

Children & Young People Safeguarding Policy



Parish Council

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Children & Young People Safeguarding Policy

Central Swindon North Council Youth Services are firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognise their responsibility for child protection and to promote the welfare of children and young people. The safety and protection of all children and young people that the Parish Council supports is paramount, and has priority over all other interests.

This Children & Young People Safeguarding Policy has been produced with particular regard to the 2018 Working Together to Safeguard Children legislation, the 2014 Safe Network Standards guidance and the 2023 Keeping Children Safe in Education document. This policy and accompanying procedures consider the services responsibilities under the 2023 Prevent Duty and the October 2015 Female Genital Mutilation (FGM) legislation and the voluntary code of practice for out-of-school settings 2020. Finally, throughout Youth Services Child Protection & Safeguarding policy, relevant policies and procedures have been informed and shaped by the very latest in best practice provided by the NSPCC as of March 2016.

The Parish Council encourages a culture of listening where children can engage in dialogue with any staff member and where their disclosures are believed and acted upon immediately. Throughout Youth Services we have a fundamental belief that the views and wishes of children and young people are sought in ways that are appropriate to their age, culture and understanding.

“The Equality Act 2010 puts a responsibility on public authorities to have due regards to the need to eliminate discrimination and promote equality of opportunity. This applies to the process of identification of need and risk faced by the individual child and the process of assessment. No child or group of children must be treated any less favourably than others in being able to access effective services which meet their needs.

In practice this means that ALL children, young people and vulnerable adults irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, have a fundamental and universal right to be safe and not discriminated against through the decisions made regarding safeguarding and child protection.

The purpose of this Safeguarding Policy is to ensure, always, the maximum protection from any kind of harm for all young people involved in any way with Youth Services. For the purposes of this policy, Youth Services has defined harm as: ‘Harm’ means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill treatment of another. The Equality Act 2010 defines discrimination as:

- Associative discrimination - this is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.
- Indirect discrimination - this can occur when you have a rule or policy that applies to everyone but disadvantages a person with a protected characteristic.

- Direct discrimination - where someone is treated less favourably than another person because of a protected characteristic.
- Discrimination by perception - this is direct discrimination against someone because others think that they possess a protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.
- Harassment - this is behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.
- Victimisation - this occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

In order to escalate a (series of) concern(s) to a Section 47 child protection referral to the local authority, significant harm should be evidenced clearly. It is important to remember that often, only when information held by several professionals and agencies is put together, that a picture of child abuse emerges.

Within the Keeping Children Safe in Education document, 19 specific safeguarding themes are identified. These are:

- Missing Children and adult strategy
- Children missing education
- Child missing from home or care
- Preventing radicalisation
- Child sexual exploitation
- Trafficking
- Fabricated or induced illness
- Faith Abuse
- Female genital mutilation
- Mental Health
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls –
- Hate crime
- Bullying including cyberbullying
- Private fostering
- Relationship Abuse
- Domestic violence
- Sexting

Recognising Abuse and Neglect

Abuse may occur to any child at any time in different forms. Child abuse can be direct, indirect (via the internet), active or passive and it can be committed by anyone, including adults and other children. Abuse can be split into 4 main categories:

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are

worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home and abandonment, failing to protect a child from physical harm or danger. Failure to ensure adequate supervision including the use of inadequate 5 care-takers; or Failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. When any of the above is suspected it is vital to take appropriate action immediately to safeguard the child/children. Consideration should be given to any other child that could potentially be affected by your decision. The decision should be discussed with the Designated Safeguarding Officer and/or Parish Clerk in the first instance. If this is not possible or should you deem immediate action is required in the interest of the child's safety and welfare, then escalate this to MASH on 0300 4560108.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Prevent

Prevent is part of the Government's counter-terrorism strategy CONTEST which aims to stop people becoming terrorists or supporting terrorism. The Prevent strategy addresses all forms of terrorism and prioritises according to the threat posed to national security.

Roles and Reasonability's

The role of the designated safeguarding officer is;

- Support the worker/volunteer who has raised the initial concern and report this to MASH.
- Referring cases to the Disclosure and Barring Service as required.
- Referring cases where a crime may have been committed to the police as required.
- Understanding and supporting staff regarding the requirement of the PREVENT duty to protect children from the risk of radicalisation.
- Obtaining access to resources and attending any relevant training or refresher courses.
- Encouraging a climate of listening to children and taking account of their wishes and feelings, among all staff, in any measures that may be put in place to protect them.
- Raising awareness of safeguarding policy and process.
- Availability of the designated lead in the event of an emergency – alternative arrangements need to be made if there are exceptional circumstances and the Designated Lead cannot be contacted.
- Maintaining links between Youth Services and local youth services across the borough to implement latest policies on safeguarding.

