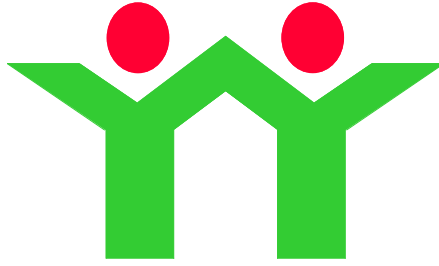


Working to enable young people to fulfil their true potential



**YOUTH
CLUBS**
HAMPSHIRE
AND
ISLE OF WIGHT

SAFEGUARDING CODE OF GOOD PRACTICE

July 2011

SAFEGUARDING CODE OF GOOD PRACTICE

CONTENTS

Page 3	INTRODUCTION
Page 4	SAFEGUARDING CODE OF GOOD PRACTICE
Page 13	ABUSE OF TRUST
Page 15	ADDITIONAL POINTS
Page 17	EXAMPLES AND OTHER PUBLICATIONS
Page 28	SOCIAL SERVICES AND POLICE DISTRICT PHONE NUMBERS
Page 29	OTHER USEFUL PHONE NUMBERS Please be aware that whilst we have tried to source the correct phone numbers they may change over time so check that the phone numbers we have given you are accurate before you have need to use them.

TOP TIP!

Look out for these text boxes in the pages that follow, they will give you practical suggestions on how to use these thirteen points of this Code of Good Practice to create an effective policy for you, your staff and the young people using your service

Please note: the first edition of this pack was supported by:



This is the revised edition published in 2011

SAFEGUARDING CODE OF GOOD PRACTICE

INTRODUCTION

What follows is some help and information which we hope will enable you to turn the thirteen points of good practice from the Home Office publication "Safe From Harm" into a policy which seeks to protect young people whilst at the same time creates a safe working environment for your staff and volunteers.

Wherever possible we have included examples of documents and wording which you are more than welcome to use.

It cannot be stressed enough that:

- Your policy alone will not protect either young people or staff.
- It is how your policy is implemented which will make the difference.
- All staff and volunteers have a role to play in safeguarding young people.

Bearing this in mind you might like to give some thought as to how you intend to implement the policy and how you intend to ensure the young people and staff know what it contains and have had an opportunity to read it. Revisiting the policy at regular intervals will help to keep it "alive" and ensure it is still up to date enough to address the current needs of your organisation. Posing "what would you do if?" questions around safeguarding issues at staff meetings is a good way of achieving this.

Please remember child abuse can occur between young people as well as between an adult and a young person.

SAFE YOUNG PEOPLE MEAN SAFE WORKERS MEAN GOOD YOUTH WORK.

Included in this pack are a set of appendices of actual forms, examples of policies and where to get further information. It is hoped that anyone using this pack would seek to extend the appendices with other examples as and when they become available.

SAFEGUARDING CODE OF GOOD PRACTICE

1. Adopt a policy on safeguarding the welfare of young people.
2. Plan the work of the organisation so as to minimise situations where the abuse of young people may occur.
3. Introduce a system whereby young people may talk with an independent person.
4. Apply agreed procedures for protecting young people to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means of protecting young people.
7. Treat all would be paid staff and volunteers as job applicants for any position involving contact with or a position of authority over young people.
8. Gain at least two references from people who have experience of the applicants paid work or volunteering with young people.
9. Explore all applicants' experience of working or contact with young people in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against young people. Be clear about your responsibilities regarding the Criminal Records bureau (CRB) & Independent Safeguarding Authority (ISA).
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discover of abuse.
13. Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of child abuse.

ADAPTED FROM THE HOME OFFICE PUBLICATION SAFE FROM HARM

SAFEGUARDING CODE OF GOOD PRACTICE

1 Adopt a policy on safeguarding the welfare of young people.

We recognise we have a duty of care for the young people we work with. We want to make sure that young people are protected and safe from harm while they are with staff and volunteers in this organisation. We do this by addressing the points which follow.

