

HAMDON YOUTH & FAMILY CENTRE TRUST
PROTECTION OF YOUNG AND VULNERABLE PEOPLE POLICY
(SAFEGUARDING)

References:

- A.** Children Act 1989
- B.** Children Act 2004

1. POLICY STATEMENT

This policy applies to all Trustees, constituted sub-committees, volunteers and anyone working on, for and on behalf of the Hamdon Youth and Family Centre Trust (HYFCT) in the pursuance of its Objects.

The Trust is fully committed to creating and maintaining the safest possible environment for young and vulnerable people and recognise that all children and vulnerable people, regardless of age, disability, gender, racial heritage, religious beliefs, sexual orientation or identity have a right to equal protection from all types of harm or abuse.

This Policy is intended to provide overarching principles to guide the approach of the Trust towards safeguarding and child protection at its facilities for those organisations or user groups who hire the venue for children's activities and for any events organised by the Trust or any constituted sub-committees to further the Objects of the Trust.

All activities for children and vulnerable young people in the Centre will only be provided by fit and proper persons in accordance with the Children Acts 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. The Trust will require all group hirers to provide a copy of their Safeguarding Policy and evidence that of satisfactory checks through the Disclosure and Barring Service (DBS). The Trust will require hirers to consent to its Hire Terms & Conditions under which direct responsibility for safeguarding attendees during hire sessions legally passes to the group organisation itself. The Trust will aim to ensure that all reasonable steps must be taken to prevent harm, and to require groups to correspond appropriately when harm does occur. Relevant concerns must be reported.

2. TRUST'S RESPONSIBILITIES

The Trust will meet its obligations under this Policy by recognising the issues, asking user groups to meet the standards required by our policies and following the following guidelines:

- Recognising that all young and vulnerable people have the right to be free from abuse.
- Ensuring that all our staff and volunteers are fully aware of the issues and they accept responsibility for helping to prevent the abuse of young and vulnerable people involved in their projects or activities.

- Responding swiftly and appropriately to all suspicions or allegations of abuse and providing parents and young and vulnerable people with the opportunity and vehicle to voice concerns they may have.
- Requiring any sub-committee or user group that works regularly with young or vulnerable people to appoint someone, where appropriate, who will take specific responsibility for the protection of young and vulnerable people and act as the main point of contact for parents, young and vulnerable people and outside agencies for that activity. This person should be Disclosure and Barring Service (DBS) checked for that activity and that check is the responsibility of the user group or the sub-committee, where appropriate.
- Reviewing the effectiveness of the Safeguarding of Young and Vulnerable People Policy and activities on a regular basis in accordance with the requirements of the Operating Manual or as changes current government guidelines mandate.

3. MANAGEMENT OF YOUNG AND VULNERABLE PEOPLE

3.1 User Groups

User Groups are defined as those organisations that make use of the HYFCT facilities on a frequent basis and have a User Group Agreement with the Trust.

The Trust will require all such User Groups to provide proof of their Safeguarding Policy if they work with young or vulnerable people on a regular basis, that all group leaders have been checked through the Disclosure and Barring Service (DBS), and provide evidence of their Public Liability policy cover and (if appropriate) any instructor certificates.

3.2 Sub Committees of the Trust

On occasion, some of the sub committees will need to work with young and vulnerable people in the course of carrying out their roles and responsibilities on behalf the Trust.

If such a sub committee is working with young and vulnerable people and does not have personnel who are DBS checked to supervise those young and vulnerable people, they must carry out a risk assessment covering the following issues:

- Details of the young or vulnerable people who will be working with the sub committee, this is to include point of contact;
- When and where they will be working;
- Whether or not a DBS checked sub committee member is available to supervise;
- Assessment of probability of abuse occurring, either directly from other volunteers or staff, or indirectly, if in contact with members of the public;
- Action proposed to mitigate any risks;
- Actions to be taken if any abuse occurs.

3.3 Disclosure and Barring Service

If sub committees or the Trust are working with young and vulnerable people on a regular basis, volunteers working with those people will need to be Disclosure and Barring Service (DBS) checked. Any costs incurred for such checks will be borne by the Trust.

Records of which volunteers are DBS checked and renewal dates for such checks are to be held by the Trust.

4. RECORDS TO BE HELD

The Trust is required to retain the following records:

Records to be held	Duration
Risk assessment	5 years
Record of Volunteers who have been DBS checked	5 years

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