The role of ALL workers/volunteers at Youth Services

- Report any unusual/inappropriate behaviour to the Designated Safeguarding Officer.
- Share any relevant additional information in a timely manner.
- Commitment to upholding a climate where children are listened to, believed and their feelings and wishes accounted for in any actions that may be taken.
- Read fully and understand internal and local safeguarding and child protection policy.

All workers/volunteers will be provided with a copy of this policy and will be requested to indicate their commitment to it by signing a declaration to say that they have read it and will adhere to it. The declaration will be kept in Central Swindon North Council records.

- Staff recruitment and selection – ensuring that all staff and volunteers who have unsupervised access to children/young people have been safely recruited and appropriately checked through the DBS process.
- Ensuring the provision of a safeguarding officer.
- Staff training – ensuring all staff and volunteers attend a basic safeguarding course or have relevant safeguarding training.
- Establishing a safe and nurturing environment where children/young people feel safe and happy.

Policy Procedures

We recognise that staff/volunteers who work regularly with children/young people are best placed to notice changes in behaviour and/or physical injuries.

We will therefore:

- Report any unusual / inappropriate behaviour to the Safeguarding Officer.
- Ensure that children and young people know they can approach any of the adults who encounter the service if they are worried about something and that they will receive a consistent, supportive response.

- Never assume that others are monitoring a child or young person. Others may have doubts, but you could be the only person acting.
- If in any uncertainty about what action to take, employees must seek advice from the named Safeguarding Officer.

We will also:

- Ensure that our Designated Safeguarding Officer receives Specialist Safeguarding training, refreshed every two years,
- Ensure that all staff/volunteers receive basic Safeguarding training every three years.
- Confirm that all staff/volunteers have read this safeguarding policy and know who the Designated Safeguarding Officer is in case they need to pass on concerns.
- Keep accurate written records of concerns for a child/young person, even in cases where a referral is not appropriate immediately.
- Ensure that all staff/volunteers are recruited safely and have had the appropriate checks, (e.g. DBS) which are re-checked every two years.
- All new staff and volunteers are supervised until references have been verified and DBS checks received.
- Confirm that all staff/volunteers are aware that they must refer any allegations against a member of staff/volunteer to the Designated Safeguarding Officer who will then report to the Local Authority.
- Our safeguarding officer is Andy Reeves.

Action to Ensure Security

Instant action must be necessary at any stage when involved with families and young people.

In every case It is of paramount importance to take whatever arrangements possible to provide the safety of any young person involved.

- If a young person is in immediate danger the police should be contacted, as they alone have the power to remove a young person immediately if protection is necessary.
- If emergency medical attention is required, then either phone the emergency services or take young person to the nearest A and E department.

Personal/Recruitment

Safer Recruitment Safeguarding the children, young people and vulnerable adults who the Parish Council has contact with is an essential consideration at the recruitment stage. All staff and volunteers are required to attend interview and provide references. Key safeguarding related procedures during this process include;

- Taking all reasonable steps to prevent unsuitable people from joining our organisation
- To guarantee that our recruitment and selection processes are consistent and transparent
- To confirm applicants are judged to be competent and suitable before we make them an offer of a job.

We identify that inappropriate persons sometimes seek out openings via employment or volunteering to have contact with young people to harm them. We minimise risks at the recruitment/induction stages by:

- Obtain two references, two pieces of identification and original copies of any necessary qualifications from candidates which are always verified.
- For potential workers that are recruited and will be in 'regulated activity' a DBS with Barred list check must be carried out. DBS is only current up until the day of which it is printed. If potential employees are signed up to the update service, you can then conduct your own check otherwise a new DBS should be carried out.
- Involving more than one person to shortlist applicants for interview.
- Having at least two people conducting a face-to-face interview with anyone who seeks employment. This is inclusive of volunteers also.
- Include young people and local families on the interview process.
- Staff have a duty to report any criminal investigation within one working day. Should no disclosures be made, DBS checks should be renewed for existing staff every 2 years.
- Safeguarding training suitable to job role should form part of the induction process.
- Provide an induction for all new staff and volunteers.
- Guaranteeing that all staff are made aware, during their induction period, of how to keep children and young people safe in our organisation.
- Safeguarding a consistent procedure for recruitment, selection and induction.
- All employees/volunteers will need to provide a record of their full employment history and explain any gaps.

