

YOUNG PEOPLE OF LIMITED MEANS FIRST

Safeguarding – Your Responsibilities

This card is for all adults working at the YHA
It contains important information – keep it with you



It is the policy of YHA to safeguard the welfare of all young people by protecting them from neglect and from physical, sexual and emotional harm.

What do I do if...?

If you suspect a young person is being abused, a young person confides in you, someone has a concern or makes a complaint about any adult or about you, it is your duty to report it.

If a young person tells you they are being abused, you should do the following.

1. Allow them to speak without interruption and accept what they say.
2. Be understanding and reassuring but do not give your opinion.
3. Tell them that you will try to offer support but that you must pass the information on.
4. Tell your Designated Child Protection Officer immediately.
5. Write careful notes of what was said, using the actual words wherever possible and where possible using the appropriate incident form.
6. Pass your notes to your Designated Child Protection Officer, making sure you sign and date them.

If you are concerned about a young person's safety and well-being, or there is a concern, complaint or allegation about an adult or yourself, you should do the following.

1. Tell your Designated Child Protection Officer immediately.
2. Write careful notes of what you witnessed, heard or were told, where possible using the appropriate incident form.
3. Sign, date and pass your notes to your Designated Child Protection Officer.

If the young person is at immediate risk of significant harm, contact the police or social services. Tell your Designated Child Protection Officer when you have done this.

Any adult in YHA has the right to report concerns or suspicions about another member in confidence and free from harassment.

You must refer any concern or complaint to your Designated Child Protection Officer. DO NOT investigate it yourself.

If you are in any doubt about what to do,
contact the NSPCC Helpline on
0808 0800 5000

Responsibilities

- Do** ensure you are familiar with YHAs Safeguarding Policy.
- Do** avoid situations in which you are alone with children. If necessary, move to a place where you can both be seen and heard by colleagues.
- Do** respect a young person's right to privacy.
- Do** plan activities that involve more than one other person being present, or at least are within sight and hearing of others.
- Do** follow the recommended adult-to-young-people ratios for meetings and activities.
- Do** respect a young person's right to personal privacy.
- Do** avoid unacceptable situations within a relationship of trust, for example a sexual relationship with a young person who is over the age of consent.
- Do** comfort and reassure children should they be hurt or distressed, without compromising their dignity or doing anything to discredit your own behaviour.

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- Do** allow young people to talk about any concerns they may have.
 - Do** Provide access for children to talk about concerns they may have..
 - Do** avoid being drawn into inappropriate attention-seeking behaviour, for example tantrums and crushes.
 - Do** make everyone – young people, parents and carers, Young Leaders and other helpers – aware of our safeguarding arrangements.
 - Do** remember this code at sensitive moments, for example when helping someone who has been bullied, bereaved or abused.
 - Do** tell other leaders where you are and what you are doing.
 - Do** remember someone else might misinterpret your actions, even if you mean well.
 - Do** take allegations or concerns of abuse seriously and refer them to your Designated Child Protection Officer immediately.

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- Don't** permit abusive peer activities (e.g. ridiculing, bullying etc.)
 - Don't** transport a child in your car
 - Don't** share any personal information such as your address, email or phone number, including social media details such as Facebook
 - Don't** have any inappropriate physical or verbal contact with children..
 - Don't** jump to conclusions about unsubstantiated allegations.
 - Don't** make suggestive remarks or gestures, even in fun.
 - Don't** let suspicion, disclosure or allegation of abuse go unrecorded or unreported to the Designated Person
 - Don't** make assumptions or speculate.
 - Don't** make promises you cannot keep.
 - Don't** agree to keep the information secret.
 - Don't** not agree to be their friend via Facebook or any other social media forums.