1.1 Where and how will this policy be adopted?

1.2 When will the policy be issued?

1.3 When will this policy be reviewed?

1.4 Duty of Care

1.4.1 How do you define our duty of care for young people?

1.4.2 When does it start?

1.4.3 When does it end?

1.4.4 How do we let the community know about it?

2. **Planning the work of the organisation so as to minimise situations where the abuse of young people may occur.**

2.1 How are you going to avoid situations where young people are to be unsupervised?

2.2 How are you going to avoid situations where a single adult supervises young people?

2.3 How are you going to avoid situations where an adult and young person(s) are in an enclosed space out of sight of other adults?

2.4 How are you going to ensure activities are managed so they do not include physical contact between adults and young people?

2.5 How are you going to be aware of the safety of the approach to the building or meeting place?

2.6 How are you going to be aware of and manage those occasions and activities which require young people to be off site?

2.7 How are you going to ensure that all staff are actively involved in risk assessments and are able to adapt existing risk assessments as necessary?

- 2.8 How are you going to ensure you know where young people are at all times?
- 2.9 How are you going to ensure staff tell other staff what they are doing and where they are going?
- 2.10 How are you going to ensure parents have an opportunity to know what you have planned and what the arrangements are?

3 Introduce a system whereby young people may talk with an independent person.

- 3.1 How are you going to ensure young people are made aware of how the process of disclosure works?
- 3.2 Do young people know how to access an independent person?
- 3.3 Where does confidentiality stop?
 - 3.3.1 Do your young people know what your confidentiality policy is?
- 3.4 What guidelines exist that govern the behaviour of staff in a situation of disclosure/allegation/complaint by a young person or adult?

4 Apply agreed procedures for protecting young people to all paid staff and volunteers.

- 4.1 How are you going to ensure that the procedures are publicly available, especially to the young people?
- 4.2 How are you going to create an environment that allows staff to positively challenge working practices and plans which have a risk element involving young people?
- 4.3 How are you going to set up a process where staff can report failure to follow child protection procedures?
- 4.4 How are you going to provide induction training for new staff and volunteers on understanding these procedures?
- 4.5 How are you going to ensure staff formally record they have read and understood these procedures?
- 4.6 How are you going to review the procedures as a staff team in order to keep them relevant and in people's minds?
- 4.7 How are you going to ensure you and your staff are aware of the nature of the risk involved in youth work and its acceptability?
 - 4.7.1 How are you going to get agreement to the level of risk by the relevant managers?

4.7.2 How are you going to assess the risks involved?

4.7.3 How are you going to, in high risk activities, ensure your management board are aware of the nature of the risk and accept it?

4.8 How are you going to implement current legislation regarding hazardous pursuits and off site activities?

4.8.1 What procedures do you have for an emergency contact person for all off site activities?

5 Give all paid staff and volunteers clear roles.

Abuse of young people is most often concealed where there is confusion amongst adults about roles and responsibilities.

5.1 How are you going to ensure that each paid member of staff or volunteer who comes into contact with young people through their work with a youth organisation has a clear idea of their role?

One way is to provide each worker, paid or voluntary, with a written role description and written role specification clearly laying out the work they are expected to do.

This might include:

i. The person to whom they are accountable.

ii. A description of the work and responsibilities they will undertake with young people with reference to any relevant guidelines produced for safeguarding the welfare of those young people.

iii. The duty to prevent abuse of all young people in contact with the youth organisation and reference to action to be taken if abuse is discovered or disclosed. (Child Protection Procedures)

6 Use supervision as a means of protecting young people.

6.1 How are you going to ensure that each worker is clear about who their supervisor is, their roles and responsibilities and the limits of their authority?

6.2 How are you going to ensure that regular opportunities are being made for all paid staff and volunteers who work with young people to meet with their supervisor and also meet together with other workers:-

to review and plan their work?

to share their experiences?

to receive training?

to talk about their relationships with young people and any concerns they may have?

to talk about their observations and the development of the individual and groups of young people?

