

# Policy for the safeguarding of children and young people

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## NFYFC safeguarding children and young people policy statement

This policy on Safeguarding Children and Young People has been drawn up in partnership with the National Society for the Protection of Cruelty to Children (NSPCC) consultancy service. With close reference to the guidelines contained in the National Council for Voluntary Youth Service 'Keeping it Safe', The Children's Workforce Development Council 'Recruiting Safely' and the Safe Network Core Safeguarding Standards.

The policy recognises the obligations and duty of care on organisations working with children, young people and vulnerable adults as covered in the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. This Act defines children and young people as anyone up to the age of 18 years. This policy applies to all members, members in positions of responsibility (officers), volunteer helpers (leaders, advisory, committee members and presidents) and staff, involved in Young Farmers' Clubs and all those who are working with or on behalf of NFYFC.

The policy is designed to encourage compliance with relevant legislation and recommended best practice and to prevent the neglect, physical, emotional and sexual abuse of young people and children while they are in the care of Young Farmers' Clubs (YFC). It stresses the responsibility of all those involved in working with children and young people to be alert to signs of abuse and provides for a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse has taken place.

NFYFC is committed to supporting county federations to access training from their local safeguarding board or voluntary youth organisation for those in a position of responsibility working with children and young people to raise awareness of their safeguarding responsibilities within YFC. The policy also provides guidance to those working with children, young people and vulnerable adults to minimise the risk of false allegations.

This policy has been divided into three sections for ease of use:

- Recruit safe
- Run Safe
- Refer Concerns

### Legal duty of care

The Law defines a child/young person as a person who is under the age of 18 years.

*Safeguarding Vulnerable Groups Act 2006* – originally provided the legislative framework for the new vetting and barring scheme which was reviewed from 2010-2012 resulting in the introduction of the Disclosure and Barring service to allow soft information about those applying to or working with children, young people and vulnerable adults to be reported and monitored nationally.

*Criminal Justice and Court Services Act 2000* - Checking employees working with children. All volunteers involved with YFC who take positions of responsibility over and above that of an ordinary member are, for the purposes of safeguarding, employees and volunteers. Some positions within YFC that frequently have the responsibility for the supervision, training or sole charge of children and young people will be working in a 'regulated' position. It is therefore a criminal offence if an employer or organisation does not take sufficient steps to check any employee working with children and young people in a regulated position. This means that volunteers and staff in certain roles must be checked at the correct level of disclosure for the role they are undertaking by the Disclosure and Barring Service.

*Abuse of trust - The Sexual Offences (Amendments) Act 2003* introduces the offence of abuse of trust. This offence covers sexual relationships between a person over the age of 18 years (adult) and a person under that age (child) where the adult is in a 'position of trust' in relation to the young person. This is expanded on in the recruit safe section of the policy.

*Charity Commission* – In March 2009, the Charity Commission produced a guidance document for protecting children. This states that charity trustees are responsible for ensuring that those benefiting from, or working with, their charity are not harmed in any way through contact with it. They have the legal duty to take all reasonable steps within their power to ensure that this does not happen. Trustees are expected to find out what the relevant law is, how it applies to their organisation and to comply with it where appropriate. They should also adopt best practice as far as possible to avoid the likelihood of safeguarding incidents occurring.

## Recruit Safe – Section 1

This section of the policy explains how we safely recruit people to work with children, young people and vulnerable adults within YFC. Safe recruitment procedures exist to protect children, young people and vulnerable adults from potential harm and reduce the opportunities for contact with those with ulterior motives for working with them. It also provides evidence to support those working with children, young people and vulnerable adults if an allegation is made against them. Safe recruitment records should be held for all those recruited by YFC in order to assist internal and external investigations. In the case of an individual being dismissed from YFC this paperwork will be required to make a referral to the Disclosure and Barring Service in line with current legislation.

### Recruitment procedures

There are individuals who have ulterior motives for wanting to work with young people. This could put YFC members and our reputation at risk. Safe recruitment procedures will not always prevent our members from being harmed but they help us to make informed choices about the people we allow to work with them. Evidence shows that the majority of abuse takes place in the home or by someone known to the child or young person, so whilst not creating a culture of suspicion, everybody in YFC has a responsibility for safeguarding and should refer any concerns they may have to the appropriate person.

The vast majority of YFC volunteer leaders are 'home reared' and elected or invited by the membership to undertake a role. Upon accepting this role they go from being a member to a person in a position of responsibility. We must recognise that when a member moves on to become an officer/leader/volunteer helper or takes on additional responsibilities in a club or county they should be treated in the same way as someone from outside of the organisation applying for a job or volunteering to offer to help. All volunteers and staff are entitled to be treated in exactly the same way and share the same rights and responsibilities.

In order to minimise the risk of unsuitable people working with or gaining access to YFC members, it is essential that the correct recruitment checks are undertaken and recorded. In the event that a volunteer or staff member is dismissed from YFC because of safeguarding concerns we have a legal obligation to refer this information to the Disclosure and Barring Service. This referral will include providing full safe recruitment records for the dismissed person so it is essential it is collected to avoid clubs and county federations appearing negligent in their safe recruitment procedures.

### Application forms

An application is advisable over a CV as it allows you to ask specific questions about their employment and volunteering history. A standard application form should be used during recruitment; this will also support transparent, consistent and equitable assessment of potential applicants. The application form will also allow the applicant/volunteer the opportunity to nominate two referees that can be contacted as part of the safe recruitment procedure. A sample staff member and volunteer application form sample can be found in the appendices.

### Short listing (for staff posts within YFC)

The process of short listing applicants should be undertaken by at least two people who should also be on the interview panel. Any anomalies or gaps in employment identified should be taken into account when considering whether to short list the applicant. A history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to agency, freelance or temporary work, also need to be questioned.

Following the above checks, you should assess whether each application meets the required criteria for the post. . All candidates should be assessed equally against the same criteria and an agreement reached by your short listing panel about which applicants to invite for interview. The panel should record its decision about each application, in case of queries afterwards. Using a system where applicants are scored or rated against each of the short listing criteria will help you to demonstrate that decisions were objective and without prejudice.

