

¹Stockland Youth Club - Child Protection and Welfare Policy

Aim:

It is our aim through this policy statement to ensure the safety, welfare and well being of the young people attending Stockland Youth Club.

Child Safeguarding Policy:

The Youth Club will provide a safe and secure environment that respects a child's rights and reinforces the adult volunteers responsibilities for the safety of children.

A ratio of 1:10 Adults to Children will be applied to all Youth Club meetings.

All Youth Club leaders and volunteers are cleared through the Disclosure and Barring Service Bureau (DBS) before they are able to take part in the club.

If a child is to be collected by an adult, other than the child's known parent/guardian the Youth Club leader must be informed.

We will keep an Incident Book, recording any noticed physical injuries or unusual behaviour on arrival of a child and during our care. We will bring these to the parents/guardians attention and they will be asked to sign the Incident Book.

If any child is thought to be in any immediate danger we will contact the Multi Agency Safeguarding Hub (MASH) and or the police.

Tel: MASH 0345 155 1071

Email: mashsecure@devon.gov.uk

Any suspicions around abuse/neglect will be reported to Devon Children's Services. The Children Act 1989 section 47 (1) places a duty on Children's Services to investigate such matters.

All information will be kept in the strictest confidence.

¹ Version 1.1 March 2019

Behaviour Policy:

Youth Club leaders and volunteers will:

- Encourage children to treat each other and all equipment with respect.
- Praise good behaviour.
- Encourage responsibility, such as tidying up.
- Will intervene and redirect if necessary, to prevent disagreements developing that the children cannot handle.
- Discourage bad behaviour whether physical or verbal.
- Never use physical punishment.
- Only use physical restraint as a last result and consistent with maintaining the safety of the child and others.
- Handle incidents of unwanted behaviour in a calm and controlled manner.
- Make clear that it is the behaviour not the child that is unwelcome.
- In exceptional circumstances we may exclude a child from the Youth Club. We would endeavour to avoid this by consulting with the parents, and with the parent's permission seeking help and advice from professional agencies.
- Look for signs of bullying and take action immediately. Under the Children Act 1989 a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm'. Where this is the case, the incident will be reported to the appropriate Children's Services.

Equal Opportunities Policy:

Children are given the opportunity to reach their full potential. Sometimes this means adapting an activity to the child's ability and stage of development and providing additional resources or giving a child more attention and support than others.

All children are given the opportunity to play with all toys and activities (subject to health & safety considerations) No toys or activities are just for girls or just for boys. Play equipment will reflect positive images of children and people from different cultures and with different abilities.

No child will be discriminated against in any way, whether for their skin colour, culture, gender, ability or religion. Inappropriate remarks will be discouraged.

Children are encouraged to learn more about their own culture and to find out about the cultures and religions of others through books, colouring sheets, cooking and celebrating special festivals.

Children are encouraged to develop a healthy respect for each other and to value everyone as an individual.

Parents should share with us any festivals and special occasions which may enhance the children's learning and understanding.

Emergency Procedures Policy:

In the event of a fire or other emergency, our priority will be the wellbeing of the children in our care. Children will be made aware of the building evacuation procedures and emergency exits, which are all clearly marked.

Building evacuation will be supervised by the club leaders and volunteers who will ensure:

- All children evacuate the building using the most appropriate exit and gather at the designated assembly point.
- Ensure the toilets, changing room and kitchen are evacuated.
- Once outside account for all persons against the attendance register.
- Phone for emergency services
- Engage children in activities until the danger has passed or until children have been collected. We will calm any anxieties or fears.
- We will not re-enter the building until it is safe to do so and then only under the guidance of the emergency services.

Medicines Policy:

Children should not bring prescribed medicines to the Youth Club. Where a child is taking a prescribed medicine the parent or guardian must inform the Club Leader. This is necessary information should the child become unwell whilst attending the club.

Accident / Incident Policy:

Club leaders and volunteers will take every measure to ensure the safety of the children in their care. A First Aid box will always be available. If an accident/incident occurs an adult volunteer will attend to the child's injuries and will:

- Call for further medical assistance if required.
- Inform the child's parent or guardian and keep them updated
- Complete an Accident/Incident Report, which must be signed by the parent/guardian.

Camera & Phone Policy:

Parents/Guardians telephone contact details will be available at all times during the meeting.

No photographs of a child will be taken without the parent/guardians consent.

Other than for emergencies mobile phones cannot be used in or in the immediate vicinity of the youth club.

Alcohol and Drugs Policy:

No attendant Youth Club staff will be under the influence of alcohol or drugs. Staff members taking prescribed medication will confirm their fitness to supervise children with their doctor.

No alcohol or drugs will be available at Youth Club Meetings.

Complaints Policy:

All complaints will be investigated thoroughly.

Parents/guardians should be encouraged to discuss any concerns they have about the activities of the Youth Club with the Youth Club leader.

If a parent/guardian has an issue involving their child/other child, parent or Youth Club team member, they should in the first instance raise the issue with the Youth Club leader. If the issue is unresolved a formal complaint should be put in writing. A record of the complaint and the outcome will be kept. The issue raised by the complainant should be dealt with within the following framework.

- The complaint will be reported to the Vulnerable Users Representative (VUR) in accordance with the Stockland Victory Hall Safeguarding Policy. The VUR will consult with the Youth Club leader and direct what action will be taken.
- A record of the complaint and subsequent action will be kept.

All information relating to any subsequent actions will be kept strictly confidential between the parties involved.

Allegations of abuse against a Youth Club Team member:

Youth workers are vulnerable to allegations of abuse being made against them.

In order to minimise the risks involved:

- All Youth Club leaders and volunteers are DBS checked
- Visitors do not have unsupervised access to the children.
- All accidents/incidents are recorded.
- Marks on a child are recorded when they arrive.
- Children are ordinarily supervised in groups in a single room. One to one contact between adult volunteers and children is avoided.

Should an allegation be made against a Youth Club team member it will be investigated thoroughly with the parent/guardian involved. Serious allegations of abuse will be reported to the police and other appropriate child services.