Special attention should be paid to any situation in which a young person is being highly favoured or harshly treated as these could be signs of abuse.

Youth workers should feel able to ask their supervisor if they are unsure and 'check out' any concerns they may have without waiting for a meeting.

Supervisors should, wherever possible, take opportunities to observe those for whom they are responsible as they work with children and young people and when necessary give the youth worker feedback on their observations.

7 Treat all would be paid staff and volunteers as job applicants for any position involving contact with young people

7.1 How are you going to treat all people wishing to take up paid or voluntary work involving contact with young people as applicants for a post?

7.2 What procedures do you have in place requiring the applicant to sign all the appropriate membership application forms as set down by the organisation's rules and policies?

“The applicant should be made aware of what these rules are and that if they break them they could be subject to a disciplinary process (and possibly dismissal) because they broke the rules, regardless of whether any criminal offence is proven. So often if nothing is proven people think they can carry on as before whereas it is breaking the rule e.g. working alone, that we should proceed on regardless of what did or didn't happen.” (Comments by Hampshire County Council Solicitor).

7.3 What form does your confidential declaration of offences, including "spent" offences, take?

7.4 How do you ensure that the process of selecting and vetting staff is applied to ALL applicants including and especially those known to you and/or transferring from another section of your organisation?

8 Before you appoint gain at least two references from people who have experience of the applicant's paid work or volunteering with young people.

- 8.1 Make sure you ask referees if the person is "safe and suitable" to work with young people.
- 8.2 How do you go about gaining references for ALL applicants before you appoint them?
- 8.3 Does your reference request make it clear that the applicant concerned is applying to work with young people and that it is views on their suitability for this work which are being invited?
- 8.3 How do you deal with replies which are vague or ambiguous?
- 8.5 If a candidate proves unsuitable for work with young people what procedure do you have in place to channel the person's offer into some other area of the organisation's work? (This may not be possible in some organisations whose work is entirely in close contact with young people.)
- 8.6 If you decide not to appoint a candidate because their reference indicates they are unsuitable and / or unsafe to work with young people you will need to be clear about what you should do with this information.

9 Explore all applicants' experience of working or contact with young people in an interview before appointment.

- 9.1 What procedures do you have in place to interview all prospective volunteers as well as applicants for paid posts to ascertain their skills and explore their experience/suitability for working with young people as a means of preventing abuse?

One or more interviewers must ask the applicant about their work with young people, using the information given in a written application. Applicants may be asked about their ability and commitment to fulfil the duties to prevent abuse of young people as set out in the job description and job specification.

Should there be any doubt about the applicant's suitability to work with young people this must be explored further through searching follow up questions especially where there are gaps in the continuity of employment.

- 9.2 How do you ensure that the interview is carried out including at least one person with experience and skills of interviewing?
- 9.3 How do you ensure that the applicant is who they say they are?
- 10 Find out whether an applicant has any conviction for criminal offences against young people.**
- 10.1 Have you decided what your obligations are in respect to the Independent Safeguarding Authority (ISA)?
- 10.2 Example of the form of words to use on a disclosure form to be filled in by all potential staff.

REHABILITATION OF OFFENDERS ACT 1974
(EXEMPTIONS) ORDER 1975

The provisions relating to the non disclosure of criminal convictions do not apply to certain occupations. The job you are applying for is included in these excepted types of employment under the above Order. Therefore it is necessary for you to answer the following questions:-

Have you ever been convicted at a Court or Cautioned by the Police for any Criminal Offence?

If yes, please give details including date(s)

Failure to disclose any criminal offence and/or cautions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently learnt you have had criminal convictions and/or cautions

- 10.3 Do you ask the candidate specifically at the interview about their police record?
- 10.4 Do you get all successful candidates CRB Disclosure checked?
- 10.5 Have you decided what you will do if the candidate discloses police convictions and/or cautions and/or their police check comes back showing police conviction and/or cautions?
- 10.6 What is your policy on the employment of ex-offenders?
- 11 Make paid and voluntary appointments conditional on the successful completion of a probationary period.**
- 11.1 Does your policy statement of safeguarding the welfare of young people include a requirement that all workers with young people are properly trained and serve a probationary period?

