



Buckingham Youth Clubs Ltd

SAFEGUARDING POLICY

The Management Committee of Buckingham Youth Clubs Ltd is firmly committed to the welfare of all young people who use its facilities and in 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 may encounter are carefully assessed and the necessary steps taken to minimise and manage them.

All Staff and Volunteers 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 staff and volunteers should, when first recruited, complete an application form which supplies the following information:

- | | |
|---|-----------------------------------|
| - personal details | - names of 2 independent referees |
| - previous experience and/or qualifications | - any criminal convictions |
| - competencies and areas of interest | - signature and date |

All staff and volunteers who are involved in regulated activity MUST complete a Disclosure Form (DBS), either an enhanced or enhanced with a barred list check, which will be processed through Action4Youth and the HR Department at Buckinghamshire County Council. It is advised that all volunteers sign up with the DBS update service.

Where a new member of staff or volunteer has had a satisfactory DBS check with another organisation within a matter of months (less than 1 year) this will be acceptable but will be renewed as will all other CRB/DBS checks every 3 years.

All new volunteers will be closely supervised until references have been received and DBS checks completed. After this time, lone working is still not advisable for the protection of staff/volunteers and young people.

(For relevance of DBS Checks please see DBS Guidance)

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.

PLEASE CONTACT ACTION4YOUTH FOR DBS VERIFICATION AND INFORMATION

Code of Conduct

The Management Committee agrees to the following guidelines to help ensure young people and adults interact positively with each other.



Abusive behaviour and language, violence, aggression, bullying or discrimination will not be tolerated.

Staff will respond quickly and effectively to any reports which suggest these behaviours have been witnessed and will take appropriate action which may result in exclusion using the Membership Agreement or suspension using the Staff Discipline procedure as appropriate.

Alcohol will not be consumed or brought onto the Youth Club premises and Staff and volunteers will refrain from consuming alcohol prior to assuming responsibility for young people.

Smoking or vaping is not allowed on the Youth Club premises and Staff and volunteers will refrain from smoking in or near the Youth Clubs premises as our aim is to set a healthy example to young people attending the club.

No illegal substances or offensive weapons are allowed on the Youth Club premises.

The appropriate ratios of leaders to young people will be applied and the aim will be to provide:

- 1:15 where the element of risk is similar to that encountered in everyday life
- 1:8 for all trips
- 1:6 for young people with special needs

Young people are free to leave the youth clubs when they wish, we accept responsibility for young people within the Youth Club building, however we cannot accept responsibility should any young person choose to leave the building during the evening.

Any young person, staff member or volunteer who behaves inappropriately will be subject to the appropriate staff disciplinary procedure or members disciplinary procedure.

Training Provision

The contents of this policy (and other club policies) will be included in the induction process for all members of staff and volunteer leaders. They will be required to attend Safeguarding training courses offered at regular intervals by Action4Youth.

These sessions will help Staff and 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 main 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
- education
- mental health
- drugs and alcohol
- physical evidence e.g. bruising
- 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.

****Signs of Abuse in Children:**

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation.

****Abuse may also come in the form of:**

- Peer on peer abuse such as bullying (in person and online) ,
- Physical abuse, such as hitting, hair-pulling, shaking, biting or other forms of physical harm
- Sexual violence or harassment,
- Up skirting, sharing of nude/ semi-nude photos, and initiation rituals
- Sexting
- Initiation type violence and rituals
- Racial abuse
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****All Leaders will operate a zero-tolerance policy to peer on peer abuse and will not pass off incidents as 'banter' or 'just growing up'.**

We recognise that 'Upskirting' involves taking a photograph under an individual's clothing without their knowledge. We understand that it causes the victim distress and humiliation. Staff recognise that 'Upskirting' is a criminal offence and must promptly report any such incident to the Youth Club Leader, (DSL) or Deputy Youth Club Leader (Deputy DSL) or most senior member of staff.

If abuse is **suspected**:

Observations, conversations or concerns will be recorded, signed and dated on a Pink Disclosure form

- **The matter must not be investigated or discussed with anyone other than the Youth Club Leader who will be the company Safeguarding Officer.**
- **The Youth Club Leader will assess the information and within 48 hours, contact Action4Youth or the appropriate local statutory services e.g. Bucks Safeguarding Children Board (please see flow chart for Referral and Assessment Team contact details) /Schools/Social services/Police**



- Action4Youth may be consulted for advice and guidance.

