



Liverpool World Centre
Children and Young People Safeguarding Policy and Procedure

Reviewed April 2025

(next revision June 2026)

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1.Key Contacts

Role	Name/ Details	Contact	Key responsibilities
Designated Safeguarding Lead (DSL)	Andrea Bullivant LWC Co-Director	andrea@liverpoolworldcentre.org 0151 708 6515	Overall designated responsibility for safeguarding Ensure that the policies and procedures adopted by the trustees are fully implemented Ensure sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities Secure record keeping Case manager for dealing with allegations of abuse made against staff members
Deputy Designated Safeguarding Lead (Deputy DSL)	Neil Sledge	neil@liverpoolworldcentre.org	Ensures there is always appropriate cover for DSL at all times. Is aware of all responsibilities of DSL, policies and procedures
Nominated Trustee for Safeguarding / Child Protection	Trixie Whittell	twhittell@outlook.com	Ensure that Trustees & staff comply with its duties under legislation, and this policy has regard to statutory guidance To liaise with the DSL and to provide information and reports to the trustees Collectively responsible for ensuring that safeguarding arrangements are fully embedded within the organisation's ethos and reflected in its day-to-day practice
Chair of Trustees	Olivia Johnson	olivia@girlsfriendlysociety.org.uk	The case manager for dealing with allegations against the DSL

*If you have any immediate concerns please call
Children's Advice and Support Service (CASS) on 0151 459 2606*

2. Purpose, scope and statement of policy

Liverpool World Centre (LWC) aims to advance public education in issues of global development through the provision of services and through acting as an umbrella or resource body to provide education and training, and community development activities.

To do this, LWC works with young people, teachers, educators and adults in contact with schools, universities and wider organisations, on global issues, through workshops, training, events, evaluation and research.

In line with the law, this policy defines a child as anyone under the age of 18 years but in the case of SEND¹ it is up to 25 years of age.

2.1 The purpose of this policy is:

- To demonstrate the commitment of LWC to safeguarding children and young people
- to ensure that everyone involved in Liverpool World Centre is aware of the overarching principles that guide our approach, their role and responsibility, and the legislation, policy and procedures for safeguarding children and young people.

This policy applies to all members of staff in our organisation, including all permanent, temporary staff, trustees, volunteers, interns, students, contractors and external service or activity providers.

2.2 Legal Framework and definitions

This policy and procedure have been developed with reference to the following statutory guidance for protection of children and young people in England, and the NSPCC Learning safeguarding website.

- <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- [NSPCC Learning | Safeguarding and child protection](#)

Child abuse is when a child or young person is harmed by an adult or another child or young person. It can be over a period of time, but can also be a one-off action. It can happen in person or online. It can take a number of forms, including:

- **Physical Injury** – which may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating
- **Sexual Abuse** – which may involve physical contact, penetrative or non-penetrative acts, involving children or young people in watching pornographic material or sexual acts
- **Emotional Abuse** – which may involve conveying to children that they are worthless, unloved or inadequate, and cause them to feel frightened, in danger, exploited or corrupted

¹ Special education needs and disabilities

- **Neglect** – which may involve a carer failing to provide food, shelter, clothing or a failure to protect from physical harm or danger or deny access to medical care or treatment.

2.3 Our ethos:

- The welfare of children and young people is paramount in all the work we do and all the decisions we take
- All adults within the organisation, including staff, volunteers and trustees, have an active part to play in protecting children from harm.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- All children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- We recognise that some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

2.4 LWC will seek to keep children and young people safe by:

- adopting these child protection and safeguarding policies and procedures
- appointing a nominated safeguarding lead for children and young people, a deputy and a lead trustee/board member for safeguarding'
- LWC trustees ensuring that LWC have adequate policies and procedures to safeguard children and young people
- supervising and supporting staff and volunteers to follow our safeguarding policies and procedures
- recruiting and selecting staff and volunteers safely, ensuring necessary checks are made
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns
- reviewing our safeguarding policy annually
- working in partnership with statutory agencies (such as a school) and following their child protection procedures
- ensuring all LWC staff consistently working with children or vulnerable adults undertake level 1 Safeguarding training, which will be refreshed every 3 years
- ensuring all LWC staff, trustees, and volunteers who work with children, young people or vulnerable adults complete an enhanced DBS check.
- responding to any allegation made against a trustee, member of staff or volunteer. That person shall remain on office duties only pending investigation. Following the investigation, appropriate action will be taken to ensure the ongoing safety of children and young people.