11.2 Can the probationary period be extended if necessary?

The purpose of probation for the new worker is to provide a period of closer supervision whilst the worker familiarises herself/himself with the requirements of the job and the young people. The supervisor is able to assess the abilities and potential of the worker, relationships with young people, strengths and skills and areas which may need further training and support.

11.3 What procedures do you have in place to monitor the progress of the worker?

11.4 How do you ensure you are satisfied with their commitment to prevent the abuse of young people?

11.5 How do you ensure the supervisor is satisfied with the commitment of the employee/volunteer to supporting the safety and welfare of young people?

12 Issue guidelines on how to deal with the disclosure or discovery of abuse.

12.1 How do you ensure young people know about the Child Protection Policy?

12.1.1 How do you ensure young people know about the consequences of disclosure?

12.1.2 How do you ensure young people know about the limits of confidentiality that apply to issues of child protection?

12.1.3 What arrangements are in place to support the abused young person?

12.2 How do you ensure staff know about their responsibilities for child protection?

12.2.1 Do staff know what constitutes abuse and how to spot it?

12.2.2 Do staff know who to inform if abuse is discovered?

12.2.3 Do staff know what will happen when abuse is reported?

12.2.4 What arrangements are in place to support the member of staff to whom the abused is disclosed?

12.2.5 Do staff know what to do in the event that the allegation of abuse is made against a member of staff and/or their line manager?

12.3 How are you going to remind staff of their duty to prevent abuse and to report any abuse discovered or suspected?

- 12.4 How do staff know what constitutes abuse and how to recognise it?
- 12.5 How do staff know who to inform if abuse is discovered?
- 12.6 How are staff made aware of what will happen when abuse is reported?
- 12.7 What arrangements are in place to support the abused young person?

Good practice suggests that:-

- a) there is a laid down way of dealing with a suspected, or otherwise, case of abuse that is written up in flow chart form for all staff to follow.
- b) the aim is to protect the young person from further abuse and offer treatment for existing abuse.
- c) the line manager or appointed person must be contacted and they will take over and the staff will follow the advice given.
- d) the line manager or appointed person will contact:-
 - i) Social Services duty reception and assessment team or
 - ii) Police
 - iii) NSPCC
- e) it is useful to have someone in the organisation that child protection issues can be reported to who can listen to the facts and use the policy to make the right judgement about what action needs to be taken. This leaves the worker who has spotted the signs and symptoms or has received the disclosure to support the young person. The person the issue is reported to is sometimes called the Child Protection Liaison Officer (CPLO). They make any necessary phone calls to parents, police, duty social worker etc.

13 Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of Child Abuse.

- 13.1 How do you ensure all policy makers and staff have been trained and given the documentation they need and that they regularly attend retraining courses?
- 13.2 How do you raise awareness of safeguarding and its associated issues with staff, line managers and policy makers?

SAFEGUARDING CODE OF GOOD PRACTICE

ABUSE OF TRUST

Introduction

A new offence of abuse of trust has been created by recent legislation. This offence relates specifically to full-time education, detention under any court order or enactment, those looked after by the local authority, those in a hospital.

Although the offence only applies to the four areas mentioned, the guidelines issued by the Home Office make it clear that any organisation that has a duty of care and therefore a relationship of trust between its practitioners and its clients should adopt working procedures to ensure abuse of trust does not happen.

The guidelines relate to volunteers as well as paid staff and apply to every organisation where there is a relationship of trust between paid staff or volunteers and young people. Consequently all those working with young people should adopt a clear code of conduct to prevent abuse of this trust. This code on abuse of trust is needed to protect both those in a position of trust and those for whom they care.

The proposal will make unlawful any sexual intercourse or other sexual activity between a person in a position of trust and any person subject to their authority.

