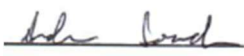




**Children, Young People and Adults at Risk  
Safeguarding Policy  
2024**

Date	Name	Position	Signed	Next Review
April 2024	Andrew Jordan	Regional Designated Safeguarding Lead		February 2025

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## Safeguarding: Basic Information

### Organisational Details

Name	Youth Initiatives Scotland (SCIO)
Address	6 Heys Street, Glasgow G78 2EN
Email	<a href="mailto:office@youthinitiatives.com">office@youthinitiatives.com</a>
Telephone Number	07921035827
Scottish Charity Number	SC048754
Company Number	
Insurance Details	Zurich Insurance Combined Public and Employers Liability 5 <sup>th</sup> July 2024 to 4 <sup>th</sup> July 2025

### Chief Executive Officer

Name	Andrew Jordan
Email	<a href="mailto:andyj@youthinitiatives.com">andyj@youthinitiatives.com</a>
Telephone Number	07921035827

### Regional Designated Safeguarding Lead

Name	Andrew Jordan
Email	<a href="mailto:andyj@youthinitiatives.com">andyj@youthinitiatives.com</a>
Telephone Number	07921035827

Youth Initiatives Scotland is a cross community youth work charity which aims to awaken hope, inspire initiative, and mobilise youth to make a vital contribution to their community and to the future of Scotland, through the discovery and renewal of Christian faith in daily life.

The principal object of Youth Initiatives is to, without discrimination on grounds of age, gender, disability, sexuality, nationality, ethnic origin and political or religious opinion, promote the physical, mental, spiritual and social welfare of young people in Scotland through education, youth work, and volunteering.

The charitable organisation fulfills its objectives through projects jointly led by staff and young people aimed at the personal, social, physical, mental and spiritual development of young people. Youth Initiatives operates 2 projects in Glasgow. Each projects work reflects the local context however the typical work includes;

- 10 - 14's programmes
- 15 - 18's programmes
- Single Gender programmes
- Good relations programmes
- Volunteer leadership programmes
- Schools work
- Streetbased youth work

These programmes are made up of a range of activities centre based programmes, games, day trips, residential weekends, summer camps, international service trips and volunteering.

## **Safeguarding: Policy, Procedures and Guidelines**

### **YOUTH INITIATIVES CHILD SAFEGUARDING STATEMENT**

**“The welfare of the child is paramount”**

“We in Youth Initiatives are committed to practice which protects children, young people and adults at risk from harm.

Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children, young people and adults at risk, harm.”

**“We will endeavour to safeguard children, young people and adults at risk of harm by:**

- Listening to and respecting children, young people and adults at risk
- Adopting safeguarding guidelines through a code of behaviour for staff and volunteers
- Sharing information about safeguarding and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training
- Building a safeguarding culture where staff, volunteers and children, young people and adults at risk know how they are expected to behave and feel comfortable about sharing concerns

**We are also committed to reviewing our policy and good practice annually.**

**Definitions children, young people and adults at risk of harm:**

- The Children Order defines a ‘child’ as a person under the age of 18. Throughout this policy when we refer to a child or young person our meaning (unless otherwise stated) is a person under the age of 18

- An 'Adult at risk' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:
  - a) personal characteristics AND/OR
  - b) life circumstances AND
  - c) is unable to protect their own well-being, property, assets, rights or other interests; AND
  - d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

In order to meet the definition of an 'adult at risk' either (a) or (b) must be present, in addition to both elements (c), and (d).

The decision as to whether the definition of an 'adult at risk' is met will demand the careful exercise of professional judgement applied on a case by case basis. This will take into account all the available evidence, concerns, the impact of harm, degree of risk and other matters relating to the individual and his or her circumstances. The seriousness and the degree of risk of harm are key to determining the most appropriate response and establishing whether the threshold for protective intervention has been met.

Youth Initiatives Scotland (YI) primarily does outreach youthwork serving 10-18 year olds. Some young people and adults at risk aged 18-25 stay on in the organisation as volunteers and some programmes include people over 18 participating in personal and social development programmes.

Whilst Youth Initiatives recognises that the primary responsibility for the care of children, young people and adults at risk rests with parents and guardians, the community as a whole has responsibility for their wellbeing and protecting them.

Youth Initiatives is committed to taking every appropriate step to ensure the safety and wellbeing of those with whom it works, regardless of class, gender, race or creed. This policy applies to all children, young people and adults at risk with whom Youth Initiatives is involved with regardless of age.

All Youth Initiatives staff, volunteers and casual workers must be aware of this policy and it is their duty to guarantee its implementation in accordance with their role and responsibilities.

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children, young people and adults at risk may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

- UN Convention of the human rights article 5
- Rights of the child Article 19
- The Children (Scotland) Act 1995
- Scottish Office (1998) Protecting Children: A Shared Responsibility'
- Adult Safeguarding: Prevention and Protection in Partnership key documents 2015

### **Roles and Responsibilities**

It is not Youth Initiatives responsibility to identify and investigate possible instances of abuse – this is the role of the statutory agencies: Social Services, Police Scotland, and NSPCC. However, Youth Initiatives does have a statutory responsibility to report any safeguarding concerns, allegations or disclosures.

**The Appropriate Statutory Agencies involved in investigating safeguarding issues are:**

If you think a child, young person or adult at risk is in immediate danger, contact the police on **999**. If you're worried about a child, young person or adult at risk but they are not in immediate danger, you should share your concerns.

- **Contact Police Scotland.** The police can make an emergency protective response if there is an immediate concern about the safety of a child. **Tel: 999**
- **Contact the relevant Health and Social Care Trust (HSCT) Gateway Services team.** In circumstances that are not an emergency, the [HSCP services team](#) is the first point of contact for all new referrals to children's social services. (see contact details below)
- **The Regional Emergency Social Work Service** provides an emergency social work service outside of normal office hours, after 5:00pm, Monday to Friday, weekends and public/bank holidays- for emergencies that cannot wait until the next working day.
- **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Our trained professionals will talk through your concerns with you and give you expert advice.

Office	9am – 5pm	Out of Hours Contact No
Glasgow	0141 287 0555	0300 343 1505

Services will risk assess the situation and take action to protect the children, young people and adults at risk as appropriate either through statutory involvement or other support. This may include making a referral to the local authority.

#### **Designated Safeguarding Officers 2022/2023 for Youth Initiatives:**

Andrew Jordan	YI Scotland CEO	07921035827
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#### **Safeguarding: Role Description Designated Officer**

The YI Designated Safeguarding Lead alongside the YI Scotland Board who have day to day operational responsibility for the organisation have responsibility:

- To take the lead in ensuring that appropriate arrangements for keeping children, young people and adults at risk safe are in place at Youth Initiatives
- To promote the safety and welfare of children, young people and adults at risk involved in Youth Initiatives activities at all times.
- Take a lead role in developing and reviewing Youth Initiatives safeguarding and child protection policies and procedures.

Youth Initiatives has schools based projects and community based youth work projects running in local church halls and community centres. When working in schools staff should familiarise themselves with the school safeguarding policy.

#### Duties and responsibilities of Safeguarding lead

1. Take a lead role in implementing Youth Initiatives safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children, young people and adults at risk who take part in Youth Initiatives activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children, young people and adults at risk at Youth Initiatives, including the board of trustees, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child, young person or adult at risk's welfare.
4. Make sure children, young people or adults at risk who are involved in activities at Youth Initiatives and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child, young person or adult at risk who takes part in Youth Initiatives activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Youth Initiatives may present a risk to children, young people or adults at risk. This includes:
  1. assessing and clarifying the information
  2. making referrals to statutory organisations as appropriate
  3. consulting with and informing the relevant members of the organisation's management
  4. following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
  1. the local authority child protection services
  2. the police.This includes making formal referrals to agencies when necessary.
8. Consult the NSPCC Helpline when support is needed, by calling **0808 800 5000** or emailing **help@nspcc.org.uk**.
9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
10. Work closely with the board of trustees and regional designated safeguarding lead to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
11. Report regularly to the board of trustees on issues relating to safeguarding and child protection, to ensure that child protection is an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.

12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
14. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Youth Initiatives.
15. Attend team meetings, supervision sessions and management meetings as arranged.
16. Work flexibly as may be required and carry out any other reasonable duties. Appointment to this role is subject to satisfactory vetting and barring checks.

### **Safeguarding: Types of Abuse**

Definitions have been gathered from <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

**Bullying & Cyberbullying:** Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone. Cyberbullying can include: sending threatening or abusive text messages, creating and sharing embarrassing images or videos, trolling – the sending of menacing or upsetting messages on social networks, chat rooms or online games, excluding children from online games, activities or friendship groups, shaming someone online, setting up hate sites or groups about a particular child, encouraging young people to self-harm, voting for or against someone in an abusive poll, creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name, sending explicit messages, also known as sexting, pressuring children into sending sexual images or engaging in sexual conversations.

No single sign will indicate for certain that a child, young person or adult at risk is being bullied, but watch out for:

- belongings getting 'lost' or damaged
- physical injuries, such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to whoever's bullying them)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

**Child Sexual Exploitation (CSE):** Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups. CSE can happen in person or online. An abuser will gain a child's trust or control them through violence or blackmail before moving onto sexually abusing them. This can happen in a short period of time.

When a child is sexually exploited online, they might be persuaded or forced to:

- send or post sexually explicit images of themselves
- film or stream sexual activities
- have sexual conversations.

Once an abuser has images, video or copies of conversations, they might use threats and blackmail to force a young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online.

Gangs use sexual exploitation:

- to exert power and control
- for initiation
- to use sexual violence as a weapon.

Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading.

Sexual exploitation can be difficult to spot and sometimes mistaken for "normal" teenage behaviour. Knowing the signs can help protect children and help them when they've no one else to turn to.

- Unhealthy or inappropriate sexual behaviour.
- Being frightened of some people, places or situations.
- Being secretive.
- Sharp changes in mood or character.
- Having money or things they can't or won't explain.
- Physical signs of abuse, like bruises or bleeding in their genital or anal area.
- Alcohol or drug misuse.
- Sexually transmitted infections.
- Pregnancy.
- Having an older boyfriend or girlfriend.
- Staying out late or overnight.
- Having a new group of friends.
- Missing from home or care, or stopping going to school or college.
- Hanging out with older people, other vulnerable people or in antisocial groups.
- Involved in a gang.
- Involved in criminal activities like selling drugs or shoplifting.

They may not know where they are, because they've been moved around the country, and seem frightened, confused or angry.

**Child Trafficking:** Trafficking is where children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:

- sexual exploitation
- benefit fraud
- forced marriage
- domestic slavery like cleaning, cooking and childcare
- forced labour in factories or agriculture
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.

Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Traffickers often groom children, families and communities to gain their trust. They may also threaten families with violence or threats. Traffickers often promise children and families that they'll have a better future elsewhere.

Trafficking is also an economic crime. Traffickers may ask families for money for providing documents or transport and they'll make a profit from money a child "earns" through exploitation, forced labour or crime. They'll often be told this money is to pay off a debt they or their family "owe" to the traffickers.

Traffickers may:

- work alone or in small groups, recruiting a small number of children, often from areas they know and live in
- be medium-sized groups who recruit, move and exploit children and young people on a small scale
- be large criminal networks that operate internationally with high-level corruption, money laundering and a large number of victims.

Knowing the signs of trafficking can help give a voice to children. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out.

It may not be obvious that a child has been trafficked but you might notice unusual or unexpected things. They might:

- o spend a lot of time doing household chores
- o rarely leave their house or have no time for playing
- o be orphaned or living apart from their family
- o live in low-standard accommodation
- o be unsure which country, city or town they're in
- o can't or are reluctant to share personal information or where they live
- o not be registered with a school or a GP practice
- o have no access to their parents or guardians
- o be seen in inappropriate places like brothels or factories
- o have money or things you wouldn't expect them to
- o have injuries from workplace accidents
- o give a prepared story which is very similar to stories given by other children.

**Criminal exploitation** is child abuse where children and young people are manipulated and coerced into committing crimes. The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.<sup>1</sup>

- **Peer group**

A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context.

- **Street gang**

"Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity."

- **Organised criminal gangs**

"A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation.'"

It's not illegal for a young person to be in a gang – there are different types of 'gang' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.

A child or young person might be recruited into a gang because of where they live or because of who their family is. They might join because they don't see another option or because they feel like they need protection. Children and young people may become involved in gangs for many reasons, including:

- o peer pressure and wanting to fit in with their friends
- o they feel respected and important
- o they want to feel protected from other gangs, or bullies
- o they want to make money, and are promised rewards
- o they want to gain status, and feel powerful
- o they've been excluded from school and don't feel they have a future

Organised criminal gangs groom children and young people because they're less suspicious and are given lighter sentences than adults.

There are some signs to look out for if you're worried a child or young person has joined a gang, or is being criminally exploited. It might be hard to spot at first, but the sooner you're able to talk to the young person the more you'll be able to help them.

- Frequently absent from and doing badly in school.
- Going missing from home, staying out late and travelling for unexplained reasons.
- In a relationship or hanging out with someone older than them.
- Being angry, aggressive or violent.
- Being isolated or withdrawn.
- Having unexplained money and buying new things.
- Wearing clothes or accessories in gang colours or getting tattoos.
- Using new slang words.
- Spending more time on social media and being secretive about time online.
- Making more calls or sending more texts, possibly on a new phone or phones.
- Self-harming and feeling emotionally unwell.
- Taking drugs and abusing alcohol.
- Committing petty crimes like shop lifting or vandalism.
- Unexplained injuries and refusing to seek medical help.
- Carrying weapons or having a dangerous breed of dog.

**Domestic abuse** is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites
- can happen in any relationship and can continue even after the relationship has ended
- both men and women can be abused or abusers.

Domestic abuse can be emotional, physical, sexual, financial or psychological, such as:

- kicking, hitting, punching or cutting
- rape (including in a relationship)
- controlling someone's finances by withholding money or stopping someone earning
- controlling behaviour, like telling someone where they can go and what they can wear
- not letting someone leave the house
- reading emails, text messages or letters
- threatening to kill someone or harm them
- threatening to another family member or pet.

It can be difficult to tell if domestic abuse is happening and those carrying out the abuse can act very differently when other people are around. Children and young people might also feel frightened and confused, keeping the abuse to themselves.

Signs that a child has witnessed domestic abuse can include:

- aggression or bullying
- anti-social behaviour, like vandalism
- anxiety, depression or suicidal thoughts
- attention seeking
- bed-wetting, nightmares or insomnia
- constant or regular sickness, like colds, headaches and mouth ulcers
- drug or alcohol use
- eating disorders
- problems in school or trouble learning
- tantrums
- withdrawal.

**Emotional abuse** is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.

Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.

Emotional abuse includes:

- humiliating or constantly criticising a child
- threatening, shouting at a child or calling them names
- making the child the subject of jokes, or using sarcasm to hurt a child
- blaming and scapegoating
- making a child perform degrading acts
- not recognising a child's own individuality or trying to control their lives
- pushing a child too hard or not recognising their limitations
- exposing a child to upsetting events or situations, like domestic abuse or drug taking
- failing to promote a child's social development
- not allowing them to have friends
- persistently ignoring them
- being absent
- manipulating a child
- never saying anything kind, expressing positive feelings or congratulating a child on successes
- never showing any emotions in interactions with a child, also known as emotional neglect.

There might not be any obvious physical signs of emotional abuse or neglect. And a child might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how a child is acting.

As children grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused. But children who are being emotionally abused might:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age.

The signs of emotional abuse can also be different for children at different ages.

**Female Genital Mutilation (FGM)** is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names. FGM is a form of child abuse. It's dangerous and a criminal offence in the UK. FGM can happen at different times in a girl or woman's life. Signs that FGM may have taken place include Having difficulty walking, standing or sitting.

- Spending longer in the bathroom or toilet.
- Appearing quiet, anxious or depressed.
- Acting differently after an absence from school or college.
- Reluctance to go to the doctors or have routine medical examinations.
- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed.

**Grooming** is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

It can be difficult to tell if a child is being groomed – the signs aren't always obvious and may be hidden. Older children might behave in a way that seems to be "normal" teenage behaviour, masking underlying problems.

Some of the signs you might see include:

- being very secretive about how they're spending their time, including when online
- having an older boyfriend or girlfriend
- having money or new things like clothes and mobile phones that they can't or won't explain
- underage drinking or drug taking
- spending more or less time online or on their devices
- being upset, withdrawn or distressed
- sexualised behaviour, language or an understanding of sex that's not appropriate for their age
- spending more time away from home or going missing for periods of time.

**Neglect** is the ongoing failure to meet a child's basic needs and the most common form of child abuse<sup>2</sup>. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing. Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.

- **Physical neglect**  
A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.
- **Educational neglect**  
A parent doesn't ensure their child is given an education.
- **Emotional neglect**  
A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.
- **Medical neglect**  
A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

Neglect can be really difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. Children and young people who are neglected might have:

- Poor appearance and hygiene
- Health and development problems
- House and family issues
- Change in behaviour

**Non-recent child abuse**, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: there's no excuse for abuse. You might have known you were abused for a very long time or only recently learnt or understood what happened to you. Whether the abuse happened once or hundreds of times, a year or 70 years ago, whatever the circumstances, there's support to help you. It's never too late.

**Online abuse** is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- live-streaming sites.

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online. Types of online abuse include cyberbullying, emotional abuse, grooming, sexting, sexual abuse, sexual exploitation.

A child or young person experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Some of the signs of online abuse are similar to other abuse types:

- [cyberbullying](#)
- [grooming](#)
- [sexual abuse](#)
- [child sexual exploitation](#).

**Physical abuse** is when someone hurts or harms a child or young person on purpose. It includes:

- hitting with hands or objects
- slapping and punching
- kicking
- shaking
- throwing
- poisoning
- burning and scalding
- biting and scratching
- breaking bones
- drowning.

It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell. Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. And there isn't just one sign or symptom to look out for. But it's important to be aware of the signs. If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported.

Physical abuse symptoms include:

- bruises
- broken or fractured bones
- burns or scalds
- bite marks.

It can also include other injuries and health problems, such as:

- scarring
- the effects of poisoning, such as vomiting, drowsiness or seizures
- breathing problems from drowning, suffocation or poisoning

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these. Visible signs include:

- swelling
- bruising
- fractures
- being extremely sleepy or unconscious
- breathing problems
- seizures
- vomiting
- unusual behaviour, such as being irritable or not feeding properly.

**Sexual Abuse:** When a child or young person is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online.

It's never a child's fault they were sexually abused – it's important to make sure children know this. There are 2 types of sexual abuse – contact and non-contact abuse. And sexual abuse can happen in person or online.

Contact abuse is where an abuser makes physical contact with a child. This includes:

- sexual touching of any part of a child's body, whether they're clothed or not
- using a body part or object to rape or penetrate a child
- forcing a child to take part in sexual activities
- making a child undress or touch someone else.

Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:

- exposing or flashing
- showing pornography
- exposing a child to sexual acts
- making them masturbate
- forcing a child to make, view or share child abuse images or videos
- making, viewing or distributing child abuse images or videos
- forcing a child to take part in sexual activities or conversations online or through a smartphone.

Find out more about [grooming](#) and [child sexual exploitation](#).

Knowing the signs of sexual abuse can help give a voice to children. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out. Some of the signs you might notice include:

Emotional and behavioural signs

- Avoiding being alone with or frightened of people or a person they know.
- Language or sexual behaviour you wouldn't expect them to know.
- Having nightmares or bed-wetting.
- Alcohol or drug misuse.
- Self-harm.

- Changes in eating habits or developing an eating problem.
- Changes in their mood, feeling irritable and angry, or anything out of the ordinary.

#### Physical Signs

- Bruises.
- Bleeding, discharge, pains or soreness in their genital or anal area.
- Sexually transmitted infections.
- Pregnancy.

If a child is being or has been sexually abused online, they might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Children, young people and adults at risk might also drop hints and clues about the abuse.

### **Safeguarding: Responding to Alleged Abuse**

Where there are concerns raised about a child, young person or adult at risk, or where a disclosure or allegation is made, people often feel anxious about passing on the information. Often staff and volunteers can feel afraid that their concerns may be wrong and because of this, they may delay in passing on vital information regarding a safeguarding issue.

Staff and volunteers who have concerns do not need any evidence of wrongdoing, nor are they responsible for conducting an investigation, they simply need to pass on their concerns through the organisation's reporting procedures, as soon as possible. It is important to remember that it is not the responsibility of one person in an organisation to evaluate information regarding the child, young person or adult at risk or any safeguarding concerns. It is unlikely that one person will hold all the information relevant to the child or adult as often important information may be held by several people and more than one organisation but each piece of information may add to the overall jigsaw, which can show a fuller picture of any person's situation. Sharing information is one of the most important ways to prevent and detect abuse.

