

West Lavington Youth Club

Policies and guides

Purpose of the organisation

Our Mission

Our Vision

Our Values

Ruth Tate Policy

Not for profit Organisation

Remaining Assets

Conflict of Interest

Safeguarding

Equal opportunities

Internet Safety

Facilities and Equipment

Fire Awareness

Training

Worker supervision

Agreement Rules for members

Forms

New members form

Consent forms

Media consent form

Safeguarding incident form



Incident and Near Miss form

Volunteering Form

Governance of the club separate document.

Purpose of the organisation

The purpose of West Lavington Youth Club is:

- To provide a safe environment for young people to spend meaningful time with friends and/or peers.
- To provide the opportunity for young people to take part in activities to improve and increase their health and wellbeing.
- To receive support from staff members which enables positive relationship building and development of trust.

It is a place where young people of all ages and abilities will be encouraged to try new things and have the chance to show their skills, learn new skills and try new things without the fear of failure or judgement.

It is also an organisation which can allow staff to gain qualifications and understand more fully the problems which occur in society as a whole.

Our Mission

Our Mission as a secular organisation is to provide a safe space for young people, support them to reach their full potential and encourage them to engage in positive activities to expand their knowledge and skills.

Our Vision

West Lavington Youth Club aims to create a stronger community. Our Vision is for young people to develop their skills as well as their knowledge, grow their confidence, help to develop strong friendship groups and improve each young person's life experience. In the end, we hope we have helped young people to grow up as valuable citizens in the community.

Our Values

1. Safe Space

We provide a safe space for young people to engage in safe organised activities and interact with young people of a similar age. We provide an opportunity for young people to offload their struggles of day-to-day life and someone who can listen to their life struggles.

2. Child led

We have particular sessions at the start of terms where young people are split into groups and have felt tips and A1 paper to write down what session activities they would like to do at



the Youth Club. We therefore have the young people's ideas driving the sessions they have chosen.

3. Everybody matters

We believe that every young person has the right to attend Youth Club. We are inclusive and welcome all young people from different backgrounds and needs and encourage kindness and compassion for each other.

4. Learn New Skills

Every young person has the opportunity to learn new skills from sessions. These are aimed at equipping our young people to become strong and independent adults and to help them to overcome the obstacles that life presents. This will also help them to grow as a person and become more confident in their abilities and to build resilience.

5. Trained Staff

We strive to have highly trained staff in a number of specialist areas, to support young people who have difficulties, both physically and emotionally. Our staff are therefore equipped with the abilities to help support young people build their confidence, believe in their abilities and provide them with the skills and knowledge to integrate fully within the local community and wider society.

Ruth Tate Policy

West Lavington Youth Club has received £10,000 in funding from Ruth Tate's Will.

The committee at the time decreed that the general use of any of these funds should be "to make a difference" implying a difference to individual young peoples' lives. Whilst the money is retained in a dedicated deposit account, the funds can be used in one-off ways to help any young person to achieve their personal aspirations which might otherwise be difficult

This money cannot be used for every day uses such as normal session wages running costs or work on the youth club building.

If any trustee has a personal connection such as family or close friend with the individual that receives any of the funding then they cannot vote or take part in any decision involving that individual. This conforms to standard procedures laid down by the charity commission.

Not-for-Profit Organisation

West Lavington Youth Club is a not-for-profit registered charity which provides young people with the opportunity to access a weekly sessions trips and other activities.. We pay staff an hourly wage to run these youth club sessions and have a manager who is paid to oversee this work. None of the trustees are paid and any funds are in formal Youth club accounts to be spent on youth club sessions, equipment for the youth club maintaining the

George Baker Youth Club building and all approved club activities.

Remaining Assets

Should the charity close, then all moneys and portable assets revert to the charity Commission.. The building itself is on sub-leased land (from the Parish council) and in the event of closure would revert to the Parish council.

Conflict of Interest

West Lavington Youth Club is an organisation with strong core values. Our service ensures that young people can access a safe environment where they can enjoy meaningful activity, alongside consistent support from staff, volunteers and trustees. This means that young people can build trust and positive relationships. Staff and trustees work together to provide a positive experience and we respect the thoughts and views of others.

As Staff and trustees, we all have opportunities to direct Youth club. actions. However, it's important that we use that influence in accordance with our purpose 'A safe environment for young people',. We have a duty to the young people and their families to ensure our decisions are based on the best outcome for them and not for any personal gain. We expect trustees and staff to lead by example by demonstrating our core values and follow all rules and policies of the Youth club.

.In general, major decisions are made at regular committee meetings by that committee. The Officers may make decisions on a day by day basis, and in particular are authorized to confirm financial transactions up to a value of £500.(see governance document) In emergency, officers may make any decision required to resolve the problem.

Usually all decisions re staff are taken be Officers on a confidential basis, but if a decision needs to be made by the committee about a staff member for any reason (including but not limited to a promotion), an altercation or any other event then any members with a personal connection such as family, close family friends including non-blood related or living in the same household will refrain from taking part in this process. This is to ensure there are no biased opinions and the organisation can make a fair and honest decision to promote integrity within the youth club.

If a conflict of interest is breached by a staff member or a committee member then the officers will investigate this. The person accused will be suspended whilst the investigation takes place and the officers/trustees will decide on the appropriate action following the outcome of the investigation. This could lead to disciplinary action and termination of the committee member/employee.

Safeguarding Children and Young People Policy (Including Procedures and Code of Behaviour)

This Policy has been developed in accordance and under the guidance of the:

- Framework for the Assessment of Children in Need and their Families (2000)
- Education Act (2002)
- Children Acts 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014

- Counter-Terrorism and Security Act (2015)
- What to do if You are Worried a Child is being Abused (March 2015)
- Working Together to Safeguard Children (March 2015)
- Keeping Children Safe in Education: Statutory guidance for schools and college (July 2015)
- Revised Prevent Duty Guidance: for England and Wales (Home Office July 2015)
- Guidance for safer working practice those working with children and young people in education settings (Safer Recruitment Consortium October 2015)
- Working Together to Safeguard Children 2018, the Wiltshire Safeguarding Vulnerable People's Partnership and the Local Safeguarding Children Board (Swindon).

This policy deals with the protection of Children and young people, the terms applied to people under the age of 18 years.

West Lavington Youth Club will keep its Safeguarding Children and Young People Policy and Procedures under review to take account of any new Government legislation, regulations or best practice documents to ensure staff are kept fully up to date with their responsibilities and duties.

The welfare of every child and young person in contact with the service remains our priority at all times. This principle is the central tenet of the Children Act and *Working Together to Safeguard Children (2015)* [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

All staff are issued with a contract of employment and a job description which specifies they must be aware and conform to all club policies.

