



The Base Youth Club: Youth Work Statement

The aim of the The Base Youth Club is to provide a **safe place** for young people to socialise and develop relationship and work-related skills, through contact with each other and with trained and trusted adults.

Our **core values** are: respect for people, equality, participation, valuing difference, empowerment, education, listening to others, and respect for property.

We will always try to deliver a service for and with young people which will **engage with young people** and actively involve them in decision making processes.

We will provide activities that offer young people the opportunity to test ideas and enable them to develop the knowledge, skills and values to enjoy the **rights and responsibilities of adult citizenship**.

These are the objectives of the Youth Work we deliver as staff and volunteers:

- To provide accurate information to young people in a non-judgemental
- manner, and signpost young people to further information sources where necessary.
- To encourage a sense of responsibility among our young people.
- To involve young people in community projects in Buckland and Milber, and encourage them to develop projects and ideas of their own.
- To enhance the healthy growth and development of young people.
- To promote literary, sports, cultural, recreational and social activities.
- To help young people develop their hidden potential and talents.
- Work with young people to keep them safe.

As an organisation, the Youth Club will:

- Act on information and safeguarding concerns as set out in our policies.
- Continue an ongoing programme of training to ensure our staff and volunteers are trained and supported to work with young people towards the above objectives.

Any concerns about young people should be referred to

The Designated Safeguarding Officer (Level 3): Carol Bunday

or the Senior Youth Worker at The Base: Emma Dawe



The Base Youth Club Child Protection Statement

All children and young people have an equal right to protection from harm or abuse, regardless of age, disability, gender, racial heritage, or religious belief. The prime responsibility of Newton Abbot CIC is to promote the welfare of and protect the young person.

Accordingly, all staff, volunteers, management committee members, or anyone working on behalf of Newton Abbot CIC at The Base are expected to:

- read, understand and abide by this Policy
- attend training when it is offered
- follow the Child Protection Procedure and Guidance below if they suspect a child or young person may be experiencing, or be at risk of, harm.

Newton Abbot CIC is committed to:

- valuing and listening to the young people with whom it works, and respecting their rights and feelings
- taking all reasonable practicable steps to protect young people from harm within a relationship of trust
- maintaining a safe and secure Youth Club premises and ensuring the safety of everyone involved through relevant policies and guidance, risk assessment, and ways of working, including the “open door” policy, the “no lone working” policy and the “no helpers with phones” policy
- recruiting employees and volunteers safely
- providing effective management for staff and volunteers through supervision, support and training
- sharing information about child protection and good practice with children, parents, staff and volunteers, including this policy
- where necessary, sharing information about concerns with agencies who need to know, and involving parents and children appropriately.

Any concerns about young people should be referred to

The Designated Safeguarding Officer (Level 3): Carol Bunday

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The Base Youth Club

Child Protection Procedures for all staff and volunteers (Level 2)

Child Protection is about keeping young people safe while in our care. This means we must take every reasonable effort to reduce the risks of activities while at the Youth Club and make it a place that is both physically safe and that *feels* safe. As workers in a youth setting, we also have wider safeguarding responsibilities which are set out below.

Specific risks are addressed in our Risk Assessment and Health and Safety Policy. There are some basic ways of working that help to keep the Youth Club safe and feeling safe for all, these are:

- Maintaining an open door policy (leave doors open throughout sessions).
- No lone working.
- All staff and helper phones to be put away during session hours.
- Adherence to the Code of Conduct by adults, and the behaviour agreement by young people.
- All staff and volunteers are confident that their ways of working are backed up by the organisation.
- Young people under 8 are collected by 8pm, as required by OFSTED.
- Adult youth club workers use separate toilet facilities to young people during The Base session hours.
- All staff and volunteers are aware of their safeguarding responsibilities.

The safeguarding responsibilities are:

- To listen to young people when they have something to communicate, including non-verbal communication.
- To support young people and NOT to investigate concerns.
- To keep records of any concerns – including recording when a situation improves.
- To share information with the Senior Youth Worker or Safeguarding Officer.

For each step please see procedure and guidance for further information.

As a member of staff or regular volunteer you will have attended, or will be going to attend, Level 2 Safeguarding training so that you are aware of potential indicators of concern, and you will know what to do should you spot possible indications of a young person at risk, or a young person tells you about something which has happened to them (a disclosure).

Disclosures are rare, but they do occur. However, you are more likely to notice an indication that something might have happened, or might be happening, from the appearance of a young person or a change in their behaviour or language. You might also be told about a situation by another person.

