

# A Place to be Youth Group, Haslemere

## Safeguarding Policy

The Management Committee of A Place to be Youth Group is firmly committed to the welfare of all the 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 are taken to minimise and manage them.

All adult leaders/workers 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
  - Any criminal convictions
  - Competencies and areas of interest
  - Signature and date

All leaders/workers and helpers should complete a Disclosure Form (DBS) at enhanced level which will be processed by the Youth Group.

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 DBS, a record will be kept of the disclosure number, completion date and whether or not the check is satisfactory. The actual certificate will be retained by A Place to be Youth Group for 6 months and then destroyed.

### **Code of Conduct**

The Management Committee 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/workers will respond quickly and effectively to any such reports, which if necessary will result in the offender(s) being suspended from the club

- No alcohol will be consumed on the premises
- Leaders/workers will refrain from consuming alcohol prior to assuming responsibility for young people.
- Young people are free to leave the club activity when they wish
- Young people must be collected by parents/guardians at the end of meetings

- Requirement for parents or carers involved in sessions to be DBS checked
- Consider consequences if anyone behaves inappropriately in accordance with the Code of Conduct

### **Training Provision**

The contents of this policy (and other club policies) will be included in the induction process for all members of the Management Committee and volunteer leaders who will also be given the opportunity to attend Safeguarding (Child Protection) training courses

The Management Committee will encourage attendance at these sessions which will help volunteer workers 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
- 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/she is being abused; he/she may show signs of abuse; or he/she 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 Management Committee/Club Leader/Safeguarding Officer will assess the information and, within 48 hours, contact OAYP and/or 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

**The matter must not be investigated or discussed with anyone other than the Safeguarding Officer or Club Leader.**

- 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 Management Committee/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 critical it should be referred immediately and directly to the Safeguarding Officer of SYF/GYMCA and details of the referral passed to the Safeguarding Officer/Club Leader as soon as possible

### **Protecting Leaders**

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

#### **Leaders/workers should not:**

- Be alone with young people
- Transport young people in a car or minibus 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 DBS checks
- Show favouritism to young people within the club

### **Allegations about Leaders**

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.

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 Club 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

### **Photography**

Since young people may be photographed while participating in club events and activities, written permission from parents/guardians will be obtained which will also allow photographic material to be used in the public domain.

**This policy was first adopted at the Management Committee Meeting on: 23 August 2014  
This policy will be reviewed annually by the Management Committee/DSL and the last review date was September 2021.**