Reporting Abuse

If abuse is suspected:

- The matter must not be investigated or discussed with anyone other than the Safeguarding Member/officer or Parish Clerk.
- Notes, conversations or concerns will be recorded, signed and dated.
- The Safeguarding Officer and safeguarding member will assess the information and will contact the LCSS team for advice and guidance.

If abuse is reported/alleged:

- If a child/young person asks to speak to you about a problem, DO NOT promise confidentiality, but explain that it may be necessary to consult a senior colleague. Explain this as soon as possible to the child/young person.
- Halt and listen if someone wanted to tell you about suspicions of abuse. Listen quietly and actively, giving your undivided attention.
- Stay calm and give reassurance to the child/young person and state that they have done the right thing.
- Establish the facts of what has happened but do not ask leading questions. Do not criticise the perpetrator and state you will pass on relevant information to the safeguarding officer.
- If possible, make brief notes about what the child/young person is telling you as they are speaking. If this is not appropriate, write down what was said, as soon as the child has left. Record the date, time, place, your name and role and what was said.
- Report the incident to your Club Leader/ Designated Safeguarding Officer /Club Chairperson as soon as possible and do not tell any other adults or children/young people about it. If the incident is critical report to MASH ASAP.

Do not discuss the matter with anyone else outside of the youth provision that the parish are offering.

Protecting Staff and Volunteers

The Parish Council recognises the importance of protecting its staff and volunteers from possible allegations of abuse and recommends the following guidelines:

Staff and Volunteers should not:

- Leave young people unattended.
- Leave young people in the presence of adults not known to leaders.
- Transport young people in a car/minibus or other vehicle without another adult present.
- Be alone with young people at any time.
- Leave young people in the presence of adults who have not had relevant DBS checks
- No contact through personal social media websites or develop relationships outside of the youth service.

Allegations about Staff/Volunteers

If any allegation is made or suspicions emerge regarding any member of staff/volunteer this should be reported to the Safeguarding Officer who will contact the Local Authority Designated Officer (LADO) at

If an allegation concerns the Safeguarding Officer, the report should be made to the safeguarding member.

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

If the allegation involves a young person/young volunteer, contact will be made with the young person's parent/guardian to advise them of the process.

Relevant external bodies will be advised.

Videography/Photography - Since young people may be photographed and videos 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.

Confidentiality

- This statement relating to confidentiality must be made known to all who access any provision of Youth Services.
- All staff must be aware that they cannot promise a child that they will keep secrets.
- Under no circumstances will any staff or volunteer keep confidential any information that raises concerns about the safety and welfare of a child or young person.
- All staff and volunteers must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people.

Confidentiality Policy

Youth Services believes that the wellbeing of a young person is paramount and staff, volunteers and young people have a right to expect personal information to be treated as confidential and kept secure. Breaches of confidentiality are treated seriously.

Young people should, whenever possible, be informed when information is to be shared. Information will always be treated with the utmost confidence and not divulged outside of Youth Services apart from the exceptions that follow, which may be shared on a “need to know” basis in the following circumstances:

- If the life of the young person or another is at risk.
- Physical, sexual or emotional abuse is suspected.
- If information is revealed about criminal activity.
- If a young person could cause harm to themselves or others.
- Personal data relating to staff, volunteers and young people should be kept secure.
- If a young person reports or alleges abuse.
- If staff or volunteers have reasonable cause to believe a young person is suffering or likely to suffer significant harm.
- Personal data relating to staff, volunteers and young people should be kept secure.

Anti-Bullying Policy

Youth Services is committed to providing a caring, supportive and friendly environment where young people learn to value and respect each other and are challenged to reach their full potential through active participation. Youth Services:

- Displays appreciation of others by recognizing individual qualities, contributions and development
- Respects young persons need for, and rights to, a setting where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respects every person's feelings and opinions.
- Recognises that everyone is important and that our differences make each of us special.

All forms of bullying will be addressed.

These may include:

- Racial, sectarian or homophobic taunts, comments and gestures
- Sexual remarks and/or suggestions
- Physical pushing, hitting, kicking, or any other unwanted physical contact
- Cyber bullying through websites or social media with underlying threats

Everyone has the duty to implement this policy and to work together to stop bullying staff, volunteers, young people and parents/guardians. Anyone who reports an incident of bullying will be listened to carefully and told what will be done with the information. Young people will be told what is being recorded, in what context and why. Relevant support and assistance will be provided by the youth service.