Safeguarding Strategy

West Lavington Youth Club will:

1. Take a preventive approach to protecting children and young people from potential harm, damage, abuse, radicalisation or being drawn into terrorism (violent and non- violent extremism)
2. Take all appropriate actions to address concerns about the welfare of children and young people.
3. Work to agreed local policies and procedures in full partnership with other local agencies.
4. Plan, implement, monitor and review policies and procedures to ensure that the maximum is done to provide a safe environment for children and young people.
5. Take all reasonable measures to ensure that risks of harm to children and young people's welfare is minimised by appropriate:
 - Risk assessment and management
 - Health and Safety procedures
 - Vetting staff selection, recruitment, induction supervision and training
 - Creation and promotion of an open work culture "Whistleblowing"
 - Reacting to and reporting abuse

6. West Lavington Youth Club is committed to promoting the welfare and safety of all who come into contact with it. Protected characteristics are:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sex
 - sexual orientation
7. West Lavington Youth Club will respect the confidentiality of children and young people within clearly defined boundaries which are explained to all service users. They should be supported to give and receive personal information responsibly and in the knowledge of the possible consequences of doing so with reference to our Confidentiality Policy Statement.
1. West Lavington Youth Club holds as one of its highest priorities the health, safety and welfare of all children and young people.
2. West Lavington Youth Club and its staff, including contractors, have a collective and individual duty of care to ensure that its staff fulfil their responsibilities to prevent the abuse of children or young people, to refer any abuse discovered or suspected and to prevent children and young people from being drawn into terrorism.
3. This Safeguarding of Children and Young People Policy and Procedure will be made available to all parent/carers who will be advised that cases may be referred to the investigative agencies in the interests of the child or young person.
4. West Lavington Youth Club will advise children and young people about the standards of behaviors and conduct they can expect from staff, volunteers and Trustees and of what to do if they experience or suspect abuse.
5. West Lavington Youth Club will work with appropriate agencies, and in particular all relevant Local Authority Child Protection Teams, Safeguarding Boards, Social Service and Local Prevent Partnership Boards to ensure that children and young people are safeguarded through the effective operation of our Safeguarding children and young people's procedures. We adopt in totality the Safer Recruitment Consortium's "Guidance for safer working practice for those working with children and young people in education settings". <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:b8a152be-31a6-3383-80c4-1796a6e49288>
6. A consultative approach will be adopted with all relevant Local Authority Safeguarding Officers, Child Abuse Investigation Teams (CAIT) and the Local Prevent Partnership Board to ensure good practice and the best outcomes for children and young people.
7. West Lavington Youth Club recognises that any child or young person can be subject to abuse or radicalisation and all allegations of abuse or concerns about radicalisation will be taken seriously and treated in

accordance with our procedures.

8. West Lavington Youth Club recognises that it is the responsibility of all staff to act upon any concern, no matter how small or trivial it may seem.
9. West Lavington Youth Club recognises the responsibility to implement, maintain and regularly review Safeguarding procedures.
10. We are committed to supporting, resourcing and training those who work with or who come in to contact with children and young people and to providing appropriate supervision.
11. We require all staff to follow our Code of Behaviour which is appended to this policy document, and will draw the attention of staff to this code of conduct and procedures in induction and relevant training.
12. All staff working with children or young people will undertake training to equip them to carry out their responsibilities for Safeguarding including the PREVENT strategy. They will be kept up to date by refresher training at a maximum of three-year intervals. Our Designated Safeguarding Officers will undertake refresher training every two years to keep their knowledge and skills up to date. There is a designated trustee responsible for safeguarding and Prevent and it is our policy that all existing, and newly recruited, trustees undergo an enhanced DBS check and social media audit.
13. West Lavington Youth Club has appointed a Designated Safeguarding Office who is responsible for co-ordinating action within the organisation and liaising with other agencies. Contact details can be found in Appendix B.
14. West Lavington Youth Club operates safe recruitment procedures and ensures that all appropriate checks are carried out on new staff, volunteers and Trustees who will work or come into contact with children and young people including enhanced Disclosure and Barring Service (DBS) checks, Proceeds of Criminal Act (POCA) and list 99.
15. Any deficiencies or weaknesses with regard to safeguarding of children and young people's arrangements will be brought to the attention of the Chair of the trustees and will be remedied without delay.

3.0 - Definition of Abuse

"The act of causing someone distress or harm"

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

3.2 - Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal

social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

3.4 - Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical or emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3.5 - PREVENT - Any young person in danger of radicalisation or demonstrating extremist tendencies is deemed to be vulnerable and appropriate support under the Prevent strategy will be sought. Appropriate support could involve referring the child or young person to Channel.

3.6 - Significant Harm - Some children are in need because they are suffering or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children.

Named Roles

4.0 - Trustees

A named Trustee takes delegated responsibility for leading on Safeguarding issues and the Board should satisfy itself that:

- The roles outlined in this policy are being undertaken appropriately.
- An appropriate Safeguarding induction, support and training programme is implemented.
- Recruitment procedures safeguard children and young people's welfare.
- There is adequate financial support for the services and activities offered in order for the service to operate effectively and safely.

4.1 - Designated Safeguarding Officers

These are senior members of staff. All staff, volunteers and service users should be made aware of who our Designated Safeguarding Officers are, their role and when they are available.

Designated Safeguarding Officers have the following responsibilities:

1. To ensure that this policy is implemented and is adhered to at all times.
2. To be familiar with and have an understanding of all relevant legislation.
3. To liaise with the 'Safeguarding Vulnerable People's Partnership' (which brings together those who lead Wiltshire's services to safeguard children, young people and adults, and was previously the Local Safeguarding Children Board, (LSCB) and local Children's Social Care teams as appropriate. <http://www.wiltshirescb.org.uk/>)
4. To ensure that safeguarding is part of West Lavington Youth Club's working culture.
5. To arrange appropriate training and support for all relevant workers.
6. To provide support during and after incidents involving safeguarding and referrals to Children's Social Care teams or the police.
7. To provide the Board of Trustees with appropriate information on the number and outcomes of incidents or concerns involving safeguarding children and young people as requested.

4.2 - Implementation

All West Lavington Youth Club staff will be briefed on the policy annually and must agree to apply it in practice. The policy is deemed to be incorporated in the contract of employment and it is a condition of service with West Lavington Youth Club that the staff, volunteers and Trustees understand and operate the policy fully. All staff, volunteers and Trustees will have access to a copy of this policy; a copy will be freely available to other groups involved in any events or meetings held by West Lavington Youth Club.

5.0 - Safeguarding Children and Young People Procedure

The purpose of these guidelines is to ensure that the rights of the child or young person are protected through staff awareness of the issues and the following of the statutory and local guidelines in the reporting of concerns. West Lavington Youth Club will take steps to identify vulnerable children or young people on referral. Additional supervision measures will be put in place for all children and young people defined as vulnerable.

