



# LMK (Let Me Know) Safeguarding Policy

## Version Control

Version	Author	Copy	Purpose	Date approved by Board	Next Review Date
1.0	S. Thakrar	Final	Final version approved by the Board 29.04.2021	29_04_2021	2022_02
2.0	S. Thakrar	Final	Review by Safeguarding Subcommittee. No changes	22_02_2022	09_2023
3.0	D Kehoe	Draft	Reviewed by Safeguarding Subcommittee. Approved by BoT	27_09_2023	09_2024

## SECTION 1. Introduction

### 1.1 LMK Policy statement

Good relationships shape our health and happiness, yet we are taught so little about them. LMK is an education charity on a mission to change that. We run workshops educating young people about healthy and unhealthy behaviours so that they can avoid abuse and thrive in relationships. Our safeguarding policy, procedures and guidance outline how we will fulfil our duty of care to safeguard those we work with and those that work on our behalf including staff, volunteers, trustees and partner agencies.

### 1.2 Statement of Intent

Everybody has the right to be safe no matter who they are or what their circumstances. At LMK, we have a culture that has safeguarding at its core. We believe that everyone working for and on behalf of LMK has both an individual and organisational responsibility for safeguarding. We aim to embed a safeguarding ethos and practice which is both proactive and responsive towards issues of safety and wellbeing.

We understand that where abuse and neglect does occur, it can have devastating effects on individuals, families, and wider society. This policy and the accompanying procedures provide clear standards and processes for all our staff, volunteers (including trustees and young people) and partners. This ensures that everyone is clear about their roles, individual and organisational responsibilities, and the procedures to follow in order to protect everyone who works for and comes in contact with LMK.

### 1.2 Who is bound by the policy?

LMK's safeguarding policy applies to:

- Staff
- Trustees
- Volunteers
- All those acting on behalf of LMK, such as consultants, freelancers, and trainers.
- All those who visit workshops in the name of LMK, such as patrons, donors, corporate sponsors, journalists, supporters etc.

All the individuals cited above will be expected to read LMK's Safeguarding Policy and sign a commitment to adhere to its principles and procedures. In the case of employed staff, this is contained within their contract of employment.

This policy will be shared with organisations who host our workshops and with whom we partner to deliver the work of LMK.

### 1.3 Underlying principles of LMK's safeguarding approach.

The following principles underlie all LMK's policies and procedures in relation to safeguarding:

- **Rights Based Approach:** All actions should consider and respect the right of the individual, as set out in the [UN Convention on the Rights of the Child](#) and the [Human Rights Act 1998](#).
- **Non-Discrimination:** Everyone has an equal right to protection irrespective of gender, religion, sexual orientation, disability, language, or social background.
- **Participation:** LMK supports the participation of children and vulnerable adults in protection issues, whilst recognising that this does not absolve adults of their duty of care.
- **Ownership:** Everyone has a responsibility to prevent harm and promote the well-being of others, even though overseeing policy implementation may be assigned to particular individuals.
- **Confidentiality:** Everyone has the right to privacy and, where there are concerns, only those who need to know are informed.
- **Transparency:** Creation of an aware culture where concerns can be raised openly is critical to preventing abuse and protecting people from harm.
- **Sensitivity:** Being harmed can provoke feelings of discomfort, embarrassment and distress. All issues must be dealt with sensitively, with both staff and children receiving appropriate support in the management of concerns.

## SECTION 2. Roles and responsibilities

Safeguarding is everyone's responsibility, and we strive to ensure that our safeguarding culture ensures that all LMK staff, volunteers, freelancers and advisors are aware of this policy and the procedures.

However, in order to ensure all concerns or allegations are handled appropriately, LMK has a number of designated positions that have a specific focus on safeguarding practice. These are:

### 2.1 Trustees

In accordance with the [UK Charity Commission Guidelines](#) trustees must maintain an oversight

of safeguarding within the organisation, to ensure that those benefiting from, or working with, the charity is not harmed in any way through contact with it.

A [nominated safeguarding trustee](#) acts as the main point of contact for the DSL and Chief Executive Officer in relation to safeguarding issues.

The key functions of the **nominated safeguarding trustee** are:

- To receive and respond to any concerns which relate to the Chief Executive Officer (CEO).
- To support the CEO in any investigation and decision making in regard to allegations against staff.
- In collaboration with the CEO, to ensure that the Board of Trustees is made aware of any safeguarding concerns/investigations which may affect the reputation and standing of the organisation, as well as providing advice on how these are managed.
- To report any serious safeguarding incidents involving LMK staff or volunteers to the Charity Commission.

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

A Designated Safeguarding Lead (DSL) is responsible for:

- Promoting awareness and implementation of the policy throughout the organisation.
- The development of child/vulnerable adult safeguarding training resources as required.
- Maintaining knowledge of best practice and statutory requirements.
- Acting as a source of support and information for individuals on safeguarding issues.
- The name and contact details of the DSL will clearly be known to all staff and volunteers within the organisation, partner organisations and new joiners.

