

# YHA

# Safeguarding Policy and Procedures

1st December 2015



YHA (England & Wales)

**Recognising, Responding  
& Reporting Abuse**



## Code of Conduct

### **Engaging directly with children and adults at risk Staff members should:**

- Work with any child in an open and transparent way
- Listen to and respect children at all times
- Ensure allegations by a child or adult at risk are reported
- Follow the procedures for reporting safeguarding concerns or allegations
- Never agree to keep any information relating to the harm of any child or adult at risk confidential
- Ensure that if any kind of physical support is required during any activities, it is provided only when necessary in relation to the activity or child's needs
- Ensure that the focus of your relationship with a child or adult you have met through work is always on the work. The aim should never be, or become, to develop the relationship into a long term friendship. Never invite, or allow a child or adult guest you have met through work into your home or make contact with him or her outside of work

*continued overleaf*

- **Alert and recognise** concerns that any child or adult at risk is being harmed or might be at risk of harm; specifically around assaults on any child, by another child
- **Respond appropriately** to any child or adult who is telling you what is happening to him or her – question behaviours
- **Record** the concerns appropriately and any subsequent action taken; no delay in passing on concerns. Timescales are in place to ensure that matters are resolved in a timely way but these are the maximum allowed and nothing should prevent a more speedy response if this is required.

## 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 Line Manager, if you can't get through to your Line Manager, or a DSO, please call **01629 592680** and ask to report a safeguarding concern immediately.
5. Write careful notes of what was said, using the actual words wherever possible and where possible using the appropriate incident form.
6. If you think a risk is imminent or current, you shall call **999** first, then pass your notes to your Designated Safeguarding Officer, making sure you sign and date them.

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