1. - **Advice to Staff on When to Take Action and How**
2. - Children and young people can be potentially abused within the family, community, organisations by employees (including those employed to promote their welfare and protection from abuse), visitors, volunteers and fellow children and young people.
3. - It is the responsibility of **all** staff working within West Lavington Youth Club to record and refer concerns regarding the safeguarding of children or young people even if they are just suspicions or overheard rumours, but not to discuss it with anyone other than a Designated Safeguarding Officer (see contact details in Annex B).
4. - If you believe a child or young person is at immediate risk of serious harm or injury, or you believe a criminal offence has been committed, call the police on 999. Do not place yourself in danger, in an emergency, get medical help.
5. - If a child or young person comes to you with a report of apparent abuse or a concern over radicalisation or extremism, you should listen carefully to him/her, using the following guidelines. When listening staff must:
 - 5.1. allow the child or young person to speak without interruption

- 5.2. never trivialise or exaggerate the issue
- 5.3. never make suggestions
- 5.4. never coach or lead them in any way
 - 5.5. reassure them, let them know you are glad they have spoken up and that they are right to do so
 - 5.6. always ask enough questions to clarify your understanding, but do not probe or interrogate – no matter how well you know the child or young person – spare them having to repeat themselves over and over.
 - 5.7. be honest – let the child or young person know that you cannot keep this a secret; you will need to tell the Designated Safeguarding Officer.
- 5.8. try to remain calm – remember this is not an easy thing for them to do.
 - 5.9. do not show your emotions – if you show anger, disgust or disbelief, they may stop talking. This may be because they feel they are upsetting you or they may feel your negative feelings are directed towards them
- 5.10. let the child or young person know that you are taking the matter very seriously
 - 5.11. make the child or young person feel secure and safe without causing them any further anxiety.
6. - If you suspect any abuse or extremism / radicalisation you should immediately (within a maximum of two hours) contact a Designated Safeguarding Officer either in person or by telephone outlining what has been disclosed, what you have overheard or your suspicions. You should also contact them if you know or suspect that a member of staff or child or young person has a previous history of abuse of children or young people.
 7. Contact will be made with Wiltshire Multi-Agency Safeguarding Hub (**MASH**) **0300 456 0108** (08:45am-5pm Mon-Thurs) and (8:45am-4pm) Wiltshire Out of Hours Emergency Service **0300 456 0100**.

If a child or young person is at immediate risk of serious harm or injury, or it is possible a criminal offence has been committed, the police will be called on 999. Or the Police Child Abuse Investigation Team on 101, or Police Domestic Abuse Investigation Team on 101.

8. With regard to concerns around radicalisation or extremist behaviour if the Designated Safeguarding Office judges the child or young person to be in immediate danger or likely to act imminently then the Police will be called otherwise advice from CHANNEL will be sought. The Prevent Coordinator for the South West is: Cheri Fayers – prevent.southwest@service.education.gov.uk
9. West Lavington Youth Club Designated Safeguarding Officer will ask the referring member of staff to produce a full written record within 24 hours, through our Safeguarding Disclosure Form including:
 - 9.1. Name and position of the person who reported the matter
 - 9.2. Whether the matter is a direct disclosure from a child or young, a suspicion or an overheard conversation
 - 9.3. A factual account of what has been overheard, seen or what has been disclosed, including any questions they needed to ask to clarify understanding
 - 9.4. The Report should contain as much detail as possible including observations (including physical signs of apparent abuse). It **must not** include opinions or personal interpretation of the facts

9.5. Signed, dated and forwarded to the Designated Safeguarding Officer who will store it in a secure place.

10. Detailed information about a case will be confined to the Designated Safeguarding Officers, the safeguarding trustee, and (if not implicated) the parents/carers.

11. The reporting member of staff will be kept informed on the progress of the case on a 'need to know' basis only.

12. If the Children's Social Care Team or Social Care Services deem it a safeguarding issue the Designated Safeguarding Officer will advise the Trustee with a lead for Safeguarding without disclosing any detail on a need to know basis

6.0 - Confidentiality

6.1 - Confidentiality and trust should be maintained as far as possible. The degree of confidentiality will be governed by the need to protect the child or young person who is always the primary concern. The child or young person must at the earliest opportunity in the disclosure be informed of the need to pass information on.

2. - West Lavington Youth Club complies with the General Data Protection Regulation (GDPR). (EU2016/679).

Legislation does not prevent sharing of information if:

- those likely to be affected consent; or
- the public interest in safeguarding the child's or young person's welfare overrides the need to keep the information confidential; or
- disclosure is required under court order or other legal obligation

The member of staff reporting a disclosure, suspicion of abuse/ neglect or overheard rumours of abuse/neglect should not discuss the case with anyone other than a Designated Safeguarding Officer.

7. - Allegations against a member of staff Safeguarding Children and Young

7.1 - The primary concern of West Lavington Youth Club is to ensure the safety of the child or young person. It is essential in all cases of suspected abuse by a member of staff that action is taken quickly and professionally whatever the validity. Designated Safeguarding Officers will work in conjunction with the Local Authority Designated Officer for Allegations, Phone number 0300 456 0108, in order to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of West Lavington Youth Club. Where the Designated Safeguarding Officer considers that a concern or allegation indicates that a member of staff has behaved in a way that has harmed or may have harmed a child or young person, or possibly committed a criminal offence against or related to a child or young person; or behaved towards a child or young person in a way that indicates s/he is unsuitable to work with them then a discussion will always take place with the Local Authority Designated Officer for Allegations.

2. - The term 'member of staff' applies to all contracted personnel within West Lavington Youth Club, volunteers and people employed by other agencies that are providing services for the organisation.
3. - In the event that any member of staff suspects any other member of staff of abusing a child or young person, it is their responsibility to bring these concerns to either the Designated Safeguarding Officer or the trustee with a safeguarding lead, except where the suspect is either of the aforementioned.
4. - If the allegation concerns the Trustee with a lead for Safeguarding or Designated Safeguarding Officer, the matter should be discussed with the Chair, in addition to following the normal procedures for Child and Young People's Protection.
5. - Where there is suspicion that a child or young person may suffer significant harm a Strategy Discussion will take place where the Designated Safeguarding Officer will be asked to represent the organization.
6. - If it is determined that there is no cause to suspect significant harm but a criminal offence might have been committed they will immediately inform the police and a similar discussion will take place with the Designated Safeguarding Officer being asked to represent the organisation.