## **2.3 CEO**

The CEO is responsible for:

- Ensuring that safeguarding is considered in strategic decision-making
- Providing line management support, coaching and debriefing to the DSL
- Ensuring that the board of trustees is provided with reports on safeguarding activity as agreed
- Commissioning external input to improve safeguarding practice as required, and ensuring any recommendations are implemented
- Leading complex investigations relating to safeguarding where there is significant risk of reputational damage to the organisation.

## **2.4 A note on working with host organisations**

When delivering our workshops at host organisations (e.g. schools, youth organisations) we expect the host organisation to have their own safeguarding policies and procedures in place which they adhere to.

Where a safeguarding concern arises, LMK staff will work closely with the DSL of the host organisation to ensure that appropriate action is taken in line with the host organisations safeguarding protocols (see appendix 1 flowchart).

Therefore whenever anyone from LMK attend workshops in host organisations, they will also be expected to familiarise themselves with, and comply with, the host organisation's safeguarding policies and procedures.

## **[SECTION 2. Approach to supporting a culture of safeguarding.](#)**

## 2.1 Recruitment of staff and volunteers

LMK is committed to [safer recruitment practice](#). We seek to recruit people who respect and value others and who are committed to the highest standard of personal and professional conduct. This goes beyond simply complying with protocols and legislation but extends to ensuring that individuals have an appropriate set of personal and professional values and a commitment to safeguarding.

When recruiting, our [safer recruitment procedures](#) include:

- When advertising vacancies, we inform candidates of our Safeguarding Policy and that commitment to this policy is a condition of employment.
- All candidates must fully declare, as part of the application process, whether they have any criminal convictions, spent or unspent. A false declaration that results in employment will render the person liable for dismissal without notice.
- Candidates must explain any gaps in employment history.
- Specific questions on safeguarding are included in interviews.
- A conditional offer of employment will only be made upon receipt of two satisfactory references. Acceptable references exclude family members and those who have known the applicant personally for under 2 years. Referees will be made aware that employees may have contact with children and will be asked to highlight any safeguarding and child protection concerns they may have.
- A DBS check will be completed before the individual can start work at LMK
- Individuals will not be allowed to visit LMK workshops until a satisfactory DBS is received.
- Signing a commitment to LMK's Safeguarding Policy is a contractual obligation.

## 2.2 Code of Conduct

A key element of our safeguarding approach is LMK's [Code of Conduct](#). This applies to all staff, volunteers and trustees and anyone acting on behalf of LMK.

This Code of Conduct is shared with all LMK's representatives including external partners. Any breach of the Code of Conduct could result in disciplinary action.

## 2.3 Education and Training

LMK promotes an environment which encourages opportunities for questioning, reflection and learning about safeguarding issues. This includes:

- Within two days of taking up their position, all individuals will receive a brief introduction to LMK's Safeguarding Policy and procedures from a member of the management team.
- Safeguarding training will be given to all new starters within 1 month of taking up their position.
- Safeguarding practice will be discussed in individual appraisals/check-in's and group meetings to gauge whether further training, support or supervision is needed.
- Trustees and staff receive regular updates on safeguarding.
- Training needs of all groups connected to LMK is monitored and evaluated regularly by the Designated Safeguarding Lead (DSL).

It is recognised that the topic of abuse is sensitive and may raise personal issues. LMK provides an

Employee Assistance programme that staff can access for support.

## 2.4 Activity specific safeguarding guidance

We have specific policies and guidance that supports safeguarding vigilance in our day-to-day activity. This includes our:

- [Social Media policy](#)
- [Communications Guidance](#)
- [Fundraising policy](#)
- [Volunteer Policy](#)
- [DBS Policy](#)
- [Guidance on external representatives visiting LMK workshops](#)
- [Guidance on remote/online working with young people](#)

## Section 3. Confidentiality, Data Protection and Sharing Information

In safeguarding work, a concern for confidentiality must never be used as a justification for withholding information when it would be in a child or adult at risk's best interests to share information and to keep them safe.

It is essential that you respond quickly where you have any safeguarding concerns or suspicions of abuse. LMK's responsibility for protecting others means that, where necessary to protect welfare, it will breach confidentiality to raise concerns. Information sharing must be done in a way that is compliant with LMK's [Privacy Policy](#).

Always be open and honest with anyone who makes a disclosure to you about what you will do with the information. You should make a note in the safeguarding report of any express wish not to share information but not let this prevent you from sharing.

## Section 4. Reporting and Reaction Protocol

### 4.1 Reporting concerns or disclosures

It is the responsibility of everyone at LMK to act if there is cause for concern. Any safeguarding concerns including any signs or indicators of abuse or disclosures must be reported to the DSL or CEO as soon as possible using [reporting procedures](#) (see Appendix 2 for flow chart of actions). If a child/adult at risk is in immediate danger or risk of harm, the police must be contacted on 999.

