



SAMPLE POLICIES, FORMS AND OTHER DOCUMENTS SUPPLEMENT

to

Safeguarding Children and Young People
Guidance Handbook for Workers, Volunteers,
Management Committee Members and Trustees in
Voluntary and Community Sector Organisations
Working with Children and Young People



This document is available for download from

www.youngsolutions.org.uk/safeguarding

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Registered Charity Number 1128461 | Company Limited by Guarantee Number 06707357

Web: www.youngsolutions.org.uk | Email: office@youngsolutions.org.uk

Telephone: 01905 795098

How to use these sample policies and other documents

Young Solutions has prepared the sample policies and other documents in this supplement to assist you in developing policies and procedures for your group/organisation.

These will need to be adapted to suit your group/organisation. If you need further assistance contact Young Solutions.

Disclaimer

These samples have been produced primarily for groups/organisations in Worcestershire. The information is believed to be accurate and up to date at the point of publication.

If your group/organisation is based outside Worcestershire you should refer to the local Safeguarding Children Board and Children's Social Care in your area for their processes.

Young Solutions Worcestershire cannot be held responsible for how the material contained in the Guidance Handbook or this Supplement is used.

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SAFEGUARDING AND CHILD PROTECTION POLICIES

SAFEGUARDING POLICY 1

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

.....(name of group/organisation) is fully committed to safeguarding the welfare of all involved in its activities, and especially children, young people and adults with additional needs, and will take all reasonable steps to protect them from physical, emotional, sexual or internet abuse and neglect. This applies to all with whom we work, regardless of their gender, sexual orientation, disability, race, nationality or country of origin.

Workers, volunteers, Trustees and Management Committee Members will, at all times, show respect and understanding for the rights, safety and welfare of all with whom we work. We will ensure that staff, volunteers, Trustees and Management Committee Members know how to recognise and respond to concerns that a child, young person or adult may be being abused or neglected.

Our Trustees/Management Committee have appointed, from within their membership, a Champion for Safeguarding. It is her/his responsibility to ensure that everyone adheres to the policies and procedures with regard to safeguarding and child protection.

S/he will report annually to the Trustees/Management Committee on any safeguarding, child protection and/or vulnerable adult issues and/or any allegation which have arisen over the previous twelve months.

The Trustees/Management Committee have also appointed a Safeguarding Lead who will be the day to day contact for safeguarding. S/he is responsible for:

- receiving, monitoring and recording safeguarding concerns
- handling allegations against staff/volunteers
- making referrals to the local authority Family Front Door or Out of Hours Emergency Duty Team
- liaising with other agencies
- keeping written records of concerns and allegations securely.

[The Safeguarding Lead is also responsible for Vulnerable Adult Protection (if applicable)].

Our Safeguarding Lead is

and the Deputy Safeguarding Lead is.....

All workers and volunteers who have unsupervised regular direct contact with children, young people and/or vulnerable adults are required to have a relevant satisfactory enhanced check through the Disclosure and Barring Service (DBS) before they can work unsupervised.

SAFEGUARDING POLICY 2

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

.....(name of group/organisation) is fully committed to safeguarding the welfare of all involved in our activities, especially children and young people, and will take all reasonable steps to protect them from all types of abuse and neglect. This applies to all with whom we work, regardless of their gender, sexual orientation, disability, race, nationality or country of origin. We will work with the local authority and other agencies to ensure the safety of our children and young people.

Volunteers, workers and the Management Committee Members will at all times show respect and understanding for the rights, safety and welfare of all with whom we work. We will ensure that volunteers know how to recognise and respond to concerns that a child or young person may be abused or neglected.

All volunteers who have unsupervised regular direct contact with young people (i.e. those undertaking Regulated Activity) are required to have a relevant satisfactory enhanced check through the Disclosure and Barring Service (DBS) before they can work unsupervised. They will be rechecked every 3 years.

The Management Committee have appointed a member of the Committee to be the Champion for Safeguarding. They will ensure that safeguarding policy and procedures are in place and will report annually to the Management Committee on any safeguarding and/or child protection issues and/or any allegations which have arisen over the previous 12 months.

Our Champion for Safeguarding is

The Management Committee has also appointed a Safeguarding Lead who will be the day to day contact for safeguarding. They are responsible for:

- receiving, monitoring and recording safeguarding concerns
- handling allegations against volunteers
- making referrals to the local authority
- liaising with other agencies
- keeping written records of concerns and allegations securely.

Our Safeguarding Lead is also responsible for Child Protection [*and Vulnerable Adult Protection (if applicable)*].

Our Safeguarding Lead is

The Deputy Safeguarding Lead is

SAFEGUARDING POLICY 3

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) is committed to safeguarding throughout its activities and work.

Safeguarding is about the actions taken to promote a safe culture. This means we will:

- promote the care and welfare of all children, young people and adults with additional needs
- work to prevent abuse occurring
- respond promptly if abuse or neglect is disclosed or suspected
- seek to protect and respond well to those who have been abused
- act to ensure that those who are involved in the group/organisation do not pose any risk
- inform everyone about our policies and procedures

The Safeguarding Lead is and can be contacted on

The Deputy Safeguarding Lead is and can be contacted on

SAFEGUARDING POLICY 4

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) is fully committed to safeguarding the welfare of all children and young people, fully endorses the United Nations Convention on the Rights of the Child, by taking all reasonable steps to protect them from physical, emotional, sexual or internet abuse and neglect. This applies to all the children and young people, with whom we work, regardless of their gender, sexual orientation, disability, race, nationality or country of origin.

As part of our commitment to safeguarding we will have policies and procedures including:

- Child Protection
- Health and Safety and Risk Assessment
- Safe Recruitment, Selection and Retention of Workers and Volunteers
- Codes of Conduct
- Reporting of Complaints, Concerns or Allegations
- Disciplinary Procedures
- Management of Allegations against Workers and Volunteers
- Equal Opportunities and Diversity
- PREVENT

Our policies recognise the obligations and duty of care on groups/organisations working with children and young people as identified in the Children Act 1989 and the Children Act 2004. These acts define children and young people as anyone up to the age of 18 years. We recognise that similar responsibilities cover our work with young people with learning disabilities until they are 25 years of age.

Workers, volunteers and Management Committee Members/Trustees will, at all times, show respect and understanding for the rights, safety and welfare of all children and young people with whom we work.

We will ensure that workers and volunteers know how to recognise and respond to concerns that a child or young person may be abused or neglected.

The Management Committee will appoint, from within its membership, a Champion for Safeguarding. He/she will report annually to the Management Committee on any safeguarding and/or child protection issues and/or any allegation which have arisen over the previous twelve months.

CHILD PROTECTION POLICY 1

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) recognises that the welfare of young people is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- treat all children and young people with respect
- be watchful for children, young people who are experiencing harm or neglect
- respond to disclosures, concerns and allegations appropriately
- adopt good practice with regard to safeguarding children and young people and ensure adherence to our policies and procedures
- ensure that safe recruitment and selection practices are followed
- ensure staff and volunteers are trained in accordance with their roles
- ensure that any concern about the welfare of any child, young person or vulnerable adult is shared with the Safeguarding Lead
- work in partnership with children, young people, parents/carers and other agencies

The Trustees/Management Committee have appointed a Safeguarding Lead who will be the day to day contact for safeguarding. S/he is responsible for:

- receiving, monitoring and recording safeguarding concerns
- handling allegations against staff/volunteers
- making referrals to the local authority Children's Services or Out of Hours Emergency Duty Team
- liaising with other agencies
- keeping written records of concerns and allegations securely.

A Deputy Safeguarding Lead has been appointed.

Confidentiality:

In cases of disclosure of abuse or neglect, whether by children, young people, parents, carers or other adults, confidentiality cannot be promised. We are obliged to share the information with the Safeguarding Lead who may have to refer our concerns to Children's Services.

Allegations:

Concerns about the behaviour of any adult in the group/organisation will be referred without delay to the Safeguarding Lead who may contact Children's Services, including the LADO (Local Authority Designated Officer) or the Police as appropriate.

CHILD PROTECTION POLICY 2

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) believes that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people. We will be alert to any indications of neglect, physical, emotional, internet or sexual abuse in the children and young people with whom we work and will respond to their needs.

- We value and respect every child and young person and will endeavour always to listen to them and respond appropriately to safeguard them.
- We will provide workers and volunteers with guidance to follow when they suspect a child or young person may be experiencing or at risk of harm.
- We will adhere rigorously to our Procedures and Code of Conduct.
- We will work cooperatively with other agencies to safeguard and promote the welfare of children and young people.
- When there is a concern about a child or young person every adult in our group/organisation is expected to share those concerns with the Safeguarding Lead as soon as possible.

The Safeguarding Lead is

The Deputy Safeguarding Lead is

CHILD PROTECTION POLICY 3

This policy was approved by the Trustees/Management Committee on

This policy will be reviewed on

..... (name of group/organisation) believes it is the right of a child or young person to be free from harm and that every adult has a duty to protect children and young people from abuse. We take this duty of care very seriously.

Children may be abuse or neglected regardless of their gender, sexual orientation, disability, race, nationality, country of origin or class. They are more frequently abused by people they know and trust both from within and outside their family.

Because the welfare of the child or young person is paramount we will:

- create an environment where children and young people feel secure and are encouraged to talk, are listened to and taken seriously
- ensure all involved are trained to recognise abuse and neglect and know how to respond to a disclosure or concern
- support children and young people who have been abused or at risk
- encourage children and young people to learn about safeguarding including online
- cooperate with Children’s Services and other agencies
- have a suggestions/complaints box so that children and young people can raise concerns or issues anonymously

The Safeguarding Lead is and can be contacted on

The Deputy Safeguarding Lead is and can be contacted on

ADULT PROTECTION POLICY 1

This policy was approved by the Trustees/Management Committee on

This policy will be reviewed on

..... (name of group/organisation) believes that it is unacceptable for an adult to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all adults, particularly those who have care and/or support needs. We will be alert to any indications of physical, sexual, financial, psychological, discriminatory, neglect or acts of omission, organisational, self-neglect, domestic abuse and modern slavery in the individuals with whom we work and will respond to their needs.