7.7 - Referral to the Disclosure and Barring Service

The Safeguarding Vulnerable Groups act 2006 places a legal duty on West Lavington Youth Club to refer any person who has:

- 6.1.harmed or poses a risk of harm to a child or young person
- 6.2.satisfied the harm test
- 6.3.received a conviction or caution for a relevant offence

Such a referral will be made under the guidance of the Local Authority Designated Officer

8. Type of Investigations

Criminal Investigations - If a crime is suspected, an investigation will not be carried out by the organisation, other than to establish the facts. All the information obtained will be handed over to the police who will carry out any investigation necessary, with the support of West Lavington Youth Club.

Disciplinary Investigations - If a decision is made to pursue an allegation of abuse against a member of staff, this will be dealt with under the West Lavington Youth Club disciplinary policy.

West Lavington Youth Club may be unable to carry out any disciplinary proceedings until the police investigation is complete, but depending on the seriousness of the allegation, the member of staff may be suspended from work with pay until the investigation is completed.

9. West Lavington Youth Club's responsibilities to the member of staff following an allegation

1. Staff who are accused of a breach of the code set out in **Appendix A** may be subject to disciplinary procedure.
 2. Where an allegation from a Child or young person occurs, an investigation will be carried out in accordance with procedure. The Investigating Officer will be required to liaise with the Designated Safeguarding Officer to clarify whether there are any relevant records or relevant information in relation to the individual.
 3. West Lavington Youth Club will inform the accused member of staff as soon as possible after initial consultation has taken place. However this should not be before the Strategy Discussion or police discussion, if needed, has taken place and agreement has been reached as to what information can be disclosed to the member of staff.
- 9.4 The member of staff should be advised to:
- 3.1. Keep records of all conversations, meetings attended, letters received and telephone calls relating to the allegation.
5. Whilst the case is ongoing, West Lavington Youth Club must arrange to provide appropriate support to the member of staff.
 6. - Where it is subsequently found that an allegation has been made maliciously, we may refer the matter to be dealt with under disciplinary procedures. West Lavington Youth Club may also take the decision to pursue an allegation of abuse through our Disciplinary Procedure. Discussion should be held with the relevant Social Care Team.
 7. If the accused member of staff tenders their resignation or ceases to provide their services the allegation must continue to be investigated in accordance with the procedures. Compromise agreements by which a person agrees to resign or West Lavington Youth Club agrees not to pursue the disciplinary action must not be used in these cases.
 8. Every effort must be made to maintain confidentiality and guard against publicity whilst the allegation is being investigated.

10. Record Keeping and Timekeeping

West Lavington Youth Club will keep clear and comprehensive records of any allegations made, details of how the allegation was followed up and resolved, as well as details of any actions taken and decisions reached. These will be placed indefinitely on a staff member's confidential personnel file. In the interests of all parties, it is important to resolve cases as quickly as possible whilst ensuring a consistent, fair and thorough investigation.

Interpretation of this policy shall be made by the Chair of the trustees, the trustee lead for Safeguarding or the lead Designated Safeguarding Officer if required. Any challenges to the policy by children, young people or staff will be considered by the trustees who will respond to the challenge.

This policy will be reviewed annually by the West Lavington Youth Club Manager and board of Trustees with any proposed amendments ratified by the trustees.

The Policy was last reviewed in:



The Policy was approved by the Chair of Trustees:

Date of next planned review:

APPENDIX A

Code of Behaviour for Safeguarding Children and Young People

West Lavington Youth Club recognises that it is not practical to provide definitive instructions that would apply to all situations at all times whereby staff come into contact with children and young people. However, below are the standards of behaviour required of staff in order to fulfil their roles within the organisation. This code should assist in the protection of both children, young people and members of staff.

These guidelines also apply to volunteers who work in an unpaid capacity on West Lavington Youth Club youth projects.

Staff must:

- Implement the Safeguarding of Children and Young People's Policy and Procedures at all times
- All workers must understand and abide by West Lavington Youth Club's Confidentiality policy
- Workers must do everything possible to protect those using the service from discrimination, bullying, aggression, intimidation or verbal or physical abuse.

Staff must never:

- engage in inappropriate rough, physical games including horseplay with children or young people.
- invite children and young people into their own house.
- do things of a personal nature for children or young people that they can do for themselves or that their parent/carer can do for them.
- physically restrain a child or young person unless the restraint is to prevent physical injury of the child/other children/visitors or staff/yourself. In all circumstances physical restraint must be appropriate and reasonable, otherwise the action can be defined as assault.
- make sexually suggestive comments to, or within earshot of, a child or young person
- use any language or behaviour that is inappropriate to the worker's relationship with a child or young person
- abuse trust: While it is always an offence for any adult to engage in sexual activity with a young person under 16, it is also unacceptable and possibly an offence (an "abuse of trust") for a worker to have an intimate relationship with a young person aged 16-18 when the adult holds a "position of trust" over the young person
- allow or engage in inappropriate touching of any kind. The main principles of touch are:
 - o touch should always be in response to the child or young person's need
 - o touch should always be appropriate to the age and stage of development of the child or young person
 - o touch should always be with a child or young person's permission or a necessary response to an emergency situation, in which case parents/guardians should be fully informed as soon as possible. Support of a physical or intimate nature should only be provided by a worker if:
 - It is absolutely necessary, due to an individual's young age or disability,

- recorded in the child or young person's case notes **and** consented to by the young person and their parent/ guardian

Planned Work

Unless pre-planned, workers should not give a child or young person a lift in their own car without prior arrangements being made with the young person, their guardian, and the worker's line manager, except in emergency.

Workers should not be alone with a child or young person, unless this is; a necessary part of supporting that individual for example 1:1 mentoring session, recorded appropriately **and** discussed with the young person, the worker's Line Manager and the young person's parent/ guardian. In this instance workers must ensure that they are aware of and ensure that relevant guidance in our lone working policy is adhered to and taken into account.

Consent is permissible from the young person themselves if aged 16 or over and living independently.

Staff who breach any of the above may be subject to the Disciplinary Procedure.

APPENDIX B

West Lavington Youth Club's Designated Safeguarding Officers Contact Details:

West Lavington Youth Club Manager – Joshy Newton – wlyclub@hotmail.com – 07506-401444

Lead Trustee for Safeguarding – Michael May – Michael.may1@btinternet.com – 01380-812574

Whistle-blowing

The charity Protect-Advice on 020 3117 2520 or go to their website protect-advice.org.uk/contact-protect-advice-line and fill out the online form and they can also give confidential advice to you regarding the disclosure of wrongdoing in the workplace.



Equal opportunities policy

West Lavington Youth Club is committed to equal opportunities in employment and strives to employ the best person in each job. All job applications and employees shall receive equal treatment regardless of gender, marital status, age, disability, social-economic background, health, sexual orientation, religious or political belief, colour, race and ethnic or national origin.