## **Interviews (for staff posts within YFC)**

The interview should assess each candidate against the selection criteria derived from the job description and person specification and explore their suitability to work with children. Interviews are an opportunity for the candidates to demonstrate how they meet the specification for the role. It should not be seen as a test where no assistance can be provided or where candidates feel they might be caught out by trick questions. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

It is good practice for your interview panel to have a minimum of two interviewers, so that one member can observe and assess the candidate and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview. All panel members should familiarise themselves with the candidates' application form prior to the interviews starting. Consider the issues to be explored with each candidate and who will ask about them. Agree your selection criteria in accordance with the person specification, the method of assessment you will use and the standards you will apply. The panel will need to agree a set of questions they will ask all candidates relating to the requirements of the post and the issues they will explore with each candidate based on the information provided in the applications and references (if available). If the applicant has declared any past criminal convictions or concerns/investigations the panel will also need to consider whether those are relevant and whether they need to be raised during the interview.

## **Criminal Record/Disclosure and Barring Service Checks (CR/DBS checks)**

DBS checks help organisations to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. DBS replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) as the agency that checks the criminal records of people who are applying for both paid and voluntary work with children, young people and vulnerable adults. Criminal records checks are used to protect children and young people from contact with those who may have ulterior motives for working with them and also enables the organisation to respond in an informed way to allegations or concerns about our volunteers. Criminal records checks also help us to identify those individuals who have been convicted of offences of dishonesty and help us protect our charitable funds.

The use of Criminal records checks is required in legislation for certain positions that are considered as 'regulated' within YFC. All levels of the organisation should assess their existing roles within clubs and county federations against the levels of check available and decide on the most appropriate. The county federation, NFYFC and the Disclosure and Barring Service can assist you with this process (contact details included in this policy).

## Types of Criminal Records (DBS) check

Organisations who are entitled to use the DBS checking service can ask successful job/role applicants to apply for one of the following types of check depending on the job role:

Level of Check	What does it include
Standard check	details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions
Enhanced check	the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for
Enhanced with a barred list check  Staff and volunteers must be working in a 'regulated' role to be eligible for this level of check	<ul style="list-style-type: none"> <li>• Child barred list information is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act regulations, for example prospective adoptive parents.</li> <li>• Adult barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act regulations.</li> <li>• Child and adult barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act regulations</li> </ul>
Adult first check	an individual can be checked against the DBS adult barred list while waiting for the full criminal record check to be completed - largely for those working with vulnerable adults in facilities such as care homes

## Charges for CR/DBS checks

DBS charges a fee to process applications for criminal record checks. Both standard and enhanced checks require a fee. The fees to process criminal record checks for paid staff are available from the Disclosure and Barring Service website [www.gov.uk/disclosure-and-barring-service-criminal-record-checks-referrals-and-complaints#fees](http://www.gov.uk/disclosure-and-barring-service-criminal-record-checks-referrals-and-complaints#fees).

## Criminal record checks for volunteers

The DBS defines a volunteer as: *A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.*

DBS criminal record checks are free of charge for volunteers. However, there may be an administration charge depending on your provider. It helps to research providers in your local area to compare costs. Administration charges for Criminal records/DBS checks should be paid by the employer or organisation as part of their safe recruitment procedures. All roles within YFC that are classified as regulated must be subject to a criminal records check from the Disclosure and Barring Service. The minimum age at which someone can be asked to apply for a criminal record check is 16 years old. Those in YFC officer/leader roles under the age of 18 must not have responsibility for the care and supervision of other children and young people (anybody under the age of 18). They make take a role within YFC but this must be shadowed/supervised by an adult who has been subject to appropriate safe recruitment checks.

Following completion of a paper form or online information system and identification checks by your county countersignatory, your check will be sent directly to the DBS from your county/area or via an umbrella body.

## Stages of the CR/DBS checking process

The DBS checking process involves several different stages before an applicant receives their certificate.

### Stage 1 - Application form received and validated

The application form is checked for errors or omissions. Within 24 hours of receipt the form is either scanned onto the DBS computer system or returned for correction to the countersignatory.

### Stage 2 - Police National Computer searched

### Stage 3 - Children and adults lists searched

Where applicable – *only when applying for checks for regulated posts*

### Stage 4 - Records held by the police searched

Enhanced checks are sent by secure, electronic means to the police for an additional check of local records before the information is sent back to the DBS.

### Stage 5 - DBS certificate printed

All the information to be disclosed is printed under highly secure procedures and sent to the applicant.

When a criminal record (DBS) is applied for, a check is sent to the **applicant only**. This is to give the applicant the chance to appeal against any content they feel is irrelevant for the post they are applying for before the check is seen by the employer or organisation. This may delay the time it takes for the YFC office to view the check. Checks need to be physically seen by those responsible for safe recruitment decisions with the federation in order for their reference information and content to be recorded.

## Frequency of criminal records (DBS) checks

Those volunteers or staff members in positions of responsibility must be re-checked at intervals of not more than three years in order to identify the person is still suitable for their post and no new information has been added to the criminal records (DBS) check in the interim period.

The DBS offer an online update service which allows employers the opportunity to register themselves to re-check volunteers and employees online. This removes the need to complete a new paper or online application at the three year re-checks period. The volunteer or staff member should be given the opportunity to complete a self disclosure form to indicate if they have committed any criminal offences in the previous three years that the employer or organisation is unaware of. Then with the volunteer or employee's permission, the organisation or employer can log into the system and use the reference number from the person's criminal record check to confirm if the original check is still current. It may become apparent that a volunteer or employee has failed to inform you of an offence in this interim period that has an impact on their post. Failure to disclose such information would lead to disciplinary measures being instigated.

The online update system will inform the organisation or employer if the check is still current, meaning no new information has been added, or that information has been added and a new check is required. If the second response is returned the person should be re-checked and spoken to regarding the new content of the check and the impact this may have on the post they are undertaking.

## Portability of criminal record (DBS) checks

The portability of Criminal records (DBS) checks has been made possible by the use of the online update system. When staff or volunteers apply for certain roles within YFC they may be required to undertake a Criminal records (DBS) check. Some people may already have a Criminal records (DBS) check from another organisation i.e. if they are a school teacher in their full time role they will have a Criminal records (DBS) check and this can be used as part of the recruitment procedures.

If the applicant has a copy of their check the contents of the check seen and recorded. With the applicant's permission the check reference number can be entered into the online update system as described above and YFC will be able to discover if the check is still current. If the system response is that new information has been added since the check was done then YFC should perform a new check.

