

Community Youth Ventures CIC Safeguarding Policy

1.1 Policy Statement

The purpose and scope of this policy statement

To protect children and young people who receive Community Youth Ventures CIC services from harm. This includes the children of adults who use our services

To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Community Youth Ventures CIC including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Community Youth Ventures (CYV), is firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognise their responsibility for child protection and to promote the welfare of children and young people. The safety and protection of all children and young people that CYV supports is paramount, and has priority over all other interests.

CYV encourages a culture of listening to and engaging in dialogue, with children, seeking their views in ways that are appropriate to their age, culture and understanding.

The purpose of this Safeguarding Policy is to ensure, at all times, the maximum protection from any kind of harm for all young people involved in any way with CYV. For the purposes of this policy, CYV has defined harm as:

- Abandonment
- Emotional abuse
- Neglect
- Physical abuse
- Racial abuse
- Sexual abuse or sexual exploitation
- Exposure to drug/ alcohol misuse
- Bullying – Including cyber bullying
- Grooming
- Radicalisation
- Female genital mutilation

The policy's purpose is to protect the personal safety of all children and young people using the

facilities, resources and activities provided by CYV, by actively promoting awareness, good practice and sound procedures.

The policies laid out in this policy are in accordance with Children's Act 1989, Children's Act 2004 and the guidance "Working Together to Safeguard Children 2023".

Supporting documents:

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Safer recruitment
- Online safety
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision and support
- Adult to child supervision ratios.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues and extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

1.2 Recognising Abuse and Neglect

Abuse may occur in different forms. Abuse can be split into the main categories below:

Physical Abuse

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

Emotional Abuse

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

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 or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

It is vital to take action that is needed to safeguard the child/children. The decision should be discussed with the Safeguarding Officer before any action is taken or a decision made to escalate.

Definition of harm for staff and volunteers.

'Harm' means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

Domestic violence is very damaging to a child's emotional development; where a child is living with domestic violence, schools should consider making a referral to Social Care if the child shows any indicators of significant harm.

Based on the findings of the Victoria Climbié case, it is important to remember that often, only when information held by a number of workers is put together, that a picture of child abuse emerges. In addition to this, whilst respecting cultural differences, the basic requirement that children are kept safe is universal and cuts across cultural boundaries.

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

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures providing effective management for staff and volunteers through supervision
- Support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes
- Recruiting and selecting staff and volunteers safely, ensuring all appropriate checks are made on any staff we employ.
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: www.ico.org.uk/fororganisations]
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

1.3 Responsibilities (Organisation)

CYV will ensure a minimum of 2 member(s) of staff/volunteers/ Directors are designated Safeguarding Officer(s) with responsibility for child protection and the implementation of this policy. It is the responsibility of the Safeguarding Officer(s) to take appropriate action following any expression of concern and make referrals to the appropriate agency.

Nominated child protection lead:

Safeguarding Officer (Secretary) Karl Gayle 07511266066

EMAIL: CYV.CIC@GMAIL.COM

Deputy child protection lead

Chairman – Sunil Takodra 07970293717

EMAIL: CYV.CIC@GMAIL.COM

CYV will ensure that all staff members/volunteers receive training to update them on Safeguarding **every three years**.

CYV will ensure that advice is sought from relevant child protection agencies when dealing with issues.

CYV will ensure that all employees/volunteers receive regular monitoring and supervision in their work with children and young people.

1.4 Responsibilities (Employees/Volunteers)

All employees/volunteers of CYV have a responsibility for the welfare of the children and young people that they work with.

All employees/volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the reporting procedures detailed in this policy.

Never assume that others are monitoring a child or young person. Others may have doubts but you could be the only person taking action.

If in any doubt about what action to take, employees must seek advice from the Safeguarding Officer, or in their absence the Chairman.

CYV frequently takes photographs of children and young people participating in activities and events. Where appropriate written permission from parent/guardian will be obtained before any photographic material is used in the public domain.

