

Standards to **Safeguard** Children and Young People

Introduction

The standards identify all aspects of policy and practice that need to be addressed to ensure that the activities you provide are as safe as possible. When writing or revising your policies and procedures, it is particularly important that you pay due respect to issues of diversity and equal opportunities. This is because children and young people from minority ethnic communities, or those who are disabled, are particularly vulnerable to abuse for several different reasons, ranging from a dependency on others for primary or intimate care and difficulties in communication, to misunderstandings or misinterpretations of different cultural patterns and overt or covert racist attitudes and behaviours. Due care to diversity and equal opportunity issues will ensure that you are doing everything within your means to protect all children and young people from coming to harm.

Should you need further detailed explanations on any of the standards, please refer to the guidelines.

1 Organisation's policies and procedures

In order to meet the standards, your organisation must be able to provide the following evidence.

1.1. There is a clear safeguarding policy statement demonstrating the organisation's commitment to guaranteeing the safety of all the children and young people involved with its care.

1.2. There is a clear child protection policy and procedures in place. This must take into account the needs of a diverse range of children and young people. All paid staff and volunteers must be familiar with the policy and the organisation's safeguarding and child protection procedures.



1.3. There are agreed statements of appropriate behaviour, i.e. codes of conduct for staff and volunteers, and children and young people. Everyone within the organisation should be involved in drawing up this document. The code of conduct for paid staff and volunteers should refer to child protection issues, which should be backed up by a disciplinary procedure if broken.

1.4. There is a procedure in place on how details of parents and carers are recorded and kept. This should show how paid staff and volunteers should act when conflicts arise between parents concerning the participation of a child or young person in the activities of the organisation.

1.5. There is a written complaints policy and procedure, which would allow members and users of the organisation to complain about any aspects of the organisation.

1.6. Risk assessments are used to ensure that all reasonable precautions are taken to prevent children and young people coming to harm whilst participating in any aspect of the organisation's activities.

2

Reporting concerns, suspicions and allegations

In order to meet the standards, your organisation must be able to provide the following evidence.

2.1. A confidentiality policy is in place so that children, young people, parents, paid staff and volunteers are aware of how to act if they are giving, or have been given, confidential information.

2.2. Clear procedures are in place for reporting concerns, suspicions and allegations to key workers and outside agencies. This should include how and when the information should be reported.

2.3. Clear procedures and support systems are in place to enable all paid staff and volunteers to report, in confidence, any suspicions concerning the conduct of others or the organisation itself (whistle-blowing). Where such reports have been made in good faith, which subsequently prove to be in error, then the staff member must not be penalised.



3**Safe recruitment and selection**

In order to meet the standards, your organisation must be able to provide the following evidence.

3.1. There is a clear definition of who has what responsibilities when recruiting paid staff and volunteers.

3.2. There is an agreed recruitment procedure available for all those taking part in the recruitment process.

3.3. All potential paid staff and volunteers complete an application form, which includes: address details, evidence of relevant qualifications, experience and all criminal convictions.

3.4. All new paid staff and volunteers are asked to provide two pieces of identification that confirm both identity and address.

3.5. At least two references are taken up for paid staff and volunteers before a post is offered, one of which should be from the last employer or an organisation that has knowledge of the applicant's work, or volunteering, with children or young people. If the applicant has not worked with children or young people before, then they should confirm this and give an alternative referee.

3.6. All interviews being held for all paid staff and volunteers involve at least two interviewers.

3.7. All paid staff and volunteers apply for a 'criminal records Disclosure² check' at the appropriate level before they begin any unsupervised work with children and young people.

² Disclosure with capital 'D' refers to the criminal records Disclosure, disclosure with a small 'd' refers to a child/young person disclosing abuse.



4 Managing paid staff and volunteers

In order to meet the standards, your organisation must be able to provide the following evidence.

4.1. All paid staff and volunteers are provided with a clear job or role description, which details their responsibilities and highlights all reporting structures and procedures. This should include a requirement to act in accordance with the organisation's child protection policy and procedures.

4.2. All paid staff and volunteers complete a probationary period when they start with the organisation, with mid- and end-term reviews. Reviews must have a positive outcome before appointments are confirmed.

4.3. All full-time paid staff are given at least an hour of managerial supervision a month by their line manager.

4.4. All part-time and volunteer staff are provided with individual or group supervision, sessions at least every six weeks whilst on probation, and then regularly after completion of the probation period.

4.5. Disciplinary and grievance procedures are in place for all paid staff and volunteers and comply with the ACAS³ Code of Practice.

³ Advisory, Conciliation and Arbitration Service. See Appendix 8.



5**Providing education, training and support**

In order to meet the standards, your organisation must be able to provide the following evidence.

5.1. A staff development programme is in place, which is reviewed on an annual basis.

5.2. A core induction programme is in place for all paid staff and volunteers, which includes information on all the organisation's policies and procedures, including those relating to safeguarding and child protection.

5.3. Training is provided to all paid staff and volunteers on safeguarding and child protection issues.

5.4. Paid staff and volunteers undertaking specialist roles, for example interviewing or taking trips, are provided with appropriate training.

6**Providing safe activities**

In order to meet the standards, your organisation must be able to provide the following evidence.

6.1. The environment within which the activity is taking place is risk assessed and managed, regardless of whether it is your own centre, another centre or the activity takes place outdoors.

6.2. Appropriate insurance, including any additional cover, has been taken out to ensure that all aspects of the planned activity or trip, and all people taking part, are covered.

6.3. The activity or activities being provided are properly planned and organised. Ensuring that the activities are: age-appropriate, challenging yet safe, adequately and appropriately supervised, (taking account of staff ratio, appropriately qualified instructors), and transport arrangements comply with the legal requirements.