In cases where a child, young person or adult at risk discloses abuse to a staff member or volunteer, it is important that staff/volunteers know how to react appropriately, according to the following guidelines:

### **Do**

- Stay calm;
- Listen attentively;
- Express concern and sympathy and acknowledge what is being said;
- Reassure the person – tell the person that s/he did the right thing in telling you;
- Let the person know that the information will be taken seriously and provide details about what will happen next, including the limits and boundaries of confidentiality;
- If urgent medical/police help is required, call the emergency services on 999 or 101;
- Ensure the immediate safety of the person;
- If you think a crime has occurred be aware that medical and forensic evidence might be needed. Consider the need for a timely referral to the police service and make sure nothing you do will contaminate it;
- Let the person know that they will be kept involved at every stage;
- Record in writing (date and sign your report) and report as per your organisation's procedures at the earliest possible time to the designated officer. If they are not available phone the safeguarding office or police if immediate action is required;
- Act without delay.

### **Do Not**

- Stop someone disclosing to you;
- Promise to keep secrets;
- Press the person for more details or make them repeat the story;
- Gossip about the disclosure or pass on the information to anyone who does not have a legitimate need to know;
- Contact the alleged person to have caused the harm;
- Attempt to investigate yourself;
- Leave details of your concerns on a voicemail or by email;
- Delay

It is important for everyone to be aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for statutory authorities. The primary responsibility for the person who first suspects or is told of abuse is to report it in line with the organisation's reporting procedures and to ensure that their concern is taken seriously.

The Designated Officer will take any immediate action required to ensure the child, young person or 'adult at risk' is safe and make a decision as to when it is appropriate to speak with the person at risk of harm about the concerns and any proposed actions. Under no circumstances should any individual member of staff or volunteer or the organisation itself attempt to deal with the problem of abuse alone or investigate the situation.

They should not ask questions that relate to the detail, or circumstances of the alleged abuse, beyond initial listening, expressing concern and checking out.

**If you suspect a child, young person or adult at risk of harm is being abused,, you should:**

1. Make a record of any facts that support your suspicions.
2. Tell one of the Designated Officers your concerns.

3. Make sure that your concerns are passed on to the appropriate authorities.
4. Not carry out an investigation, leave this to the appropriate authorities.

**If a young person discloses to you that someone else has abused them:**

- LISTEN carefully
- Try to be reassuring and non-judgmental
- Be supportive
- Let the young person know that you have a duty to pass on the information
- Make a record of the conversation, and give this record to a designated officer

**If you receive an allegation about an adult or about yourself:**

- Make a record of the facts of the allegation
- Discuss the matter with a Designated Officer or another member of the Management Team

**YOUTHWORKERS SHOULD ALWAYS REFER, NOT INVESTIGATE SUSPECTED ABUSE.**

All concerns, disclosures and allegations should be recorded on incident form provided by the organisation. An accurate record should be made of the date and time that the member of staff/volunteer became aware of the concerns, the parties who were involved, and any action taken.

If there is a disclosure it is important to record what was said as soon as possible in the person's own words. The record should be clear and factual, since any information may be valuable to safeguarding professionals investigating the incident and may at some time in the future be used as evidence in court. This kind of information should always be kept in a secure place (including electronic filing) and shared only with those who need to know about the concerns, disclosures, allegations or suspicions of abuse. This information will be used to complete the HSCP form for the referral. HSCP is available here:

[Glasgow Health and Social Care Partnership Referral](#)

**Safeguarding: Allegation against staff or volunteers**

One of the most difficult situations for an organisation to deal with is an allegation of abuse against a member of staff or volunteer. In many cases the person may be a close colleague, friend or neighbour. Nevertheless, the response from the organisations to allegations of abuse must at all times be consistent, regardless of relationships as the primary interest must always be the safety and well-being of the child, young person or adult at risk.

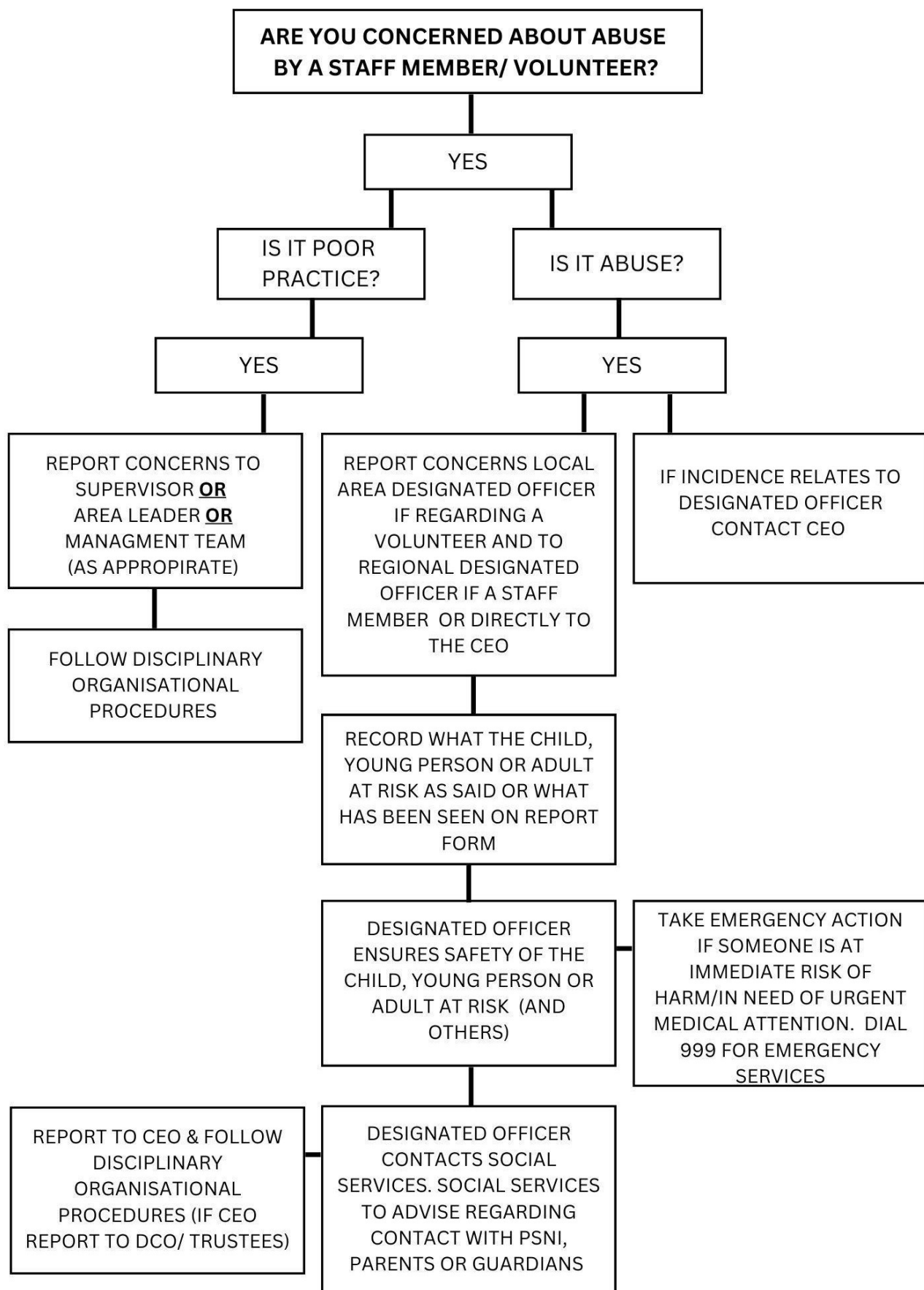
When responding to an allegation that has been made against a member of staff or volunteer, our organisation has a dual responsibility; firstly, to the child or 'adult at risk', and, secondly, to the staff member or volunteer.

Youth Initiatives has a procedure for dealing with an allegation made against a member of staff or volunteer which, in the case of a concern about a child or 'adult at risk', should run parallel to the procedure for reporting a safeguarding concern. In the first instance the details of the allegation should be fully recorded by the Designated Officer to the CEO.

The Youth Initiatives CEO should take the actions outlined below. It is possible that the actions outlined will occur virtually simultaneously and not necessarily sequentially:

- Through the organisations Regional Designated Officer, consult with the HSCP and/or Police Scotland to ensure that any subsequent action taken by the organisation does not prejudice the Social work or Police investigation;
- Following the above consultation, inform the staff member/volunteer that an allegation has been made against him/her and provide them with an opportunity to respond to the allegation. His/her response should be recorded fully;
- Through the organisations Regional Designated Officer, consult with the HSC Key Worker (if known) or the HSC Trust Gateway Service (if Key Worker is not known) to agree the most appropriate way forward;
- Take protective measures which may involve transferring the staff member/volunteer to another post without contact with children, young people or 'adults at risk', or suspension. It should be noted that suspension is a neutral act to allow the investigation to proceed and to remove the staff member/volunteer from the possibility of any further allegation.
- If it is necessary to suspend a staff member or volunteer, the allegation should be dealt with as quickly and sensitively as possible. All actions taken should be in accordance with Youth Initiatives disciplinary procedure and have due regard to guidance from the HSCP and/or Police Scotland so as not to prejudice any investigation. It is recommended that the Designated Officer is not the person who carries out the disciplinary procedure. This is the responsibility of the CEO/ Board of Trustees

**Safeguarding: Reporting a Concern Flowchart (Staff Member/ Volunteer)**



## **Safeguarding: Referrals Protocol**

*“A Referral Protocol involves ensuring clients who need help from another organisation get that help.”*

### **Protocol for referring a YI young person to a specialised agency:**

When a YI youth worker recognises a need of a specialised agency to care for a child, young person's or adult at risks well-being or development, the following steps will be taken:

#### **A) Safeguarding issues**

If a young person discloses issues of abuse or other issues falling under safeguarding guidelines, the staff worker will contact the Area Designated Officer or Regional Designated Officer who will contact the relevant Social Services Duty Officer.

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-Ordinator, in accordance with HSCT procedures will:

- Liaise with Children's or Social Services in regards to the suspension of the worker. In serious cases, the case may also be reviewed by the Safeguarding Board for Scotland.
- Make a referral to Access NI for consideration of the person being placed on the barred list for working with children or adults at risk of harm .
- Serious allegations will also need to be referred to the Charity Commission NI

#### **B) Immediate Care**

If staff person discerns a child, young person or adult at risk in their care is suicidal or showing other signs requiring immediate care, the staff worker should contact the Area Designated Officer or Regional Designated Officer and decide action for immediate referral to the appropriate agency or care provider. (See YI Referral Agencies List)

#### **C) Ongoing Wellbeing and Development**

The protocol for referring young people for help from other organisations for their ongoing wellbeing and development is as follows:

- i. A young person requests, or a staff worker discerns, that a young person would benefit from the expertise of a specialised organisation.
- ii. The Youth worker discusses with their supervisor the need for the help of a specialised agency with the development of a young person and outlines their specific concerns.
- iii. Youth worker and supervisors consult the 'YI List of Local Referral Agencies' and, together they decide who would be the best agency to contact/refer to.
- iv. Youth worker consults with young person to get their agreement.
- v. Youth worker contacts agency and sets up a meeting (with the consent of the young person).
- vi. A plan of ongoing care is implemented involving the youth worker, supervisor, young person and specialised agency.