When using the portability system it is important to ensure that the existing check is at the correct level for the position applied for in YFC. The current check may have been processed at enhanced level but the YFC position applied for requires an enhanced check with barred list checks due to being in a regulated position. In this case a new check would be required at the correct level.

## Assessment of CR/DBS Checks

During the safe recruitment process if a check is returned with a caution or conviction the check should be assessed by those responsible for safe recruitment within the club or county, with support from NFYFC if required. Having a caution or conviction will not necessarily mean that a person cannot volunteer or work within YFC. A caution requires an admission of guilt and therefore is no less significant than a conviction. The caution or conviction and the tariff received should be assessed along with the role applied for and responsibilities it entails. Further conversations may be required with the applicant to obtain more detail about the information listed on their Criminal records (DBS) check. In this situation external sources of information can be used such as previous employers, the police and the prison service. A case management process should be undertaken on the individual and how this could potentially be managed within YFC. Information on the case management process can be found in the appendices.

It is illegal for a person on the barred list to apply for work with children and young people; it is also an offence for an organisation to knowingly recruit a barred person to work within their organisation.

In line with legislation passed in May 2013 some spent convictions will now be removed from a criminal record (DBS) check if they are considered no longer relevant to the post applied for.

### **For those 18 or over at the time of the offence:**

An adult conviction will be removed from a criminal record certificate (DBS) if:

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included. An adult caution will be removed after 6 years have elapsed since the date of the caution and if it does not appear on the list of offences relevant to safeguarding.

### **For those under 18 at the time of the offence:**

- The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years
- The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

### **Security of CRB disclosures**

The CRB umbrella body that is providing the CR/DBS check processing service should provide the County Federation with information on the Code of Practice regarding the correct handling, use, storage, retention and disposal of criminal record disclosures and disclosure information. Criminal record (DBS) checks should always be stored securely along with other safe recruitment information.

### **References**

In safe recruitment procedures references are used to obtain more information about the suitability of an applicant for specific posts within YFC. Along with the criminal records (DBS) check for criminal history a reference gives a holistic picture of an applicant and may also identify behaviours that have caused concern but have not incited a criminal investigation, this is known as soft intelligence. References should be obtained from a personal and professional perspective on the candidate and their ability, motivation and aptitude for the post.

By creating barriers for applicants within safe recruitment procedures it will deter those people with poor intent from attempting to enter YFC to gain access to children and young people. Care should be taken to store safe recruitment paperwork securely. Safe recruitment logs should be kept to ensure that the club/county can evidence that procedures have been carried out and in case they are required to dismiss a volunteer and make a referral to the DBS. A sample log sheet is available in the appendices.

### **Safe Recruitment Checklist**

#### **For all new NFYFC and County staff -**

- All new or prospective staff members should be provided with a clear job or role description that details their responsibilities and highlights line management reporting structures.
- All applicants should be asked to complete an application form and provide two recent references, one of which should be from their most recent employer. It is not advisable to request CV's during a recruitment process as they can allow the applicant to hide information should they wish to do so. An application form should be used during recruitment as this will ensure the scoring of candidates is more uniform.
- Referees should be contacted to confirm that the information they have given about the applicant is accurate. Any negative references received should be discussed with the provider and the applicant. A 'to whom it may concern' generic reference should not be accepted.
- In order for previous experience to be assessed and a decision to be made about the applicant's suitability to undertake the job role they should be interviewed by at least two people. Applicants should be asked to explain the reason for any gaps in employment or residency. Applicants should be scored throughout the interview on their response to questions, this will allow for comparisons and fair selection.
- All successful applicants should provide evidence of identity, at least two items of original documentation should be examined. For example, a passport, full UK driving licence or birth certificate and a recent utility bill that details the individual's address. These details should be recorded in the individuals personnel file by taking a photocopy.
- All staff should receive an information handover and induction training in their role.
- The offer of employment with YFC should be subject to the return of acceptable safe recruitment paperwork and successful completion of a probationary period, which is normally three months.

- There should be midterm and end of probationary period review to support the new staff member. Full time staff should receive monthly support and supervision by their line manager or an agreed nominated person. Part time staff should also receive support and supervision in a style agreed with their line manager.
- As all convictions relating to children and young people must be disclosed (even 'spent' ones), all new members of staff should be given both the self declaration form (to be signed) and the accompanying letter of explanation. YFC is considered as an environment where the 'exempted question' can be asked due to the nature of our work with children and young people. These exemptions are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- All staff in 'regulated' contact with children, young people and vulnerable adults must be subject to a criminal record (DBS) check at the correct level for their role, to be undertaken through the offices of the Disclosure and Barring Service.

### **Voluntary positions of responsibility**

Those in a voluntary position of responsibility within clubs and counties, including but not limited to officers, leaders, advisory, parental helpers, coaches/producers, presidents and trustees will be required to undertake safe recruitment procedures. This will vary between all clubs and counties due to differing structures across the organisation; individual roles should be assessed by the club/county against the definition of regulated contact and also based on their specific role within YFC in order for the correct safe recruitment procedures to be followed. When considering the roles that require safe recruitment, consider the nature of the organisation and the likelihood that within YFC additional help is usually sought from the wider YFC community. A chart has been prepared listing some of the more common YFC roles and the recommended level of check, this can be found in the appendices.

If a person is required to undertake criminal records (DBS) check they should also be required to comply with the following procedures -

- All new or prospective volunteers should be provided with a clear job or role description that details their responsibilities and highlights support structures. Samples are available in The Source.
- All applicants should be asked to complete a simple application form and nominate two referees. The proposer or seconder at the meeting can be nominated as one of the referees. The second reference should be obtained from outside the YFC community, from an employee, college or university tutor.
- Nominated referees will be invited to complete a reference form in order to collect evidence about the applicant's suitability to undertake the role. A copy of the application form and references should be held in the club/county safe recruitment records for the period of time the post is held.
- The proposer and seconder of an elected person should also be documented in the meeting minutes in line with normal practice.
- All applicants will be required to complete a self disclosure form in order to highlight any issues that may arise from the criminal records check and also if they have been the subject of any investigations or disciplinary actions that are relevant to this role.
- All roles considered as 'regulated' contact with children and young people must be subject to the correct level of criminal record (DBS) check, to be undertaken by the Disclosure and Barring service through the process used by your county federation which may be a registered umbrella body or alternatively the use of an external umbrella body or an online provider.
- All club officers should receive a handover/ induction to their role from their predecessors and attend club officer training when offered by the club or county as this will supply them with the information they need to undertake their role successfully. Along with the continued support of the county office The Source guidance can also be used as a useful reference guide to running a club.