1.5 Reacting to a Disclosure

- Listen, rather than directly question
- Never stop anyone who is freely recalling significant events
- Do not ask leading questions
- Do not promise confidentiality
- Allow silence
- No distractions
- Positive prompts
- Allow the child/young person to be upset
- Listen to them carefully
- Reassure the child/young person that they will be supported
- Make an accurate record of the information you have been given, taking care to make sure your record is correct.

1.6 Reporting Procedures

Whistle blowing:

Dealing with disclosures:

Once a disclosure has been made, we will hold a meeting with the whistleblower to gather all the information needed to understand the situation. In some cases, a suitable conclusion may be reached through an initial conversation with a manager. In more serious cases there may be a need for a formal investigation.

It is for CYV to decide what the most appropriate action to take is. It is important to note that if an investigation concludes that the disclosure was untrue it does not automatically mean that it was raised maliciously by a worker.

When dealing with disclosures, it is good practice for managers to:

- Have a facility for anonymous reporting
- Treat all disclosures made seriously and consistently
- Provide support to the worker during what can be a difficult or anxious time with access to mentoring, advice and counselling
- Reassure the whistleblower that their disclosure will not affect their position at work
- Document whether the whistleblower has requested confidentiality
- Manage the expectations of the whistleblower in terms of what action and/or feedback they can expect as well clear timescales for providing updates
- Produce a summary of the meeting for record keeping purposes and provide a copy to the whistleblower
- Allow the worker to be accompanied by a trade union representative or colleague at any meeting about the disclosure, if they wish to do so
- Provide support services after a disclosure has been made such as mediation and dispute

- resolution, to help rebuild trust and relationships in the workplace
- It will be useful to document any decisions or action taken following the making of a disclosure by a worker.
- It is also good practice to: Record the number of whistleblowing disclosures they receive and their nature and maintain records of the date and content of feedback provided to whistleblowers
- Conduct regular surveys to ascertain the satisfaction of whistleblowers.

Any suspicion, allegation or disclosure must be reported immediately (as soon as practicably possible on the day of the occurrence) to the Safeguarding Officer. Disclosure or evidence for concern may occur in a number of ways, including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.

The Safeguarding Officer must record the concern, with the employee, using the Incident/Accident Reporting Form. The Safeguarding Officer is responsible for informing the Chairman immediately and ensuring that a copy of the Incident/Accident Report is kept strictly confidential and stored securely following Data Protection Procedures.

It is the responsibility of the Safeguarding Officer to deal with any Safeguarding matters initially and then escalated as appropriate.

All stages of the reporting procedure must be documented, marked confidential and stored securely following the procedures laid out in the Data Protection Policy.

What happens if a whistleblower believes they have been unfairly treated?

If a whistleblower believes that they have been unfairly treated because they have blown the whistle, they may decide to take their case to an employment tribunal. The process for this would involve attempted resolution through the Advisory, Conciliation and Arbitration Service (ACAS) early conciliation service.

Whistleblowing: Guidance for Employers

Information can be found at: www.acas.org.uk/conciliation and the ACAS helpline can provide further advice.

The ACAS helpline details are:

Telephone: 0300 123 1100

Textphone: 18001 030 0123 1100

Monday to Friday, 8am to 8pm

Saturday, 9am to 1pm

1.7 Allegations Against Employees/Volunteers

When any form of complaint is made against an employee/volunteer, it must be taken seriously and

the complaint should initially be dealt with by the most senior member of the team. If the complaint is against the most senior member of the team, then the Chairman must be informed.

The senior team member must report the complaint immediately to the Safeguarding Officer, giving details of the circumstances.

The Safeguarding Officer will seek advice and guidance from the LADO (Local Authority Designated Officer) within 24 hours of the allegation. (LADO 01296 382 070
Email secure-LADO@buckinghamshire.gov.uk)

The Safeguarding Officer may attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

The Chairman may suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made (following advice from the LADO).

This action does not imply in any way that the person suspended is responsible for, or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.

CYV will co-operate fully with the Police, Social Services and all other parties involved.

The Safeguarding Officer will ensure that the Chairman of CYV Board of Trustees, or in his/her absence, a Board member, is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.

The Safeguarding Officer or Board member will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy.

The Company may take disciplinary action in accordance with the disciplinary procedures outlined in this handbook.

