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Appendices:
• Safeguarding Procedures
• Glossary of terms and legislative background plus other useful documents and sources of information

Staff should also refer to separate TYA policies on:
• Recruitment
• Induction and Training
• Whistleblowing
• Information Sharing / Data Protection
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• Sexual health policy

1. Introduction
This Safeguarding policy incorporates TYA’s former child protection policy and extends it to include prevention and broader safeguarding measures. Procedures that relate to safeguarding are attached in appendix along with a glossary of key terms and background information on the relevant legislation.

TYA are committed to promoting the welfare of children and young people to ensure that they feel safe and are protected by effective interventions if they are thought to be suffering, or at risk of, significant harm.

Safeguarding children is vital for charities like ours. Our trustees have a duty of care towards the children and young people with whom we have contact. Having safeguards in place not only protects and promotes the welfare of children and young people but also enhances the confidence of trustees, staff, volunteers, parents/carers and the general public. Safeguarding children and young people protects the reputation of TYA and helps us to effectively meet our objectives and protects our finances.

We will always ensure we work in compliance with child protection and data protection legislation. Our safeguarding policies and procedures should be reviewed at least every three years.

Safe guarding and child protection depend on effective collaboration between agencies sharing information across organisational boundaries. The Youth Association board has overall responsibility for adherence to safeguarding policy and practice. We have to ensure we are responsive to best practice at a local and national level and have positive partnership and data sharing arrangements with the relevant agencies.

Partnership working with other agencies (in particular local authorities) is key to ensuring we take all reasonable measures to minimise the risk of harm to the welfare of the children/young people we work with. As such, TYA will always work in full partnership with other local agencies. Where we have concerns about children/ young people’s welfare, we will always inform appropriate local agencies so that they can take appropriate actions to address those concerns.

2. Statement of Commitment
TYA’s Safeguarding Policy aims to translate our commitment to children’s rights as set out in the UN Convention into a practical reality through our work with children and young people.

a) TYA will promote the welfare of children and young people
b) TYA is committed to safeguarding children from abuse and to ensuring that action is taken to support and protect children wherever and whenever abuse is suspected.
c) TYA is committed to create a safe, secure and supportive environment where children/ young people can develop and fulfi l their own potentials.
d) TYA believes that children and young people are our starting point. All children and young people have the right to express their views and have their views taken into account. Listening to children and young people and respecting what they say is paramount in ensuring their safety.
e) TYA will ensure that staff, trustees, and volunteers:
   - are aware of the problem of child abuse
   - safeguard children from abuse through good practice
   - are alert for signs of significant harm and report all concerns about possible abuse.
   - respond appropriately when abuse is discovered or suspected
f) Children and young people will be provided with appropriate assistance to communicate their concerns.
g) Any abuse will be considered as an act of gross misconduct and the TYA disciplinary procedures will be followed.
h) Working in a multi-cultural society, TYA is committed to equality in meeting the needs of all children and young people. Values and attitudes attributed to culture or ethnicity do not justify, explain or condone acts which put children and young people at risk of harm.
3. Child Protection
All staff should be made aware of the TYA safeguarding policy and procedures at induction or through regular training. As such staff should understand their responsibilities with regard to safeguarding children and young people. To ensure staff are updated of new information, guidelines and developments, regular training in safeguarding is offered to staff. Each member of staff working directly with children and young people will attend safeguarding training at least once every three years.

TYA keep our policies and code of conduct under continuous review so ensure they meet the requirements of local safeguarding Boards.

From autumn 2008, no individual barred by the Independent Safeguarding Authority will engage in any activity with children or vulnerable adults whether paid or unpaid for the TYA.

Staff should undertake appropriate training on Common Assessment Framework (CAF) assessments to ensure TYA takes an integrated approach.

The designated Child Protection Officer for TYA is responsible for ensuring compliance with the standards of the local Safeguarding Board. The CPO should be trained to Level 2 through local Safeguarding Board courses.

The organisation has robust Child Protection procedures that meet the requirements of the safe guarding boards and Section 11 of the Children’s Act.

All staff under go enhanced Criminal Record Checks on recruitment and these are reprocessed every three years.

In the case of a staff member starting work before an enhanced CRB check is in place, all previous employment references are thoroughly checked and written records kept. Staff for whom an enhanced CRB has not yet been received will not be permitted to work unsupervised with children or young people until the enhanced CRB check has been received.

4. TYA Responsibilities

4.1. Staff and Volunteers

a) Abuse cases involving young people are highly sensitive and confidential and should be treated as such.

b) They should not be the subject for casual conversation in the workplace, family or neighbourhood. It is essential that as little attention as possible is drawn to the situation.