Before members apply for positions within YFC they should be made aware of the law around relationships whilst in a position of trust. This will help them make informed decisions around their application.

## Sexual Offences Act 2003 – Abuse of Trust

### Guidance for Club Officers and Leaders

The Sexual Offences Act refers to various actions which amount to sexual activities as being a breach of the Act. Where a person over the age of 18 who holds a position of responsibility engages in sexual activity such as physical contact ‘touching’, causing or inciting a child (under 18 years old) to engage in sexual activity, engaging in sexual activity in front of a child or causing a child to watch a sexual act then this is a breach of the Act. A position of responsibility is where a member (over the age of 18 years old) looks after other members as part of their duties such as leaders of the Young Farmers’ Club.

The Act applies where a young person receives education at an educational institution. However, the Act does not define what an educational institution is. As YFC provides informal educational activities and at times has links with formal educational institutions, such as colleges, the safest option is to assume the Act does apply to Young Farmers Clubs (in keeping with current best and accepted practice across the sport and voluntary sectors).

*In the United Kingdom, a person who holds a position of trust over another may not engage in sexual relations with that person, as it is considered to be an abuse of trust, as defined by the 2003 Sexual Offences Act. Only after that person has left their position of trust may they pursue a sexual relationship with them. Abuse of a position of trust for sexual relations can also lead to criminal charges being raised against the abuser, especially when a minor is involved (statutory rape).*

### Exemptions:

1. Where both members are married to each other or
2. Where the members are in a relationship pre dating one of the members taking up a position of trust at the Club (Elected at an AGM) then providing the relationship is lawful they are exempt from the Act.

### The Clubs practice is as follows not withstanding any criminal liabilities that may arise:

1. All club officers should be made aware of the Sexual Offences Act **before** accepting a position of responsibility and decide whether or not they wish to accept that position. The club officers taking on a position of responsibility must ensure that they do not enter into a relationship with a member in their care under 18 whilst they hold a position of responsibility.
2. The adult member/leader in a position of responsibility must find out whether or not the Sexual Offences Act applies to them (by contacting their County Federation, NFYFC, the NSPCC Helpline, the citizen’s advice bureau or an independent legal adviser). [If it does apply there will be a breach of the Act. That breach will already have occurred and is a criminal matter; however there is no duty to report it to the police authorities.] As far as the Club are concerned the conditions as set out under section 4 below apply to continued membership and continuing to hold the position of responsibility.
3. If an inappropriate relationship is internally reported within YFC or suspected then the Club has a duty of care to act and investigate such inappropriate relationships that appear to be in breach of the Act. Again the conditions of section 4 below apply.

#### 4. Where:-

- a. An adult member (over 18) is in a relationship, sexual or otherwise, with a member who is aged 16 to 18, then providing both parties freely consent to that relationship and the adult member steps down from his/her position of responsibility no action will be taken by the Club against the members involved

However, as above there may have been a breach of the Act before the adult member steps down from their role and this will be a criminal matter and if reported will be outside of the Clubs dealings and powers.

- b. There is no free consent given by the under 18 year old member in a relationship the adult member may be suspended or expelled (if the club suspect that the adult member has influenced the child into being in a relationship with them).
- c. An adult member/leader enters into a relationship with a member who is under the age of 16 regardless of their knowledge of the actual age of the under 16, they will have their membership suspended and may be expelled from the Club if a criminal offence has been committed. In the eyes of the law a child under 16 years old is not able to give consent to a relationship.

The Club owe a duty of care to all its members and officers/leaders. It has a duty to safeguard the best interests of its members at all times. The Club therefore retains overall discretion to interpret the Act and deal with members as they consider appropriate but the Local Authority Designated Person (LADO), your County Federation and NFYFC are all in a position to support and advise to ensure you are not vulnerable and fulfil your duty of care to members in this area.

## Run Safe - Section 2

The next stage of YFC safeguarding is how we incorporate protecting children and young people in to the day to day running of our YFC clubs and counties. These recommendations are not in place to create an atmosphere of suspicion within your YFC, just awareness and vigilance of issues that could cause concern, and to promote of a safe environment for all of our members.

The following is a code of conduct for YFC to ensure that the correct behaviour is observed when working with children and young people within YFC. This code has been developed to provide guidance which will not only help to protect children, but will also help staff and volunteers to identify any practices which could be mistakenly interpreted and potentially lead to allegations being made.

Good practice will reduce the possibility of anyone using their role within YFC to gain access to children and young people in order to harm them. All members of staff and volunteers should report any breaches of this code they have observed for been made aware of. A certain standard of behaviour is expected of those employed by or volunteering for YFC who are considered to be in a position of trust. Staff and volunteers should be aware that they are role models, and must act in an appropriate manner at all times. If in doubt, you should always consider how an action or activity may be *perceived* as opposed to how it is *intended*.

The code of conduct should guide actions taken by YFC staff and volunteers.

1. Never let issues of concern about a child or young person or allegations by a child or young person go unreported, including any made against you. Never minimise, or trivialise concerns or their impact upon the victim(s).
2. Listen to and respect children and young people at all times. Do this regardless of their age, gender, ethnicity, faith or beliefs, disability or sexual orientation. Don't discriminate or show signs of favouritism or prejudice. Always avoid singling out 'troublemakers' and gossiping/banter about children and young people.
3. Your relationship with a child or young person you have met through YFC should have clear boundaries, especially with younger children, when all contact should be made through the parents of the child.
4. Be aware that children and young people can and do develop infatuations towards adults working with them. If you become aware of this happening towards yourself, you should inform your cCub/County safeguarding officer who will advise you how to address the situation accordingly.
5. Do not engage in (or condone) any unlawful activity with or in front of children.
6. Avoid unobserved situations of one to one contact with a child. If it is unavoidable, always ensure another adult knows where you are, with whom and why.
7. If you need to comfort a child or young person who has become distressed, it is important that you do so in a way which is both age appropriate and respectful of their personal space. Never act in a way which may be perceived as threatening or intrusive or which makes them feel uncomfortable.
8. Never agree to keep any information relating to the harm of a child confidential. Always follow the procedures for reporting concerns.
9. Never make sexually suggestive remarks or discriminatory comments to or in front of a child.
10. Don't engage in or allow any sexually provocative games or conversations involving or observed by children and young people, whether based on talking or touching.