- We value and respect every individual and will endeavour always to listen to their views, be alert to their needs and respond appropriately to safeguard them.
- We will provide workers and volunteers with guidance to follow when they suspect an adult has care and/or support needs or may be at risk of experiencing or at risk of harm.
- We will adhere rigorously to our Procedures and Code of Conduct.
- We will work cooperatively with other agencies to safeguard and promote the welfare of all adults.
- When there is a concern about an adult with care and/or support needs every worker and volunteer in our group/organisation is expected to share those concerns with the Safeguarding Lead as soon as possible.
- We will review our policy and procedures on an annual basis.

The Safeguarding Lead for Adult Protection is

The Deputy Safeguarding Lead for Adult Protection is

ADULT PROTECTION POLICY 2

This policy was approved by the Trustees/Management Committee on

This policy will be reviewed on

..... (name of group/organisation) believes that it is unacceptable for an adult to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all adults, particularly those who have care and/or support needs. We will be alert to any indications of physical, sexual, financial, psychological, discriminatory, neglect or acts of omission, organisational, self-neglect, domestic abuse and modern slavery in the individuals with whom we work and will respond to their needs.

We will work within the principles of the Care Act 2014:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

We will:

- empower and support people to make their own choices
- make enquiries and take action about actual or suspected abuse and neglect appropriately
- adopt good practice with regard to safeguarding adults and ensure adherence to our policies and procedures
- ensure safe recruitment and selection policies and procedures
- ensure workers and volunteers are trained in accordance with their roles
- work in partnership with adults with care and/or support needs, carers and other agencies
- share information in a timely way

We recognise that:

- individuals are experts in their own lives and will work alongside them
- respond in safeguarding situations in a way that enhances their involvement, choice and control as well as improving the quality of their lives, wellbeing and safety

The Safeguarding Lead for Adult Protection is responsible for:

- ensuring workers and volunteers work within the principles of the Care Act 2014
- monitoring and recording concerns
- making referrals to Adult Social Care without delay
- dealing with allegations against workers and volunteers, including trustees
- liaison with other agencies

Sample Policies and Documents

Confidentiality

In cases of disclosure of abuse whether by the individual, other concerned adults or parents/carers we will share the information with the Safeguarding Lead for Adult Protection and we may have to refer the concerns to Adult Social Care.

We will ensure that information about the concern is restricted to those who need to know

Allegations

Concerns about the behaviour of workers or volunteers in the group/organisation will be referred without delay to the Safeguarding Lead for Adult Protection S/he will after discussion with the Chair of Trustees/ Management Committee contact Adult Social Care, the Local Authority Designated Officer (LADO) or the police as appropriate.

We will review this policy on an annual basis.

RESPONSIBILITIES OF SAFEGUARDING LEAD FOR CHILDREN AND YOUNG PEOPLE

- Disseminate and implement Safeguarding and Child Protection Procedures within the group/organisation
- Be familiar with Local Safeguarding Children Board (LSCB) procedures for safeguarding and investigating child abuse
- Receive information from workers, volunteers, children and young people, parents and carers about child protection issues including any allegations against workers or volunteers
- Assess information promptly and take appropriate action
- Ensure that the child/young person and their parents/carers are offered appropriate support
- Refer child protection concerns to Children's Services
- Maintain records of all information received and actions taken
- Know the relevant contacts within Children's Services and, if appropriate, within own group/organisation
- Be familiar with Children's Services and Police procedures for investigating child abuse
- Monitor safeguarding concerns and report, on an annual basis, to the group/organisation's management committee
- Monitor safeguarding procedures in the group/organisation including:
 - checking that a parent/carer consent form for every child and young person is completed and stored safely
 - checking that safe recruitment and selection procedures are being followed
 - checking that child protection awareness training is undertaken so that workers, including volunteers, know how to recognise and respond to a disclosure or concerns about a child or young person
- Offer advice, guidance and support to workers and volunteers dealing with child protection
- Identify training needs

Remember – it is not the role of the Safeguarding Lead to decide whether or not the child or young person has been abused. This is the task of Children's Services.

RESPONSIBILITIES OF SAFEGUARDING LEAD FOR ADULTS

- Disseminate and implement Safeguarding Procedures within the group/organisation
- Receive information from adults with additional needs, their family or carers, workers, volunteers, about adult protection issues including any allegations against workers or volunteers
- Assess information promptly and take appropriate action
- Ensure that the adult is offered appropriate support
- Refer adult safeguarding concerns to the County Council's Safeguarding Team
- Maintain records of all information received and actions taken
- Be familiar with Local Safeguarding Adults Board (LSAB) procedures for safeguarding and investigating abuse and neglect
- Know the relevant contacts within Adult Services and, if appropriate, within own group/organisation
- Be familiar with Adult Social Care and Police procedures for investigating abuse
- Monitor safeguarding concerns and report, on an annual basis, to the group/organisation's management committee
- Monitor safeguarding procedures in the group/organisation including:
 - checking that safe recruitment and selection procedures are being followed
 - checking that safeguarding awareness training is undertaken so that workers, including volunteers, know how to recognise and respond to a disclosure or concerns about an adult with additional needs
- Offer advice, guidance and support to workers and volunteers dealing with safeguarding issues
- Identify training needs

Remember – it is not the role of the Safeguarding Lead to decide whether or not abuse has taken place. This is the task of Adult Social Care.

RESPONSIBILITIES OF CHAMPION FOR SAFEGUARDING

- To ensure that both a Safeguarding Policy and a Child Protection Policy are in place and that they are reviewed annually by the Management Committee/Trustees
- To receive information about any disclosure, concern or allegation made within the group/organisation
- To ensure that any concern or disclosure is dealt with appropriately
- To ensure that safe recruitment procedures are in place
- To ensure that procedures are in place for handling allegations against paid workers and volunteers
- To provide an annual report to the Management Committee about any safeguarding and child protection issues, including allegations

SAFEGUARDING ANNUAL REPORT FORM

(To be completed annually by the Safeguarding Champion)

Safeguarding Lead is:

LSCB training that s/he has undertaken this year is:

Deputy Safeguarding Lead is:

LSCB training that s/he has undertaken this year is:

Safeguarding Policy was agreed by the Management Committee on:

It will be reviewed on:

Child Protection Policy was agreed by the Management Committee on:

It will be reviewed on:

I confirm that:

Recruitment

- All workers and volunteers selected this year were recruited following safeguarding guidance.
- Their qualifications were verified and their identity checked.
- References, included the person's suitability to work with children/young people, were taken up.
- Missing information or vague information was always followed up with the referee.
- Appropriate DBS Disclosures were undertaken for all new workers and volunteers and workers and volunteers were re-checked as required.
- All new workers and volunteers undertook safeguarding and child protection training and current workers and volunteers undertook refresher training as required.

Information

- Children and young people are made aware of the Child Protection Policy and to whom they can speak to about a concern.
- Parents/carers are made aware of the Safeguarding and Child Protection Policy and Procedures and to whom they can speak to about a concern.

Disclosures

- The number of child protection disclosures this year was:
- The outcomes of these disclosures was:

Concerns

- The number of child protection concerns raised this year was:
- The outcome of these concerns was:

Allegations

- The number of child protection allegations against adults made this year was: ...
- The outcome of these allegations was:

Safeguarding Complaints

Sample Policies and Documents

- The number of safeguarding complaints made this year was:
- The outcomes of these complaints was:

Referrals

- The number of child protection referrals to Children's Social Care and/or the Police this year was:

Learning

- The learning from these disclosures/concerns/allegations/complaints was:
.....

Action for Next Year

- As a result of this learning I recommend that:

Signed:

Date:

Name:

PROCEDURE FOR HANDLING A CONCERN OR DISCLOSURE OF CHILD ABUSE

- Keep calm. Do not show you are shocked.
- Listen to the child or young person.
- Accept what you hear without passing judgement.
- Ask questions only for clarification, no leading questions.
- Do not investigate.
- Do not make promises.
- Offer support and understanding.
- Explain that you cannot keep it secret and what may happen. (This gives them the choice to continue telling you or stop.)
- Reassure the child or young person that they were right to talk to you.
- Write down notes – dates, times, facts, who were involved, observations using actual words used if possible.
- Report to your Safeguarding Lead as soon as possible (or contact immediately if you believe the matter is urgent).
- Check that, if possible, you have the following information:
 - name(s), address, date(s) of birth of the child/children or young person/people
 - parent/carer's name and contact details
 - name of the person said to be involved
 - names of any witness to the incident (if appropriate)
- Keep notes of your conversation with the Safeguarding Lead and any advice offered.
- Act on the advice given.
- Sign and date the notes and keep them in a confidential file.

ALWAYS REMEMBER – IF IN DOUBT – CONSULT

Respect confidentiality of everyone involved in the incident keeping the matter restricted only to those who need to know.

Support should be provided for the child or young person making the disclosure.

Don't

- press for explanations
- put it off
- leave it to someone else to help
- be afraid to express your concerns

RECORDING FORM FOR A DISCLOSURE, CONCERN OR INCIDENT OF ABUSE

Child/Young Person Information

Name of child/young person:

Home address:

Telephone home:

Mobile:

Date of Birth:

Age:

Details of Disclosure, Concern or Incident

Date:

Time:

Place:

Occasion:

Nature of Concern:.