The DSL is  
Shelly Khaled: LMK Designated Safeguarding lead  
E-mail: [Shelly@justletmeknow.org](mailto:Shelly@justletmeknow.org)  
Phone: +44 (0) 7748947909

The CEO is:

Deirdre Kehoe  
E-mail: [deirdre@justletmeknow.org](mailto:deirdre@justletmeknow.org)  
Phone: +44 (0) 7914920585

## **4.2 Whistleblowing**

Any concerns regarding poor and unsafe safeguarding practice should be raised by staff using the [LMK Whistleblowing Policy](#). Concerns made through this channel will be taken very seriously.

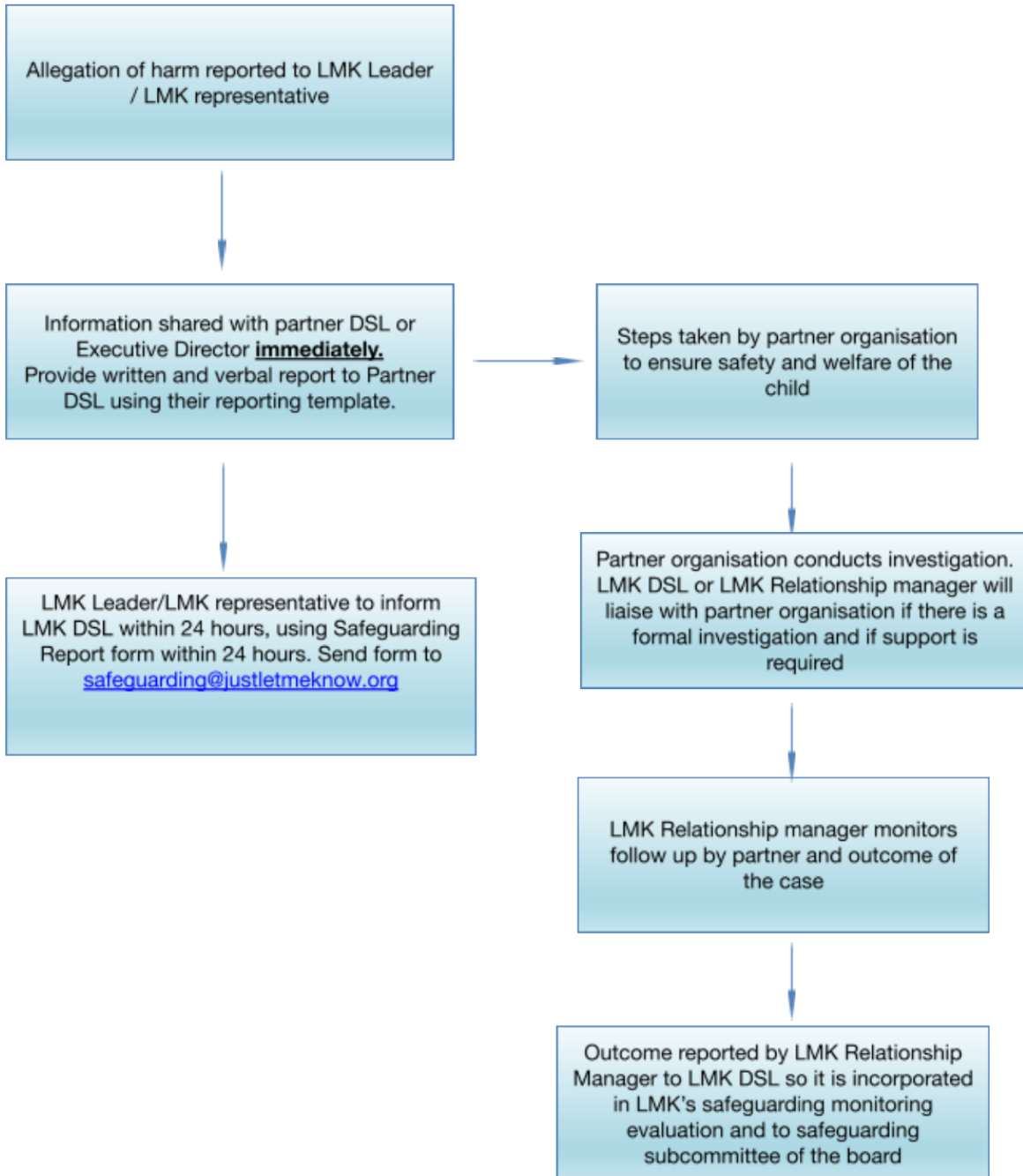
The NSPCC Whistleblowing Advice Line is available to all staff: 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **Section 5. Monitoring of Safeguarding Policy and Practice**

Monitoring of the Safeguarding Policy is the responsibility of the Sub-Committee for Safeguarding with the support of the CEO and the DSL.

This policy will be reviewed at least yearly and updated to include any changes to statutory or government guidance. Any learning from the monitoring of safeguarding practice will be shared internally and, where appropriate, with partners and external agencies.

Appendix 1: Reporting Flowchart: **Alleged harm caused, or likely to be caused to a child by a partner organisation's representative, observed by or reported to a LMK representative**



Appendix 2: Reporting Flowchart: **Alleged harm caused, or likely to be caused to a child/vulnerable adult by an LMK representative observed by / reported to a partner organisation (or if reported anonymously)**