11. Don't engage in or tolerate any inappropriate physical activity involving children, or any bullying of a child by an adult or another child.
12. While the use of humour can help to diffuse a situation, the use of hurtful banter, sarcasm, demeaning, or insensitive comments, to a child or young person is never acceptable.
13. Actively involve children and young people in planning activities wherever possible, ensure that the members are leading the programmes.
14. When running activities or trips with mixed gender groups (especially residential ones) you should always try to have mixed gender leadership.
15. Never take chances with young peoples' safety always take time to plan activities to ensure the correct precautions have been taken and the required paperwork is in place to demonstrate that all reasonable measures have been taken to protect the child and the club/county.
16. Mobile phone numbers, email and social networking sites for YFC use should always be used appropriately with the audience in mind. If you have been given members details through YFC then it should be used only for YFC business.
17. When transporting children and young people on behalf of YFC this should be planned and risk assessed properly, parents should be fully informed about the transportation arrangements.
18. When organising events that require YFC members to change clothes (sports, performing arts etc) separate male and female changing/shower facilities must be provided. It is not appropriate for officers/leaders to change with those children and young people they are responsible for, separate cubicles should be utilised.

## Training

All new staff working within a youth organisation such as YFC should undertake appropriate safeguarding training as part of their induction programme. This is especially important for those that are in face to face roles with members or handling information about children and young people. Those in roles within clubs and counties should be offered basic safeguarding training by the club or county, this can be incorporated into the annual club officer training or held as a separate event. NFYFC and local agencies can support with coordinating this training if required.

County Federations should commit to organising Safeguarding Children and Young People training at least every 24 months. Local Safeguarding Children's Boards in each county are obliged to provide free training. Where this is not available training can be accessed through your local council for voluntary youth services, local voluntary youth organisation or a safe networks volunteer.

## Programme planning within YFC

Programme planning by the members and officers of a club or county ensures that club activities represents the needs and wants of the members within it. Effective programme planning at the start of the year or term can reduce pressure on the volunteer officers/leaders having to plan activities each week. It also allows the programme to be circulated and printed so that parents, other clubs and supporters of YFC are aware of what is happening at the club and can give informed consent for the activities their child will be participating in. Investing time in planning at the start of the year or term can leave members more time to balance YFC with other interests. Club programming templates are available from your County Federation and also in The Source on the NFYFC website to support you with this process.

Planning and risk assessment is an important factor in keeping children and young people safe from harm. The NFYFC Health and Safety Policy provides guidelines on assessing potential risks for all activities.

## Ratio of adults to young people

When planning activities, consider the supporting arrangements required. The number of staff/volunteers to young people will vary depending on the activity undertaken. The Department for Education recommends that there should be a minimum of 1 adult to 10 young people in a mainstream group situation. The ratio is reduced to 1:6 or in some cases lower for young people with additional needs and disabilities.

Ratios should be decided by the group's needs where activities, trips and residential stays are concerned. There should be at least two safely recruited adults (preferably one male and one female) present at each YFC activity. It should be recognised that each activity should be planned, risk assessed and the staff ratio agreed accordingly, based on the particular group involved before the event.

## Club records

It is essential that clubs maintain a record of its members which is readily available at club meetings should an incident arise. This could be a club information file, including a club constitution, previous agendas and minutes, registers and parental consent forms for those members U18 and nominating a member of the club officer/leader team to ensure that the folder is taken to every meeting or event. Where the nominated member is unable to attend, arrangements should be made to ensure this information is accessible. Where it is possible to store this information securely at your meeting venue this could act as an alternative.

## Parental consent

Parental consent forms exist so that activity organisers have the essential information about the children and young people in their care and contact details for their parents/guardians should an incident occur. YFC also have a duty of care to ensure that parents are fully informed about the activities their child is participating in.

*The key rule with consent forms is that the event organiser has the most up to date information about the children and young people in their care and parents are aware and have consented to all activities.*

- The purpose of the consent form is to ensure that the parent has given informed consent. They should know the times, location and cost of the event planned. It also alerts parents to potentially high risk activities.
- It tells them who is in charge of the event and gives a contact person and emergency number
- The form gives the parent the opportunity to inform the event leader about any health or dietary issues that affect their child.
- The form informs the parents that the event leader has no power to authorise or prevent access to medical advice and care for the child or young person in the event of an emergency. This decision will be made by the emergency services if contact cannot be made with the named contacts. It is therefore important that the consent forms are kept up to date with this personal information and contact details.
- It is vital for the leaders of an activity to have in their possession the consent forms for members aged 18 and under, and good practice to have a list of the emergency contacts for those 18 and over.

On joining YFC members under the age of 18 will be required to complete a membership and consent form. It is vital that the club holds a valid, up to date consent form for each child. This can be done by the county office photocopying a set of consent forms for each club that the club holds for club nights and activities. These consent forms should be updated on a regular basis (termly is recommended) to ensure that the details on them remain correct.

### **YFC programme activities (workshops, talks, business meetings)**

It is acceptable to use a general consent form for YFC weekly meetings at a set time and place. These should be listed in the YFC programme which should be given to the parent/guardian with the consent form. The general consent form could cover a planned term or a club programme year. The general consent form should be completed annually as a minimum requirement.

### **Visits, away from base meetings, competitions and social events**

For all other activities and events outside of the regular club programme, usually activities that carry a higher element of risk i.e. horse riding, farm visits or swimming, officers and leaders should check with the parents that they have the most up to date information on each occasion. Guidance on planning safe social events within YFC is available.

### **Residential Trips**

Consent forms should be completed for each residential trip if the young person is staying away from home. Additional information may be required by the club officer or club leader from the parents/guardians. It is good practice for all members and volunteers/helpers including club officers or club leaders to provide the event organiser with emergency contact details and information about any medical conditions they feel is important to share.

### **Confidentiality of consent forms**

In all cases the information provided by a parent/guardian should remain confidential and only be shared between those people in the club responsible for planning activities and events. Consent forms should be kept by the leader of the activity during an event and should not be left unsupervised.

Consider who is allowed to view paperwork containing personal information about members. Electronic files should be password protected, or in a separate log-in if using a shared computer. Information should only be kept as long as necessary to ensure the welfare of the young person concerned. After a residential or at the end of the membership year consent forms should be shredded, signing in sheets can be used to keep a record that consent was received prior to participation.