The Youth Club strives to eradicate discrimination and achieve equality of opportunity in the provision of its services to its members. In particular it is committed to developing equality of opportunity in all areas of its work and structure. It will take positive action through its programme, its services to young people, and the training of its leaders, volunteer helpers and members

The Youth Club will promote positive attitudes towards groups and individuals regardless of gender, marital status, age, disability, socio-economic background, health, sexual orientation, religious or political belief, colour, race and ethnic or national origin

The Youth Club complies with current legislation that seeks to eliminate unlawful discrimination.



Internet Safety Policy

The policy applies to all staff, volunteers, sessional worker and anyone working with, or on behalf of, West Lavington Youth Club

The purpose of this policy:

- To protect children, young people and vulnerable adults who benefit from the organization's services.
- To enable staff, volunteers, sessional worker to provide children, young people and vulnerable adults with appropriate safety and protection whilst in the care of the organisation
- To provide children, young people and vulnerable adults with the skills and knowledge they need to keep themselves safe
- To ensure that guidelines (Appendix 1) are kept up to date by regularly reviewing them
- Children, young people and vulnerable adults' internet and social media usage will be monitored; all will refrain from looking at unacceptable websites (this includes chat rooms, pornography, unsuitable age restricted games, programs and visual/photos, acts of violence, racism, sexism and all forms of discriminatory acts), internet and social media history will be checked by staff for the user's safety.
- Any misuse of the computer systems must be reported to the safeguarding officer and workers in charge, and anyone will be challenged and called to account. IT is our duty to protect and safeguard all children, young people and vulnerable adults.

We will seek to keep children, young people and vulnerable adults safe by:

- Following West Lavington Youth Club's procedures and guidelines and behaviour code for staff and volunteers, including taking measures as detailed above. The computers are managed by West Lavington Youth Club and appropriate filters/blocks, provided by the internet provider in place at the time of reading this. If inappropriate use of the internet and social media is suspected, either on purpose or by accident then usage will be terminated. When necessary, police and or parents/careers will be contacted, and reports kept.
- Relevant photo consent will be gained from participants before any photographs of the Youth Clubs activities will be published by West Lavington Youth Club through its various social media outlets. All individual case studies will be anonymous when published through West Lavington Youth Club various social media outlets. West Lavington youth club's various social media outlet contents will be managed to display the work of the youth center and its partners in an appropriate manner
- Ensuring staff, volunteers and sessional workers have appropriate and up to date training in e-safety, including child sexual exploitation and the safe use of mobile phones.
- Providing activities for children and young people and vulnerable adults so they develop the skills and knowledge they need to use the internet and mobile phones safely and responsibly.

Internet safety consideration

Using the internet and social media is now part of everyday life especially for young people.



However, it is useful for us to consider the following points if you intend to provide internet access as part of your activities:

Parental permission

- West Lavington Youth Club may wish to obtain written permission from parents/carers

The TV

The only technology we have onsite is a TV for movie nights, Karaoke and learning dance routines during sessions.

The TV is on the wall and can be seen by everyone in the youth club at all times making this a safe activity. A staff member will grant access to the internet each time the TV is used and keep to trusted apps for safety.

Staff responsibility

- Location of the TV – This is on a bracket screwed into the wall and seen by everyone in the Youth Club
- Ensure staff are aware of the potential issues and supervise the use of the internet and social media
- Ensures regular checks of the browser history are checked and monitored

Below are some guidelines on how we can help to keep young people safe. Explaining these guidelines to young people as well as keeping a copy easily accessible will help to promote staying safe:

- **Safe:** keep safe by not giving out personal information – such as name, email, phone number, address, or school name – to people who you don't trust online
- **Meeting:** never agree to meet anyone you have only met online unless your parent or carer is with you
- **Accepting:** do not accept emails or instant messages, or open files, images or texts from people you don't know. They can contain viruses or nasty messages
- **Reliable:** not all the information found on the internet and social media is reliable and people you meet online wont always be telling the trust
- **Inform/tell:** tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable
-

There may be occasions when staff perceive that members are using mobile phones or other equipment in unsafe, or even illegal manner , and are entitled to prevent this whilst the member is within club "control"

Further reading can be found on the CEOP (Child Exploitation and Online Protection Centre) website [CEOP Safety Centre](https://www.ceop.gov.uk/)

First Aid

Volunteers and young people should have ready access to first aid equipment and facilities at all times when they are at the club

Risk Assessment

In order to determine what first aid equipment and facilities are “adequate and appropriate” the management committee must undertake a risk assessment of their workplace to identify likely first aid needs. The assessment should take into account:

- The nature of the activities
- The number of volunteers/young people/employees present at any one time
- The geographical spread of the club premises and outside areas
- The accessibility of external accident and emergency services
- Accident statistics from the accident book
- Arrangements for covering the temporary absence of trained first aiders

Facilities and equipment

A first aid box, which must not contain tablets, medication or pharmaceutical preparations, must be available. Volunteers must be informed of its location and the box must be clearly identified in accordance with the Health and Safety Regulations 1996, i.e. green background with a white St George’s Cross.

[headache tablets and similar products are classified as medicines and may only be administered under medical supervision. First aiders are not medically trained and are therefore not qualified to administer such items. There is also a question of liability should such products be given by unsuitably qualified people and cause an adverse reaction in the recipient]

A first aid kit should be available when activities take place away from the village hall. This may be the first aid box, or a portable kit if this is more practicable.

First Aiders and Appointed person

First aid treatment may only be administered by people who have completed an approved training course approved by the Health and Safety Executive (HSE) and where relevant have attended necessary re-fresher training i.e. every three years. First aiders should be available at all times that volunteers/young peoples are at the club. Alternative arrangements should be made when qualified first aiders are absent.

First aiders should not administer any medication, except in the event of a child having an ongoing condition requiring prescribed medication, AND WHERE THE PARENT OR CARER HAS GIVEN SPECIFIC WRITTEN INSTRUCTION AND CONSENT.

Volunteers who are chosen to become designated first aiders should meet a few basic suitability criteria, i.e. they should be

- Calm, especially in pressured situations
- Reliable and able to communicate
- Able to cope with injuries or ill health likely to occur in the club

All first aiders should be provided with a formal subsystem for recording incidents (accident book comprised of incident and near miss forms)

The only exception to having a trained first aider are in very low-risk environments in which case there should be “an appointed person” responsible for calling medical assistance and if he or she has been trained to so, administer emergency first aid

First Aid Box Contents

The following items should be contained, as a minimum, in the first aid box:

- A leaflet giving guidance on first aid
- 20 individually wrapped sterile adhesive dressings (of assorted sizes) appropriate to the work environment
- 2 sterile eye pads with attachments
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile un-medicated wound dressings
- 2 sterile individually wrapped un-medicated wound dressings
- 1 pair disposable gloves

Portable first aid kit

The contents of the portable/travelling first aid kit should reflect the circumstances in which it is used. A separate kit is not necessary if it is practicable for the first aid box to be taken on the trip. If however a smaller more portable kit is required, the following items should be included:

- A leaflet giving general guidance on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile un-medicated dressing
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

Accident book

All first aiders and appointed person should be provided with a formal system of recording incidents with which they are involved. Information to be recorded should include:

- Date and time of the incident
- The location
- The name of the injured person
- Details of the injury/illness and any first aid administered
- Subsequent actions (e.g sent home, taken to hospital, went back to activities)
- The details of the first aider or appointed person (name, signature, etc.)

