press conferences. All announcements in relation to any decision of a Safeguarding or Conduct Case Management Panel shall be made by NFYFC or the relevant County Federation.
- The Case Management Panel will consider the case based on:
 - all material provided by the Case Lead Officer
 - written submissions, evidence, information and or documentation submitted by the Subject of Concern
 - any representations made by the Subject of Concern to the Safeguarding or Conduct Case Management Panel
- The Case Management Panel may request further information or ask the Case Lead Officer to conduct further investigations as appropriate before making a decision
- The Case Management Panel shall decide on the appropriate risk management measures which may be as set out in clause 6.3 or 6.4 of the Behaviour Policy, or other measure, identified by the

Panel which suitably reflects the case and which reflects the harm caused, or was likely to have been caused, and addresses the actual, probable or potential identified risks.

- The Case Management Panel shall notify its decision to the Case Lead Officer, who shall notify the Subject of Concern of the decision within **7 days** of the Safeguarding or Conduct Case Management Panel meeting
- The notification shall advise the Subject of Concern that they have **14 days** in which to appeal the decision
- Where an appeal against the risk management measures is made the suspension from participation will remain in place, and any risk management measures for participation will be delayed pending the determination of the appeal, therefore, if used, a suspension will remain in place.

Risk management measures

- The Case Lead Officer or Safeguarding or Conduct Case Management Panel are entitled to impose any one or more of the following risk management measures across England & Wales or as they deem appropriate:
 - Require the Subject of Concern to acknowledge their behaviour, and/or provide an apology
 - Issue the Subject of Concern with a formal written warning/reprimand as to future conduct and outlining the areas of concern which must be addressed (to the satisfaction of the Case Lead Officer)
 - Require the Subject of Concern to undertake specific training/education along with expected timeframes for completion, and/or be supervised/monitored for a specified period of time
 - Extend a Provisional Suspension until such time as the Subject of Concern has complied with any aspect of the outcome as determined
 - Require the Subject of Concern to submit to a safeguarding risk assessment prior to determining the appropriate risk management measures
- In addition to clause 6.3 and 6.4 of the Behaviour Policy, the Safeguarding or Conduct Case Management Panel are also entitled to impose any one or more of the following risk management measures across either England & Wales:
 - Suspending for a specified period or banning permanently the Subject of Concern from certain (including all) aspects of NFYFC or YFC Activity, e.g. Social Ban, Competition Ban, etc.
 - Suspending for a specified period, banning permanently, terminating or revoking a Subject of Concern's membership
 - Suspending for a specified period, banning permanently or imposing conditions on the Subject of Concern from carrying out a role such as but not limited to club or county officer, leader, judge or official, volunteer, volunteer officer roles held at area level or advisory or other committee
 - Referring the Subject of Concern to a statutory agency such as the DBS, Charity Commission, etc.
 - Reaching any other decision which the Safeguarding or Conduct Case Management Panel deems is appropriate having regard to the circumstances of the case

Appeal

- A Subject of Concern is entitled to appeal the decision of the Case Lead Officer or Safeguarding or Conduct Case Management Panel and may be made only on one or more of the following grounds:
 - the decision of the Case Lead Officer or Safeguarding or Conduct Case Management Panel was based on error of fact or could not have been reasonably reached faced with the evidence before it
 - there was serious procedural or other irregularity in the proceedings by the Case Lead Officer or Safeguarding or Conduct Case Management Panel
 - Significant and relevant new evidence has come to light that was not available or could not have become available when making reasonable enquiries and, had it been available, may have caused the Case Lead Officer or Safeguarding or Conduct Case Management Panel to reach a different decision/outcome
 - The risk management measures or sanctions imposed were unreasonable and disproportionate to the case level of risk in the light of the facts before the Case Lead Officer or Safeguarding or Conduct Case Management Panel. This must include evidence, such as details of a similar case where a more lenient outcome decision was imposed.
- Any appeal must be submitted within **14 days** of receipt of the decision by the Case Lead Officer or Safeguarding or Conduct Case Management Panel
- The appeal must be in writing and sent to the NFYFC Head of Welfare, Safeguarding & Behaviour and shall include:
 - The identity of the Appellant
 - Details of the decision appealed against
 - Full details of the grounds of appeal
 - Copies of any documents or other evidence material referred to or intended to be relied on in the appeal, including statements of any witnesses
- An appeal can be withdrawn by the Appellant by notifying the Head of Welfare, Safeguarding & Behaviour in writing prior to the meeting of the Safeguarding or Conduct Appeal Panel. In such a case, the appeal shall be deemed to be abandoned and the decision by the Safeguarding or Conduct Case Management Panel will be applied with immediate effect and shall be final and binding. An Appeal which has been withdrawn may not be re-appealed
- The appeal shall be heard by a Safeguarding or Conduct Appeal Panel