However, in some cases other young people may know about the abuse and some work may be needed around their reactions/feelings, particularly if they are close to the victim or the perpetrator of the abuse.

c) It is important for any Youth Worker when faced with the possibility of a case of abuse to:

- Be aware of their role in such a situation
- Have knowledge of procedures for reporting such cases
- Be able to give immediate assistance to the young person at risk.

d) Under no circumstances should a Youth Worker attempt to act as a “go-between” the young person and the alleged person/s.

e) The Youth Worker should not approach the young person, family or individuals about allegations or suspicions.

f) The Youth Worker should undertake Child Protection Training within the first 12 months of their appointment, unless they attended such training within the last 2 years prior to their employment with TYA. The following Child Protection Procedures are intended only as instruction for the recording and reporting of suspected/actual abuse. The skills, attitudes and awareness that are required to support young people making disclosures or who are suspected as being victims of abuse, are the subject of directed training, and the support of your line manager.

g) It is the responsibility of the Managers to provide information, and organise for the staff to attend to appropriate training.

h) It is the responsibility of the Executive Officer to suspend any member of the staff or volunteer who is accused of child abuse pending investigation. The Executive Officer will inform the Board of Trustees immediately.

i) TYA will provide counselling or other professional support to staff who may be badly affected by abuse cases

j) It is not TYA’s responsibility to investigate an allegation of child abuse; this is the job of police and social services. No staff should interview the child or any possible witnesses, nor should they ask anyone to write an account of what happened.

4.2 Board of Trustees

a) To ensure that all staff is aware of the policy and that it is fully implemented.

b) To fully co-operate in the case of a police investigation.

c) To raise children protection as part of the process of recruitment and to ensure that all the checks with the relevant agencies are made through the Criminal Records Bureau in line with Safe from Harm guidance issued by the Home Office.

d) To implement the necessary mechanism to protect the staff from malicious allegations while operating under the presumption that children and young people are to be believed.

e) It is the responsibility of the Board via the Human Resources group to suspend the Executive Officer if accused of child abuse pending investigation.

f) To ensure that sufficient resources are available to provide appropriate child protection training

5. Allegations against staff

a) TYA’s first priority is to ensure that no child or young person is exposed to unnecessary risk. The Executive Officer will, as a matter of urgency, take any necessary protective measures.

b) It is the responsibility of the Executive Officer to suspend any member of the staff or volunteer who is accused of child abuse pending investigation. The Executive Officer will inform the Board of Trustees immediately.

c) TYA will keep written records of all actions taken.

d) Information about any allegations will only be shared on a ‘need to know’ basis to avoid prejudicing any future criminal or disciplinary process.

e) Staff members should never discuss any abuse allegations with the press under any circumstances. Failure to do so will result in disciplinary procedures

f) It is not TYA’s responsibility to investigate any allegation of child abuse; this is the job of police and social services. No staff should interview the child or any possible witnesses, nor should they ask anyone to write an account of what happened.

6. Project Planning / Risk Assessment

a) Project planning for pieces of work involving children and young people should consider any safeguarding implications.

b) Written risk assessment should be undertaken for all residential trips with young people (pro forma in appendix under procedures).

c) Staff should ensure that appropriate risk assessment is incorporated into the planning and preparation for all work directly with children and young people. This should be in line with TYA’s strategy for involving children and young people.

d) TYA staff should be training in risk management.
7. Whistleblowing

Whistleblowing, or public interest disclosure, is when a worker reports a concern about the improper actions or omissions of their colleagues or their employer which may cause harm to other or to the organisation. Obvious examples of such improper actions include theft and breaches of health and safety.

TYA staff members have individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of children or young people may be at risk.

Although a member of staff may be the first to recognise that something is wrong, they may not feel able to express their concerns out of a feeling that this would be disloyal to colleagues, fear harassment or victimization. Although these are natural feelings, TYA staff should recognize that their failure to act could result in a child or young person continuing to be unnecessarily at risk or put other children / young people at risk.

It is often the most vulnerable children or young people who are targeted and these children and young people need others to safeguard their welfare.

TYA takes the safeguarding of children and young people extremely seriously. We will ensure any allegations are fully investigated.

Any suspicion or allegations should be reported to the line manager. In event of this not being possible, staff should refer to the Executive Officer, the Chair of the Board of Trustees or the Director of Business Operations.

Line managers have a responsibility to protect staff members from harassment or victimisation as a result of whistleblowing.

TYA will not take any action against any staff if their concern proves to be unfounded and was raised in good faith. However, malicious allegations could be considered a disciplinary offence.

There may be occasions when an employee has a personal difficulty, maybe a physical or mental problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Confidentiality cannot be guaranteed where personal difficulties raise concerns about the welfare of children or young people.

8. Information Sharing / Data Protection

There must be no delay in communication once a suspicion arises. The sharing of relevant information at the earliest opportunity within an environment of strict confidentiality is essential.

A child or young persons right to confidentiality is important and they should be kept informed of any sharing of information and participate at an appropriate level in decisions that directly affect them.

Staff should undertake appropriate training on Common Assessment Framework (CAF) assessments to ensure TYA takes an integrated approach. TYA will share information about concerns with relevant agencies and ensure that parents and children are kept informed and participate in decision making as appropriate.

9. Review Process

TYA will review safeguarding policies at least every three years. Staff are expected to attend appropriate training to keep up to date with legislative changes at least every three years.