Fire Awareness

Fire safety

Fire instructions must be prepared, displayed and made known to all volunteers and young people attending the club

Instructions must include:

- The location to be taken on discovery of a fire
- The location of extinguishers and their use

Fire drills must be practiced regularly, at least once each term.

It is the management committee's responsibility to ensure that all young people and volunteers attending the club are aware of the fire instructions and familiarise themselves with them

Causes of fire

Some of the common causes of fire are as follows:

- Faulty/misused electrical equipment
- Smoking discarded cigarette ends
- Accumulation of refuse
- Portable heaters
- Fat fryers
- Gas
- Flammable materials and substances
- Arson

The management committee must have any electrical equipment owned by the youth club checked for safety by a qualified electrician once a year

The management committee must seek assurance that electrical equipment owned by the village hall is checked once a year

Fire spread

To help prevent the spread of fire, **fire doors must be kept shut at all times**

Fire detection and warning

A portable smoke detector and a personal alarm should be made available at all youth club sessions, in view of the absence of such detectors and alarms in the village hall

The youth leader must ensure that in the event of a fire, any people who are deaf or disabled are made aware of an alarm signal.

Fire instructions

IF YOU DISCOVER A FIRE:

TELL THE YOUTH LEADER OR THE NEAREST STAFF MEMBER



He or she will immediately operate the alarm Dial 999

Two kinds of hand extinguishers are generally available:

- Coloured green for electrical fire
- Coloured red or silver for fire from other causes

For small fires use the appropriate hand extinguisher but do not take any personal risk.

Again without taking any personal risk endeavour to switch off any electrical fitting involved at the mains.

If a person's clothing is on fire, wrap a coat or blanket around the person who should be laid on the ground to prevent the flames reaching the head

Shut the doors to prevent the flames spreading

ON HEARING THE FIRE ALARM:

Everyone must leave the building immediately and assemble in the car park by the basketball net

The youth leader must ensure that no one is left in the building by checking all areas; and must check the register as they leave. A roll call must be made to confirm no-one is left inside

The youth leader and volunteers should ensure that any members who are deaf or disabled are made aware of the alarm and know what they have to do.

USE THE NEAREST AVAILABLE EXIT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

FOR SMOOTH AND EFFICIENT EVACUATION ACT

CALMLY IF IN DOUBT – GET OUT!

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO



Induction Training

All employees should receive induction training on joining the club. Induction training should cover the following:

- 1) The club's health and safety policy
- 2) The club's safeguarding policy and good practice when working with young people
- 3) Workplace safety rules and procedures
- 4) Their duties under health and safety law e.g. reporting problems, using control measures
- 5) Identification of the individuals with special health functions e.g. safety managers, first aiders, fire wardens, safety representatives
- 6) First aid arrangements
- 7) Fire safety and emergency evacuation procedures

Further training

Further training needs will be identified either by the trainee, or by members of the management committee, including the youth leader. Once a training need has been identified, the management committee, in consultation with the trainee and the youth leader, will determine how best to meet the needs. Full consideration should be given to training courses offered by Youth Action Wiltshire, and any other suitable organisations e.g. free to access courses are preferred unless specific justifications are given by the trainee.

Worker Supervision Agreement

Guidance

Worker Supervision Agreement

The Supervision Agreement is between:

Worker:

Supervisor:

Core Elements of Supervision

Supervision is a two-way process, whereby the supervisor ensures the worker is accountable and is able to carry out their duties as effectively as possible, follow policy, procedure and good practice standards, and staff are enabled to obtain the necessary support and guidance to carry out their duties effectively.

- Practice and supervision will follow the Equality and Diversity policy of the Organisation.
- Supervision will provide a regular forum for regular and constructive feedback to each other.
- Both supervisor and the worker will take responsibility for ensuring that sessions are given priority.
- Both supervisor and the worker will take responsibility for the content of each session.

Confidentiality

- Case discussion during supervision will be recorded as such on the workers case file and will be the property of (insert your Organisation)
- Discussion of performance may remain confidential but could be disclosed as part of any formal procedure.
- Personal issues discussed will be treated as confidential unless such disclosures affect safe practice or acceptable performance.

Core content of sessions

- Summary of critical issues
- Case discussions
- Safeguarding concerns
- Timeliness and Timescales
- Training and development
- Annual leave
- Performance, attendance and sickness
- AOB
- Time, date and place of next meeting

The Supervisor will

- At all times have a concern for the worker's welfare and will provide support, guidance and accountability.
- Ensure the supervisee is clear about his/her roles and responsibilities.
- Progress notes and other documentation relating to the worker's work.



- Ensure that decisions and actions agreed in supervision are carried out within timescales.
- Provide informal and formal evaluative and constructive feedback.
- Maintain a responsibility to assist in the professional development of the worker.
- Commit to being open and honest in discussion of the professional relationship, the work undertaken and of any factors, including the identification of any attitudes and beliefs that could impact on these.
- Be required to manage sickness, leave and other absences.
- Record each session which will be signed by both parties and a copy will be given to the worker.

The Worker will

- Commit to being open and honest in discussion of cases and other work undertaken, the professional relationship, and of any factors, including the identification of any attitudes and beliefs, that could impact on these.
- Notify the supervisor on the same working day of any new safeguarding and/or high-risk situation or issue.
- Ensure that decisions and actions agreed in supervision are carried out in a timely way.
- Take responsibility for their own continual learning and professional development
- Inform the supervisor of any relevant information that will impact on their work (e.g., a disability, relationship with relevant other person).
- Comply with the supervisor's recommendations and directions.
- Request any leave or other absence.

Review and Evaluation

A review will take place annually. The quality of the supervision will be considered. This will also include a mid-year review of appraisal targets for staff.

Structure:

This section requires completion for each individual agreement.

1. Frequency of meetings
2. Duration of meetings
3. Agreed Meeting Venue
4. How to rearrange cancelled or postponed sessions
5. How to deal with interruptions
6. Arrangements for adding items to standard agenda 24 hrs before supervision
7. Who will provide supervision in case of the prolonged absence of supervisor
8. Arrangements for recording decisions following case discussions held outside of supervision
9. How feedback will be given regarding the supervision relationship

We have read, understood and agree with the Supervision Policy and this supervision agreement.