Procedures

- The Youth Worker or the Town Clerk will explore the complaint objectively and will listen carefully to all those involved. Where possible, the parties will be brought together to see if the situation can be resolved.
- Any reported incidents or suspicions of bullying should be reported to the youth workers of town clerk
- If the issue is not resolved the Town Clerk will bring together a small panel (Councillor, youth team and deputy clerk) to meet with the parties, both together and separately, to try and resolve the issue.

Drug and Alcohol Policy

Youth Services is committed to the personal and social development of young people within its care.

We understand that some young people may have drug or alcohol issues or may come from backgrounds where there are drug and alcohol issues. The young people may benefit from engaging in the activities that Youth Services offers. But drug or alcohol use or dealing will not be tolerated on any grounds during any youth activity organised or run by our Youth Services. Youth Services has a legal duty to ensure the health and safety of all its users and has a legal responsibility to adhere to laws pertaining to drugs and alcohol. The policy has been shaped to give Youth Services youth work staff and volunteers the required guidance to be able to deal with drug or alcohol related issues, which may arise as part of our work with young people. This policy applies to all youth work venues as well as activities and trips organised by Youth Services.

Responsibilities of Staff and Volunteers

- When presenting themselves for work, all staff must be in a fit and responsible state and on no account be under the influence of drugs/alcohol.
- When staff are off duty yet are participating in a Youth Services event, Youth Services expects that they will maintain a professional appearance and conduct themselves in a professional manner.
- Prior to and whilst on duty and responsible for young people, staff and volunteers are not permitted to consume drugs or alcohol.
- If a young person is involved in a drug/alcohol related incident at Youth Services and the young person is under 18, parents guardians will be informed.
- Young people must not be under the influence of drugs or alcohol whilst taking part in any activity run by Youth Services.
- The law requires that if staff become aware of the use or supply of illicit drugs on their premises, they must take reasonable action to prevent this continuing.
- If a young person attends a youth session and a member of staff has concerns about their drug/alcohol use, they should discuss these concerns with the Senior Youth Worker and a decision made about the participation of the young person.

Disposal of illegal substances

- Staff must not try to pick up any needles, syringes or paraphernalia which they suspect may have been used to manage drugs, unless they are wearing the appropriate equipment.
- Needles and syringes should be placed in sharps box and disposed of correctly in line with the local Town Council policy.
- If a member of staff or volunteer notices a drug substance, they should inform their line manager and pass the drugs to the police for removal.
- Where a situation arises that cannot be fixed by staff safely, an emergency call should be made to the police for assistance.

Information, support and guidance

- All staff and volunteers will have the opportunity to undertake basic drug and alcohol training. This can be arranged through the parish

- General drug and alcohol information should be available to young people, including information about helpline numbers, websites and any local drug/alcohol support agencies.

Smoking Policy

We offer a no smoking policy on all of our youth provisions. As youth workers if we notice any young person smoking, we will offer them supported guidance to stop smoking. Whilst at Youth Services sessions/activities, young people are not allowed to smoke anywhere on the premises. Staff and volunteers are not allowed to smoke in front of young people and should be aware that even outside of Youth Services activities their actions can influence young people and should also not smoke in front of them in these situations. Staff and volunteers must not provide any cigarettes, matches or lighters to young people or give money, at any time to young people wanting to purchase cigarettes. They must also not leave any cigarettes or lighters in areas where young people could access them.

Health & Safety Policy

The Youth Services provides activities in a safe and enjoyable setting without risk as far as is reasonably practicable. The overall responsibility for the implementation of this policy rests with Central Swindon North Parish Council. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Senior Youth Worker.

Central Swindon North Parish Council will:

- Provide equipment that is always maintained in a safe condition and provide instruction in its safe use.
- Emergency First Aid Training available to all staff and volunteers.
- Take out and maintain adequate insurance to cover all possible liabilities and display this information publicly.
- Fire drills are undertaken on a regular basis.
- Maintain required health and safety records including an Accident Book.
- Make sure that a First Aid box is regularly checked, and its location known to all staff and volunteers.
- Provide relevant information and place staff and volunteers on relevant training relating to Health and Safety.
- Staff, volunteers and young people assemble at the fire assembly point where a register is taken.
- Senior youth worker will check that the premises have been evacuated.
- The Senior Youth Worker is responsible for ensuring full reports are written and distributed to the relevant people if there is a serious incident

Accidents

An accident will be dealt with following the related process. The Senior Youth Worker is accountable for ensuring the accident is recorded in the accident book and a full report logged and distributed to the relevant people.