1.8 Confidentiality

CYV operates under a policy of confidentiality. However, under no circumstances will any individual who is employed by/volunteers for CYV keep confidential any information that raises concerns about the safety and welfare of a child or young person.

This statement relating to confidentiality must be made known to all who access any provision of CYV.

All staff/volunteers must be aware that they have a responsibility to share information with other agencies in order to safeguard children and young people in accordance with the Information Sharing Policy of the Children's Trust.

All staff must be aware that they cannot promise a child that they will keep secrets.

1.9 Supporting staff/volunteers

All staff/volunteers at CYV will receive regular training or e-learning and supervision with respect to Safeguarding issues, this is checked every 12 months.

Staff/volunteers to whom a young person has disclosed may be distressed by the disclosure and counselling will therefore be available. It is the responsibility of the Safeguarding Officer to ensure this is provided if required.

Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information:

Introduction:

It is a requirement of the CRB's Code of Practice and TMG CRB that a body or individual using the Disclosure and Barring Service (DBS) checking service must have a written policy on the correct handling and safekeeping of Disclosure information.

As an organization using the DBS to help assess the suitability of applicants for positions of trust, the England Touch Association (ETA) complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. The ETA also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information, a copy of which can be given to anyone on request.

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Storage and access:

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling:

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Note: When required by statutory duty to retain Disclosures for inspection purposes, the Disclosure will be destroyed immediately following the inspection.

Usage:

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention:

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal:

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Contact your local child protection services.

Their contact details can be found on the website for the local authority the child lives in. Contact the police. They will assess the situation and take the appropriate action to protect the child.

Contact the NSPCC Helpline on 0808 800 5000 or by emailing help@nspcc.org.uk. Our child protection specialists will talk through your concerns with you, give you expert advice and take action to protect the child as appropriate. This may include making a referral to the local authority.

1.10 E-safety

CYV uses media (emails/ mobile phones/ Facebook page/ youth_cyv Instagram account) to contact young people registered to our service. These are accessible by all Directors and are monitored by the organisation. Use of personal email addresses or social media accounts are not used to communicate with young people. Staff/ volunteers and delivery partners are also made aware of these points.

The purpose and scope of this policy statement:

Community Youth Ventures CIC works with children and families as part of its activities.

The purpose of this policy statement is to:

- Protect children and young people who take part in Community Youth Ventures CIC services, events and activities, specifically those where photographs and videos may be taken

Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with CYV

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.
- We recognise that: sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- The welfare of the children and young people taking part in our activities is paramount
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images

- We will seek to keep children and young people safe by: always asking for written consent from a child and their parents or carers before taking and using a child's image

- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children

- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published

- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)

- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)

- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)

- Reducing the risk of images being copied and used inappropriately by: only using images of children in appropriate clothing (including safety wear if necessary)
- Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- Using images that positively reflect young people's involvement in the activity. We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.
- Photography and/or filming for personal use
- When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.
- Reminding parents, carers and children that they need to give consent for to take and use their images
- Asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.
- We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, this should only be done with permission and using our equipment.
- Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.
- If we hire a photographer for one of our events, we will seek to keep children and young people safe by: providing the photographer with a clear brief about appropriate content and behaviour, ensuring the photographer wears identification at all times
- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared

- Not allowing the photographer to have unsupervised access to children not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use:

If people such as local journalists, professional photographers by CYV or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- The name and address of the person using the camera
- The names of children they wish to take images of (if possible)
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.
- CYV will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.
- At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.
- If CYV is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures
- If consent to take photographs is not given. If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing images:

- We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.
- We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.
- We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- CYV does not permit staff and volunteers to using any personal equipment to take photos and

recordings of children. Only cameras or devices belonging to CYV should be used.

- Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information.

1.11 Review and Maintenance of the Policy

The Management Committee shall undertake to review this policy, its implementation and effectiveness annually. The views of all employees/volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

1.12

Management of Visitors:

Community Youth Ventures CIC recognises the importance of providing an open, safe and welcoming environment for all who work and visit our services. CYV acknowledges the value and contribution of visitors to our sites and our responsibility to maintain the health, safety and welfare of all young people, staff and visitors.