Actions Already Taken

Child/Young Person spoken to? Yes/No Date:

Outcome:

Parent(s)/ Carer spoken to? Yes/No Date:.

Outcome:

Safeguarding Lead contacted? Yes/No Date:

Outcome:

Referral to Children's Services/Police

Name of Contact spoken to:

Position:

Date:

Feedback:

Worker(s) Details

1. Name:

Role:

Signature:

Date:

2. Name:

Role:

Signature:

Date:

When completed this form should be given to the Safeguarding Lead and stored in a confidential file in a locked cabinet.

MANAGEMENT OF ALLEGATIONS POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) is fully committed to safeguarding and promoting the welfare of all the children and young people with whom we work. We will deal with any allegation made against any worker, paid or voluntary, or Trustee/Member of the Management Committee promptly and in line with our agreed procedures.

**PROCEDURE FOR HANDLING AN ALLEGATION OF ABUSE AGAINST A WORKER,
VOLUNTEER OR TRUSTEE/MANAGEMENT COMMITTEE MEMBER**

..... (name of organisation/group) is fully committed to safeguarding the welfare of all children and young people.

- If an allegation is made to you (no matter how insignificant it may seem or when or where it occurred) you must treat the matter seriously.
- Do not immediately discuss the allegation with the individual concerned.
- Do not investigate. (If a child or young person is at risk then Child Protection Procedures should be followed.)
- Write down dates, times, facts (use actual words used if possible) and sign and date it.
- Contact, if possible, the Safeguarding Lead who is responsible for dealing with allegations.
- Contact the appropriate LADO (Local Authority Designated Officer) as soon as possible.
- Cooperate with the LADO with regard to any strategy meeting.
- The Line Manager will liaise with the Management Committee/Trustees about whether a suspension is needed. (Suspension should be seen as a neutral act without prejudice.)
- The Line Manager or Member of the Management Committee/Trustee will inform the named individual as soon as possible and support him/her or advise him/her on how to access support.
- Following discussion with the LADO, the parents or carers should be informed and support offered.
- Every effort will be made to maintain confidentiality.
- The nature and circumstances of the allegation and the evidence will determine the outcome, with the advice of the LADO.
- If it looks as though the allegation will lead to further action it might be wise to inform your public liability insurer.
- Even if the individual resigns the allegation must still be followed up.
- A record must be kept of any allegations made and how it was followed up and resolved. This must be kept for 75 years. A copy will be given to the individual.
- If a reference is provided for an individual against whom an allegation has been made, then it must clearly state this even if it was found to be false or unproven.
- Following an allegation process, we will review our policies and procedures to help prevent similar events in the future.

CHECKLIST FOR HANDLING AND RECORDING ALLEGATIONS OR COMPLAINTS MADE AGAINST A WORKER/VOLUNTEER/TRUSTEE

Please read guidance notes attached before using this form.

1. Name and position of worker/volunteer/trustee who is subject of allegation/complaint:
2. Is the complaint written or verbal?
3. Complaint made by: Relationship to child:
4. Name of child: Age and date of birth:
5. Parent's/Carer's name(s) and address:

6. Date of alleged incident/s:
7. Did the child/young person attend on this/these date/s:
8. Nature of complaint: (attach if received in writing)

9. Other relevant information: (continue on separate sheet if necessary)

10. Safeguarding Lead contacted: Date:
11. LADO contacted: Date:
12. Further actions as advised:

13. Your name and position:
14. Signature:
15. Today's date:

GUIDANCE FOR COMPLETING THE CHECKLIST FOR HANDLING AND RECORDING ALLEGATIONS OR COMPLAINTS MADE AGAINST A WORKER/VOLUNTEER/TRUSTEE

1. Record the name and position of member of worker/volunteer/trustee against whom the allegation or complaint has been made.
2. Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen.
3. It is important to identify who made the complaint and whether it was received first hand or is a concern that is being passed on from somebody else. If this is the case it is better that you receive the information first hand. If a parent, carer or a worker/volunteer in your setting makes a complaint against you or your group/organisation, it will probably be made directly to Children's Services or the Police, in which case the agency concerned will contact you directly.
4. Record the full name, age and date of birth of the child/young person.
5. The address recorded should be the address at which the child/young person lives with the main carer.
6. If there are one or more alleged incidents, be as specific as possible about the dates that they are alleged to have occurred.
7. Check your daily sheet/register to see if the child/young person and the worker/volunteer were present that day. This will help to confirm the likelihood of the incident having taken place.
8. Summarise the complaint on the form.
9. Any other relevant information should be factual. It will be useful if you can confirm things such as the level of contact that the worker/volunteer has with the child and any other minor concerns that have been raised previously. Do not attempt to investigate the complaint yourself.
10. Contact the Safeguarding Lead.
11. Contact the LADO.

CONFIDENTIALITY POLICY 1

This policy was approved by the Trustees/Management Committee on

This policy will be reviewed on

Confidentiality is important to us at (name of group/organisation) and we believe it is an obligation for all workers, volunteers and Management Committee Members/Trustees. We believe that the protection of a child or young person is the most important thing so if we are made aware that a young person is at risk of harm we will share this information with the appropriate agencies.

Personal information provided on the registration form will be kept in a secure place and available only to appropriate people. In addition personal and family information shared by children or young people with workers or volunteers will only be recorded if, in exceptional cases, it may have an impact on the child, young person or their contact details.

Storing Confidential Information All personal information will be stored, retained and, when appropriate destroyed, in line with General Data Protection Regulation (GDPR).

Sharing Information. Information will only be shared as follows:

Staff Team

Only relevant information will be shared with the staff team, for example medical issues in relation to an activity or the taking of medicine.

External Agencies

In most circumstances, and taking into account their understanding, we will speak to the child or young person before sharing their personal information with other organisations. This may include their parent or carer. We will encourage young people to share information or discuss issues with parents/carers or appropriate outside organisations that may help them.

If a child or young person is at risk of harm or in need of protection or, if a parent/carers is at risk of harm or, if an offence may be committed we have a responsibility to try to prevent this happening. In these circumstances we would pass on any relevant information to Children's Social Care or the Police. We will also try to talk to the young person first. Any information shared will be recorded.

Gossip

Workers and volunteers, including Trustees/Members of the Management Committee, will not gossip or upload information about any child, young person or their family with any other children, young people or adults involved in (name of group/organisation) or with any outsiders.

Any worker or volunteer who breaches this policy will be subject to disciplinary proceedings and may be asked to leave.

CONFIDENTIALITY POLICY 2

This policy was approved by the Trustees/Management Committee on

This policy will be reviewed on

.....(name of group/organisation) recognise the importance of confidentiality but believe that the welfare of a child or young person is paramount. This means that the considerations of confidentiality which might apply to other situations in the group/organisation should not be allowed to override the right of children and young people to be protected from harm.

If appropriate we will try to speak to the child or young person before or after information has been shared with an outside agency.

Every effort will be made to ensure that confidentiality is maintained for all concerned particularly when a disclosure or an allegation has been made and is being investigated.

All personal information will be stored, retained and, when appropriate destroyed, in line with General Data Protection Regulation (GDPR).

CONFIDENTIALITY STATEMENT FOR CHILDREN AND YOUNG PEOPLE 1

.....(name of group/organisation) believe that the safety of every child or young person is very important.

What you tell a worker will be treated with strictest confidence and will not be passed on to others without your agreement. S/he will agree with you exactly what information can be shared with other workers and agencies.

There are, however, some limits to what can be kept confidential.

A worker may need to discuss your situation with other workers in the team including their line manager, who will treat any information in the strictest confidence.

If you tell a worker something that means that you or someone else could be at risk of harm or placed in danger, and which s/he and their line manager judge requires urgent action, then the worker would need to take any necessary action. These situations could mean passing on confidential information, but the worker will always try to discuss this with you first and hope that together you can agree on what needs to be done.

CONFIDENTIALITY STATEMENT FOR CHILDREN AND YOUNG PEOPLE 2

Hear to Listen – Confidentiality

Everyone at(name of group/organisation) is happy and willing to listen, within reason, to whatever young people want to tell us.

We will treat what you say with respect and will not speak to anyone outside the staff team without talking to you about it first.

The only reason we might have to inform someone else, without your permission, is to protect you or someone else from serious harm. We will always try to discuss this with you, explain what might happen and will offer to support you at this difficult time.

We believe the safety of every young person is very important.

Please speak to(name of worker(s)) if you want to know more about this.

CONFIDENTIAL REPORTING POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) is committed to the highest standards of openness, integrity and accountability. We expect workers, volunteers and others to raise with us any serious concerns they may have about our group/organisation.

If you become aware of anything that makes you feel uncomfortable then discuss the incident with your line manager or the Safeguarding Lead as appropriate. We will support and will provide protection for anyone confidentially reporting a concern.

We undertake to investigate robustly and promptly any concern raised.

Training and supervision will be provided for workers and volunteers to ensure they are able to recognise unsuitable and inappropriate behaviour.

COMPLAINTS POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) recognises the right of children, young people and their parents/carers to have access to the group/organisation's complaints procedure. A complaint is any clear expression of dissatisfaction with the group/organisation, its workers, volunteers or Management Committee or its activities or services. There are no restrictions about which a complaint can be made.

We will ensure that all complaints are taken seriously and dealt with swiftly and in confidence following the Complaints Procedure. We will learn from any complaints and use them to improve how we operate.

COMPLAINTS PROCEDURE

- A complaint can be made – verbally, in writing or by email, or in a box where complaints can be placed anonymously.
- There are no restrictions on issues which may be complained about including any complaints made against workers or volunteers.
- The senior worker/manager must be notified of any complaint. The Chair of the Management Committee should be notified if the complaint is about the senior worker/manager.
- The complainant will be kept informed about the process and the outcome of the complaint.