## What should I do if I am concerned?

Staff and volunteers at YI who have any children, young people or adult at risk safeguarding concerns should:

### 1. Respond

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

### 2. Report

- Name the person to whom staff/volunteers need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see above)

### 3. Record

- The YI Incident Form and other Reporting forms see link below. The YI designated officers are responsible to appropriately file Safeguarding records.
- As far as possible, records should be written contemporaneously, dated and signed.
- Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record.

[Incident Report Form.docx](#)

### 4. Refer

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- (1) the adult's wishes and preferred outcome
- (2) whether the adult has mental capacity to make an informed decision about their own and others' safety
- (3) the safety or wellbeing of children or other adults with care and support needs
- (4) whether there is a person in a position of trust involved
- (5) whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed and/or
- Local Advice Team (part of adult social services) for possible safeguarding enquiry
- relevant regulatory bodies such as, Office of Scottish Charities Regulator
- family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

## Complaints procedure

Youth Initiatives Scotland promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.

If a staff or volunteer or any other member of the organisation is unhappy with a Youth Initiatives decision about the safeguarding concern, refer them to YI Staff Manual – Complaints Procedure.

YI NI is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

### **Why is it important to take action?**

It may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

### **Confidentiality and information sharing**

YI expects all staff, volunteers, and trustees to maintain confidentiality at all times. In line with Data Protection law, YI does not share information if not required.

### **Recruitment and selection**

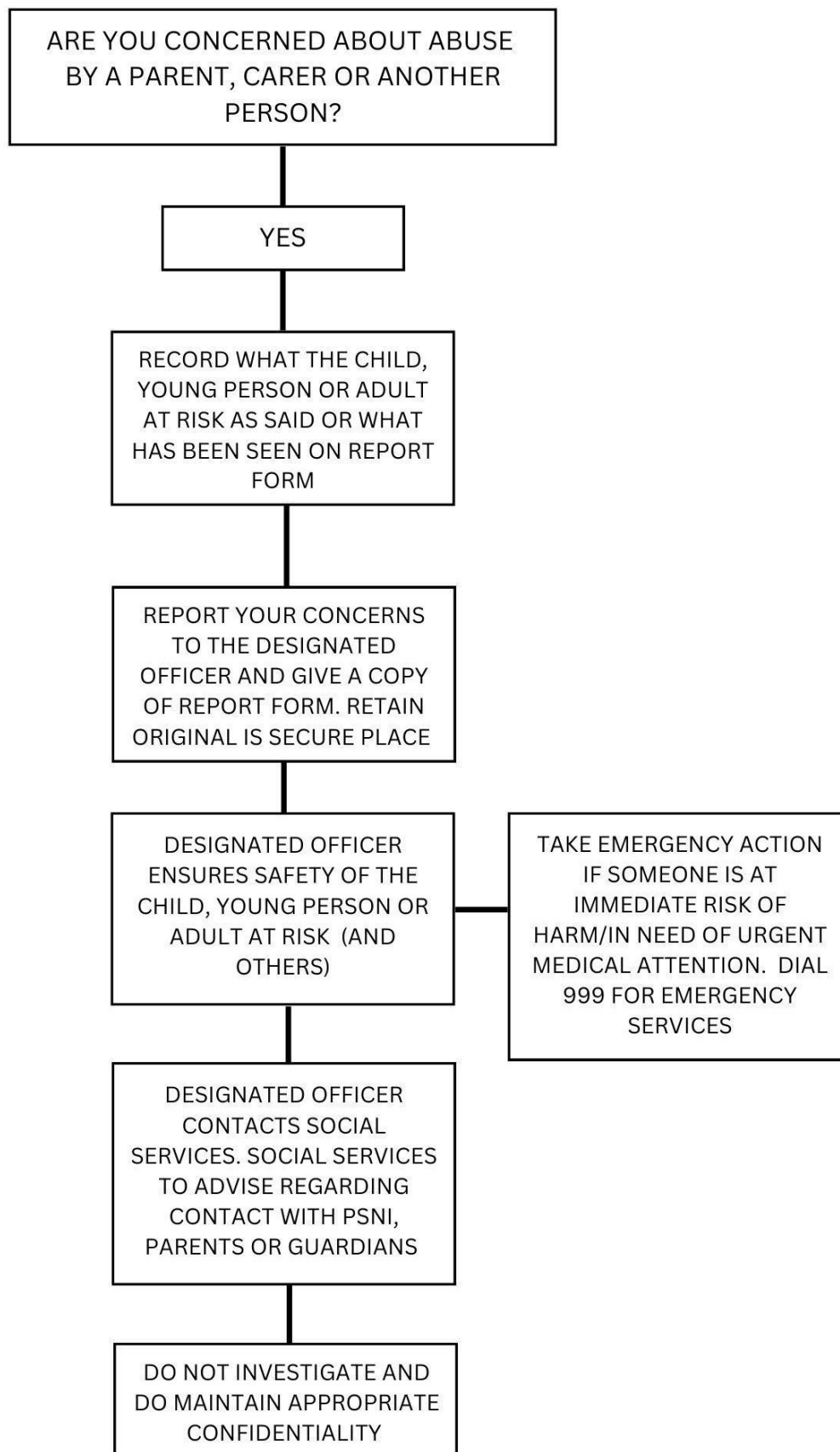
Youth Initiatives is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.

- **Contact Police Scotland.** The police can make an emergency protective response if there is an immediate concern about the safety of a child. **Tel: 999**
- **Contact the relevant Health and Social Care Trust (HSCP) Social Work team.** In circumstances that are not an emergency, the [Glasgow Health and Social Care Partnership](#) is the first point of contact for all new referrals to children's social services. (see contact details below)
- **The Regional Emergency Social Work Service** provides an emergency social work service outside of normal office hours, after 5:00pm, Monday to Friday, weekends and public/bank holidays- for emergencies that cannot wait until the next working day.
- **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Our trained professionals will talk through your concerns with you and give you expert advice.
- **Contact thirtyone:eight** If you or anyone else you know, need to talk about these or if there is anything else that you want to report please contact **0303 003 1111**.

Office	9am – 5pm	Out of Hours Contact No
Glasgow	0141 287 0555	0300 343 1505

Services will risk assess the situation and take action to protect the children, young people and adults at risk as appropriate either through statutory involvement or other support. This may include making a referral to the local authority.

### Safeguarding: Reporting a Concern Flowchart



## **Safeguarding: Dealing with complaints**

***Youth Initiatives has clear standards and systems for enabling, recording and dealing with complaints by either children, young people or adults.***

Our organisation has an ethos of inclusion, transparency and openness which is communicated to everyone involved including staff, children, young people and adults at risk.

There are appropriate procedures in place to share concerns or make complaints about the organisation. Children, young people, adults at risk or parents can speak directly to a youth worker or Area Leader to raise a concern. They may also raise concerns to the CEO or Management Team by contacting

**Tel: 07921035827** or [andyj@youthinitiatives.com](mailto:andyj@youthinitiatives.com).

Complaints procedures are communicated appropriately to everyone involved in the organisation, including children, young people or adults through the YI Website and safeguarding video.

Having a culture of inclusion, transparency and openness means that the organisation has nothing to hide in terms of its practice, and that it is open to feedback from children, young people, adults at risk, parents and guardians, staff and volunteers with a view to improving how it carries out its activities and delivers its services.

It is important to communicate that our organisation is committed to this principle through having a statement to this effect in our Safeguarding Policy.

Youth Initiatives treats everyone with dignity and respect and is committed to safeguarding them from harm, we will encourage and enable them to take an active role in planning and decision-making.

Some ways this can be achieved are through:

- A commitment to a listening environment within the organisation;
- A member's forum for those who use our services and staff/volunteers who discuss matters affecting their interests;
- Maintaining a record of matters and suggestions made by young people, volunteers and staff and their representatives and actions taken;
- Involvement of youth representatives on interview panels;
- Providing regular feedback on actions taken and developments in the organisation.

It is also important to establish and maintain contact with the parents and legal guardians who are involved in your organisation. Users will have a wealth of knowledge about the emotional, physical and cultural needs of the participants whom they care for or work with.

## **Complaints Procedure**

This procedure is to provide a parent/guardian, child, young person or adult at risk who considers that they have a grievance, with the opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved if possible, at the earliest practical time.

### **Stage 1 - Initial Contact**

When a parent/guardian, child, young person or adult at risk feels aggrieved on any matter they should discuss the problem initially with the worker responsible for the programme. They will attempt to resolve the issue, consulting where necessary the other members of management. The worker should reply to the grievance as soon as possible, and in any case, within three working days from the time the grievance was first raised.

### **Stage 2 – Involvement of Youth Worker**

If the parent/guardian, child, young person or adult at risk with the grievance is not satisfied with the reply from the worker, or has not received a reply within three working days they may request that the matter be raised with the worker's Area Leader.

On receipt of such a request the Area Leader shall make arrangements to hear the grievance. It is the responsibility of the Area Leader to make arrangements for the hearing to be held within ten working days of the grievance being raised with them.

### **Stage 3 – Involvement of the CEO**

If the parent/guardian, child, young person or adult at risk with the grievance is not satisfied with the reply from the worker's Area Leader or has not received a reply within three working days they may request that the matter be raised with the CEO or Management Team member.

The CEO or Management Team member, on receipt of such a request shall make arrangements to hear the grievance. It is the responsibility of the CEO or Management Team member to make arrangements for the hearing to be held within ten working days of the grievance being raised with them.

Reference to the CEO is the final stage of the grievance.

## Safeguarding: Whistleblowing policy and procedure

Youth Initiatives is committed to the highest possible standards of conduct, openness, honesty and accountability.

Whistleblowing occurs when a member of staff or volunteer raises a concern about misconduct, illegal or underhand practices by individuals and/or an organisation; or about the way care and support is being provided, such as practices that cause harm or risk of harm to others or are abusive, discriminatory or exploitative.

Youth Initiatives have a range of policies and procedures which deal with standards of behaviour at work. These policies cover Grievance & Discipline, Equality & Diversity and Bully & Harassment. Employees are encouraged to use the provisions of these procedures when appropriate. There may be times however, when the matter is not about your personal employment position and needs to be handled in a different way.