This policy provides a clear protocol and procedure for the admittance and management of external visitors.

This policy applies to:

- All staff employed by CYV including volunteers
- All external visitors
- All participants
- All parents, carers and external agencies
- All contractors
- All members of the sporting facilities and visitors to all commercial provision

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Visitors are defined as guests who attend a CYV sites for a temporary period of time, and who are not employed by or enrolled at CYV. Visitors would include external contractors, representatives of external organisations, potential students and their parents, employers and volunteers.

CYV provides a range of services and facilities which are open to the general public and through membership. We also arrange and host large scale events as part of CYV activity and through Community Partnerships.

Visitors are welcome to CYV and can make a significant contribution to the life and work of our service. The learning and development, opportunities and experiences they bring are encouraged and appreciated to support the progress and experiences of our young people and staff.

CYV must ensure that the health, safety and welfare of young people and staff is not compromised at any time. CYV is equally responsible to the whole community for ensuring that visitors comply with the guidelines.

All staff and young people have collective and individual responsibility to be vigilant when on sites and adhere to all expectations and procedures for the safe and effective management of visitors and to report any concerns to create a safe and welcoming environment. All staff and young people have the responsibility to ensure that any individual who is not displaying an ID badge, or any unaccompanied visitors in areas prohibited to visitors and members of the public, is challenged or reported to a member of staff.

Visitors should not attend a site without a member of staff taking full responsibility for their welfare and safety.

Procedure:

- All visitors must be confirmed, where possible, prior to the visit.
- The host should inform Reception with advance notice of the visitor and company, if appropriate, prior to the visit.
- The visitor should be advised to park in the visitor car park or identified visitor car parking spaces for each site.
- All visitors are asked to report to and sign in at Reception or an identified visitor registration or reception area.
- Where appropriate, visitors will be asked to provide identification on arrival.
- With the exception of Reception and other identified visitor registration areas, at no time should visitors enter student and staff only areas and buildings unaccompanied.
- Visitors will be given an identifiable visitor ID badge. The visitor badge and lanyard must be visible at all times.
- Information will be provided for the visitor, if possible before and / or on arrival to cover health, safety and safeguarding information. These will include first aid, emergency evacuation, health and safety and safeguarding.
- When the visitor arrives at Reception or other identified area, the member of staff will notify the host or nominee who will go and collect their visitor.
- At the end of the visit, it is the responsibility of the host to accompany the visitor to sign out and hand in their ID badge.
- Non approved visitors must not have any access to young people or staff areas unsupervised. Appropriate supervision is the responsibility of the host.

1.13 Safer recruitment:

Define the role:

For any role working with children and young people, both the role description and the person specification should highlight the safeguarding responsibilities.

Advertising the role:

The advertisement is our first opportunity to send out a clear safeguarding message. Every advert for a role that includes work with children should include a statement about your commitment to keeping children safe.

If the role requires a criminal records check, this should be included in the advert.

CYV will advertise all vacancies to attract a wide selection of applicants – whether the role is for paid staff or a volunteer.

Applicant information pack:

Providing an application pack ensures that people interested in applying for a role have all the information they need about your organisation and the advertised vacancy. It's best practice to use a standard application form for all roles, whether paid or unpaid. This helps make sure you get all the information you need from each candidate. It should include space for the candidate to explain how they meet the criteria outlined in the person specification.

You should include an overview of your safer recruitment process so that candidates understand what information will be sought from them and why, and what will be expected of them at each stage of the process.

Self-disclosure form:

A self-disclosure form gives shortlisted or successful candidates the opportunity to tell you confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record.

You can only ask for the information you are entitled to know about as a potential employer. What you can ask for, and when, will depend on the role they will be doing.

The form ensures applicants are aware that you are entitled to ask for this information and provides you with an opportunity to discuss and consider relevant information before findings from vetting and barring checks are received.

It helps deter unsuitable candidates and shows that we take safer recruitment seriously. Our safer recruitment procedures set out at what point in the process we should request a self-disclosure form. It will also set out when you should open a completed form.

Self-disclosure forms contain sensitive, confidential information. Forms should be submitted in a separate, sealed envelope marked 'Confidential' or through a secure, online system. Our policies and

procedures on the retention, storage and destruction of records should set out in more detail the process for collecting, storing and disposing of opened and unopened self-disclosure forms.