Stage 1 - Informal

- We will respond to the complaint within 10 days. If it cannot be resolved quickly, or if the complainant is still unhappy, it then becomes a formal complaint.

Stage 2 – Formal

- A worker, Management Committee Member or an independent person will be appointed to investigate the complaint and will provide a written response on the findings within 25 days.
- If the complaint is not resolved the complainant may request a review panel or appeal.

Stage 3 – Review Panel

- The Panel will consist of three people. This may include Management Committee Members who have not already been involved in the complaint or people independent of the group/organisation.
- The Panel will not reinvestigate but will review the process and outcome of Stage 2 of the complaint.
- The Panel will recommend whether the complaint should or should not be upheld and will comment on how the complaint was handled. They may make recommendations to the Management Committee.

DATA PROTECTION POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

.....(name of group/organisation) is fully committed to compliance with the requirements of The General Data Protection Regulation (GDPR). This replaces the Data Protection Act 1998 (DPA). We are required to maintain certain personal data about individuals for the purposes of satisfying our operational and legal obligations but we recognise the importance of correct and lawful treatment of personal data.

We will:

- only collect information which is needed for a specific purpose
- keep it securely
- ensure it is relevant and up to date
- only hold as much as is needed, and only for as long as it is needed
- allow the subject of the information to see it on request

The Data Controller is

Personal data may be kept on paper, computer or other electronic media; all of which is protected under the GDPR. All personal data will be stored either on (name of group/organisation)'s computer which is password protected, or on paper in a folder stored in a locked filing cabinet.

Information about children and young people will only be available to volunteers and workers as appropriate.

Information about workers, volunteers, (including Trustees/Members of the Management Committee) will only be available to the Chair of the Trustees/Management Committee and e.g. the Safeguarding Lead.

Any breach will be taken seriously and may result in formal disciplinary action.

Any person who considers that the policy has been breached in any way should raise the matter with the Chair or a Management Committee Member.

We recognise the rights of an individual including:

- to be informed
- of access to the information
- to correct inaccurate information
- for erasure

We keep the following personal information:

- for children and young people - information provided on the registration form and details of sessions attended
- for an individual applying to be involved with us - information as provided on the application form, references, interview notes and the decision

In addition:

- For volunteers - proof of identity information, National Insurance Number, DBS number and date, training and support records, details of allegations and/or disciplinary proceedings
- For workers – proof of identity information, National Insurance Number, DBS number and date, payment details, training and supervision records, details of allegations and/or disciplinary proceedings, sickness record, information about leave

We will not share information about children, young people, volunteers or workers with anyone without consent unless the law and our policies allow us to do so.

We will retain personal information for..... (e.g. one year after the last attendance at a session) unless legally obliged to keep it for longer.

Workers, Trustees and other volunteers who have access to personal information will be made aware of the GDPR and this policy.

Any volunteer or worker requesting access to the personal information we hold about them must apply to the Chair of the Trustees/Management Committee.

Any child or young person or volunteer requesting access to the personal information we hold must apply to(give role or name).

DATA PROTECTION AND CHILDREN AND YOUNG PEOPLE

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

Here at (name of group/organisation) we recognise that children and young people need particular protection when we are collecting and processing their personal data because they may be less aware of the risks involved.

- If we process children's personal data then we will think about the need to protect them from the outset and design our systems and processes with this in mind.
- Compliance with the data protection principles and in particular fairness will be central to all our processing of children or young people's personal data.
- We will ensure we have a lawful basis for processing the personal data. Consent is one possible lawful basis for processing, but it is not the only option. Sometimes using an alternative basis will be more appropriate and provide better protection for the child or young person.
- When we rely on consent as our lawful basis for processing personal data when offering an online service directly to a child, we recognise that only children aged 13 or over are able provide their own consent.
(At the time of writing this age is subject to Parliamentary approval.)
- For children under 13 years of age we will get consent from whoever holds parental responsibility for the child [except for the online preventive or counselling service we offer (if appropriate)].
- We recognise that children and young people merit specific protection when we use their personal data for marketing purposes or creating personality or user profiles.
- We will ensure that privacy notices for children and young people are written clearly so that they are able to understand what will happen to their personal data, and what their rights are.
- We recognise that children and young people have the same rights as adults over their personal data. These include the rights to access their personal data, request rectification, object to processing and have their personal data erased.
- We recognise that an individual's right to erasure is particularly relevant if consent was given when they were a child.

PRIVACY NOTICE

Here at (name of group/organisation) we take the privacy of children and young people seriously.

We collect and hold the following information including:

- your name, age, address, phone number and email address
- name and contact phone number for your parent/carer
- name and contact phone number for an emergency contact
- information about any relevant medical issues
- information about any cultural requirements or lifestyle preferences

We will not share information about you with anyone without consent unless the law and our policies allow us to do so.

If you believe that your personal information has been handled in a way that does not comply with the GDPR please get in touch with our Data Controller who will investigate.

If you are not satisfied with the outcome of our investigation you have the right to make a complaint to the Information Commissioners Office (ICO).

You can do so by calling the ICO helpline on 0303 123 1113 or via their website www.ico.org.uk/make-a-complaint/

PREVENT POLICY
SUPPORTING THE PREVENTION OF EXTREMISM AND RADICALISATION

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) supports the Government's PREVENT strategy and will ensure that workers and volunteers know how to recognise and respond to concerns that a child or young person may be susceptible to radicalisation. The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable people, including children and young people.

Although the most serious threat is from international terrorism influenced by Al-Qaeda or ISIL, terrorism can be motivated by a range of ideologies or other factors. Extreme right-wing groups and single-issue groups such as animal rights campaigners can also pose a significant threat.

We recognise that it is essential that workers and volunteers are able to identify children and young people who may be vulnerable to radicalisation and know what to do when they are identified. This is known as the Prevent Duty.

We are aware of the vulnerability/risk factors including:

- identity crisis
- personal crisis
- personal circumstances
- unmet aspirations
- criminality
- access to extremist influences

Any concerns will be reported to the Safeguarding Lead as soon as possible. S/he will make a referral to the local authority following the Procedure for Reporting a Concern.

Concerns in relation to violent extremism are most likely to require a Police investigation and the Safeguarding Lead will liaise with the Police as necessary.

If it is deemed that there are no concerns around radicalisation, appropriate and targeted support will be considered for the young person.

SAFE PRACTICE

POSITIVE BEHAVIOUR MANAGEMENT POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) believes that children and young people thrive best in a positive and supportive environment.

We believe that all children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

To this end we will:

- ensure a consistent approach to promoting positive behaviour and managing unacceptable behaviour
- promote respectful relationships and build children and young people's self esteem
- identify and support children and young people who display signs of emotional or behavioural difficulties
- support children and young people as they learn to resolve conflicts independently
- if felt necessary, impose only those sanctions agreed by the group/organisation

ANTI-BULLYING POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) expects that all children, young people and adults involved with us are treated with respect and sensitivity. We will not tolerate bullying or harassment whether the conduct is a one-off act or a repeated course of conduct, and whether done purposefully or not.

Any concern or allegation of bullying or harassment will be treated seriously. An investigation will be carried out promptly, sensitively and, as far as possible, confidentially.

If the bullying is by a child or young person we will provide support both for the individual being bullied and the bully. We may impose a sanction on the individual doing the bullying.

If the bullying or harassment is by an adult then s/he may be subject to disciplinary action, up to and including dismissal.

We will not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying.

ANTI-BULLYING STATEMENT

..... (name of group/organisation) believes that any form of bullying is unacceptable and will not be tolerated.

We consider bullying to be the deliberate decision to hurt, threaten or frighten someone;

- by name-calling, teasing, jostling, malicious gossip, verbal abuse, intimidation, damaging or stealing property, coercion of a person into acts he/she does not wish to do, physical assault, social exclusion
- any behaviour using threat and fear which involves the bully gaining pleasure from a victim's pain, fear or humiliation.

IF YOU FEEL YOU ARE BEING BULLIED TELL SOMEONE RIGHT AWAY

IF IT HELPS, BRING A FRIEND WITH YOU WHEN YOU TALK WITH AN ADULT

We want to prevent any bullying so we will:

- encourage and value good relationships between all children, young people and adults
- provide opportunities for children and young people to tell us about incidents of bullying
- listen to children and young people and take seriously what they tell us about bullying
- take steps to deal immediately with incidents of bullying
- ensure that children and young people are aware that bullying concerns will be dealt with sensitively and effectively
- be aware of the vulnerability of specific individuals and groups such as those with disabilities and from black and minority ethnic communities
- ensure that both victims of bullying and bullies receive support
- keep a record of any incidents of bullying, how we dealt with them and whether there is anything the group/organisation can do to learn from the incidents

PHYSICAL INTERVENTION POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) believes that children and young people thrive best in a positive and supportive environment.

We believe that all children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

The use of physical intervention will be avoided as far as possible. There may, however, be occasions when situations arise when volunteers and workers need to act to prevent injury or harm to children, young people or adults or to prevent damage to property. It may be, for example, that a young person loses control of their own behaviour. If the child or young person has failed to respond to verbal commands or requests then, as a last resort, physical intervention may be necessary.

Physical intervention will only be used for dealing with or preventing an unsafe situation arising. It is not used as a form of punishment and should not be seen as such.

When physical intervention is used it should be undertaken in such a way that it, maintains the safety and dignity of all concerned.

If such an intervention occurs parents/carers will be informed as soon as possible. A detailed record will be kept showing the nature of the incident, the names of those involved, the exact nature of the intervention and any witnesses.

EQUAL OPPORTUNITIES AND DIVERSITY POLICY 1

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) recognises that our community is diverse. We are committed to promoting equality and diversity in all our activities and to promoting inclusive processes, practices and culture.