In any case where you suspect that a young person is at risk, you have a duty to apply your training and The Base Youth Club Confidentiality policy.

What happens next?

Any information you have about the personal lives of young people and their families must stay absolutely confidential. Think “need to know”. We cannot stress enough, that it is an abuse of your position to disclose such information to others, including colleagues at the youth club, except the Senior Youth Worker and/or the Safeguarding Officer. It is their role to decide if the whole situation, or information about some aspects of it, should be shared further.

It is NOT the role of Newton Abbot CIC to investigate allegations or concerns.

In the worst case, asking questions or allowing your concern to affect your behaviour could worsen a situation for a young person or invalidate any future criminal investigation.

If you would like to know more about the policy basis of safeguarding action by the Senior Youth Worker or Safeguarding Officer, please read the Newton About CIC Level 3 Safeguarding Procedure (also in the Child Protection folder).

If you believe that the situation is not being handled correctly, it is hoped that in the first instance you discuss this with the Senior Youth Worker or a Safeguarding Officer. However, everyone has the right to inform the Early Response Team or MASH of safeguarding concerns. The contact information is at the end of the Guidance – What to do if you have concerns or there is a disclosure.

Child Protection – Guidance for all staff and volunteers: Definitions and indicators

You will never be left to deal with anything yourself, and you will be supported if you do have a child protection concern.

Definition of Child Protection

Child Protection is defined as: “A part of safeguarding and promoting the welfare of children: the activity that is undertaken to protect specific children who are suffering, or who are at the risk of suffering, significant harm.”

Definition of significant harm

There are no absolute criteria for judging significant harm, instead consider:

- How serious are physical injuries
- How long has the abuse been going on for, and how often
- Is it premeditated
- The presence of threat, coercion, or unusual activities
- A single traumatic event can be significant, for example an assault or poisoning
- Often it is a combination of ongoing events
- Consider maltreatment alongside the family strengths and supports.

Areas of concern

- Physical injuries caused by violence (domestic abuse, or outside the home)
- Emotional abuse
- Sexual abuse
- Neglect (can link to accidental injuries, emotional and health problems)
- Child Sexual Exploitation (CSE)

- Female Genital Mutilation (FGM) (see The Base Youth Club FGM Policy)
- Forced Marriage
- Self Harm
- Extremism – religious, political, or other (see The Base Youth Club Preventing Radicalisation Policy)

Identifying young people who may benefit from intervention or Early Help assessments. Some warning signs are:

- Injuries, marks or scars – attempting to conceal them
- Becoming secretive or withdrawn
- Hostility or disruptive behaviour
- Changes in appearance – dirty clothes – poor hygiene – tiredness
- Changes in appearance – new clothes
- Use of inappropriate language or gestures
- Expressions of despair
- Alcohol or drug abuse
- Non attendance at school or appointments
- Regularly coming home late or going missing
- Having money, mobile phones, jewellery or other items without a plausible explanation for having them
- Health or sexual health symptoms
- Mentioning something that has happened or that someone did, but which the young person or child is not allowed to talk about
- Flinching or shying away from being touched by others
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Unusual interactions between a child or young person and parent\carer
- A young person or child attempting to avoid a parent\carer
- A parent or carer being dismissive of a reasonable concern

Risk factors

- Domestic abuse
- Parental mental ill health
- Parental alcohol or substance abuse
- Young people in care or who are fostered
- Young people missing from education
- Young people with disabilities

Sources of further information:

<http://www.devonsafeguardingchildren.org/workers-volunteers/what-is-child-abuse/>

http://www.safenetwork.org.uk/training_and_awareness/Pages/assessing_injuries_and_concerns.aspx

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<http://www.devonsafeguardingchildren.org/documents/2015/03/what-to-do-if-youre-worried-a-child-is-being-abused.pdf>

Child Protection - Guidance for all staff and volunteers: what to do if you have a Child Protection concern or there is a disclosure

The thought of anything having happened to a child or young person will come as a shock and is very

upsetting. However, if you are concerned, or if a child/young person says something to you, it is important to listen and, as difficult as this may be, not to show shock or upset.