Safeguarding or Behaviour/Conduct Appeal Panel

- The Safeguarding or Conduct Appeal Panel drawn from a register of suitably qualified and/or experienced safeguarding and/or YFC experts comprised of YFC county staff, DWSOs, senior YFC Council officers, senior County or Club officers or external safeguarding professionals, and shall consist of a minimum of three members, one of whom will act as chair
- The Appeal Panel members will have no actual or potential conflict of interest or any previous knowledge of or involvement with the case under consideration
- The Case Lead Officer may also attend the Appeal Panel meeting in an observer/non-voting capacity
- The Appeal Panel will determine at their sole discretion whether the grounds for appeal are met; if they are not met the appeal will be rejected. The decision of the Appeal Panel to accept (in whole or

part) or reject the appeal is final and will be communicated by the Case Lead Officer to the Appellant within seven days of the decision by the Appeal Panel

Meeting of the Safeguarding or Behaviour/Conduct Appeal Panel

- A meeting of the Safeguarding or Conduct Appeal Panel will be arranged, and the Appellant will be given at least **7 days** notice of the date of the meeting. The meeting will either be face-to-face, on paper (i.e. without an in-person meeting) or be conducted via video conference. The notice will include the date, time, and place (online or in person) for the meeting and name the individuals of the Appeal Panel
- The procedure to be followed by the Appeal Panel shall be at the discretion of the chair, provided that the hearing is conducted in a fair manner, with a reasonable opportunity provided for the Appellant to present evidence, address the Appeal Panel and present their case
- Unless the Appeal Panel determines otherwise an appeal will be limited to a consideration of the relevant appeal grounds and not new information or to re-hear the original case
- The Appeal Panel shall have the following powers to:
 - Uphold or amend the decision(s) of the Conduct Case Management Group, and/or reverse, amend, increase or decrease any Risk Management Measure(s)
 - Remit the case for re-hearing by the Safeguarding or Conduct Case Management Group
 - take any other step or decision it considers appropriate
- The deliberations of the Safeguarding or Conduct Appeal Panel will be held in private
- The Appeal Panel will be make its decision within **7 days** of the Appeal Panel meeting date.
- The decision of the Appeal Panel will be communicated in writing to the Appellant and the to the relevant YFC club/County Federation within **14 days**. Confidentiality always remains important – see below
- The decision of the Appeal Panel will be final and binding and there shall be no further right of appeal

Compliance with decisions

- Failure to comply with any decision Case Lead Officer, Safeguarding or Conduct Case Management Group or Safeguarding or Conduct Appeal Panel shall itself be grounds for further disciplinary action under the NFYFC Safeguarding/Behaviour/Disciplinary Policy.

Confidentiality

- All matters considered under these procedures will be regarded as confidential (to the extent possible in the circumstances of each particular case) and used only for the purposes of Safeguarding. However, there remains an overriding obligation to protect the welfare, wellbeing and safety of Children and Adults and therefore there may be a requirement by NFYFC to share information, decisions and relevant risk management measures (once the period for an appeal has passed) made under these Safeguarding Procedures as appropriate with third parties. This could include the club or county DWSO, police, LADO, DBS, Charity Commission, children's services or adult care services, those working or volunteering in YFC and other relevant organisations as appropriate.

- NFYFC will do its utmost to protect the identity of anyone raising a safeguarding or conduct concern and do not want their name to be disclosed. However, it must be appreciated that an investigation may reveal the source of the information, and a statement may be required from the individual raising the concern. They will be given prior notice of this and a chance to discuss consequences with the Case Lead Officer and/or the NFYFC Welfare, Safeguarding and Behaviour Case Manager/NFYFC Head of Welfare, Safeguarding & Behaviour. It will be at the discretion of the NFYFC Welfare, Safeguarding and Behaviour Case Manager/NFYFC Head of Welfare, Safeguarding & Behaviour, whether to commence or continue with an investigation under the safeguarding procedures where the individual raising the safeguarding or conduct concern does not consent to their identity being disclosed or where their identity cannot be kept unidentifiable (due to the nature of the complaint or evidence).
- NFYFC accept that the individual raising the safeguarding or conduct concern may need to be assured that the case has been properly addressed. Subject to any confidentiality requirements in connection with legal proceedings, they may receive if appropriate, information about the outcome of the case.