Examples include:

- Malpractice or ill treatment of a customer by a senior member of staff
- Repeated ill treatment of a customer, despite a complaint being made
- A criminal offence has been committed, is being committed or is likely to be committed
- Suspected fraud
- Disregard for legislation, particularly in relation to Health & Safety at work
- The environment has been, or is likely to be, damaged
- Breach of standing financial instructions
- Showing undue favour over a contractual matter or to a job applicant
- A breach of a code of conduct
- Information on any of the above has been, is being, or is likely to be concealed

Note - This list is not exhaustive

Youth Initiatives takes poor or malpractice seriously and will ensure:

- Staff or volunteers have the option to raise concerns outside of line management structures i.e. directly to the CEO or Chair of the Trustees.
- Staff or volunteers are enabled to access confidential advice from independent source.
- We will, where possible, respect the confidentiality of a member of staff raising a concern through the whistleblowing procedure.

An investigation may need to be carried out under the terms of strict confidentiality i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. This may be appropriate in cases of suspected fraud. In certain cases, however, such as allegations of ill treatment of employees, suspension from work may have to be considered immediately. Protection of employees and young people is paramount in all cases. The CEO or Chairperson will offer to keep the whistle-blower informed about the investigation and its outcome. If the result of the investigation is that there is a case to be answered by any individual, the Disciplinary Rules and Procedure will be used. Where there is no case to answer, but the employee held a genuine concern and was not acting maliciously, the CEO or Chairperson should ensure that the employee suffers no reprisals. Only where false allegations are made maliciously, will it be considered appropriate to act against the whistle blower under the terms of the Disciplinary Procedure.

Youth Initiatives will not tolerate any harassment or victimisation of a whistleblower (including informal pressures), and will treat this as a serious disciplinary offence, which will be dealt with under the Disciplinary Procedure.

We acknowledge it is a disciplinary matter both to victimise a bona fide whistleblower and for someone to maliciously make a false allegation. There may be situations in which concerns or allegations turn out to be unfounded. It is important that everyone in the organisation knows that if they raise a concern which, through the process of investigation, is not validated, they have not in any way been wrong in their initial action. Responsible action needs to be encouraged in the organisation and whistle-blowers should be confident of support.

Following the investigation, the most senior person in the organisation will brief the CEO or Chairperson as to the outcome of the investigation. They will then arrange a meeting with the whistle blower to give feedback on any action taken. (This will not include details of any disciplinary action, which will remain confidential to the individual concerned).

## **Safeguarding: Recruitment and Selection Process**

Youth Initiatives has a distinctive ethos that shapes all the relationships and the environments of our work. Youth Initiatives exists to reach out to young people and connect them to a positive relational environment where they can grow in faith and life skills, serve others and honour God with their lives. We seek staff and volunteers who can add to and build positively upon the ethos of our work. We therefore are quite scrupulous in selecting only those people who have attributes fitting with our purpose and normally insist that potential staff and volunteers get to know us and our work before officially being hired or sign on to our volunteer programme. At the same time, we also seek to protect children from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm. Safeguarding training is part of new staff induction and also occurs annually for summer volunteers.

***We will endeavour to safeguard children by the following practice of Recruitment and Selection:***

### **Staff and Volunteers Roles**

Staff and volunteer roles will be clearly defined, appropriate to the person, and under proper supervision.

### **Job/Role Description**

All YI staff will work from a clear job description. Each volunteer should be given a role description.

### **Publicity**

Our Safeguarding Policy and approach should feature in our publicity regarding selection and recruitment.

### **Application Form**

Our application forms will include safeguarding clauses and declarations.

### **Declaration Form**

All staff and volunteers will sign a safeguarding declaration form that they know of no reason they are unsuitable for working with youth.

### **Interview/Discussion**

All paid staff will be hired through a formal interview process that includes references to our safeguarding policy. Before becoming an official volunteer, potential volunteers will meet with staff to discuss role, expectations, code of behaviour and attend safeguarding training

### **Identification**

Our recruitment and selection approach will include a clear identification check for any person not personally known by Youth Initiatives for 12 months.

### **References**

Before selection of new employees, at least two references will be checked and include a safeguarding reference

### **Membership of Protecting Vulnerable Groups (PVG) Scheme**

All new staff and volunteers will become members of the protecting vulnerable groups scheme which will provide a background check and/ or appropriate local authority checks if from a country not covered by PVG background checks.

### **Probation**

Employees will be on probation normally for a period of up to six months during which time your progress will be monitored. Provided a satisfactory standard is achieved and maintained your employment will be

confirmed. In the event of unsatisfactory progress your employment will not be regarded as confirmed and will be terminated either during or at the end of the probation in accordance with the provisions relating to the notice set out below. After probation, and providing your employment is confirmed, you will be subject to the normal employer's disciplinary procedure referred to in the Staff Manual.

### **Supervision**

All staff have a dedicated supervisor/ line manager and all volunteers are assigned a project team leader/ youth worker as a supervisor. We also host annual appraisals for staff and review for volunteers. Relevant and ongoing training is provided, appropriate to the post/role. Successful applicants will be given a copy of Youth Initiatives safeguarding policy, knowing how and who to report concerns. On appointment staff will attend a safeguarding accredited training workshop (or similar provider depending on availability) as well as undertake an internal session based on the YI Safeguarding policy.

## **Safeguarding: PVG Guidance**

As a good practice organisation committed to protecting young people from harm, we will carry out the necessary criminal record checks for those coming to volunteer or work with young people in Youth Initiatives.

### **Enhanced check**

Staff and volunteers aged 16 plus will need to complete a PVG check, as they will be in direct contact and supervision of young people.

An enhanced check discloses an individual's full criminal record, giving:

- spent and unspent convictions from the Police National Computer
- cautions, informed warnings and other non-court disposals from the Police National Computer
- information held by the Disclosure and Barring Service (for positions in regulated activity)
- information held by the police that is relevant to the role applied for

Some old and minor convictions and non-court disposals on a criminal record may be filtered. Fixed penalty tickets or parking fines will not be included in an enhanced check.

Enhanced checks are normally required where the applicant will work or volunteer in a role providing services to or having close and regular supervision of children and / or vulnerable adults.

An individual cannot apply for an enhanced check. An application for an enhanced check must be countersigned by a PVG registered organisation.

You must be 16 years or over of age to get an enhanced check. The only exception is for family members of an applicant, under 16, where the applicant is registering as a childminder or is seeking to adopt or foster a child.

### **PVG Checks on EU citizens**

PVG will also check criminal records of some EU citizens in their home countries. This will happen where the applicant:

- holds French, German, Italian, Lithuanian, Polish, Portuguese, Romanian, Slovakian or Spanish nationality; and
- is seeking to work with children in Scotland; and
- a check needs to be made of the list of those not allowed to work with children.

PVG will not only check UK criminal records, but also make a request for that applicant's criminal record to be checked in their home country. If there is any additional information available, this will be disclosed in the PVG certificate.

### **PVG Checks on International Citizens**

PVG does not carry out criminal record checks on citizens outside the UK and countries stated above. Youth Initiatives' approach to teams/ individuals coming from outside these countries for stays over 1 month will be to request a Criminal Record Check completed in their home country **BEFORE** they are accepted to serve in Youth Initiatives.

## **Handling, Storage and Disposal of PVG Scheme Data – Disclosure Information Policy Statement**

### **General Principles**

As an organisation using PVG to help assess the suitability of applicants for positions of trust, Youth Initiatives complies fully with Disclosure Scotland's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

### **Storage and Access**

Disclosure information is to be 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.

### **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 e.g., regulatory or for licensing purposes) decision has been taken, we do not keep Disclosure information for any longer than is necessary. Information will not be retained but destroyed once a decision, recruitment or otherwise has been made.

### **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means i.e., by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (e.g., waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure. However, despite 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 PVG unique reference number of the Disclosure Certificate and the details of the recruitment decision taken

## Safeguarding: Code of Behaviour for Staff and Volunteers

As a Youth Worker working in the organisation – whether as a member of staff or a volunteer – you have a responsibility to ensure that everyone attending activities, particularly children, young people and adults at risk, are protected from harm. It is the responsibility of each adult working within the organisation to ensure that:

- their behaviour is appropriate at all times.
- they observe the rules established for the safety and security of children, young people and adults at risk of harm
- they follow the safeguarding procedures regarding suspicions, disclosure or allegations of child abuse.
- they recognise the position of trust in which they have been placed; and that, in every respect, the relationships they form with the children, young people and adults at risk of harm in their care are appropriate.

All persons who wish to work or volunteer in Youth Initiatives, must accept and adhere to this policy. They must also agree to put these policies into practice for the safeguarding of children and adults at risk of harm.

For clear guidance, the Code of Behaviour (below) provides a list of 'do's and don'ts' to help you ensure that:

- The welfare of the children and/or young people and/or vulnerable adults for whom you have a duty of care, is paramount at all times.
- Situations where misunderstandings or allegations could occur are minimised/avoided.

### **Staff and volunteers will;**

- Put this code into practice at all times.
- Treat everyone with dignity and respect.
- Set an example you would wish others to follow.
- Treat all young people equally - show no favouritism.
- Plan activities that involve more than one other person being present, or at least are within sight and hearing of others.
- Follow recommended adult/young people ratios for meetings and activities.
- Respect the right to personal privacy of a child, young person or vulnerable adult.
- Avoid unacceptable situations within a relationship of trust, *e.g.*: a sexual relationship with a young person or adult at risk of harm over the age of consent.
- Have separate sleeping accommodation for children, young people, adults and young leaders working with a younger section, in any overnight activity.
- Allow children, young people and vulnerable adults to talk about any concerns they may have.
- Encourage others to challenge any attitudes or behaviours they do not like.
- Avoid being drawn into inappropriate attention seeking behaviour, *e.g.*: tantrums and crushes.
- Follow ***your organisations*** 'alcohol and substance misuse' guidance.
- Make everyone aware of procedures for safeguarding children, young people and adults at risk of harm.
- Remember this code even at sensitive moments, *e.g.*, when responding to bullying, bereavement or abuse.
- Keep other members of staff/volunteers informed of where you are and what you are doing. Remember someone else might misinterpret your actions, no matter how well-intentioned.
- Take any allegations or concerns of abuse seriously and refer immediately

### **Staff and volunteers will not**

- Trivialise any form of abuse.
- Form a relationship with a child, young person or vulnerable adult that is an abuse of trust.
- Invade the privacy of children and young people when they are toileting or showering, changing or dressing.
- Discriminate against young people on grounds of race, religion, gender
- Permit abusive peer activities, e.g.: initiation ceremonies, bullying.
- Engage in inappropriate behaviour or contact - physical, verbal, sexual.
- Play physical contact games with children, young people or vulnerable adults, or engage in boisterous 'horseplay' type interaction.
- Make suggestive remarks or threats or inappropriate conversations to a young person, even in fun.
- Allow scapegoating or ridiculing of a child or young person
- Use inappropriate language - writing, phoning, email or internet.
- Allow inappropriate, foul, sexualised or discriminatory language to go unchallenged
- Allow bullying of any form, including name calling or constant criticism
- Let allegations, suspicions, or concerns about abuse go unreported.