- In the case that you have noticed a change in the appearance, behaviour or language of a young person that could be an indicator of a safeguarding concern, you should initially draw the attention of the Senior Youth Worker to the indicator. She will ask you to make a written record. The Senior Youth Worker will liaise with the Safeguarding Officer to take a decision about what action to take.
- In the case that a young person (or anyone else) says something to you about a Safeguarding issue:
- If it is more than a few words, find somewhere at the club that allows confidential discussion. Remember to apply “open doors” and “no lone working” policies. If possible tell the Senior Youth Worker (or nominated worker) that you are having a chat with a young person beforehand.
- Allow the young person to do the talking and allow them to finish. Vulnerable people tend to say things gradually over a period of time.
- An initial disclosure to you is often a young person’s way of testing your response. So remain calm, and respond with kindness and acceptance. Don’t challenge, confront, or criticise the information even if the information seems unlikely or there are obvious errors.
- Listen to the young person and ask open questions only. For example, don’t question in a way that will introduce new words, phrases, or concepts into their minds, don’t “correct” or influence their information. Beware of asking leading questions (see below).
- It's your role to listen to and support young people; it is the role of other agencies to carry out investigation should it be required.
- If necessary, reassure the young person that what happened was not okay, that you believe them and that they are not in trouble.
- Remember sometimes accurate timescales or dates will be difficult to pin-point.
- Try to get the message across that talking is OK and any feelings he\she expresses, such as confusion, anger or sadness are normal. The young person’s recovery from their experiences largely depends on the sensitivity to the discloser and the support that is given.
- Gently explain to the young person that you cannot keep alleged abuse secret and what they have said needs to be shared by you with another trusted adult. But you respect their right to privacy and it will not be mentioned casually or with anyone who doesn't need to know. As appropriate, honestly explain the consequences of sharing and not sharing the information. The exception to this is in the case that it might endanger the young person.
- Write down what the young person has told you. Doing so during the conversation can be reassuring for the young person that you have heard them, that what they have said is important, and you are taking it seriously. However there will be situations in which it is not

appropriate. You will need to judge whether or not you can take detailed notes, whether it would be ok to make some brief notes of the main points or particular phrases. You could ask the young person whether they are ok with you using a phone to record your conversation to help you can write about it later.

- It is important to note down what was said to you as soon as possible, in the young person's own words or gestures where possible. Also note down what you said and the date and time. You could also describe their appearance factually, or any marked physical differences between how the young person usually looks.
- Staff and volunteers have a duty to immediately inform the Senior Youth Worker or Safeguarding Officer of any issue related to child protection which comes to their notice.
- You also have a duty to maintain confidentiality. Think “need to know” basis – the minimum information is shared to keep young people safe.
- Nobody is expected to handle problems by him or herself.

A few don'ts

- Don't pressure young people to continue, ask them for more details than they are ready to give or ask them to repeat the same things over and over.
- Don't interrupt.
- Don't question in a way that will introduce new words, phrases, or concepts into their minds, don't “correct” or influence their information, for example by asking leading questions.
- Don't investigate by asking specific or leading questions or initiating further conversations with the young person or with other people; it is the role of other agencies to carry out investigation should it be required.
- Don't agree not to tell anyone else.
- Don't promise “that everything will be alright”. Instead be clear that the young person has done the right thing by telling you and that you will need to talk to the Senior Youth Worker who will know who to ask for help.
- When you are making your written record, DO NOT try to explain what has happened beyond what was presented by the young person. Be aware that you must not be influenced by your own feelings or thoughts about what was said or any other evidence you have seen. This is important!

Contact information

The Senior Youth Worker at The Base is: Emma Dawe

Ask for a confidential chat during session times or contact through The Base Facebook page or email address Youth@newtonabbotcic.org.uk

The Base Youth Club Designated Safeguarding Officer for The Base is: Carol Bunday

Buckland Surgery 01626 332813

For Early Help - Phone 0345 155 1071 and ask for the Early Help Service. Out of hours phone number 0845 6000 388. This can be used by Designated Safeguarding leads for information, for referral or by parents who would like to seek help. Early Help can signpost to sources of further support and if necessary can refer to other services such as the Targeted Family Support Programme.

earlyhelpsecure-mailbox@devon.gcsx.gov.uk

For Devon MASH (Multi-Agency Safeguarding Hub), in an emergency phone 0345 155 1071 and ask for MASH. PO Box 723, Exeter, EX1 9QS mashsecure@devon.gov.uk

Devon Local Area Designated Officer: 01392 384964 to be contacted in the event of an allegation against a member of staff or volunteer

[form - DCC Services Portal \(devon.gov.uk\)](#)

NSPCC 24 hour National Child Protection Helpline: 0808 800 5000

Children and Family Health Devon, including single access 03300245321