

Ticehurst Young Peoples Recreation Project Ticehurst Youth Group

Volunteer Safeguarding Policy

The Trustees of Ticehurst Youth Group is firmly committed to the welfare of all young people who use its facilities and protecting them from physical, sexual and emotional harm. The Club will aim to ensure that all young people meet in a safe environment with people they can trust. It will also ensure that all risks which young people encounter are carefully assessed and the necessary steps taken to minimize and manage them. All adult leaders will be provided with a copy of this policy and will be requested to indicate their commitment to it by completing a signed copy which will be kept in the club records.

Recruitment

All volunteers should complete an application form supplying the following information:

- . Personal details names of 2 independent referees
- . Previous experience
- . Details of any criminal convictions
- . Competencies and areas of interest
- . Signature and date

All leaders and helpers should complete a Disclosure and Barring Service Form (DBS) at enhanced level These clearances will be renewed every 3 years.

All new volunteers will be closely supervised until references have been received and DBS checks completed.

In accordance with guidance from the Disclosure and Barring Service a record will be kept of the disclosure number, completion date and whether or not the check is satisfactory. The actual certificate will not be retained.

Code of Behaviour (to be displayed)

The Trustees adheres to the following guidelines as to how young people and adults interact with each other.

- . Abusive behaviour and language, violence, aggression, bullying or discrimination will not be tolerated. Leaders will respond quickly and effectively to any such reports
- . No alcohol will be consumed on the premises. Leaders will refrain from consuming alcohol prior to assuming responsibility for young people
- . The appropriate ratios of leaders to young people will be applied:
 - . 1:15 where the element of risk is similar to that encountered in everyday life
 - . 1:10 for all trips abroad
 - . 1:6 for children under 10 years, or groups with special needs
- . Young people are free to leave the club activity when they wish
- . Requirement for parents or carers involved in sessions to be CRB checked

- . Consider consequences if anyone behaves inappropriately in accordance with The Code of Behaviour

Training Provision

The contents of this policy (and other club policies) will be included in the induction process for all members of the Trustees and volunteer leaders who will also be given the opportunity to attend Safeguarding (Child Protection) training courses. The Trustees will encourage attendance at these sessions which will help volunteer leaders understand their responsibilities and provide information on identification and appropriate response to child protection issues.

Dealing with Allegations

The following procedures will apply in the identification or suspicion of abuse towards a young person.

Abuse

There are four types of abuse to which young people can be subjected: physical abuse, neglect, sexual abuse and emotional abuse.

If any of these occur, young people often display problems in the following areas: behaviour drugs and alcohol education, physical evidence e.g. bruising, mental health relationships.

A young person may disclose that he is being abused; he may show signs of abuse; or he may speak about third party abuse.

If abuse is suspected:

- . Observations, conversations or concerns will be recorded, signed and dated.
- . The matter must not be investigated or discussed with anyone other than the Safeguarding Officer or Club Leader.
- . The Chairperson of the Trustees/Club Leader/Safeguarding Officer will assess the information and, within 48 hours, contact the appropriate local statutory services, if necessary.

If abuse is reported/alleged:

- . The young person will be listened to and encouraged to speak without interruption, comment or judgment.
- . It will be explained that in terms of the club's Confidentiality Policy, information may need to be shared in certain circumstances.
- . A written account of the report or allegation will be made, signed and dated and the information passed to the Safeguarding Officer or Club Leader.
- . The Chairperson of the Trustees/Club Leader/Safeguarding Officer will assess the information and, within 48 hours, contact the appropriate statutory services, if necessary.
- . If the matter is regarded as a critical it should be referred immediately and directly to the County Safeguarding Officer and details of the referral passed to the Club Safeguarding Officer/Club Leader as soon as possible.

Protecting Leaders

The Trustees recognises the importance of protecting its leaders from possible allegations of abuse and recommends the following guidelines:

Leaders should not:

- . Be alone with young people
- . Lock and unlock premises without another adult present
- . Transport young people in a car or mini bus without another adult being present
- . Take young people to their homes
- . Make inappropriate contact with young people i.e. develop relationships outside the club setting
- . Leave young people unattended
- . Leave young people in the presence of adults who are not suitably trained
- . Leave young people in the presence of adults not known to leaders
- . Leave young people in the presence of adults who have not had relevant CRB checks
- . Show favouritism to young people within the club

Allegations about Leaders

If any allegation is made or suspicions emerge regarding any volunteer leader of the club, these should be reported to the Safeguarding Officer and Club Leader. If an allegation concerns either of these officers, the report should be made to the Trustee Chairperson.

If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

- . A detailed factual record of the allegation and action taken will be made
- . Information will be passed to the Trustee Chairperson
- . Consideration will be given to the suspension of the person involved taking account of the risks to other young people and the leader concerned
- . If the allegation involves a club member, contact will be made with the young person's parents to advise them of the process
- . Relevant external bodies will be advised