To this end we will:

- create an environment which respects diversity and so delivers the best outcomes for children, young people and adults involved in our group/organisation
- take steps to meet the needs of children, young people and adults so that they play a full part in the activities and running of our group/organisation
- promote positive attitudes within our activities recognising the differing cultures and needs of individuals
- not tolerate any bullying, harassment or unlawful discrimination and will deal with it speedily

EQUAL OPPORTUNITIES AND DIVERSITY POLICY 2

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) recognises that certain groups and individuals are at risk of being unfairly discriminated against for many reasons, including: age, appearance, class, colour, culture, disability, employment status, ethnicity, nationality, political belief, race, social class, religious belief, sex, sexual orientation or size.

..... (name of group/organisation) expects all people to respect each other. We will not tolerate discrimination or abuse in any form. If any discrimination is identified we will take positive steps to counter this.

We recognise that each child or young person is an individual with their own skills and abilities and we will seek to respond to the needs of each individual in a way that is fair and equitable.

We recognise that there is diversity in family life, education, faith and culture. We undertake to embrace and celebrate such differences in ways that make our services better for young people.

We value and encourage the participation and contribution of all individuals. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions. We believe that life is positively enriched for us all by the diversity of individuals in society and that everyone has a valuable contribution to make.

Every aspect of our work is informed and enhanced by equality principles. Children or young people, workers, volunteers, Management Committee Members or Trustees, can raise a concern about any issue about equal opportunity or discrimination. We will support and encourage the challenging of any behaviour or ways of doing things which go against the policy or the spirit of the policy.

SAFE PEOPLE

VOLUNTEER POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) believes that volunteers are important in the delivery of our mission. We aim, therefore, to treat them fairly and with respect.

We believe that volunteers not only contribute greatly to our group/organisation but can and should benefit themselves from the volunteering experience.

We seek to ensure we have high standards in relation to the support and management of volunteers.

We are committed to offering a range of opportunities and to encourage a diversity of people to volunteer with us, including those from under-represented groups.

We recognise that there are costs associated with volunteering. We will seek to offer associated travel and other costs associated with the volunteering if they are agreed with the manager/leader beforehand.

Each volunteer will receive a negotiated volunteer agreement which clarifies what the volunteer can expect from our group/organisation and what we can expect from the volunteer.

We will try to ensure that the gift of the volunteer's time and skills is best used to the mutual advantage of all concerned.

RECRUITMENT AND SELECTION POLICY 1

..... (name of group/organisation) is committed to providing equality of opportunity in employment to all persons .

When recruiting new workers or volunteers or when affording our current workers with opportunities for promotion, it means that we will:

- follow the good practice recommendations of the codes of practice and other guidance issued by the Equality Commission
- not discriminate unlawfully against any person
- for paid positions select the best person for the job in terms of qualifications and abilities

To achieve these aims, we have set up a recruitment and selection procedure.

- These procedures will be applied fairly and consistently to all appointments.
- Assistance must be given, where needed, to applicants who are disabled.
- All recruitment to paid posts must be planned in advance and opened up to competition.
- All persons who wish to work for us must complete an application form in response to an advertised vacancy.
- All applicants must then be assessed against the job description and person specification to determine who the best person for the job is.
- All persons involved in recruitment must apply this policy.

RECRUITMENT AND SELECTION POLICY 2

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) is committed to following a safeguarding approach to recruitment and selection. This policy applies to the recruitment to both paid and voluntary positions.

The purpose of the Recruitment and Selection Policy is to seek the best possible people to work within (name of group/organisation).

We will ensure the processes are fair, objective and provide equality of opportunity. The processes are different if we are recruiting for a volunteer role or a paid position.

Recruiting a Volunteer In line with our procedures we will:

- write a role description
- create a person specification
- ask the applicant to complete an application form
- take up references
- ask for proof of identity and address
- interview the applicant in line with best practice
- enquire about a criminal record
- obtain/check an appropriate DBS Disclosure and Barred Lists Check
- agree a probationary period

Recruiting a Paid Worker In line with our procedures we will:

- write a job description
- create a person specification
- advertise the position widely
- ask the applicant to complete an application form
- shortlist on the basis of the application form
- take up references
- ask for proof of identity and address
- verify qualifications
- interview the applicant in line with best practice, one of the interviewees will be a trustee/member of the management committee
- enquire about a criminal record
- appoint the individual who best meets the needs of the group/organisation
- obtain/check an appropriate DBS Disclosure and Barred Lists Check
- agree a probationary period

POLICY ON THE EMPLOYMENT OF EX-OFFENDERS

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) believes the safety and welfare of all involved with us is of paramount importance.

We seek to recruit volunteers or workers from a broad range of backgrounds and will treat all applicants fairly. Some individuals may have cautions and convictions. We will assess their suitability for positions in line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended in 2013) using criminal record checks processed through the Disclosure and Barring Service (DBS),

We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the role/position before any offer is made.

**LETTER FOR ALL POTENTIAL WORKERS, VOLUNTEERS AND TRUSTEES/MANAGEMENT
COMMITTEE MEMBERS**

Dear

**Working with Children and Young People at
(name of organisation/group)**

Thank you for expressing an interest in joining us in our work. We are always pleased to welcome new recruits but, as you may be aware, we need to check into the suitability of all volunteers and workers.

Many of our members are under the age of 18 so it is essential that we take every possible step to protect the welfare of the children and young people within our care and the good name of our group/organisation.

The law requires that all adults placed in positions of responsibility with children and young people act in the best interests of these children and young people. We ask that you support us in this endeavour by reading carefully the information sheet/application form, completing it and signing it. The information you give us will be treated in confidence.

We will assist you to acquire an appropriate Disclosure from the Disclosure and Barring Service, if necessary. For this the following personal information will be needed:

- details of your full name
- evidence of your current address
- length of time spent at your current address
- details of your previous address(es) if less than 5 years at your current address
- your date of birth
- photographic evidence of identity e.g. passport or driving licence

We require this of any adult who:

- has regular contact with children or young people
- may accompany them on specific activities, in particular on residential activities

Please bring this information to a meeting/interview on at

Please let me know if there are any access issues in relation to this.

We will only retain this information for six months if you do not become a member of our team.

We thank you for your assistance in this matter and your support to (name of organisation/group) in safeguarding the children and young people with whom we work.

Yours sincerely,

Chair of Management Committee/ Board of Trustees

ROLE DESCRIPTION FOR LEAD YOUTH WORKER (VOLUNTARY)

Role Title:	Lead Youth Worker (Voluntary)
Where: Village Hall
When:	Thursday evenings 6.30- 9.30pm term time only
Commitment: hours per week
Duration:	e.g. September-July
Accountable to:	Chair of Management Committee/ Trustees
Accountable for:	Youth work with young people within Youth Club

This is a voluntary position; expenses will be paid as agreed.

What we want

- The Lead Youth Worker will be responsible for working with the young people to plan and manage a range of activities for young people aged 12 - 17 years at Village Hall.
- S/he will coordinate the team of voluntary workers.

Purpose of the Role

- Work with the Management Committee to provide a safe environment for young people in the village hall
- Lead and manage a team of voluntary workers to develop a young people led programme of activities
- Support young people
- Involve young people in decision making within the club
- Undertake day to day administration to ensure smooth running of the club including petty cash control and record keeping
- Ensure compliance with Safeguarding and Child Protection Policies and Procedures and be the Safeguarding Lead for Child Protection within the club
- Ensure that Health and Safety requirements, including risk assessments, are undertaken
- Ensure implementation of the Equal Opportunities and Diversity Policy

What's in it for you?

- The challenge and fun of working with young people
- Opportunities for training and development

The Lead Youth Worker will need to apply for an appropriate Disclosure from the Disclosure and Barring Service.

ROLE DESCRIPTION FOR YOUTH WORKER (VOLUNTARY)

Role Title:	Youth Worker (Voluntary)
Where: Village Hall
When:	Thursday evenings 6.30 - 9.30pm term time only
Commitment: hours per week
Duration:	e.g. September-July
Accountable to:	Lead Youth Worker of Youth Club
Accountable for:	Youth work with young people within Youth Club

This is a voluntary position; expenses will be paid as agreed.

What we want

- The Youth Worker will work with the Lead Youth Worker to deliver a range of activities for young people aged 12 -17 years at Village Hall.
- S/he will be part of a team of voluntary workers.

Purpose of the Role

- Work with the Lead Youth Worker to provide a safe environment for young people in the village
- Work with the Lead Youth Worker to develop a young people led programme of activities
- Support young people
- Comply with Safeguarding and Child Protection Policies and Procedures
- Comply with Health and Safety requirements, including risk assessments
- Comply with the Equal Opportunities and Diversity Policy

What's in it for you?

- The challenge and fun of working with young people
- Opportunities for training and development.

VOLUNTEER APPLICATION FORM / INFORMATION SHEET

CONFIDENTIAL

Thank you for expressing an interest in volunteering at (name of group/organisation). The welfare of the young people is paramount so we need to find out about you and your interests.

Please complete all sections of this form.

When completed please send/take this form to:

Personal Details:

Surname/Family Name: _____ Forename(s): _____

Preferred Title (Mr/Mrs/Miss/Ms/Other): _____

Home Address: _____

Post Code: _____

Contact address if different from above: _____

Telephone Numbers: Home: _____ Mobile: _____

Education, Training and Qualifications

Please give brief details of all education, training and other courses you have undertaken

Name of School/College/University attended	From – to (month/year)	Qualifications including grades	Date obtained (month/year)
Schools (after age 11)			
Further or Higher Education (Full & Part Time)			
Arts/Crafts/Sports/First Aid or other Qualifications			

Employment or Work Experience

Please include all previous work experience, paid or voluntary, starting with the most recent.