### **Preferred Practice Approach:**

- Treat all children and young people with respect and dignity at all times
- Involve young people in the decisions that affect them wherever possible
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with young people (e.g., not sharing tents, shower facilities or having an inappropriate or intimate relationship)
- When organising events and meetings for children and young people, or their attendance at events/meetings, the following information/documentation should be requested by your organisation's staff in relation to each child or young person attending the event/meeting: -- - A Consent Form for all events or specific activities;
  - Contact details for the family/guardians, including emergency contact numbers;
  - Information about any special issues, needs or requirements (e.g., medical, health, diet, language assistance)
- Use a reporting form to record any incidents or concerns
- If physical contact is necessary (e.g., in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another worker present.
- Every activity, event or session should be risk assessed to maintain the safety of all involved.
- When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities.

**If any of the following occur, you must report it immediately to the Designated Officer for your area.**

- A young person is hurt
- He/she seems distressed in any way
- A young person appears to be sexually aroused by your actions
- A young person misunderstands or misinterprets something you have done
- An allegation is made about you or a colleague

[Incident Report Form.docx](#)

### **Catering for Diversity and Young People with Additional Needs**

Our organisation will make every effort to ensure that all elements of the organisation's management, services and facilities are open to all young people regardless of their abilities, background, faith, political opinion or economic abilities. We will strive to create a climate of diversity and interdependence that celebrates difference.

### **Behaviours to be Avoided**

This Code also highlights the behaviours that should be avoided when working with children, young people and adults at risk. These refer to behaviours that staff and volunteers may slip into through lack of experience or training. While not intentionally harmful, such behaviour might be misconstrued, which ultimately could lead to allegations of abuse being made. For example:

Staff and volunteers should not:

- Spend excessive amounts of time alone with a child, young person or adult at risk;
- Take a child, young person or adult at risk to your own home;
- Take a child, young person or adult at risk alone on a car journey, unless this forms part of the organisation's core activities. If it is unavoidable or necessary, these kinds of behaviours should only occur with the full knowledge and consent of a manager and an appropriate record maintained. Staff should always have another adult present where possible.

### **Unacceptable Behaviours**

Unacceptable behaviours are those that should always be avoided in the interests of the safety of all those involved in the organisation. Staff and volunteers should never engage in any of the following behaviours with children, young people or adults at risk:

- Abuse, neglect or harm a child, young person or adult, or place them at risk of harm, whether by omission or commission;
- Engage in rough physical games including horseplay;
- Engage in sexually provocative games e.g., spin the bottle, strip poker;
- Make sexually suggestive comments;
- Form inappropriate relationships;
- Gossip about personal and sensitive information; or
- Make/accept loans or gifts of money.
- Become involved in bullying of any kind

### **Physical Contact and Intimate Care**

Staff and volunteers should ensure that:

- Physical contact is person-centred and appropriate to the task required;
- They are trained to understand and implement any necessary care plan, where required;
- When providing intimate care, it is done sensitively and with respect for the individual's dignity and privacy;
- They involve the individual as far as possible in his/her own intimate care;
- If they are concerned about anything during intimate care, they report it at the earliest opportunity.

### **Physical Intervention and Restraint**

When situations arise that violence and restraints are required staff and volunteers should:

- Seek to defuse a situation, thereby avoiding the need to use any form of restraint;
- Only use restraint when it is absolutely necessary to protect the individual or others from harm;
- Ensure that any restraint used is proportionate to the risk of harm;
- Only use forms of restraint for which they have received training and which follow current best practice;

- Record and report any use of restraint immediately to the line manager and CASC;
- Review any situation that led to the need for restraint with their Line Manager, with a view to avoiding the need for restraint in the future

### **Handling Money**

Staff and volunteers should:

- Maintain records of personal allowances, receipts and expenditure in line with organisational policy;
- Never deny a person access to his/her money;
- Never gain in any way when using the member's money on his/her behalf or guiding them in the use of their own money;
- Never borrow money from, or lend money to, a member you are working with or caring for;
- Report any suspicions of financial abuse

### **Breaching the Code**

Staff and volunteers should understand that:

- If staff or volunteers are unsure of their actions and feel they may have breached the Code, they should consult with their Line Manager/ Project Leader;
- Breaching the Code is a serious issue that will be investigated;
- Breaching the Code may result in disciplinary action and ultimately dismissal and if it constitutes harm/risk of harm, referral to the HSC Trust, PSNI, DBS and regulatory bodies, as appropriate.

## Safeguarding: Code of behaviour for children, young people and adults at risk

This code of behaviour is there to make sure everyone who takes part in Youth Initiatives activities knows what is expected of them and feels safe, respected and valued.

We must make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand what will happen if there is inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

This code of behaviour aims to:

- identify acceptable and unacceptable behaviour
- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to take responsibility for your own behaviour
- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

Dos and don'ts for children and young people

You should:

- be supportive and kind to others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to [insert name/role] about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

What happens if I do not follow the code of behaviour?

This code of behaviour is part of our process for making sure everyone who takes part in our activities gets the support they need.

### **Minor or first-time incident**

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

**Formal warning**

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity. They will make a record about what happened and inform your parents or carers if it is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future. We might also decide that further steps should be taken, such as restricting you from taking part in some activities.

**Final warning**

If the support we have put in place isn't helping you to change your behaviour, we might need to give you a final warning. Again, this will be recorded and we'll inform your parents or carers as appropriate. At this point, we might need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

**Child protection procedures**

If any member of staff or volunteer becomes concerned that your behaviour suggests you might be in need of protection or that you might present a risk of harm to other children and young people, they will follow our child protection procedures. This might involve making a referral to the local authority.

If child protection procedures are necessary we will talk this through with you and your parents as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

**The role of parents and carers**

We see parents and carers as important in encouraging positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

## **Safeguarding: Mentoring Policy**

We believe that having staff develop good mentoring relationships with children, young people and adults at risk is an important element of youth work. Thus, having staff spend time one on one with children, young people and adults at risk is a part of our ethos in Youth Initiatives. We are very concerned however to do this in a way that is safe for the children, young people and adults at risk, our staff and for YI as an organisation. Thus, we will encourage staff and volunteers to spend time one on one with young people while doing the following to ensure safety for all:

- only spending time alone with a children, young people and adults at risk in a public situation (i.e., where they are visible to other people)
- promote clear boundaries by having a conversation about boundaries, communication, support, and what are the limits of your role and responsibility
- take the necessary steps so that unhealthy dependencies do not develop
- develop relationships with more than one children, young people and adults at risk so that “competition” doesn’t develop and it doesn’t appear that staff and volunteers have “favourites”
- only be at home with children, young people and adults at risk if someone else is present
- do not take children, young people and adults at risk alone in car or bus journeys for mentoring without informing the Area Designated Officer
- ensure you inform your Area Leader and/ or Supervisor who you are meeting with and when for accountability purposes
- keep records and regularly review the mentoring relationship
- mentoring as a standard agenda item at monthly supervision meetings

***IF BEING ALONE IN A PRIVATE PLACE (CAR TRIP, EMERGENCIES, ETC.) IS UNAVOIDABLE, THE DESIGNATED OFFICER OR A(NOTHER) MEMBER OF THE MANAGEMENT TEAM MUST HAVE FULL KNOWLEDGE AND GIVE CONSENT.***

## Safeguarding: Group Work Policy

Youth Initiatives exists to reach out to children, young people and adults at risk and connect them to a positive relational environment where they can grow in faith and life skills. One of the best tools for realising this aim is through creative group work programmes. Due to the potential variables and needs of particular groups or individuals it is difficult to provide a 'one size fits all' approach to group work. It is important that staff have sufficient help available to support the group work session they are delivering. While pursuing the positive goals and aims of a group work session, we will also endeavour to safeguard young people by practising the following guidelines.

- Each group work session should have **one staff member** in charge
- Best practice would be to have **an additional staff member and/ or volunteer present**
- Preferably **1 male and 1 female** in mixed group settings
- There should be at least **one leader (staff or volunteer) to every 10** young people.
- At least **one qualified first aider** should be available and where possible a male and female.
- The **nature and duration** of the programme should also be taken into consideration
- If breakout groups are to be use **appropriate** supervision should be present
- Where young people with additional needs are present, ensure support is available to them
- If working alone with a small group **communicate** the details of the group (who, what, where, when) to Area Leader (if AL supervisor)
- If staff **unintentionally** end up alone with a young person (they arrive early, lift is late etc) call/ text the Area Leader (if AL contact supervisor) to make them aware of the situation
- Staff and volunteers are AccessNI checked and aware of the YI safeguarding policy and procedures

## Safeguarding: Residentials

Youth Initiatives exists to reach out to young people and connect them to a positive relational environment where they can grow in faith and life skills. One of the best tools for realising this aim is through education trips, residential weekends and camps. While pursuing the positive goals and aims of a residential, we will also endeavour to safeguard young people by all staff and volunteers practising the following guidelines:

Each residential should have **at least two leaders** in charge, preferably 1 male and 1 female for mixed groups. There should be at least **one leader to every 10** young people.

At least **one qualified first aider** should be in attendance on the residential, better if a male and female first aider were present.

Staff must ensure that males and females have **different sleeping rooms**.

Children, young people and adults at risk participating should have their **privacy respected** by other participants e.g., rooms, changing rooms, showers, etc.

Staff members' and volunteers' **behaviour must be beyond reproach** and not leave themselves open to allegations of abuse (sexual, mental, verbal, etc). For example:

- **Always knock or call out** and ask if it is ok to enter areas where people may be changing or showering
- Do not subject young people to any form of public humiliation
- Do not put a young person into a situation which they feel uncomfortable or distressed
- Do not put yourself in a position of **being alone** and out of public view with young people e.g., cars, closed rooms, etc.
- Staff members and volunteers should not **sleep** in dorms/tents with young people
- When **changing clothes** or when with a group that is changing clothes: BE DISCREET.
- If behaviour by one of the young people causes **offence** or is deemed inappropriate, it is the leaders responsibility to discuss and deal with this as soon as possible.
- **Parental/ Guardian permission slips** for under 18's and medical forms must be completed by all young people attending residential (Volunteers included).
- Staff members and volunteers should use common sense and sensitivity when expressing affection, touching, hugging, etc. Do not leave yourself open to allegations
- All staff and volunteers must sign declaration forms and be **AccessNI checked**.
- Prior to each residential, staff should meet as a group to discuss the **implementation** of the safeguarding policy, risk assessment and these guidelines on the residential.
- Should any staff member or volunteer believe it necessary to discuss another staff member or volunteer's **behaviour** on a residential they should seek advice from the senior member of staff in attendance or speak to a member of YI Management Team.
- Staff members and volunteers should be at all times wary of the **risk** of serious or fatal injuries to young people and leaders alike and seek to prevent it.
- Staff members and volunteers should not engage in **horseplay** that could cause injury or discomfort to young people.
- **Risky outdoor activities** (abseiling, canoeing, rock climbing, etc.) should only be done under qualified supervision and proper insurance.