### **Photography**

NFYFC is committed to ensuring that all publications and media content represent participants appropriately and with due respect and that the correct permissions are obtained before use.

- A photograph or image of a child or young person should not be published (in print or online) without written consent being obtained from the parent/guardian.
- Care must be taken to ensure that images of children who are under a court order are not recorded or published without permission. If a child or young person should not be photographed or those pictures shared with the media, uploaded on websites or to social media sites then a picture should be held by the club/county office to ensure that pictures of this child are not released to the general public. Speak to parents about the best way to manage this situation during photo taking opportunities with the child or young person.
- Office computers containing photographs of members should be password protected. Avoid storing images on laptops that are regularly taken out of the office.
- Personal information about the individual such as the name should not accompany the image without the parent's explicit permission.
- Parents should be informed that external photographers may be present at larger YFC events or large shows where YFC are performing displays and may publish images. By giving consent for the child or young person to attend the event, there is acceptance that they may be photographed and this is out of the control of the organisation. If anybody is spotted taking photographs of YFC members that

does not appear to be connected to the event or organisation this should be reported to a steward or an event organiser in order for that person to be challenged. *Additional information can be found in the photography guidance.*

- Simultaneous streaming of images onto a public area should be avoided. (*This means uploading pictures directly from a device to a website/social media without checking the suitability of each picture*). Delayed streaming provides an opportunity for editing inappropriate images and checking you have the correct paperwork for each photograph. Those posting must consider the effects on the individual and the organisation at large before posting, if you have any doubts, don't post.
- Websites and social media platforms (for example Facebook, Twitter and YouTube) should be carefully monitored to manage inappropriate images or improper text. Any instance of the use of inappropriate images should be reported to NFYFC who will take action and in some cases may be required to inform the appropriate authorities.

\*For the purposes of this policy the word photography means both still and moving images taken using camera's, camcorders, mobile phones, tablets and other digital devices.

## Communication with members (mobiles, emails and social networks)

Electronic communication is a great resource for YFC for simple and quick communication of information between rural young people but it does involve a level of risk when systems are misused or abused. Remember to be careful about the information and pictures shared on these platforms especially when this information is personal. Encourage a safe sharing environment within your club, if members have been the victim of cyber bullying behaviors or they are receiving inappropriate messages they should report this to an officer or leader within club or county.

Communication with other YFC members should always be open, respecting the boundaries of the relationship between an 'ordinary' member and a member in a position of trust. Communication with children and young people should involve the parents as they need to be aware of club arrangements their child is participating in. It is good practice to use group emails and texts in order to communicate information about club activities. A generic club email address or a club mobile phone that is held by a member of the officer/leader team could be used.

It can sometimes be difficult to separate YFC from your own personal social lives due to the nature and age range of the organisation. When in a position of trust using social media sites for YFC business avoid the use of private messaging systems like Facebook messages, blackberry messenger and snapchat for communicating with members. Instead communicate on open walls for YFC business. When using both YFC pages/groups and personal social media accounts remember who comments can be viewed by and how appropriate they are for the audience, the organisation and your personal reputation.

## Transportation

When transporting children and young people on behalf of YFC ensure that parents are fully informed of the arrangements and have consented to it. This includes who will be transporting their child, who else will be in the car, how long the journey will take and when they will return to a pick up point or home.

Members and volunteers driving on behalf of YFC should have the consent details of the members they are transporting in case of an emergency. Where possible it is good practice for there to be two adults in the car when younger members are being transported. Where this is not possible the younger members should sit in the back of the car. It is not advisable to allow newly qualified drivers to transport other members of the group on behalf of YFC within the first six months of obtaining their license. Members and volunteers driving on behalf of YFC should be Criminal record (DBS) checked. If the club cannot

transport members, parents should be asked to transport their own children to an event to avoid the risks this could present.

When using external transport always use a reputable transportation company that has been fully risk assessed, if hiring vehicles ensure that you have the proper license requirements to drive them legally and safely.

Transport arrangements that are made between parents and members outside of YFC (when YFC is not providing transport as part of an activity) are a private arrangement outside of the control of the organisation and are the responsibility of that parent and the person they arrange the transport with who may or may not be a YFC member.

Clubs should review their transport arrangements at regular intervals to ensure that any potential risks for the members and officers/leaders are minimised.

## **Safe club, happy club**

The key to running a successful and safe club is respecting each other, working together and ensuring unacceptable behaviour is challenged. An important part of this is ensuring policies and procedures exist that support safe and fair behaviour, and that all members are aware of how to make a complaint if they are concerned about a situation. Our aim is to create a fun, safe and relaxed environment that works in partnership with safeguarding children and young people.

The abuse of children is most easily concealed, and therefore perpetuated, where there is confusion amongst adults and children and young people about roles, responsibilities, accountability and acceptable behaviour. Risks are minimised if all club officers and leaders have clear roles and responsibilities. Club leaders/officers have a responsibility to supervise young people in their care and act in their best interests. In terms of YFC activities, club officers/leaders are expected to exercise such reasonable care as would be taken by a responsible parent.

It is beneficial for county FYFCs to link up with their Local Safeguarding Children Board (LSCB) and local council voluntary youth services for information and support. YFC club and county leaders working with children, young people and the rural community will be able to access training and ongoing advice and support from these organisations.

It is strongly recommended that each county FYFC identifies a lead person to take responsibility for working with county officers and clubs to ensure they operate to legislation and best practice in line with procedures and guidance. A model job description for this role, of Child Protection/safeguarding Officer is available in the appendix.

## Refer Concerns – Section 3

This element of the policy explains what to do if you have concerns about a child, young person or adult within YFC. As a volunteer or staff member within YFC you are not required to investigate situations, this will be referred to the proper authorities to conduct. Your role is to remain aware of any concerning behaviour regarding a child, officer/leader or staff member and reporting this to your safeguarding officer/county office. You may also be in a situation where a child, young person or adult would like to make a disclosure about an incident to you and you should be prepared to listen, take information and refer this to the appropriate person.

### Reporting procedures

If at any time a member, volunteer or staff member has concerns about the safety or welfare of a child or young person they should consult with their line manager, the club/county safeguarding/child protection officer or NFYFC. Please refer to the appendices for further information about the definitions of abuse and recognising it.