The guidelines received from the Home Office make it very clear that no relationship that could lead to sexual activity within a relationship of trust should be allowed to develop. This is irrespective of the age of the young person (if the young person is under sixteen it is illegal, if the young person is over sixteen it is still an abuse of the relationship irrespective of who is initiating the relationship).

Recommendations

1. Every organisation should develop its own clear code of conduct and procedures to deal with abuse of trust.
2. All allegations should be investigated properly, impartially and swiftly according to appropriate procedures established to deal with such matters.
3. The code should serve both to deal properly with genuine allegations of abuse of trust and contain safeguards to protect those maliciously, falsely or mistakenly suspected or accused.
4. All those in a position of trust in an organisation must be aware of the potential for abuse of this position and all their responsibilities.
5. It must be made clear what behaviour is or is not acceptable.
6. There should be a culture of openness.

7. All those in the organisation must be clear that they have a duty to raise concerns about behaviour by staff, managers, volunteers or others which may be harmful to those in their care, without prejudice to their own position.
8. The procedure for raising concern must be clear to all staff.
9. Where no abuse of trust has yet occurred but a sexual relationship is likely to develop, the relationship of trust must be terminated (either the staff member is removed or the young person).
10. Procedures should be in place such that an individual would know what they should do if they are:-
 - concerned they are developing a relationship which could represent an abuse of trust
 - concerned the other person is becoming attracted to them
 - concerned a colleague is becoming attracted to someone in his/her care
 - concerned that their actions or words have been misunderstood.

June 2001

For more information visit

<http://www.legislation.gov.uk/ukpga/2003/42/part/1/crossheading/abuse-of-position-of-trust>

SAFEGUARDING CODE OF GOOD PRACTICE

ADDITIONAL POINTS

PROOF OF IDENTITY

How can you be sure the person who applied for the job is who they say they are?

You can never be 100% sure but you can take all reasonable precautions.

It might be useful to see at least:-

One type of proof which carries a photograph.

Birth certificate.

One form which carries the candidates current name and address i.e. an official bill.

Copies of qualifications.

Check the validity of qualifications.

THE COMPLETION OF FORMS

How straight forward are your forms to complete?

Forms we are quite familiar with, especially if we create them ourselves, can seem simple and straight forward to us but may not be so easy for others to complete.

Remember, some people can be put off by complicated forms so:

Be clear what information you are trying to get.

Ask direct questions.

Issue some simple guidelines on how to complete the forms.

Make sure the guidelines are SIMPLE.

Ask some of your service users to test the forms.

HOME GROWN TALENT

How do you deal with young people/members who offer to work within the organisation?

Use your appointment and interview procedure.

Take up references.

Be really clear about when they cease to be a member and become a member of staff.

How do you deal with the young person who works with the juniors on one night but wishes to still be a member on senior nights?

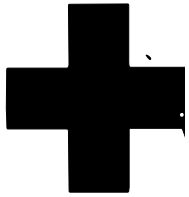
SAFEGUARDING CODE OF GOOD PRACTICE

EXAMPLES

The Red Cross	VOLUNTEER APPLICATION FORM
Youth Clubs Hampshire & Isle of Wight	DECLARATION OF CRIMINAL CONVICTIONS APPLICATION FORM
Catholic Diocese of Portsmouth	REFERENCE REQUEST
Army Cadet Force	REFERENCE REQUEST
Methodist Church	CONTRACT
4LSCB (Local Safeguarding Child Board)	GUIDANCE FOR CHECKING CHILDREN SAFEGUARDING POLICIES

OTHER PUBLICATIONS

Home Office	WORKING TOGETHER
Hampshire, Portsmouth & Southampton Area Child Protection Committees	PROTECTING OUR CHILDREN
Diocese of Portsmouth	GUIDELINES FOR WORK WITH CHILDREN & YOUNG PEOPLE IN PARISHES
Northern Ireland Volunteer Development Agency	OUR DUTY OF CARE
Catholic Youth Services	FROM GUIDELINES TO GOOD PRACTICE
Hampshire County Council	CHILD PROTECTION PROCEDURES
The Methodist Church	SAFEGUARDING - GOOD PRACTICE FOR THE CHURCH
Isle of Wight Child Protection Committee	CHILD PROTECTION PROCEDURES



British Red Cross
Caring for people in crisis

Sent byCentre/Group/Project For Branch use - ID Number

Volunteer Application Form

Thank you for applying to be a volunteer for The British Red Cross Society. We ask you to complete this application form because we need certain details that will enable us to make sure you are able to help in the work of the Society; and place you in the most suitable task.