## Safeguarding: Youth Initiatives Minibus & Other Forms of Transport

### YI Overall Responsibility

- Regular **maintenance** and servicing of vehicle to ensure roadworthiness, including updating road tax, mot and insurance.
- **Seatbelts** should be regularly checked and maintained.
- On-board **fire extinguishers** to be regularly maintained.
- **First aid kit** to be kept up-to-date.
- Ensure that drivers of the mini-bus are properly **qualified** and have had suitable training in the YI vehicle (including training on the YI policies for the minibus).
- **Contact numbers** for emergency purposes should be clearly shown in the minibus and/or be given to each named driver.
- YI **cannot loan or hire** the minibus out to be used by other groups. Only drivers named on the insurance may drive the minibus, although on occasion, it is permissible to drive other youth groups to events.

Member of staff responsible for minibus: Tony Silcock

### Driver Responsibility

- Do not drive off until all **disembarking passengers** are safely away from the vehicle.
- Do not drive off until all **embarking passengers** are safely seated and have their seatbelts on.
- Do not drive off until all **doors are secure**.
- Count the **number of passengers** on board the vehicle for each journey (in case of emergency/fire, etc).
- It is the driver's responsibility to ensure he/she has **enough fuel** to complete the journey being undertaken. Also do not leave the bus without any fuel for the next person to begin their journey.
- Drivers and assistants should be aware of where the **fire extinguisher** or fire blanket is on the bus and know how to use it.
- Drivers should be aware of where the **first aid kit** is on the bus and how to use it (preferable if driver and/or assistant is trained in first aid).
- YI minibus drivers need to have a full licence and at least two years driving experience in the UK/EU. All potential drivers will undergo lessons/ practice before transporting young people.

### General

- All passengers must wear a **seat belt** when the vehicle is moving.
- There must be at least one person (**the assistant**) other than the driver on the minibus, who is a staff member, over 18 volunteers or a responsible Service Team Member.
- **One person per seat** – no overloading.
- **No alcohol, smoking or banned substances** to be taken onto the minibus.
- If possible, no **luggage** should be left in the aisles.
- No **abusive language or inappropriate behaviour** while on the bus.
- No **shouting** out at people outside the vehicle or at other vehicles.

### Other Forms of Transport

Any transport used should be roadworthy, fit for purpose and covered by the appropriate insurance. It is the responsibility of the worker providing or arranging the transport to ensure this is so (for example, seatbelt laws).

## **Safeguarding: Filming and taking photographs**

Youth Initiatives works with children, young people and adults at risk as part of its activities. Youth Initiatives has schools based projects and community based youth work projects running in local church halls and community centres. The typical work includes 10 - 14's programmes, 15 - 18's programmes, Single Gender programmes, Good relations programmes, Volunteer leadership programmes, Schools work Streetbased youth work. These programmes are made up of a range of activities centre based programmes, games, day trips, residential weekends, summer camps, international service trips and volunteering.

The purpose of this policy statement is to:

- protect children, young people and adults at risk who take part in Youth Initiatives 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, young people and adults at risk 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 Youth Initiatives

### **We believe that:**

- children, young people and adults at risk should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children, young people and adults at risk 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, young people and adults at risk taking part in our activities is paramount
- children, young people and adults at risk 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, young people and adults at risk is only meaningful when children, young people and adults at risk, 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
- there are potential risks associated with sharing images of children online.

<https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance>

### **We will seek to keep children, young people and adults at risk safe by:**

- always asking for written consent from a children, young people and adults at risk and their parents or carers before taking and using a children, young people and adults at risk 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, young people and adults at risk
- making it clear that if a child, young person and adults at risk 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, young people and adults at risk 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, young people and adults at risk and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, young people and adults at risk, their parents and carers understand how images of children, young people and adults at risk 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, young people and adults at risk in appropriate clothing (including safety wear if necessary)
- avoiding full face and body shots of children, young people and adults at risk 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, young people and adults at risk 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. This includes:

- reminding parents, carers and children that they need to give consent for [name of group/organisation] 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.

### **Photography and/or filming for Youth Initiatives use**

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 Youth Initiatives permission and using our equipment. Children, young people, adults at risk, 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, young people and adults at risk, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their children, young people and adults at risk 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, young person or adults at risk 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 (not hired by [name of group/organisation]) 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, young people and adults at risk 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.

Youth Initiatives will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children, young people and adults at risk 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, young people and adults at risk, 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 Youth Initiatives 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, young person and adults at risk from an activity because we do not have consent to take their photograph.

### **Storing images**

We will store photographs and videos of children, young people and adults at risk 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. Images will be stored for a period of 7 years. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Youth Initiatives staff and volunteers using any personal equipment to take photos and recordings of children, young people and adults at risk must delete the images once they have been uploaded to the organisational online storage folder – Googledrive.

### **Safeguarding: Social Media**

As an organisation working with young people we acknowledge the impact and involvement that social networking & messenger sites/apps such as Facebook, Twitter, Instagram and WhatsApp have on the lives of young people and their role in the ways, which young people interact with each other. There is huge potential for these tools to be used by youth workers to communicate activities with young people, to

encourage them in their faith and to play a part in the discipleship of young people beyond face-to-face groups.

At the same time we acknowledge the dangers and potential risks that these sites can pose to both young people and youth workers and have the potential to be abused as ways of interacting with young people. In order to protect the privacy of young people and staff, Youth Initiatives has decided to not have staff and gap year volunteers/ interns connect with under-18 YI participants on social networking sites.

As an organisation Youth Initiatives has a number of social media/ networking sites/ profiles. Each area has a locally managed Facebook page, which allows them to post about upcoming events, share stories from their work, connect with young people, parents, other organisations and publicise their work. We also have a centrally managed Facebook page, Twitter account and Instagram profiles for sharing our work. For the most part YI's social networking sites are focused on outward communication and should not be used to casually chat with young people. We should always be directing them to speak with us directly. Therefore as an organisation any youth worker using social networking, as part of their on-going work with young people must abide by the following guidelines to safeguard both workers and young people involved.

We also recognise that as individuals who use social media we have a responsibility to how we conduct ourselves on our own personal accounts. Therefore this is a 2-part social media policy:

**Part One:** Personal Use

**Part Two:** Organisational Use

## **PART ONE: PERSONAL USE**

Social media and instant messaging activities can include, but are not limited to:

- maintaining a profile page on sites such as Facebook or LinkedIn
- writing or commenting on a blog, whether it is your own or that of another person
- use of micro-blogging sites such as Twitter
- taking part in discussions on web forums or message boards
- use of online instant messaging applications such as WhatsApp
- use of photo sharing apps such as Snapchat or Instagram
- leaving product or service reviews on business websites or customer review websites
- taking part in online polls.

The widespread availability of social media means it is important to understand how to use it effectively and sensibly, both in the workplace and in your own time.

This policy aims to ensure that our reputation is not adversely affected by the use of social media and instant messaging applications.

Proposals to use any social media or instant messaging applications as part of your role within the organisation must be approved by your supervisor. Use of social media and instant messaging for personal reasons does not need to be approved by your supervisor but this should not be done in work time. Bear in mind that even if you are using social media and instant messaging in a personal capacity, other users who are aware of your association with us might reasonably think that you speak on our behalf. You should bear in mind at all times any adverse impact your content might have on our reputation or client relationships.

The following terms should be adhered to at all times, including during periods of leave and outside normal working hours:

- You should not use your work email address to sign up for personal use of social media websites.
- You must ensure that any content you post online that relates to our organisation or your role within it (e.g. on a LinkedIn profile) is an accurate representation of our business and your role within it. We reserve the right to require you to amend any content posted online by you (whether on your personal profile or not) that we do not reasonably consider to be accurate or to positively represent our organisation online
- You should ensure that your use of social media and instant messaging complies with disciplinary rules and any of our other policies that may be relevant. In particular you must not harass or bully other members of staff, and not discriminate against other members of staff or third parties.
- If you are involved in a public or private online forum with work colleagues, content posted on that medium is considered to be posted in the context of the workplace. You must therefore take care to treat work colleagues in social media and instant messaging with the same dignity and respect that would be expected in the workplace
- You must ensure that your content, or links to other content, does not:
  - interfere with your work commitments
  - contain libellous, defamatory, bullying or harassing content (this policy should be read in conjunction with the Anti-Bullying and Harassment Policy and the Equal Opportunities Policy)
  - contain breaches of copyright and data protection
  - contain material of an illegal, sexual or offensive nature
  - include information that is confidential to our organisation
  - bring our organisation into disrepute
  - use us to endorse or promote any product, opinion or political cause

You should have no expectation of privacy or confidentiality in anything you create or share on social media platforms. You should note that, even if a profile is set to “private”, it is not considered private by us as it can be viewed by your contacts. In addition, you should be aware that anyone accessing your posts and contributions can easily copy and forward them on to others, potentially accessing a far bigger audience than you had intended. Any adverse comments made in relation to us, your colleagues, or our young people or partners may lead to damage to the reputation of our organisation. In these circumstances, you may find yourself liable to disciplinary action.

Our Use of Computer Equipment Policy, in particular in relation to our right to monitor applies equally to the use of social media platforms.

Content that you publish in our name on your own personal social media accounts which could cause damage to our organisation or our employees may lead to disciplinary action. If the content is particularly offensive or amounts to online bullying / harassment, this will be considered to be a gross misconduct offence in accordance with our disciplinary rules.

In addition to taking care over content published by you, you must not associate yourself with any adverse comment or publication by a third party that relates, or may reasonably be interpreted as relating, to our organisation or anyone working in it. This includes “liking”, “commenting”, “sharing”, “re-tweeting” or in any other way associating with any content published on social media that appears to relate to your place of work or someone associated with it. If you see any comment that appears to relate negatively to the organisation or anyone associated with it, you should not engage in any way with the comment and instead immediately inform your supervisor. Any employee who in any way associates with a comment online in the circumstances prohibited in this paragraph is liable to face disciplinary action, which, depending upon the circumstances, may lead to dismissal.