There are a number of ways that members, volunteers and staff may become aware of or suspect a safeguarding issue:

- A child/young person may tell them
- Someone else may report a concern to them
- A child or young person might show signs of physical injury for which there is no satisfactory explanation
- A child or young person's behaviour may indicate that they are being mistreated or abused
- The behaviour of a member, volunteer or staff member may make them feel uncomfortable or indicate concerns about their conduct that need to be addressed
- They may witness abuse (by someone within YFC or by family or friends)
- It is important that all staff and volunteers are aware of the reporting procedure shown at and follow this without delay.

If a member, volunteer or staff member is in any doubt as to whether or not an incident regarding a child/young person or an adult in a position of trust should be reported to external services they must consult with their line manager, the club/County safeguarding/Child Protection Officer or contact NFYFC's Safeguarding Officer for advice. Although all incidents may not require the intervention of external services such as social care or the police they should all be logged as they may form a piece of a larger jigsaw in the future.

In situations where a child or young person is in need of urgent medical attention then the emergency services must be called, they in turn will inform social care. A list of emergency contacts including YFC safeguarding officer, county office, NFYFC safeguarding officer, NSPCC 24 helpline number, local social care day number and duty team (out of hours), Local authority designated officer (LADO – the key person whose support should be sought where there are allegations made against staff and volunteers) and the local police non emergency number should be held by those running the club during all meetings, visits and residential trips. NFYFC has produced a wallet sized card to store these numbers on, please contact your County Office or NFYFC for further copies.

If concerns relate to on-line or electronic media the Police or LADO should be informed immediately without alerting the person who is the subject of that concern so that their advice can be sought and potential evidence does not get deleted or destroyed.

## Reporting a concern

If you are concerned about a member, volunteer, staff member or a member of the YFC community



Make brief written notes of the situation to date, sign and date these notes, include information about the situations and those involved



Contact your club/county safeguarding/child protection officer or NFYFC for support, advice and guidance

If an officer/leader presents an immediate risk they may need to be suspended and the LADO (local authority designated officer) and police informed



If a person is in immediate danger external services may need to be contacted such as social services or the police



Calls for advice and support should be logged with your incident notes along with planned actions



Incident dealt with internally within YFC



Incident taken over by social care or the police for investigation

Ensure that the correct people have been informed whilst maintaining confidentiality. Ensure all conversations are documented and these are stored safely along with any correspondence to those involved

Follow the advice of the LADO, Social care or the police as they collect information to support their investigation

Depending on the outcome of the investigation, action may be required to dismiss those involved or support those who have been affected

If a volunteer/staff member is dismissed from the organisation a referral **must** be made to the DBS – this will include details of the situation and copies of the safe recruitment paperwork for the individual obtained during the recruitment process

**Safeguarding is everybody's business – so don't let concerns go unreported**

## Confidentiality

The privacy of children and young people should be respected at all times except where there are safeguarding/child protection concerns that mean they are at significant risk of harm. Volunteers and staff are responsible for ensuring that the children and young people they work with within YFC understand that they will not pass information about them on to anyone unless they tell us to or we discover that they or another child is being harmed or are at risk of harm. This should be stated at the earliest possible point of contact.

*The volunteers or member of staff must discuss with the child or young person the implications of disclosing further information, thereby giving the child or young person choice as to whether or not to continue to disclose information to them. If the child or young person chooses to stop at this point do not lead or push them in any way, instead reassure them that you are available to talk at any time and make a log of the conversation.*

## If a young person wants to talk in confidence

1. Accept what they say, keep calm and give your undivided attention.
2. Do not promise confidentiality - tell them you may need to tell someone else.
3. Reassure them that you will not blame them, be shocked or judgmental.
4. Recognise their fears and feelings - they may have been threatened and not be telling you all they know.
5. Reassure them that they were right to tell you.
6. Do not promise you will be able to stop the situation immediately. Discuss the options with them and agree a future action.
7. Make notes as soon as possible. Record dates and times of events and keep a handwritten record (typed ones can be changed).
8. Never physically examine a young person. In an emergency you may need to act on injuries to prevent them from worsening. Always make a written record of any action you take.
9. Never push for information. Leave this to a practitioner skilled in asking such questions and aware of the sensitivities required in evidence gathering. Remember that you are not the investigator.
10. Always seek professional help with speed and in the best interests of the child.
11. Where a parent is not implicated, involve them as early as possible. If you return a child to a parent's care and fear that the allegations may go unreported, seek immediate professional advice from your local Social Care Department, NSPCC or police.
12. Have the 'Childline' number (0800 1111) on display so that a worried child can ring this if they prefer.

## Complaints procedure

NFYFC's Standards of Personal Behaviour and the Constitution provide guidelines of how to deal with complaints about the actions of members, volunteers in positions of trust and staff. Individual Club and County constitutions give powers to deal with complaints about members. Members, volunteers or staff may be subject to an investigation if a complaint or allegation is made against them, this may be done internally (within YFC) or may require the support of external services (LADO, Social care or the police).

During the process of any investigation the person involved will be given a point of contact and will be informed of the procedure and any outcomes as these become available. The process and outcomes of any investigation should be logged and stored by the club/county. YFC will offer support to the person that is subject to the allegation and will work with the county to support the dismissal of individuals or the reintegration of them back into the YFC community dependent on the situation outcome.

## **Whistle blowing' statement**

Whistle blowing is described as the revelation of wrong doing, abuse or unethical behaviour by a member in a position of trust or a staff member within an organisation to those in positions of authority. Staff and volunteers are encouraged to report concerns to their line manager or county office so that the matter can be investigated. The Constitution sets out the procedure for dealing with disputes.

When a member, volunteer or staff member has reported suspicions about another member, volunteer or staff member the County Federation and NFYFC will protect that person from any harassment or unfair treatment.

## **Procedures for managing allegations – supporting those involved**

All incidents, allegations or suspicions must be reported however insignificant they may appear and irrespective of when and where they occurred. YFC is a close knit community and in spite of friendships, relationships or positions of responsibility we must remember that the protection of children and young people, together with the reputation of YFC, is paramount.