If abuse is **reported/alleged**:

The young person will be listened to and encouraged to speak without interruption, comment or judgement.

- 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 Youth Club Leader/Safeguarding Officer.
- A written account of the report or allegation will be produced by the staff member or volunteer and signed and dated by him or her and the information passed to the Youth Club Leader/Safeguarding Officer.
- The Youth Club Leader will inform the appropriate statutory service
- If the matter is regarded as critical, in the absence of the Youth Club Leader, it should be referred immediately and directly to the Buckinghamshire First Response Team or Milton Keynes Multi Agency Safeguarding Hub(MASH) and details of the referral passed to the Youth Club Leader/Safeguarding Officer 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 should not:

- Be alone with young people unless lone working and full risk assessments are carried out.
- Lock and unlock premises without another adult present before or after club sessions
- Transport young people in a car or minibus without relevant insurance (please contact your broker for more details)
- Transport young people in a car or minibus without another adult being present
- Take young people into their homes.
- Leaders will not give out personal numbers and email addresses and will not have young people on their personal social networking sites.
- Make inappropriate contact with young people i.e. develop relationships outside the club setting.
- Allow young people to take their photographs without express permission.
- Keep young people's personal data (photographs and phone numbers/texts/emails) on their personal mobile phones or computers.
- Use social media sites such as 'facebook' and 'twitter' to develop personal relationships with young people outside the club setting.
- Leave young people unattended
- Leave young people in the presence of adults who have not had relevant DBS checks
- 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
- Show favouritism to young people within the club
- Ignore reports relating to any types of peer on peer abuse



Allegations about Leaders

If any allegation is made or suspicions emerge regarding any staff member or volunteer leader of the club, these should be reported to the Youth Club Leader/Safeguarding Officer. If an allegation concerns this officer the report should be made to the Chair of the Management Committee or another company director who will immediately contact the Chief Executive Officer (CEO) or Child Protection Officer (CPO) of Action4Youth.

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 Youth Clubs Chair who will contact Action4Youth.
- 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 such as LADO – Local Authority Designated Officer.

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. (See Buckingham Youth Clubs Ltd's Membership Form for consent). Photos should not be stored on personal computers, laptops, tablets, mobile phones or memory sticks.

Social Networking

Staff and Volunteers are reminded that no interaction between themselves and young people is to be undertaken through personal social networking sites. The club's policy and procedures will be followed at all times in regards to social media. Staff and volunteers are urged to set their personal profiles to private.

This policy was adopted by the Management Committee on: ...8th March 2017

Updated December 2022

On behalf of the Management Committee: (signed)

**This policy will be reviewed annually by the Management Committee
(Action4Youth will inform all clubs of changes to existing legislation)**

****The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children*****

Buckingham Youth Clubs Ltd



PROCEDURE TO BE ADOPTED BY LEADERS IN CASES OF ABUSE

ALLEGED ABUSE

Step 1

Record concerns, sign and date by two people (Inform Youth Club Leader/ Safeguarding Officer of concern)

Step 2

Discuss immediately with Safeguarding Officer/ Youth Club Leader.
Action4Youth are always available for advice and guidance.

Step 3

If a suspicion, keep monitoring situation keeping a clear report of processes followed, always seek advice from Action4Youth or First Response Team

ACTUAL ABUSE

If actual, refer immediately to BC Safeguarding Dept.
FIRST RESPONSE TEAM
(this may be anonymous)

0845 4600001

Local Rate: 01296 383962

Go to

HYPERLINK
"https://www.buckscc.gov.uk/services/care-for-children-and-families/child-protection-and-safeguarding/"
<https://www.buckscc.gov.uk/services/care-for-children-and-families/child-protection-and-safeguarding/>

and press Report to fill in an online form

Contact details

CEO Action4Youth

0845 600 9731 or 01494 771889

Safeguarding Lead :

Katie Cleminson– Youth Club Leader 07934784341

Deputy Safeguarding Lead

Vicki Eves - Deputy Youth Club Manager

Chairperson of Management Committee

John Barnett - 07793 210053

Bucks Council First Response Team

01296 383962 Mon-Fri, (0800 999 7677 out of

hours)

MASH(Multi Agency Safeguarding Hub- MK)

01908 253169/70

Emergency Social Work Team (out of office hours)

01908 265545