Worker Name & Signature:



Supervisor Name & Signature:

Date of Agreement:

Supervision Template

Date:		
Name of Worker:		
Name of Supervisor:		
Actions decided at my last supervision: Are any still		
What has been my biggest achievement from my last		
What challenges have I faced since my last supervision & how have I overcome them:		
What learning & development has there been since my last supervision? How have I put this learning into practice? Include information about any future learning		
What do I want to achieve before my next supervision?		
	What is working well/ needed	Is there anything else you are worried about?
Ongoing safeguarding concerns		
Any new concerns?		
Timescales set for ongoing 121 work		
Annual leave		
Performance, attendance, sickness issues		
Any other discussions and agreed actions:		



Time, date and place of next meeting:

Workers Signature:

Date:

Supervisors Signature:

Date:



Rules for members

1. A membership form must be completed and signed by you and your parent or carer
2. You must be polite to all youth club members and staff, including not swearing or using any derogatory language that others may find offensive
3. You must not leave the premises until you are collected by your parent/carer or nominated adult
4. You must obey instructions given to you by the youth club staff
5. You must not bully any youth club members either at the youth club or anywhere else
6. You must not smoke, drink alcohol, or take drugs
7. You must take care of youth club and village hall property, and not misuse it
8. For your safety, and that of everyone, you must behave responsibly

If you break any of these rules, you may be suspended from the youth club for a week or more, or you could be permanently excluded

If you cause any deliberate damage to property, your parents/carers will be asked to pay



West Lavington Youth Club Membership Form:

First and Last Name:	
Address:	
Today's Date:	
Date of Birth:	
Current Age:	
School Year:	
Gender:	
Parent or Carer's Name/First Emergency Contact:	
Parent or Carer's/Emergency Contact Relation to Child:	
Parent or Carer's/Emergency Contact Mob No.	
Parent or Carer's E-Mail:	
2nd Emergency Contact's Name:	
2nd Emergency Contact's Tel No.	
2nd Emergency Contact's Relation to Child:	
Is this Child allowed to walk home from Youth Club on their Own?	

Medical Details:

Physical Disability	
Mental Health problems or Special Educational Needs	
Any Health or Dietary Requirements	

Photographs:

Are you happy for your child to be in photos during youth club Activities' for our club website,



posters, newspapers and magazine's?

<u>Parent/Carer's Name:</u>	
<u>Parent/Carer's Signature:</u>	
<u>Date:</u>	

Young person consent Form

<ul style="list-style-type: none"> • I agree to take part in the stated programme and proposed activities
<ul style="list-style-type: none"> • I confirm I have read and understood the information sheet. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily
<ul style="list-style-type: none"> • I agree to receiving any medical treatment that I may need
<ul style="list-style-type: none"> • I agree to West Lavington Youth Club sharing my personal data such as medical or dietary information with third parties if and as required to keep me safe. I understand that only necessary information will be shared in line with West Lavington Youth Club's data
<ul style="list-style-type: none"> • I agree to being filmed or photographed during the programme. I understand that these photographs/media recordings may be used for publications or marketing publicity to tell other people about what West Lavington Youth Club does • If I don't agree to this I understand that West Lavington Youth Club will not use any images or recordings taken of me during the programme
<ul style="list-style-type: none"> • I understand that to stay safe and enjoy the programme I must follow the code of conduct and any safety rules communicated to me by programme staff.
<ul style="list-style-type: none"> • Data privacy & protection: • All information provided is treated in strict confidence by West Lavington Youth Club and will remain confidential. In certain circumstances we may wish to discuss some things with you in greater detail and you should be aware that to enable your participation in the programme we may need to contact your doctor or GP. To support you better whilst participating in the programme some information will also be communicated with specific
<ul style="list-style-type: none"> • Medical information: <i>The information provided in this form is true to the best of my knowledge at this current time and I will update West Lavington Youth Club if there are any changes to my medical conditions or other needs and any changes to emergency contact details prior to the commencement of the programme. This will include updates on emotional wellbeing or mental health issues that might be helpful for youth workers to provide me with a safe and successful experience. I understand that providing full and accurate information will help to safeguard myself during participation in the programme and failure to do so may put myself and/or others at risk. I further understand that a deliberate non-disclosure of an existing condition may invalidate the terms of insurance and I may be liable to cover costs of required medical treatment in the event of an incident or emergency.</i>
<p>Print name:</p>



Signature:

Date:

Information for parents/carers

West Lavington Youth Club aims to provide a safe and enjoyable experience for every young person. To help us do this, please note the following important information:

- Parents and carers must ensure they notify us of any changes to the information given on the form
- For younger aged sessions, Parents and carers must make arrangements for young people to be brought to and from the programme safely and on time. If a parent or carer is not able to collect their child, they need to let us know in advance who will be doing so.
- We cannot take responsibility for any damaged clothing and/or personal items during the activity.
- Parents and carers should ensure children have sufficient water, food, clothing, sun lotion and medication (where appropriate) for the duration of the activity.

Parent/carer consent

<ul style="list-style-type: none"> I/we agree to my child taking part in the stated programme and proposed activities
<ul style="list-style-type: none"> I/we confirm I/we have read and understood the information sheet. I/we have had the opportunity to consider the information, ask questions and have had these answered satisfactorily
<ul style="list-style-type: none"> I/we agree to any medical treatment that my/our young person may need being given in an emergency
<ul style="list-style-type: none"> I/we agree to West Lavington Youth Club sharing personal data such as medical or dietary information with third parties if and as required to keep my/our young person safe. I/we understand that only necessary information will be shared in line with West Lavington Youth Club's data privacy and protection policy.
<ul style="list-style-type: none"> I/we agree to my/our young person being filmed or photographed during the programme, with the possibility that these photographs/media recordings may be used for publications or marketing publicity. Note: if consent is not given, West Lavington Youth Club will not use any images taken during the programme that contain the young person
<ul style="list-style-type: none"> I/we understand that my/our young person needs to follow the code of conduct and any safety rules so that West Lavington Youth Club can keep them and others safe.
<ul style="list-style-type: none"> Data privacy & protection: All information provided is treated in strict confidence by West Lavington Youth Club and will remain confidential. In certain circumstances we may wish to discuss some things with you and your young person in greater detail and you should be aware that to enable your young person's participation in the programme we may need to contact their doctor or GP. To support your young person better whilst participating in the programme some information will also be communicated with specific members of the programme staff team.
<ul style="list-style-type: none"> I/we agree with West Lavington Youth Club's Terms and Conditions
<ul style="list-style-type: none"> Medical information: <i>The information provided in this form is true to the best of my knowledge at this current time and I/we will update West Lavington Youth Club if there are any changes to my young person's medical conditions or other needs and any changes to emergency contact details prior to the commencement of the programme. This will include updates on emotional wellbeing or mental health issues that might be helpful for youth workers to provide a safe and successful experience for my young person. I understand that providing full and accurate information will help to safeguard my young person during their participation in the programme and failure to do so may put my young person and/or others at risk. I further understand that a deliberate non-disclosure of an existing condition may invalidate the terms of insurance and I may be liable to cover costs of required medical treatment in the event of an incident or emergency.</i>
<p>Print name:</p>



Signature:

Date:

Media Consent Form

We take your privacy seriously and will only use your personal information for the purposes it was intended.