3. Safeguarding procedures

3.1 Procedure for dealing with a concern or disclosure:

If a member of LWC staff or volunteer has a concern about safeguarding, or a young person discloses that they have experienced harm or abuse, LWC staff or volunteer should:

- (If at LWC) inform the Designated Safeguarding Lead without delay (or if unavailable (sc the Deputy Safeguarding Lead) and follow safeguarding process
- (If in a school or at an event where schools/organisations working with young people are present) inform the teacher and/or organisation contact in the room without delay.

If you have a concern that does not involve a young person disclosing information, follow the steps below.

If a young person discloses to you that they have experienced harm or abuse you should follow these steps:

Receive: listen actively, give the young person your full attention and keep your body language open and encouraging. Respect pauses and don't interrupt. Accept the young person's words at face value

Reassure: be compassionate and understanding. Reassure the young person that their feelings and concerns are important, that they have done the right thing by telling you, that you have listened and use phrases such as 'you've shown such courage today' to me'.

Respond: reflect back what the young person has said to you to check your understanding and use their language. Explain what you are going to do and ensure the young person is ok before leaving. Be clear that you **MUST** pass on the information. Do not attempt to investigate or approach a suspected abuser yourself

Report: to Designated Safeguarding Lead at LWC (or deputy if DSL not available) or school/organisational contact (if outside of LWC), followed by LWC DSL/deputy as soon as possible

Record: facts, not opinions, including information about who is involved, what the concerns are, when and where concerns relate to. Record information as closely as possible to the words of the young person. Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know. Use the form to record concerns and share accordingly. See **Form for reporting safeguarding concern**.

Review: follow up these steps and any referral via the DSL or deputy

Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.

3.2 Actions to be taken by DSL (or Deputy)

Make a referral to a Local Authority within 24 hours: always ring and then back up with

an email using the **Form for reporting safeguarding concern below** (check for the latest form used by them during your call and use that if available).

If the risk is considered to be high, ring the emergency services (999/101/0151 709 6010).

3.3 Local Authority contacts

Halton: call the Safeguarding Children Partnership (HSCP) on **0151 907 8305** then email cypsafeguardingpartnership@halton.gov.uk (**Emergency Duty Team outside office hours 0345 050 0148**)

Knowsley: call the Multi-Agency Safeguarding Hub (MASH) team on 0151 443 2600 then email knowsley.safeguardingchildrenpartnership@knowsley.gov.uk the details after the call

Liverpool's Children's Advice & Support Service (CASS): 0151 459 2606 ring and then email infoLSCP@liverpool.gov.uk the details after the call.

Sefton: call **CHAT Team on 0151 934 4013 (Children's Health and Advice Team)**. Please note – Sefton do not accept any e-mail referrals, and would only accept the information via phonecall. No e-mail is therefore provided here. (**Emergency Duty Team outside office hours 0151 934 3555**)

St Helens: call **01744 671266** then email safeguardingchildrenpartnership@sthelens.gov.uk with the details after the call

Wirral: call **0151 606 2008** - ring and then email IFD@wirral.gov.uk with the details after the call (**0151 677 6557 out of office hours**)

Further useful information:

<https://learning.nspcc.org.uk/child-protection-system>

[when-to-call-the-police--guidance-for-schools-and-colleges.pdf](#)

[Liverpool Safeguarding Children Partnership \(LSCP\) - scp](#)

[Children at risk - Liverpool City Council](#)

[Children at risk \(MARF referrals\) - Liverpool City Council](#)

Form for reporting safeguarding concern
Complete digitally, or use a pen and write clearly
Sign by hand

*Do not change this report – if you remember more information later
add it afterwards below your original comments*

Date	
Name of staff member/volunteer reporting	
Name of child / young person	
Address of child / young person (or school if not known)	
Details of concern • Information about the young person - name, age, gender, ethnicity • Nature of concern: what was said, exact words or any pictures they drew • Any physical or behaviour signs • When and where concern happened • Who else was present when concern happened • Any relevant past observations eg, changes in behaviour • Name and address of alleged abuser if known • Your response to young person and what you said • What you said to child about confidentiality and their response	

If any opinion is offered make clear this is an opinion and whose it is	
Date and time reported to DSL /deputy and LWC trustee	
Local authority reported to (include phone number, email address and name of person taking the call) and any advice received or action taken	
Date and time confirmation of receipt of information received (attach written receipt)	
Signed Position	

We, the Trustees of Liverpool World Centre, have considered and reviewed the attached policy; agree to accept all the statements, principles and procedures as listed in the document.

This policy was adopted by the Trustees on 19 June 2025

This policy is due for review June 2026

Signed Chair of Trustees: *Olivia Johnson*