If an allegation towards a member, volunteer leader or staff member is made the following procedures should be followed:

- Action should be taken immediately
- Write down notes including -dates, times, facts, who was involved and any observations. Use actual speech if possible. Try to record the incident in chronological order. Always sign and date any notes that you make in case they are needed in any subsequent investigation
- Create a confidential file where all notes, details of conversations and advice can be recorded.
- Contact your county office or safeguarding officer to report the issue. In any case where there is a conflict of interest between the County Child Protection Officer and the individual who is the subject of the allegation, the County Chairman must nominate another suitable person to deal with the matter or request the services of the NFYFC safeguarding Officer.
- Contact the Local Authority Designated Officer (LADO). Your county or NFYFC can support you to do this
- Please respect the confidentiality of all parties involved in the incident and keep the matter private to only those who need to know
- If an individual is charged with an offence it is good practice to suspend the person's YFC membership pending the outcome of the case. Suspension of membership does not place a judgement on the circumstances of the case, or the individual involved it simply serves to protect the good name of YFC and protects its members from any possible risk of harm.
- If you are at any time unsure of what to do contact NFYFC or external support services (NSPCC, Social Care, Police) immediately.

HM Government (2013) Working Together to Safeguard Children explains a framework for managing allegations and concerns against people who work with children. Parents/carers of a child or children involved should be told about the allegation as soon as possible if they do not already know about it. They should be kept informed about the progress of a case and told the outcomes, where there is not a criminal prosecution that includes the outcome of any internal YFC disciplinary process.

The employer/organisation should also keep the person who is the subject of the allegation informed of the progress of the case and arrange to provide appropriate support to the individual while the case is ongoing. If the person is suspended, the employer should also make arrangements to keep the individual informed about developments in the workplace. Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated/ considered. In allegation situations this process should follow the advice of the LADO who may become the point of contact for the person facing the allegation rather than the organisation in some cases.

### **Where the authorities (social care, LADO or police) have decided that no further action can be taken**

No further action is taken for a number of reasons;

- The allegation is felt to be unfounded or malicious
- There is no formal complaint from the alleged victim or their parents
- There is no evidence of complaint from the victim to corroborate the complaint
- The case is dismissed by a Court

In such cases the individual may still have contravened NFYFC policies, procedures or guidance and code of conduct thereby placing themselves and/or a member at risk of harm. In most cases NFYFC would wish to ensure that the individual learnt from the experience and received appropriate training to prevent any further incidents. In some cases the contravention of NFYFC Policies maybe so serious that the individual is subject to internal disciplinary procedures. County and National Constitutions provide the necessary disciplinary procedures for dealing with members who may be in contravention of rules.

### **Investigating a breach of NFYFC rules or policy**

Wherever possible the individual should be interviewed by a County Officer. NFYFC's safeguarding officer will support Counties with advice and technical information. In some circumstances NFYFC's safeguarding officer may be requested to deal with an incident directly.

- A discussion should take place where the nature of the allegation should be put to the individual and the individual should be given the opportunity to respond to it.
- Names of complainants and victims should, as far as possible, remain confidential throughout any investigation.
- Further questions may be asked to ascertain whether or not the individual placed themselves in a position which left them vulnerable to an allegation being made, or acted in a way which contravened NFYFC Policies. For example working alone with a young person or an incident of bullying.
- Further to the interview with the individual it may be necessary to contact any witnesses, other adults or members and record their version of what occurred.
- This evidence should then be examined by the nominated County Officer and a decision made as to whether or not disciplinary action is to be taken against the individual. At this point the rules for dealing with disciplinary matters within the County or National Constitutions should be followed.
- It is essential that careful records are kept of all conversations and communications relating to the allegation.
- Copies of the records should be kept in a confidential file at the relevant county office and must be sent to the safeguarding officer at NFYFC for safe keeping and future reference.

In some cases an investigation may result in a period of suspension or dismissal from YFC. When a member, volunteer or staff member is dismissed from YFC due to a conduct issue relating to the potential safety of others in YFC, the Club or County Federation will be legally required to make a referral to the Disclosure and Barring Service (DBS). This allows the DBS to build up a picture of soft information on a person's behaviour to identify patterns of poor conduct or unsuitability to work with certain groups.

The sections set out in this policy and the accompanying appendices and templates will ensure that your club and county have robust safeguarding procedures to protect your members and leaders from being exposed to harm or allegation. Although this policy will deter and potentially prevent some types of safeguarding issues it is vital to know how to recognise and address issues.

## Useful Contacts

Your county Local Safeguarding Children's Board

Website and contact details -

Your county council for voluntary youth services

Website and contact details -

Your county social care department – office hours and duty team (out of hours)

Website and contact details -

Your county local police child protection department

Website and contact details -

[www.nspcc.org.uk](http://www.nspcc.org.uk) - The NSPCC protects children across the UK. They run a wide range of services for both children and adults, including national helplines and local projects.

[www.safenetwork.org.uk](http://www.safenetwork.org.uk) - The Safe Network is jointly managed by the NSPCC, Children England and Child Accident Prevention Trust (CAPT), and was created as a result of the Government's Staying Safe action plan. They offer advice, resources and support to youth groups.

## Appendix List

### Legal duty of care

Appendix 1 - Charity commission guidelines

### Recruit Safe – Section one

Appendix 2 - Application form for volunteers/people in positions of trust

Appendix 3 - Application form for Staff members

Appendix 4 - Regulated activity definition

Appendix 5 - CR/DBS checks – YFC Roles and levels of check

Appendix 6 - Reference form

Appendix 7 - Recruitment of ex-offenders policy

Appendix 8 - Safe Recruitment log sheet

Appendix 9 - CR case management paper

### Run Safe – Section two

Appendix 10 - Parental consent template and photography consent

Appendix 11 - Adult information form

Appendix 12 - Photography guidance

### Refer Concerns – Section three

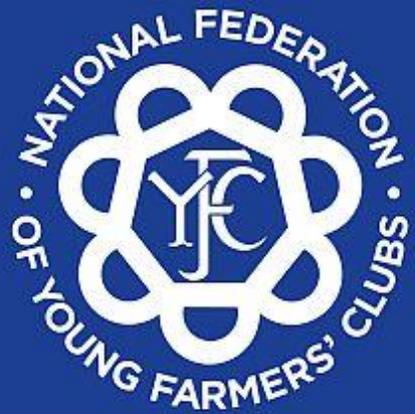
Appendix 13 - Types of abuse and recognising the sign

Appendix 14 - Confidentiality policy

Appendix 15 - Incident disclosure form

Appendix 16 - Safeguarding officer job description

Appendix 17 - Safeguarding action plan



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Registered number: 52SA