Current/most recent post with address of employer	Full or part time	Rate of pay	Start date & date employment ceased , if applicable, with reasons (month/year)
Previous employers with addresses			Start date & date employment ceased with reasons

Please continue on a separate sheet if necessary.

Please tell us why you want to volunteer at(name of group/organisation)

With which activity/activities would you like to be involved?

Supporting Young People		Information /Advice	
Refreshments		Mentoring	
Art/Craft Activities		Training/Coaching	
Sport/Dance		IT Skills	
Admin/Office Support		Health and Safety	
Promotion/publicity		Fundraising	

Is there any other skill or interest you would like to offer?

Health

Please indicate if there is any health issue of which we should be aware.

Convictions/Disqualifications

Volunteering at(name of group/organisation) is an 'exempted office/employment' under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you must provide details about any

convictions you may have regardless of their status. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found at

www.gov.uk/government/collections/dbs-filtering-guidance.

Failure to disclose convictions as required may result in the withdrawal of your application or dismissal from any role offered in relation to this form.

Do you have any convictions (including driving offences) and/or disqualifications from driving or performance of professional duties? Yes/No

If you do have convictions or disqualifications this may not exclude you from volunteering. Please list details of convictions, cautions or disqualifications and put the information in a sealed envelope. We will only open the envelope if we decide to invite you to join our team.

References

Please give details of two people (not related to you) who are able to comment on your suitability for this volunteering. One should be your present or most recent employer and at least one should be able to comment on your work with young people.

<p>A. Name:</p> <p>Address:</p> <p>Tel No:</p> <p>Email:</p> <p>Relationship to you e.g. Manager</p>	<p>B. Name:</p> <p>Address:</p> <p>Tel No:</p> <p>Email:</p> <p>Relationship to you e.g. Manager</p>
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Unless you specify otherwise, we will not consult you prior to approaching these referees.

Declaration

I declare that the information given in this application is correct and complete.

Signature:

Date:

Note: False statements or failure to disclose any information requested in this application form may lead to you being asked to leave(name of group/organisation).

Volunteering is subject to a satisfactory appropriate DBS Disclosure.

REFERENCE LETTER – VOLUNTEER

Dear

Re: (name of volunteer)

of(address of volunteer)

.....(name) has shown an interest in becoming a volunteer with
.....(name of group/organisation).

This will involve working with children and young people aged(insert) to
.....(insert).

.....(name) has given your name as a referee.

I enclose a copy of the Role Description and Person Specification. Please
complete the attached sheet and return in the enclosed stamped addressed
envelope as soon as possible.

Please contact me by phone on(insert phone number) if there is
anything you would like to discuss about this request.

Thank you for your co-operation.

Yours sincerely,

(Name and Role e.g. Chair of Management Committee/Trustees)

REFERENCE FORM – VOLUNTEER

Name of volunteer:

Capacity in which volunteer is/was known to you:

Length of time you have known the volunteer:

Do you consider the volunteer to be: (please tick)	Very	Generally	Not at all
Reliable			
Punctual/Good timekeeper			
Trustworthy			
Self-motivated/shows initiative			
Able to communicate well with young people			
Able to work well with parents/carers			
Able to relate well with other team members			

Is there any other comment you would like to make?

Your views on volunteer's attitude towards: <i>(please tick)</i>	Good	Satisfactory	Room for improvement
Children, young people, parents, carers			
Colleagues			
Managers/Supervisors			

Do you know of any reason why the volunteer should not work with children and young people in this role, and, if so, what are the reason(s)? e.g. Safeguarding concerns, criminal convictions, or disciplinary issues.

(Please continue on additional sheet(s) if necessary)

Sample Policies and Documents

This role is exempt under the Rehabilitation of Offenders Act. Are you aware of any criminal convictions that the applicant has, including those which would ordinarily be spent?

Name:	
Job title:	
Group/Organisation:	
Signature:	
Date:	

Please return reference to:

.....(insert your name and address)

VOLUNTEER AGREEMENT

Volunteers are an important and valued part of (name of group/organisation). We hope that you enjoy volunteering with us and feel a full part of our team.

Name:

Role:

Agreed Commitment:

This agreement tells you what you can expect from us, and what we hope for from you.

We will do our best to:

- induct you into our group/organisation, our values and how we work
- explain your role and provide regular meetings with your manager so that you can tell us if you are happy with how your work is organised and get feedback from us
- provide training appropriate for your role
- respect your skills, dignity and individual wishes and to do our best to meet them
- pay travel and other expenses as agreed
- provide a safe working environment
- insure you against injury you may suffer or cause due to negligence

I,(name of volunteer), agree to do my best to:

- uphold the values of(name of group/organisation)
- respect children, young people, parents/carers, other volunteers and workers
- work reliably to the best of my ability, and to give as much warning as possible whenever I cannot attend when expected
- follow(name of group/organisation)'s policies and procedures, including safeguarding, health and safety and confidentiality
- complete the induction and undertake agreed training
- be open and honest

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

Volunteer's name:

Volunteer's signature:

Manager's name:

Manager's signature:

Date:

INDUCTION CHECKLIST FOR VOLUNTEERS

This checklist of items aims to ensure that you have received a full induction to(name of group/organisation) and to make sure that you are fully supported in your valued role as a volunteer. This checklist will be kept as a record of completion.

Please work through the following table and get the items signed off when completed or talked through with your manager or staff. Use the blank space on the table to document anything extra that has been discussed. If you have any questions please don't hesitate to ask.

Induction to (name of group/organisation)

Name:

Topic	Date	Signature of Manager	Signature of Volunteer
Introduction to workers and volunteers			
Orientation around the club premises			
Staffing structure and know to whom to report			
Read and understood(name of group/organisation)'s aims, objectives and background			
Role Description and work issues			
Read and understood our Safeguarding and Child Protection Policies and the name and contact details of the Safeguarding Leads			
Undertaken Safeguarding Training			
Read and understood our Volunteer Policy			
Read and understood volunteer responsibilities and expectations			

Read and understood Equal Opportunities and Diversity Policy			
Read and understood Health and Safety Policy			
Read and understood other policies of the group/organisation			
Know what to do in case of a fire and location of fire escape routes			
Discussed/arranged appropriate training			
Basic understanding of youth work			
Other?			

JOB DESCRIPTION FOR LEAD YOUTH WORKER (PAID)

Job Title: Lead Youth Worker

Accountable to: Chair of Youth Club

Accountable for: The management and delivery of youth work within
..... Youth Club

Salary: £? ? hours per week

Location: Youth Centre

Job Summary:

- Work with young people to support young people, aged 12 – 17 years and to facilitate their personal, social and educational development through the development and delivery of an open access programme so enabling them to gain a voice and influence their local community and wider society.

Specific Duties:

- Lead a team of workers to develop a young people led programme of activities
- Initiate and maintain positive relationships with young people and support them as appropriate
- Ensure the involvement of young people in decision making within the group
- Motivate and support workers and volunteers
- Be the Safeguarding Lead and ensure compliance with Safeguarding and Child Protection Policies
- Build positive relations with the local community
- Assist with service development by contributing to planning, delivery and monitoring of local provisions
- Undertake day to day administration to ensure smooth running of the club including budget control, record keeping, Health and Safety and risk assessments
- Promote training and development for young people and adults
- Maintain the high quality of provision
- Undertake ongoing continuing professional development
- Work in ways which promote equality of opportunity and celebrate diversity

The youth worker will be required to apply for an appropriate Disclosure from the Disclosure and Barring Service.

JOB DESCRIPTION FOR YOUTH WORKER (PAID)

Role Title: Youth Worker

Where: Village Hall

When: e.g. Tuesday and Thursday evenings 6.30 - 9.30pm

Commitment: hours per week

Accountable to: Lead Youth Worker of Youth Club

Accountable for: Youth work with young people within Youth Club

Salary: £? ? hours per week

Expenses will be paid as agreed.

Purpose of the Role:

- The Youth Worker will work with the Lead Youth Worker to deliver a range of activities for young people aged 12 -17 years at Youth Club

Main Tasks:

- Work with the Lead Youth Worker to provide a safe environment for young people in the youth club
- Work with the Lead Youth Worker to develop a young people led programme of activities
- Support young people
- Comply with Safeguarding and Child Protection Policies and Procedures
- Comply with Health and Safety requirements, including risk assessments
- Comply with the Equal Opportunities and Diversity Policy
- Undertake training and development opportunities as required

The Youth Worker will need to apply for an appropriate Disclosure from the Disclosure and Barring Service.

PERSON SPECIFICATION FOR LEAD YOUTH WORKER (PAID)

Youth Worker at(name of group/organisation)

Requirement	Essential	Desirable
Education	Portfolio of appropriate qualifications	Youth work qualification
Experience	Working with young people aged 12 – 17 years Managing or working with volunteers	Running a youth club Managing a team
Skills	Ability to communicate effectively with young people and adults Programme planning and management Administration IT competent	Group work skills First Aid Qualification Able to drive a minibus
Knowledge and understanding	Commitment to youth participation in decision making Issues facing young people and their families Safeguarding and child protection issues Equality, diversity and anti-discriminatory practice	Health and safety issues.
Personal attributes	Self-starter with ability to work independently Outgoing and enthusiastic approach. Able to work on youth club evenings and at weekends on occasions	

Safeguarding

.....(name of group/organisation) is committed to ensuring the welfare of all children, young people and adults involved in the organisation.

Equal Opportunities

..... (name of group/organisation) has an Equal Opportunities and Diversity Policy and is working towards becoming an Equal Opportunities Employer.