Publication of decisions

- The outcome decision of any Panel meeting or Appeal will be confidentially shared with, and only as appropriate, the County Organiser/DWSO and the relevant Club and/or County Chair (charity trustees)
- The outcome should be shared thereafter only with those necessary to enforce any suspension or ban or other sanctions and should not be shared widely within the membership
- Where appropriate, the outcome decision will also be shared with the LADO where the Subject of Concern was in a position of trust
- Where the Safeguarding or Conduct Case Management Group, under these Safeguarding Procedures, decides to impose a risk management measure—such as suspension or permanent banning—on a Subject of Concern, NFYFC may publish the suspension or ban on the List of Suspended, Conditional & Excluded Memberships. This will be done for the purposes of safeguarding and protecting children and adults, enforcing compliance with decisions, and upholding the highest standards of integrity
- The List of Suspended, Conditional & Excluded Memberships will be kept up to date by NFYFC who must be notified if someone is added or removed from the list, as soon as reasonably practicable. Such information should be sent to safeguarding@nfyfc.org.uk to facilitate timeous updating of the list. The Silo database should be updated to reflect the member's status.
- The List of Suspended, Conditional & Excluded Memberships details individuals both within YFC membership age and outside of YFC membership age. Individuals named on this list must not be allowed to participate in the relevant aspects of YFC – such as hold YFC membership, attend YFC meetings, events or competitions or participate in the YFC travel programme – whilst banned or suspended. Similarly, individuals named on this list must not be allowed to hold a supporting role within YFC such as Advisory Member, Club Leader, Judge/Steward, Guest Speaker, or Club Supporter whilst banned or suspended.

Sharing of the List of Suspended, Conditional & Excluded Memberships

Under the GDPR and Data Protection Act 2018 information can be shared without consent if there is a lawful basis to do so, such as where safety may be at risk. The individuals on the List may pose a risk to the wider YFC membership, therefore it is important they are not permitted to access YFC events, club meetings, competitions, etc.

It's important that this list is shared with those who need access to it. Whilst it is not appropriate to share the list with every member of YFC it is good practice to share the list on a need-to-know basis with Event Organisers, Security/Door staff, Secretaries (or whoever is in charge of ticketing/attendance) at all levels of YFC. It may also be appropriate to hold a copy of this list on new members' nights to cross reference potential new members against the list.

- In order to appropriately balance integrity and confidentiality, the information published will only outline the decision and will not include full details of the case. The Information will ordinarily include, but is not limited to, the following:
 - The name of the Subject of Concern
 - Date of birth (to distinguish from other members with the same name)
 - The area where the individual is/was a member or is located
- Where a Subject of Concern is subject to a suspension for a specified period and the suspension expires, they will be removed from the published list.

Support

- The County Federation and/or NFYFC may offer support to persons who are subject to these procedures.
- Individuals may be provided with contact details for an officer from the County Federation or NFYFC who is available to offer impartial support and advice about process, and they will not be the designated supporting officer for other individuals involved in the safeguarding or conduct concern. The officer will provide appropriate and regular communication in order for the individual to be kept informed of proceedings under these procedures.

NFYFC
31 Aug25

KEY CONTACTS

NFYFC's Welfare, Safeguarding & Behaviour Team: safeguarding@nfyfc.org.uk

NFYFC Head of Welfare, Safeguarding and Behaviour

To be appointed

E: XXXXX

T: XXXXX

NFYFC Welfare, Safeguarding and Behaviour Case Managers

Lauren Hancox

E: lauren.hancox@nfyfc.org.uk

T: 02476 857 225

Ally Sellar

E: ally.sellar@nfyfc.org.uk

T: 07561 806 439

NSPCC 0808 800 5000 or email them at help@nspcc.org.uk

Local children's services:

[\(Find your local children's social care team England\)](#)

Or

[\(Find your local children's social care team Wales\)](#)

If you're worried about an adult at risk, you should contact your local social care services.

[\(Find your local adult's social care team England\)](#)

Or

[\(Find your local adult's social care team Wales\).](#)

In an emergency, always dial 999