## **PART TWO: ORGANISATIONAL USE**

### **Guidelines For Using Social Networking With Young People**

#### **Use of Messages & Communication With Individuals**

All social networks allow private messaging to take place between 'friends'. There are times when one-to-one communication is appropriate however we would strongly advise that any one-to-one communication using social media is kept to a minimum and that it is done via a platform that keeps a record of these messages (i.e. Facebook messenger) and is ideally done using a specific work account.

When using social networks to communicate with young people we highly recommend that you:

- Use a separate, designated Facebook account for the purpose of the youth organisation. This account may be examined by any of the trustees/ your supervisor and should be used for YI purposes only and not as a workers personal account.
- Any communication using this Facebook account should be kept public or kept logged. Messages should be saved and kept (both incoming and outgoing).
- All contact with young people using Facebook should be kept appropriate and not use abbreviation/ languages that could be misunderstood by a parent or guardian (e.g. LOL, IDK and smiles)
- It is recommended that staff do not use the account after 10pm (normal programme ending times) to maintain a safe boundary between work and personal life.

#### **Specific Site Guidelines**

##### **Facebook**

As a good practice organisation all staff and interns should not accept any young person under 18 attending a Youth Initiatives project as a friend on Facebook (other social networking sites). Even if a YI participant is over 18, the following should be taken into account before adding young people as friends:

- The content of your site
- Maturity of young person
- Facebook Friends of that person: that will possibly gain indirect access to your page

In addition, Youth Initiatives staff, gappers and interns will not upload photographs taken at a Youth Initiatives event on to their personal Facebook or other networking sites, if there are under 18's visible in the picture or consent has not been given by over 18's in the picture. This raises legal and safe guarding issues.

Messaging on Facebook is typically logged which means a record of individual and group messages are automatically kept. When using group messages at least 2 adults are part of this message.

If you are concerned about a young person from their posts on a social media network then you should seek further advice from the Safe Guarding Officer and consult your safeguarding policy.

##### **WhatsApp**

WhatsApp can be a great tool for creating group messages between young people however when doing this make sure you have sought parental permission first. We recommend that at least 2 adults are part of a WhatsApp group chat.

When using WhatsApp group chats you should be aware that adding people to the group discloses their mobile number to the rest of the group. WhatsApp allows you to backup your chats and we highly recommend doing this.

##### **Twitter**

The public nature of the majority of twitter profiles means that young people can freely choose to 'follow' you on the platform. It also means you can freely choose to 'follow' them back. If you use a public twitter account or one specifically for your youth work you should make sure that your content is appropriate (i.e. a good witness) and only reply to young people when absolutely necessary. If you use Twitter we recommend using public communication as much as possible as the direct message feature isn't easy to back up or keep a log of.

In addition, Youth Initiatives staff and interns will not upload photographs taken at a Youth Initiatives event on to their personal Twitter or other networking sites, if there are under 18's visible in the picture or consent has not been given by over 18's in the picture. This raises legal and safe guarding issues.

### **Instagram**

We recommend using Instagram for the purpose of sharing photos only rather than using messaging features, as these are difficult to keep a back up of. Instagram allows you to setup a private or public profile.

If you have a public profile it means that young people can freely choose to 'follow' you on the platform. If you have a private profile it means you need to approve anyone who wants to follow you.

As a good practice organisation all staff, gappers and interns should not accept any young person under 18 attending a Youth Initiatives project as a 'follower'. Even if a YI participant is over 18, the following should be taken into account before adding young people as friends:

- The content of your site
- Maturity of young person
- Instagram followers of that person: that will possibly gain indirect access to your page

In addition, Youth Initiatives staff and interns will not upload photographs taken at a Youth Initiatives event on to their personal Instagram or other networking sites, if there are under 18's visible in the picture or consent has not been given by over 18's in the picture. This raises legal and safe guarding issues.

### **Snapchat**

The nature of Snapchat makes it completely inappropriate for use with young people as messages disappear after a designated amount of time. If you use Snapchat as an individual please ensure that you have to give permission for people to follow you and that you do not add any young people.

## **Safeguarding: Risk Assessment Process**

Risk assessment must be undertaken for all youth work activities including but not limited to centre based programmes, day trips or residential involving children, young people or adults at risk as well as the youth workers who work with them. The process of risk assessment identifies the hazards and then assesses the risk.

**Note:** a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realised.

We want to deliver activities while being in control of risk so that harm becomes unlikely. Necessary consideration should be given to the substitution or control of minimising the implications of a hazard while being mindful that not all hazards can be entirely removed. the criteria to control risk is:

1. Entirely eliminate the risk, if this is not possible then
2. Substitute (use a different process), if not possible, then
3. Control the risk to the lowest level

In order to protect children, young people and adults at risk we want to identify hazards and assess risk, the only acceptable risk is a low risk. This is achieved by introducing control measures. The focus of the risk assessment should remain on children, young people and adults at risk and those associated with the activity. We also have a responsibility for ensuring the premises and equipment are safe to use. Please inform the Area Leader of any issues with the premises (if an organisational space) or to those in charge of spaces being used/ rented. You can also contact the Youth Initiatives Health and Safety Officer, Tel: 07921035827 or [andyj@youthinitiaatives.com](mailto:andyj@youthinitiaatives.com)

Risk assessments should be looked at under 4 broad headings:

- People
- Premises
- Processes
- External Factors

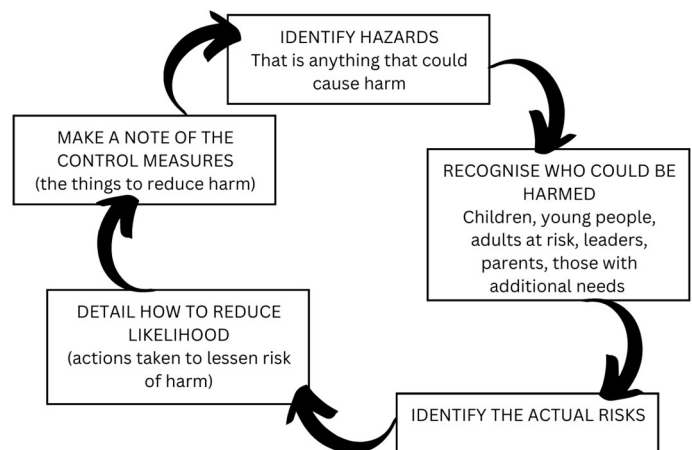
A risk assessment is the process of looking at what could go wrong and deciding on ways to prevent or minimise the risk occurring such as:

- insufficient supervision ratios (Group Work)
- broken window
- medical emergency
- transportation issues
- disruptive behaviour

This process involves the following steps:

The YI risk assessment template can be accessed via the link below:

[YI Risk Assessment Template](#)



### Safeguarding: Useful Contacts

**Glasgow Social Work** -0141 587 0555

**Regional Emergency Social Work Service** –028 9504 9999 (outside working hours)

E-mail: [resws1@belfasttrust.hscni.net](mailto:resws1@belfasttrust.hscni.net)

**Police Scotland** Central Referral Unit on 101. 999 in an emergency.

**Police Scotland Rape Crime Unit** –

**NSPCC** 0808 800 5000 or e-mail [help@nspcc.org.uk](mailto:help@nspcc.org.uk) to report concerns.

**NCA Child exploitation and on-line protection unit -CEOP** <https://www.ceop.police.uk/ceop-reporting/>

**Parentline** 0808 802 0400. <http://www.ci-ni.org.uk/parentline-ni>

**Lifeline** 0808 808 8000 or [www.lifelinehelpline.info](http://www.lifelinehelpline.info)

**Domestic and Sexual Abuse Helpline** 0808 802 1414

**National Domestic Violence Helpline** –0808 2000 247

**National LGBT+ Domestic Abuse Helpline** –0800 999 5428

**Switchboard** (LGBT helpline) –0300 330 0630

**Childline** 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

**Family Support NI** -[www.familysupportni.gov.uk/Section/Family/99](http://www.familysupportni.gov.uk/Section/Family/99)

**Action on Elder Abuse** –080 8808 8141

**NSPCC adult helpline** -0808 800 5000

**Relate** –0300 003 0396

**The Samaritans** –116 123

**The Rowan** (sexual assault referral centre) –0800 389 4424

**Nexus** –02890 326803 or 02871 260566

**FPA Sexual Health Helpline** –0345 122 8687

**HIV and Sexual Health Helpline** –0800 137 437

**Towards Healing** –0800 096 3315 (survivors of clerical abuse)

**Cruse Bereavement** –0844 477 9400 [helpline@cruse.org.uk](mailto:helpline@cruse.org.uk)

**Cara-Friend LGBT Switchboard** –0808 8000 390

**M\_e\_n'\_s\_\_A\_d\_v\_i\_c\_e\_\_L\_i\_n\_e\_\_** –0808 801 0327

**Learning Disability Helpline** (Mencap) –0808 808 1111

**Eating Disorders Assoc.** –029 9023 5959

**Invisible Traffick**–0808 800 8001 (slavery and trafficking)

**Stop it Now** –0808 100 0900 (for those concerned with thoughts about children)

**Autism NI** –028 9040 1729

**CarersNI** –028 9043 9843

**Text-A-Nurse Services**

**Belfast Trust Text –A-Nurse:** 07507 328290

**Northern Trust: Text –A-Nurse:** 07480 635982

**Southern Trust Text –A-Nurse:** 07507 328057

**Western Trust Text –A-Nurse:** 07480 635984

**South Eastern Trust Text –A-Nurse:** 07507 327263

**Adult Protection Gateway**

**Belfast Trust**-028 9050 41744;

**Northern Trust**–028 9441 3659;

**Western Trust**-0287161 1366.

**South Eastern Trust** –028 9250 1227;

**Southern Trust**-028 3756 4423;

**The Mix** (under 25s support and counselling) –0808 808 4994. [www.themix.org.uk](http://www.themix.org.uk)

**Runaway Helpline** call/txt -116 000

**Young Minds** (mental wellbeing) [www.youngminds.org.uk](http://www.youngminds.org.uk)

**Brook Advisory Service** <https://www.brook.org.uk/training/wider-professional-training/sexual-behaviours-traffic-light-tool/>

**C\_h\_i\_l\_d\_l\_i\_n\_e'\_s\_R\_e\_p\_o\_r\_t\_R\_e\_m\_o\_v\_e\_t\_o\_o\_l\_** [www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/sexting/report-nude-image-online/](http://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/sexting/report-nude-image-online/)

**Internet Watch Foundation** [www.iwf.org.uk](http://www.iwf.org.uk).

To find the helpline you need [www.helplinesnetworkni.com](http://www.helplinesnetworkni.com)

**ChildrensCommissioner** [www.niccy.org](http://www.niccy.org)

**Childrenslaw Centre** [www.childrenslawcentre.org.uk](http://www.childrenslawcentre.org.uk)