Equality & Diversity Policy

Central Swindon North Parish Council is committed to equality and diversity. Youth Service is open to all regardless of colour, age¹, disability, ethnicity, gender, marital status, family situation, nationality or, race, religious or political beliefs, responsibility for dependents, or sexual orientation. We will not tolerate attitudes and behaviour that amount to discrimination on these grounds. Equality and diversity are about accepting people's differences and creating an environment in which all can succeed and contribute. Youth Services is committed to ensuring that all feel valued, that the skills and talents of individuals are recognised and fully utilised and that the environment in sessions/activities is productive and rewarding. Youth Services sessions are a place where there is respect for difference in culture and experience. All staff and volunteers will be made aware of this at the induction stage. Youth Services will be active in making sure all its policies and procedures are fair and no member is disadvantaged when participating in Youth Services sessions/activities. Harassment will not be accepted on any form of grounds from cyber harassment, intimidating, hostile and degrading actions all youth workers will be looking out for this. Senior Youth Worker is responsible for applying this policy and upholding its principles in everything Youth Services does.

Procedures

We will make sure that:

- Adults and Young People recognise and challenge prejudice and discrimination.
- Everyone has an equal opportunity to be considered as a volunteer.
- All staff and volunteers will have equal access to training opportunities available.
- Young people will have equal access to activities and training opportunities.
- We take incidents, including those of harassment and bullying, seriously.
- We monitor what we do to meet any legal requirements and that this policy is implemented properly and understood by all.
- Any issues of inequality, harassment or discrimination are reported to the Senior Youth Worker or the Deputy Town Clerk and the Town Clerk who will enable the parties involved to give their version of events before considering further action.

The procedures laid out in this policy are with regard to legislation defined by: the Sex Discrimination Act 1975 (amendments 1986 & Gender Reassignment Regs 1999); the Race Relations Act 1976 and the Amendment Act 2000; the Equal Pay Acts 1970 (amended 1974 & 1983) & 1975; the Disability Discrimination Act 1995 (amended 2005); the Employment Protection Act 1978; the Employment Rights Act 1996; the Employment Relations Act 1999 (amended 2004); the Employment Act 2002 (amended 2008); the Employment Equality (Religion, Belief, Sexual Orientation) Regulations 2003 (Age) 2006; the Disability Equality Duty 2006; the Equality Act 2010; the Gender Equality Duty 2007; the Trade Union and Labour Relations Act 1992; the Asylum and Immigration Act 1996 and 1999 (amended 2004); the Human Rights Act 1998; and the Protection from Harassment Act 1997.

Parental Consent Policy

- Membership forms will be completed by the young people to gain relevant information of parental contact details.
- Staff are responsible for the safety of young people whilst they are at Youth Services sessions.
- All young people must sign in and out and provide emergency contact details and allergy information for all one-off sessions.

- Parental consent is essential for trips, off site activity and specialist sessions.

Risk Assessment Policy

The Youth Services recognises that the Youth Services programme and activities should be as safe as is reasonably possible. This includes recognising hazards and calculating any related risks.

Youth Services will:

- Identify the risk assessments to be undertaken and delegate responsibility for carrying out those assessments to the Town Clerk and Senior Youth Worker.
- Make sure all staff and volunteers are trained correctly.

Once risk assessments have been completed, preventative measures should be evaluated and implemented.

- Staffing ratios of Youth Workers / Volunteers to young people are adequate.
- DBS checks are in place.
- Risk Assessments are carried out at regular intervals and for all new activities.
- All records and personal information stored in a securable department.
- Staff are made aware about any risks, and general health and safety in sessions.

Social Media Policy

Social media is a useful tool for engaging with young people in a youth work setting. Online engagement is often accompanied by fear around boundaries. However, essentially, the fears/risks surrounding social media use are like those encountered in everyday youth work and can be overcome by applying the same proper principles. There are a range of risks from:

- Risk of Youth Worker 'hearing' things about young people, mainly through 'news feeds.'
- Risk of youth worker being 'on shift' with young people outside of work hours.
- Risk of young people sharing personal information to staff members.
- Risk of witnessing safeguarding incidents.
- Risk of safeguarding disclosures.

We manage these risks by a thorough risk assessment will be carried out for work with young people. The same applies online. By following simple steps staff will be managing these online risks.