PERSON SPECIFICATION FOR YOUTH WORKER (PAID)

Youth Worker at(name of group/organisation)

Requirement	Essential	Desirable
Education		Youth work qualification
Experience		Working with young people aged 12 – 17 years
Skills	Able to communicate effectively with young people Able to support activities such as sport or art and craft	Group work skills First Aid Qualification Able to drive a minibus IT skills
Knowledge and understanding	Commitment to youth participation Issues facing young people and their families Equality, diversity and anti-discriminatory practice	Health and safety issues. Safeguarding and child protection issues
Personal attributes	Able to work as part of a team Outgoing and enthusiastic approach Follow the group's Code of Conduct and procedures Able to work on youth club evenings and at weekends on occasions	

Safeguarding

.....(name of group/organisation) is committed to ensuring the welfare of all children, young people and adults involved in the organisation.

Equal Opportunities

..... (name of group/organisation) has an Equal Opportunities and Diversity Policy and is working towards becoming an Equal Opportunities Employer.

APPLICATION FORM – PAID WORKER

CONFIDENTIAL

Application Form

Thank you for requesting an application form. Please ensure that you complete all sections of this form.

Name:

Post:

Personal Details

Surname/Family Name:

Forename(s):

Preferred Title (Mr/Mrs/Miss/Ms/Other):

Home Address:

Post Code:

Telephone Numbers: Home:

Mobile:

National Insurance No:

Disability

.....(name of group/organisation) undertakes to interview any disabled person who meet the essential criteria detailed on the person specification. For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Please confirm, therefore, whether you have a disability YES NO

If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc, please specify.

Education, Training and Qualifications

Please give brief details of all training and other courses you have undertaken whether or not they are relevant to this post.

Name of School/College/ University attended	From – To (month/year)	Qualifications including grades	Date obtained (month/year)
---	------------------------	---------------------------------	----------------------------

Schools (after age 11)			
Further or Higher Education (Full & Part Time)			
Professional Development (relevant courses, etc., including dates)			

Applicants invited for interview will be required to produce documentary evidence of their qualifications.

Employment or Work Experience

Please include **all** previous work experience, paid, unpaid or voluntary starting with the most recent.

Current/most recent post with address of employer, then all previous employers and their addresses	Full or part time	Rate of pay	Start date & date employment ceased, if applicable, with reasons (month/year)

Please continue on a separate sheet if necessary

Supporting Statement

Sample Policies and Documents

Please use this space to give information in support of your application using the Person Specification. You may wish to include details of interests, experience, responsibilities or voluntary involvement which you consider relevant.

Please continue on a separate sheet if necessary.

Health

Please state the number of days of sickness absence in the last twelve months with reasons.

Convictions/Disqualifications

This post is an 'exempted office/employment' under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you must provide details about any and all convictions you may have regardless of their status. This includes all convictions, cautions and bind-overs which could otherwise be considered as 'spent'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found at

www.gov.uk/government/collections/dbs-filtering-guidance.

Failure to disclose convictions may result in the withdrawal of your application or dismissal from any job offered in relation to this form.

Do you have any convictions (including driving offences) and/or disqualifications from driving or performance of professional duties? Yes / No

If you do have convictions or disqualifications this may not exclude you from this post. Please list details of all convictions, cautions or disqualifications and put the information in a sealed envelope. This will only be opened if you are shortlisted.

References

Please give details of two people (not related to you or friends) who are able to comment on your suitability for this job. If you are or have been employed, one should be your present or most recent employer and one should be able to comment on your experience with young people.

<p>Name:</p> <p>Address:</p> <p>Tel No:</p> <p>Email:</p> <p>Relationship to you e.g. Manager</p>	<p>Name:</p> <p>Address:</p> <p>Tel No:</p> <p>Email:</p> <p>Relationship to you e.g. Manager</p>
--	--

Unless you specify otherwise, we will not consult you prior to approaching these referees.

Declaration

I declare that the information given in this application is correct and complete.

Signature:

Date:

Note: False statements or failure to disclose any information requested in this application form may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action by(name of group/organisation). Employment is subject to an appropriate DBS Disclosure.

Please return this application to:

REFERENCE LETTER – PAID WORKER

Dear.....

Re:(Name of Applicant)

(Address of Applicant)

.....(name) has applied for the post of(insert) with
.....(name of your group/organisation). This is a (full time / part-time)
post and I include the Job Description and Person Specification for your
information.

.....(name) has given your name as a referee. Please complete the
attached sheet and return in the enclosed stamped addressed envelope as soon
as possible. The interviews are taking place on(insert date).

Please contact me by phone on (insert phone number) if there is
anything you would like to discuss about this request.

Thank you for your co-operation.

Yours sincerely,

Role: (e.g. Chair of Management Committee/Trustees)

REFERENCE FORM – PAID WORKER

Name of Applicant:
 Post applied for:
 Capacity in which applicant is/was known to you:
 Length of time you have known the applicant:

Do you consider the applicant to be: (please tick)	Very	Generally	Not at all
Reliable			
Punctual/Good timekeeper			
Trustworthy			
Self-motivated/shows initiative			
Able to communicate well with others			

Comments regarding the above assessment, if applicable:

Your views on applicant's attitude towards: (please tick)	Good	Satisfactory	Room for improvement
Children and Young People			
Parents/Carers			
Colleagues			
Managers/Supervisors			

Do you know of any reason why the applicant should not work with children and young people in this role, and, if so, what are the reason(s)? e.g. Any disciplinary sanctions.

(Please continue on additional sheet(s) if necessary)

Sample Policies and Documents

<p>This role is exempt under the Rehabilitation of Offenders Act. Are you aware of any criminal convictions that the applicant has, including those which would ordinarily be spent?</p>
--

Name:	
Job title:	
Group/Organisation:	
Signature:	
Date:	

Please return reference to:

.....(insert your name and address)

INDUCTION CHECKLIST FOR PAID WORKERS

This checklist of items aims to ensure that you have received a full induction to (name of group/organisation) to make sure that you are fully supported in your role. This checklist will be kept as a record of completion.

Please work through the following table and get the items signed off when completed or talked through with a member of staff. Use the blank space on the table to document anything extra that has been discussed. If you have any questions please don't hesitate to ask.

Induction to (name of group/organisation)

Name:

Topic	Date	Signature of Manager	Signature of Worker
Introduction to workers and volunteers			
Introduction to Chair and other Trustees			
Orientation around the centre			
Shown staffing and Management Committee structure and know who to report to			
Read and understand charities aims, objectives and history			
The Job Description and work issues			
Read and understood our Safeguarding and Child Protection Policies			
Undertaken Safeguarding Training			
Successfully completed DBS checks			
Read and understood the Health and Safety Policy			

Sample Policies and Documents

Knowledge of what to do in case of a fire and location of fire escape routes			
Read and understood Code of Practice			
Read and understood Equal Opportunities and Diversity Policy			
Read and understood Confidential Reporting Policy			
Read and understood Discipline and Grievance Policy			
Read and understood other policies of the group/organisation			
Discussed/arranged appropriate training			
Basic understanding of youth work			
Other?			

CHECKLIST FOR DBS DISCLOSURES

You have a responsibility to check thoroughly the Disclosure to ensure the contents are both accurate and current. It is not unknown for mistakes, e.g. typing errors, to be made. This form should be completed for each person and kept as a record. The application form can be used to check the accuracy of the information.

Name of Individual:

Position:

The total number of pages and that all pages are present

It is an Enhanced Certificate and number

Issue date

Forenames and surname are correct

The address is correct

Position applied for is correct

Named group/organisation is correct

Date of birth is correct

Check police records of convictions, cautions, reprimands and warnings

Check information from the list under Section 42 of the Education Act 2002

DBS Children's Barred Lists

DBS Adults Barred List

Other relevant information

Completed by:

Position:

Date:

DISCIPLINE POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

.....(name of group/organisation) is committed to resolving problems and difficulties paid workers and volunteers and their managers as early as possible.

If informal discussions do not resolve the difficulties the discipline procedures must be followed. Matters which may be dealt with under this procedure are:

- misconduct
- performance
- harassment or victimisation
- discrimination
- misuse of premises or resources
- timekeeping
- unauthorised absence

If the matter is serious and cannot be resolved informally it will be dealt with under the group/organisation's procedure that is in line with the ACAS Code of Practice.

DISCIPLINE PROCEDURE

Matters which may be dealt with under this procedure are:

- misconduct
- sub-standard performance
- harassment or victimisation
- misuse of premises or facilities
- poor timekeeping
- unauthorised absences

The Discipline Procedure will be conducted by the manager or the Chair of the Management Committee. We will seek to establish the facts quickly.

Stage One

Minor cases of misconduct and most cases of poor performance may be dealt with by informal advice, coaching and counselling.

An informal oral warning may be given. This does not count as part of the formal (or statutory) discipline procedure. No formal record of this type of warning will be kept.

Stage Two

If there is no improvement or the matter is serious enough the individual will be invited to a disciplinary meeting at which the matter can be properly discussed. The individual will be informed in writing of the reason for the meeting. S/he may, if wished, to bring a work colleague or representative to the meeting. The manager may also be accompanied by an appropriate individual. The outcome of the meeting will be communicated to the individual in writing. There are the following possible outcomes:

- **Oral warning:**

A note of the oral warning will be kept on file but will be disregarded for disciplinary purposes after a specified period (e.g. six months). Individuals have the right to appeal against a formal oral warning.

- **Written warning:**

If the infringement is more serious, or there is no improvement in conduct after a formal oral warning, a formal written warning giving details of the complaint will be given. This will include the required improvement or change in behaviour, the timescale allowed for this, the right of appeal and the fact that a final written warning may be given if there is no sustained satisfactory improvement or change. A copy of the written warning will be kept on file but will be disregarded for disciplinary purposes after a specified period (e.g. 12 months).