The self-disclosure form does not replace the need for a criminal record check, which should always be carried out as appropriate to the role.

The information provided should be considered as part of your vetting checks, applying a risk assessment process if information has been disclosed.

References:

The application pack will provide information about how and when you will request references.

We will ask applicants to provide the details of at least two referees and check references as part of your vetting checks.

Where we can, we will give candidates an overview of the questions we will be asking referees, so the candidate can consent to this information being provided. We will ask about the candidate's suitability to work with children and young people.

We will use a standard reference form for all roles, to make sure you get all the information you need.

Online checks:

Some organisations consider carrying out a search of shortlisted candidates for any information that is publicly available online.

Online checks are not a mandatory requirement of a safer recruitment process, but it is important that we review our recruitment and selection policy and procedures and update it to incorporate the online search process if you are including this as part of your recruitment process.

If we complete an online check, we will let all applicants know that they will be subject to an online search if shortlisted.

Selecting applicants for interview:

Shortlisting will be carried out by at least two people. They should each be clear about what their role involves and should assess each application form according to how well it meets the criteria set out in the person specification.

Preparing for interview:

We will assess all applicants on their ability to carry out the role, based on justifiable and objective criteria and plan a range of selection methods that are clearly related to the person specification.

Panel:

We will have at least two people on the interview panel and we may have a chair and will agree beforehand who is responsible for ensuring all assessments are conducted fairly and candidates are treated equally.

Young people's participation:

Involving children, young people and their families in recruitment can be a really useful way of finding the right people for the role.

Practical test:

A question-and-answer format may not be the best way to test a particular requirement or competency. We may want to consider other methods such as a practical test of competition is competitive.

Interview:

Interviews to recruit people to work with children should always be conducted face-to-face.

We will ask candidates in advance whether they have any access requirements for the interview venue and provide what they need. Give an outline of the selection methods we will be using and ask if they need any special arrangements for these.

Our questions will be planned in advance, choosing questions that relate to items in the person specification and enable people to explore the candidate's suitability to work with children, their attitude and their motivations for applying for the role.

We will ask each candidate the same questions so that they are all treated equally.

We will make notes during the interview. This will form the evidence for assessing each candidate after the interviews are complete. Use a scoring system based on the person specification and follow the same criteria for each candidate.

It's best practice to use value based interviewing techniques, which will help you focus on each candidate's values and behaviours.

During the interview candidates should show that they are able to:

- Establish and maintain professional boundaries and professional integrity
- Establish and maintain relationships with children
- Take action to protect a child.

Checking identity:

Check each candidate's identity during the recruitment process. The first opportunity to do this is usually when the candidate attends an assessment day and interview.

Making an offer:

When you contact the successful candidate, make it clear that the offer is still subject to satisfactory completion of all the vetting processes you need to undertake.

Vetting, disclosure and barring checks:

We will carry out a range of processes and checks to ensure individuals we employ are the right people to work or volunteer in roles that have contact with children.

Verifying references:

References will help us make an informed decision about an applicant's suitability to work or volunteer with children.

Ask referees about the candidate's suitability and ability to work with children and young people knowledge and understanding of child protection and safeguarding.

We will make sure information provided in the reference is consistent with the information provided by the candidate in their application form and interview and we will follow up any discrepancies, concerns, or vague statements.

Criminal records checks:

Criminal records checks enable you to ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children.

Each nation in the UK uses a different criminal records check process, but they are all aligned and recognise each other's decisions. A person who is barred from working with children in one nation will be barred across the UK.

England and Wales: The Disclosure and Barring Service (DBS) helps employers and voluntary organisations in England and Wales make safer recruitment decisions.

Northern Ireland: Access NI provides disclosure information and the DBS carries out barring procedures for Northern Ireland.

Scotland: Disclosure Scotland carries out criminal record checks and manages the Protecting Vulnerable Groups (PVG) scheme.

A criminal records check is only valid on the date stated on the certificate but: in England and Wales, individuals who have a new DBS check can subscribe to the update service, which means they can keep their certificate up to date and take it with them to a new employer.