We would like to use material gathered from questionnaires, interviews and events to use for publicity purposes. Publicity purposes include, but are not restricted to, press releases, leaflets, posters, website and social media channels.

By ticking any box below, you agree to share your information and data with us, giving us permission to use as noted

	Yes	No
I confirm, I have read and understood the information sheet above. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.		
I agree and consent to my photograph being taken		
I agree and consent to my photograph being used for publicity purposes		
I agree and consent to video footage of me being taken		
I agree and consent to video footage, of me, being used for publicity purposes		
I agree and consent to undertaking questionnaires		
I agree and consent to my responses from questionnaires being used for publicity purposes I agree and consent to taking part in a recorded interview		
I agree and consent to my recorded interview being used for publicity purposes		
I agree and consent to my name being used for publicity purposes		
I agree and consent to my age being used for publicity purposes.		
I agree and consent to share information about my project		
I agree and consent to information about my project being used for publicity purposes		

above. Please select what information and data you are happy to share with us.

Our organisation will hold this information for no longer than two years and will retain the minimum amount of information it requires to carry out its statutory functions and the provision of services. You have the right to withdraw your consent at any time. Our organisation will not sell, rent, trade or transfer your personal information to outside companies. If you wish to withdraw your consent, you can do so by contacting us via the email address below. We will process your request within ten working days.

Project Name:	
Name:	
Age:	
If you are under 18, please ask a parent/guardian to sign and date here:	
Signature:	
Date:	



Any additional comments:

Our organisation

Our contact email

Safeguarding incident or concern: Template report form

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the organisation's reporting protocols.

**REFEREN
CE
NUMBER**

Name & role of person completing this form:	
Programme name:	Date form is completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/carers details:

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of reportee:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
---	---------------------------	--



responding to concerns raised by someone else?

Responding to someone else's
concerns

If responding to someone else's concerns, please provide their details below:

Name:

Relationship to child, young person or adult at risk:

Email address:

Contact number:

Incident Details:

Date/ Time:

Group name (if applicable):

Location of incident:

Description of the incident or concern: (continue on separate sheet if necessary & include reference number): *(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)*

Details of any previous concerns, incidents or relevant safeguarding records:

Child, young person or adult at risk account of the incident or concern: *(use their own words)*

Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*

Details of any witnesses:

Name(s): *(Consider anonymising where this will not negatively impact the ability to take immediate response actions)*

Relationship to child, young person or adult at risk:

Contact details:

Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

Name(s): *(Consider anonymising where this will not negatively impact the ability to take immediate response actions)*

Relationship to child, young person or adult at risk:

Contact details:



Outcome of incident & immediate actions taken: (tick box where relevant)

<ul style="list-style-type: none"> Ambulance required? Y/N Name of hospital / medical facility attended if applicable: <ul style="list-style-type: none"> Police/fire/rescue services attended? Y/N Notes:	First aid treatment provided: and by whom	Medication given:
Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?

Signed By Author:	Name:	Date:
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Reporting to the Designated Safeguarding Lead (DSL) section: *(to be completed by DSL)*

Date & time DSL notified of incident/concern:
Date & time this form passed on to DSL (if different from above):

DSL comments: *(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):*

External agency referral: (tick box where relevant)		
<ul style="list-style-type: none"> • Social services notified Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	<ul style="list-style-type: none"> • LADO notified Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	<ul style="list-style-type: none"> • Other referral made Agency: Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:

Signed By DSL:	Name:	Date:
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For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:

Incident & near miss report form

This form is designed to report ALL significant incidents, as well as near misses or close calls. It should be completed by the worker who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the organisation's reporting protocols.

**REFERENCE
NUMBER**

Name & role of person completing this form:

Programme name:

Date form is completed:

Event Category (please circle):

[e.g. MAJOR / SIGNIFICANT / MINOR - should link to organisational protocols]

Nature of event (please circle):

[e.g. Medical / near miss / behavioural / missing person / loss or damage to property / data loss or breach - should link to organisational protocols]

Incident Details:

Date/ Time:

Group name:

Names of person(s) involved: Consider anonymising in sensitive cases where this will not negatively impact the ability to take immediate response actions:

Nature of involvement: *(i.e. injured party, witness, alleged perpetrator etc):*

Location of incident:

Details of Conditions if relevant (e.g. weather):

Description of what happened and how it happened (continue on separate sheet if necessary):

(N.B. Consider including 3rd party accounts of the event as an annex if applicable or helpful. Include the reference number on each accompanying account)

Outcome of event & immediate actions taken: tick box where relevant

<ul style="list-style-type: none"> Ambulance required? Y/N Name of hospital / medical facility attended if applicable: Police/fire/rescue services attended? Y/N <p>Notes:</p>	<p>First aid treatment provided: and by whom</p>	<p>Medication given:</p>
<p>Any resulting change of plans or disruption to the programme, if applicable:</p>	<p>Disciplinary procedures enacted:</p>	<p>Were any immediate changes to risk management procedures made?</p>

Line Manager comments (actions taken / impact on rest of programme /external agency involvement / initial lessons learned):

Signed By Author:	Name:	Date:
Signed By Line Manager:	Name:	Date:

For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:



West Lavington Youth Club (WLYC) – Volunteering Commitment

Main Duties

- To organise and prepare for activities, where appropriate.
- To supervise activities and discussions, and where appropriate to participate alongside the children and young people and to carry out these tasks in a way that meets the aims and values of the WLYC.
- To attend and take part in planning and recording meetings on a weekly basis.
- To work within the policies, guidelines and legal requirements of the WLYC.

Availability

- The volunteer is expected to be available for one evening per week, outside school holidays, for approximately 3 hours a week.
- The volunteer should notify the project in advance if they are unable to attend the club that they are working in.
- The WLYC expects this to be a commitment of at least 6 months

Travel Expenses

We firmly believe that no one should be out of pocket for volunteering at the WLYC. Therefore we reimburse all travel and out of pocket expenses incurred through volunteering.

Name

Signed

Date