Staff behaviour guidelines

When using social media, staff should uphold a professional communication. Language should be managed in the same way that it would be when working directly with young people and staff's role is always to be a positive role model. Staff should not use their personal profile to communicate with young people at any time. Staff should make it clear to young people that Youth Services accounts are professional profiles.

Any Social Media

(Facebook, Twitter, Snapchat and Instagram)

- Any young people who approaches you on your personal profile must be declined.
- Staff must avoid any discussions about personal matters about themselves and the young people that they are interacting with.
- Staff will not tag young people in posts or photographs.
- Do not 'like' or comment on young peoples' posts or news feeds except for post and comments that mention or contains a tag of the session or groups name or names projects or staff.
- No information will be sent through Social Media
- A Facebook page will be set up to promote the youth service members of the youth team and child protection officer will manage the account.

Volunteer Policy

Youth Services ensures its volunteers are clear about what their roles and responsibilities are. It is committed to ensuring fairness and consistency so that volunteers are treated equally and fairly and supported well. This policy sets out and explains:

- The recruitment process and the way we train volunteers.
- Where they can turn to if they feel things are going wrong.
- We will draw up a description of the tasks or role that we need the volunteer to perform. This will help identify the skills, experience or qualifications.
- A criminal record check with the Disclosure and Barring Service Check (DBS) will be undertaken for every volunteer. DBS checks will be repeated every two years.
- The potential volunteer will be asked to complete a short application form. Help can be given with this if necessary. The form is designed to be as simple and accessible as possible.
- The potential volunteer will be interviewed (by the appropriate person) and, if this is successful, the two references asked for on the application form will be taken up.
- We keep records of volunteers who have left for a period of 18 months.

Induction and Training

There will be an induction delivered by the Senior Youth Worker. This will include:

- The role of the volunteer – their responsibilities and duties.
- Copies of all the relevant policies including this Volunteer policy, Confidentiality, Health & Safety, Equal Opportunities and Diversity, Safeguarding and Conflict Management.
- Codes of conduct for volunteers and members.
- Tour of the venue and explanation of health and safety instructions, reporting of accidents, first aid procedures and fire evacuation procedures.
- Volunteers are always required to read and sign the confidentiality policy and observe it .
- Any other relevant information.

Support

The Senior Youth Worker and parish clerk will offer support to the volunteer. This involves having regular meetings to discuss any problems or issues that may arise and any training that might benefit the volunteer.

Volunteer Code of Conduct

- Always Know and adhere to the guidelines laid out in Youth Services' Safeguarding Policy.
- Respect the dignity, rights and worth of every person within Youth Services.
- Treat everyone the same regardless of age, gender, sexual, orientation, race, nationality or disability.
- Develop an appropriate relationship with young people which should be based on mutual respect and trust.
- Always act as a positive role model towards the young people.
- Not engage in any form of sexually-related contact with a young person. This is strictly forbidden.
- Assist in the delivery of activities that are safe, fun and enable everyone.

Youth Participation Policy

Young people need the chance to progress and develop and to have their voices heard and to make decisions and choices themselves. Youth services will listen to their opinions and making sure they have a role in the organisation and delivering of the youth sessions.

Having a youth forum will provide young people in running the service and the activities we provide, and, in the decisions, we make we will benefit from this:

- Activities and projects will be more effective when young people are involved in the planning and management.
- It helps develop their skills and abilities.
- The decisions we make will impact on them.
- The influence of everyone is essential to a healthy, happy, enjoyable youth service.
- The parish will involve young people in all aspects of our decision-making and planning.
- Engage young people enthusiastically in Youth Services including scheduling activities and contributing new ideas.
- Enable young people to represent their views informally and formally, such as through meetings, activities committees.
- Make sure the young person's voice is heard.

Session Cancellation Policy

Youth Services will always run an advertised regular session, however, sometimes circumstances beyond our control happen and despite our best efforts to rectify a problem we may need to cancel a session. The following process will be followed when this is necessary:

Senior Youth worker will inform all staff and volunteers who were due to work the session. The Senior Youth Worker will try their best to inform all young people / parents who are likely to attend the session. We will also put out a post on our social media channels and a poster will be placed on the venue door where the session was due to take place.

Outside Agency Session Provision Policy

The Senior Youth Worker will ensure that for a session that involves an outside agency input we will obtain and file a copy of the following documents:

- DBS numbers for all involved.
- Public Liability Insurance Details (if applicable)
- A detailed risk assessment from the outside provider.
- Contact Details of the session provider.