Enhanced with barred list checks:

There are different types of criminal record checks depending on the nature of the work being carried out. In all four UK nations checks can be:

- Basic – showing unspent convictions and conditional cautions
- Standard – showing spent and unspent convictions and adult cautions which have not been filtered in line with legislation
- Enhanced – showing the same as a standard check plus any information held by local police that's considered relevant to the role.

In England, Northern Ireland and Wales, there is also the option for an enhanced with barred list check for anyone doing "regulated activity".

This provides the same information as an enhanced check, but also includes information about whether the person has been barred from working with children.

What is regulated activity/regulated work?

In England, Northern Ireland and Wales, regulated activity with children means carrying out any of the below activities frequently or with intensity (more than 3 days in a 30-day period or overnight).

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice or guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of specified places with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises (excluding work done by supervised volunteers).
- Some activities are always regulated activities, regardless of how often they take place and whether or not they are supervised. These include: engaging in intimate or personal care of children, health care by, or under the supervision of, a registered health care professional.

Regulated work can also apply to certain positions of trust within organisations, for example being a trustee of a children's charity.

Birth certificates:

It's best practice to check the successful candidate's birth certificate, to find out whether they have changed their name since birth. You should carry out vetting and barring checks for all names the person has used.

Transgender people who do not want to share gender and name information with an employer can follow a special process to apply for a criminal record check. More information is available from each criminal records agency:

Disqualification from working with children:

Organisations are responsible for making sure the people they employ as staff and volunteers have not been disqualified from working with children.

The Department for Education (DfE) has published statutory guidance to help organisations comply with their responsibilities (DfE, 2018).

The Department for Education (DfE) has provided information about this in its Keeping children safe in Education guidance (DfE, 2023).

Non-teaching staff, school managers and governors should also undergo vetting and barring checks.

Checking temporary or agency staff and visitors

It's just as important to ensure we recruit temporary or agency staff who are suitable to work with children as it is with permanent staff.

If someone is visiting your school or organisation to run an activity with children, you must also make sure they have undergone the necessary checks.

You should only engage people to work with children if they come from an agency or organisation that has robust safer recruitment policies and procedures.

This policy will be reviewed and monitored by the Safeguarding Strategic Group.

Next review of policy July 2027

**PROCEDURE FOR DEALING WITH
SUSPICIONS, ALLEGATIONS OR
DISCLOSURE OF CHILD ABUSE**

CYV employee has concerns about the welfare of a young person.



Employee informs The Safeguarding Officer immediately of their concern (as soon as practicably possible).



Safeguarding Officer to record the concern with the employee, using the Incident Reporting Form, Safeguarding Officer must inform (either the Chairman) immediately and ensure that a copy of the Incident Form is logged in a secure file.



The Safeguarding Officer is responsible for further referral. This will be to the First Response Team if the immediate safety of the child is in any doubt then the police MUST be informed.

**PROCEDURE FOR DEALING WITH
ALLEGATIONS AGAINST A MEMBER
OF STAFF**

A young person discloses or you witness an incident or there is a Whistleblowing report involving a colleague.



Employee informs the Safeguarding Officer. If the allegation is about a Director then it should be reported to the Chairman of the Board. Support will be offered for all parties involved in an allegation.



It is the responsibility of the Safeguarding Officer or in his/her absence, the Chairman to seek advice of the LADO.* It is NOT within the remit of any other member of staff to deal with the incident after it has been reported.

* in accordance with **CYV** Disciplinary Procedures

IF IN ANY DOUBT AS TO WHAT YOU SHOULD DO AT ANY TIME DURING THE ABOVE PROCEDURE SEEK ADVICE FROM YOUR MANAGER OR SAFEGUARDING OFFICER.

Phone Numbers/Contacts

Bucks

First Response Team: 01296 383 962
Out of hours: 0800 999 7677
cypfirstresponse@buckscc.gov.uk
securecypfirstresponse@buckscc.gov.uk

Milton Keynes

Multi Agency Referral Hub (MASH): 01908 253169/253170
Out of hours: 01908 265545 mksccb@milton-keynes.gov.uk