

IVER PARISH COUNCIL

SAFEGUARDING POLICY FOR YOUNG PEOPLE

Iver Parish Council (IPC) is firmly committed to the welfare of all young people who use its facilities and protecting them from physical, sexual and emotional harm.

IPC 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 IPC records.

Recruitment

All volunteers should complete an application form (see Appendix 5b) supplying the following information:

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

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

All new volunteers must work alongside a fully vetted and trained member of staff until references have been received and CRB checks completed.

In accordance with guidance from the Criminal Records Bureau a record will be kept of the disclosure number, completion date and whether or not the check is satisfactory. The actual certificate will be destroyed within 6 months of receipt.

Code of Conduct

The IPC Youth Steering Group 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 which if necessary will result in the offender(s) being suspended from activities.
- 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
 - 1:8 for all trips
 - 1:6 for children under 10 years, or groups with special needs

- Young people are free to leave the 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 Conduct.

Training Provision

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

The Management Committee will insist on 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 | - emotional abuse |

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 the IPC Youth Worker.
- The IPC Youth Worker/Safeguarding Officer will assess the information and contact 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 is always available for advice and guidance.

If abuse is reported/alleged (and see outline in Appendix 1):

- 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 IPC'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 IPC Youth Worker.

- A written account of the report or allegation will be made, signed and dated by two people and the information passed to the Safeguarding Officer or IPC Youth Worker/Safeguarding officer will inform the appropriate statutory service (school or Social Services).
- If the matter is regarded as critical it should be referred immediately and directly to the Safeguarding Officer of Bucks County Council 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 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 relevant insurance (please contact your broker for more details)
- Transport young people in a car or mini bus without another adult being present
- Take young people to the leader's homes
- Make inappropriate contact with young people i.e. develop relationships outside the scope of youth work
- Leave young people unattended
- Leave young people in the presence of adults who have not had relevant CRB 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 sessions/activities.

Allegations about Leaders

If any allegation is made or suspicions emerge regarding any volunteer leader engaged by IPC, these should be reported to the Safeguarding Officer and IPC Youth Worker. If an allegation concerns either of these officers, the report should be made to the IPC Youth Steering Group Chairperson and 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 IPC Youth Steering Group Chairperson who may 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

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 adopted at the Council Meeting on:

12TH November 2012

On behalf of the Council:

Dr W Matthews (signed)

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

PROCEDURE TO BE ADOPTED BY LEADERS IN CASES OF ABUSE

ALLEGED ABUSE

Step 1
Record concerns, sign and date by two people



Step 2
Discuss immediately with Safeguarding Officer/Club Leader. Action4Youth are always available for advice and guidance.



Step 3
Safeguarding Officer, Club Leader should report to statutory service.

ACTUAL ABUSE



If actual, refer immediately to BCC Safeguarding Dept. Referral and Assessment Team (this may be anonymous)

North Bucks and Aylesbury:
01296 383779/387932

High Wycombe and South Bucks:
01494 475037/475211

Out of hours:
01494 675802

Milton Keynes:
01908 254373



Contact details

CEO Action4Youth 01296 631319

Chairperson of Youth Steering Sub- Committee

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BCC Safeguarding Dept. 01296 382070

MKC Safeguarding Dept. 01908 254373

Volunteer Application Form

Please complete all sections of this form. Further information can be included if you wish. All information supplied will be treated in the strictest confidence.

Personal Details

Name.....

Address

.....

Postcode Mobile

Tel no. day eve Email address

Please outline any previous experience, skills and areas of special interest

Do you hold a clean driving licence YES/NO
What year did you pass your driving test

REFEREES - Please give details of two referees.

1. Name

Address

.....

Telephone number

2. Name

Address

.....

Telephone number 12th November 2012

What type of youth work would you like to be involved with:-

- Youth Club setting
- Detached youth work
- One to One support
- Football Training
- Craft
- Trips and activities
- Mini bus driving

This voluntary role is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purpose are spent under the provisions of the Act and in the event of employment, any failure to disclose such convictions could results in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to any application for positions of which the order applies.

Have you ever been convicted of a criminal offence? YES /NO
If YES, please give details (continue on a separate sheet if necessary)

Signed

Date

All essential personal details will be stored and protected under the terms of the Data Protection Act 1998