- **Final written warning:**

Where there is a failure to improve or change behaviour during the currency of a prior formal written warning, or where the infringement is sufficiently serious, the individual may be given a final written warning. This will give

Sample Policies and Documents

details of the complaint, warn that failure to improve will lead to dismissal and refer to the right of appeal. The final written warning will be kept on file but will normally be disregarded for disciplinary purposes after a specified period (e.g. 12 months).

- **Dismissal:**

If conduct or performance still fails to improve the final step will be to contemplate dismissal. Any decision to dismiss will only be taken after full investigation. If dismissal is being contemplated the 'Standard Disciplinary and Dismissal Procedure' must be followed. Failure to do so will usually result in a finding of unfair dismissal by a tribunal.

- **Suspension:**

If a disciplinary procedure is started or an allegation of abuse or concern about suitability is being investigated the group/organisation has the right to suspend a worker or volunteer. S/he can be told not to return to work until the procedure or investigation has been completed. Suspension should be seen as a neutral act and without prejudice. It will be on full pay in the case of a paid worker.

Appeal

An individual who wishes to appeal against any disciplinary decision must do so, to the person identified in the decision letter, within a specified period. (e.g. 5 or 10 working days).

The individual will be invited to attend a further meeting. The appeal will be heard by two people from the Management Committee not previously involved in the disciplinary procedure. After the appeal hearing the individual will be informed of the final decision which will be confirmed in writing.

Gross misconduct

If, after investigation, it is confirmed that an individual has committed gross misconduct s/he will normally be dismissed. In the case of a paid worker this will be without notice or payment in lieu of notice.

Confidentiality

We will seek to keep any disciplinary procedure and its outcomes as confidential as far as is possible.

GRIEVANCE POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

.....(name of group/organisation) believes that any volunteer or worker who feels they have a grievance has access to a procedure. We hope that this will lead to a speedy resolution of the grievance in a fair manner.

A grievance is a concern, problem or complaint that a volunteer or worker has raised with management. A grievance may involve concerns about their work, their working conditions or relationships with other workers or their supervisor.

We hope that most grievances can be resolved informally in discussion with the manager.

If the matter is serious and/or the grievance cannot be resolved informally it will be dealt with under the group/organisation's procedure that complies with the statutory standard three-stage grievance procedure.

GRIEVANCE PROCEDURE

Stage 1: Written statement of grievance

The grievance should be put in writing and sent to the manager. Where the grievance is against the manager the matter should be raised with the Chair of the Management Committee.

Stage 2: Meeting is held

The individual will be invited to attend a meeting to discuss the grievance normally within a specified period (eg. 5 or 10 working days). S/he may, if wished, to bring a work colleague or representative to the meeting.

Afterwards the manager will inform the complainant of the decision taken in response to the grievance and notify them of their right to appeal if they are not satisfied with the decision. This will be confirmed in writing.

Stage 3: Appeal

If the complainant wishes to appeal the manager must be informed. Another meeting will be arranged. One or two members of the Management Committee who have not been involved in the grievance procedure so far will deal with the appeal. After the meeting the manager will inform the complainant of the decision taken and send written confirmation.

Confidentiality

We will seek to keep any grievance procedure and the outcomes as confidential as far as is possible.

SAFE ACTIVITIES

GROUP/ORGANISATION MEMBERSHIP AND CONSENT FORM

This form should be completed by a parent/carer if you are under 18 years of age, before you are able to participate in any activities with the group.

If you are 18 or over you should complete the form yourself and sign at the end of the second page.

Name of the group/organisation:

Name of the group leader:

Contact number:

Venue:

Child/Young Person Information (to be completed by parent/carer if under 18 years of age)

Name of child/young person:

Home address:

Telephone Numbers: Home:

Mobile:

Date of Birth:

Age:

Parent/Carer Information

Parent/Carer Name:

Parent/Carer Telephone Numbers: Day:

Evening:

Mobile:

Does your son/daughter have any special cultural requirements or lifestyle preferences? If yes, please give details below:

Has your son/daughter received a tetanus injection in the last ten years? Please give date if possible.

Emergency Contact Details

We would appreciate an alternative contact name and details (in case of emergency).

Contact name:

Relationship to child:

(e.g. neighbour, aunt, etc)

Address:

Telephone Numbers: Home:

Mobile:

Any other comments or information you feel may be useful:

Declaration

- I understand that this consent form covers my child to take part in all activities. I acknowledge that I will receive a letter to confirm off-site or special events as they are planned.
- I will inform staff members of the group/organisation staff of changes in any of the information requested on this form.
- I ensure that my son/daughter understands as far as reasonably possible that it is important for his/her safety and the safety of the group as a whole that any instructions given by staff in charge are obeyed.
- I understand that while the group/organisation staff are in charge they will take all reasonable care of the young people, and unless they are negligent, cannot be held responsible for any loss, damage or injury suffered by any child/young person arising during organised activities.
- I give permission for leaders/youth workers to seek professional medical help for my child in case of an emergency.
- I do* / do not* give my permission for any photographs taken of my son/daughter, whilst involved in group activities to be used for display or publicity purposes.
(* Please delete as appropriate.)

Signed:

Date:

Relationship to young person:

STATEMENT ABOUT THE INVOLVEMENT OF CHILDREN AND YOUNG PEOPLE

.....(name of group/organisation) is committed to ensuring that children and young people have opportunities to be involved and heard.

We recognise that children and young people have gifts, knowledge and skills which would benefit our group/organisation.

We believe that, by involving children and young people our group/organisation will be more effective because it is based on their expressed needs, wants and interests.

We believe that by involving children and young people in decision-making our group/organisation will be more accountable to them.

HEALTH AND SAFETY POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... name of group/organisation) is committed to ensuring the health and safety of everyone involved.

In order to ensure this we will:

- provide adequate control of the health and safety risks arising from our activities
- consult with our workers, volunteers, children and young people on matters affecting their health and safety
- undertake risk assessments for all our activities
- seek to ensure a qualified First Aider is available for each session
- provide and maintain safe equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for volunteers and workers
- ensure all volunteers and workers are competent to do their tasks and give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy conditions
- review and revise this policy as necessary at regular intervals
- ensure our premises (or premises we use) are safe to use
- keep an accident book and maintain a record of all near accidents

Responsibilities

- Everyone has a shared responsibility for health and safety.
- Overall and final responsibility for health and safety is that of who is the Health and Safety Lead.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to
- All workers and volunteers have to:
 - co-operate with the Health and Safety Lead on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own health and safety
 - report all health and safety concerns to the Health and Safety Lead

RESPONSIBILITIES OF HEALTH AND SAFETY LEAD

- Take responsibility for ensuring that all the activities of the group/organisation are conducted as safely as possible.
- Ensure that the group/organisation complies with legal Health and Safety requirements.
- Be responsible for ensuring that all equipment is well maintained and checking that new equipment meets health and safety standards before it is purchased.
- Ensure that all volunteers and workers are given health and safety induction training.
- Be responsible for ensuring that qualified First Aiders are available for on-site and off-site activities.
- Be responsible for ensuring that the First Aid Box is appropriately stocked.
- Ensure that there are appropriate Accident Books and to monitor them on a regular basis to identify any pattern of accidents.
- If necessary, be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- Ensure fire evacuation practices take place on a regular basis and are recorded.
- Ensure escape routes and fire extinguishers are checked.
- Monitor Health and Safety concerns and report any issues to the Management Committee.

SET OF CLUB RULES

Your Club - Your Rules!

These are YOUR rules, put together by young people. They apply to all. Disobeying the rules can mean being excluded from the session, or for a longer period, so please follow them.

- Join in, have fun, and let others have fun too
- Respect EVERYONE: young people, workers and visitors
- Treat everyone fairly - no discrimination
- Treat others as you want to be treated
- Be kind and caring – no swearing, bullying or fighting
- Keep safe: health and safety rules apply at all times
- Alcohol, drugs or smoking are not allowed in the club
- Walk don't run
- Keep computer use clean and safe (You know what that means, and if you don't, ASK!)
- If you leave the Club before the end of the session get someone to sign you out.

If you think we need to change any of the rules either write down sensible suggestions and give them to a youth worker or talk with a youth worker.

E-SAFETY POLICY

This policy was approved by the Management Committee/Trustees on

This policy will be reviewed on

..... (name of group/organisation) is fully committed to safeguarding all the children, young people, volunteers, including Trustees/Members of the Management Committee and paid workers in relation to the safe and acceptable use of the internet and social media sites.

We will do this by:

- supporting and encouraging children and young people to use the internet and mobile phone apps in ways which keep them safe and shows respect for others
- dealing firmly with any examples of inappropriate use of the internet or mobile apps by children, young people, volunteers or paid workers
- identify clear procedures to use when responding to online safety concerns
- ensuring that that images of children or young people are used only when written permission has been given

We will make every effort to safeguard against all risks but recognise that it may never be able to completely eliminate them. If any incidents occur they will be dealt with swiftly and in accordance with our policies.

ACCEPTABLE INTERNET USE AGREEMENT

..... (name of group/organisation) wants you to feel safe when using the computer so I agree that I will not:

- access inappropriate content such as violence, pornography, racism or anything illegal
- send messages which could be considered hurtful or bullying

I want to feel safe when I use the computer.

I agree that I will:

- always keep my passwords a secret
- only open pages which are not offensive
- tell the worker if anything makes me feel scared or uncomfortable
- make sure all messages I send are polite
- show the worker if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend in real life
- only email people I know or if the worker agrees
- take care when accessing unknown sites
- not tell people about myself online (I will not tell them my name, anything about my home, family, school or pets.)
- not load photographs of myself onto the computer
- never agree to meet a stranger

Anything I do on a computer may be seen by someone else.

I agree (and continues)

I do not agree (and logs off)