Before completing this application form you should have read the British Red Cross volunteer welcome pack, which explains how you can help the British Red Cross to help people in need and crisis. If you have not seen this pack please ask your local Branch to send you one.

If you are applying to volunteer for a specific task please complete all sections of this application form, (including the Confidential Declaration Form). If you are unsure about any part of the form or have any queries about volunteering please contact the Recruitment and Training Manager -Volunteers (or appointed person) of your local Branch, who will help you in any way they can. You may leave unsigned the 'Acceptance' section and/ or the Confidential Declaration Form, until you have met with someone from the Branch and had an informal interview for the task for which you are applying.

If you wish to volunteer for The British Red Cross Society on an occasional basis (e.g. Red Cross Week fundraising) please complete only the personal details section on this page.

Personal details

Title		Surname	
Forename(s)			
Home address		Business address (if applicable)	
Postcode		Postcode	
Telephone		Telephone	
May we contact you at home? Yes/No		May we contact you at work? Yes/No	
Date of Birth			
Name of emergency contact		Relationship to you	
Address			
Postcode			
Day time telephone		Evening telephone	
Driving licence: Yes/No	Current endorsements: Yes/No	Car owner: Yes/No	

Please enclose two passport size photographs.

Experience and qualifications

Please note down information about your career, personal interests or previous voluntary work, that you feel would be relevant to the voluntary task you wish to undertake for the British Red Cross. Any experience in health or social care, retail, fundraising, first aid, administration, training, group work etc should be noted, although if you do not have any of these skills, this does not affect your application, as training will be offered.

Registered Nurse

UKCC Pin Number	Full name under which registered
Date of last registration	Date of renewal

Equal Opportunities monitoring

As part of our Equal Opportunities Policy (see overleaf). The British Red Cross Society welcomes volunteers from all ethnic groups. To help us with our Equal Opportunities monitoring please tick your ethnic origin.

<input type="checkbox"/> White British	<input type="checkbox"/> White Other	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Black African
<input type="checkbox"/> Black Other	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Chinese	<input type="checkbox"/> Asian Other	<input type="checkbox"/> Other (please specify)	

Medical details

In order to provide a suitable volunteering environment, we need to be aware of the medical needs of our volunteers. Please give brief details and dates of any serious illness/ operation/ disability in your medical history.

If applicable, Registered Disabled Person's No.

Referees

Please name two referees who are well known to you, but excluding relatives, who we may contact about your suitability to volunteer for The British Red Cross Society.

<p>Name</p> <p>Address</p> <p style="text-align: center;">Postcode</p> <p>Telephone</p> <p>How is the referee known to you?</p>	<p>Name</p> <p>Address</p> <p style="text-align: center;">Postcode</p> <p>Telephone</p> <p>How is the referee known to you?</p>
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Acceptance

I understand and accept the Society's Fundamental Principles, our mutual hopes and expectations, and in particular the Charter overleaf and I agree to abide by the Society's Health and Safety Policy and any other policies of the Society applicable to volunteers. I have signed the Confidential Declaration Form. If my application to volunteer for a specific task for The British Red Cross Society is successful, I agree to sign the Volunteer Form. I consent to the Society holding and using personal data in connection with my service as a volunteer and for giving references.

Signed

Date

The Fundamental Principles of the international Red Cross and Red Crescent Movement

The Red Cross is a non-political, non-religious world-wide Movement based on a fundamental belief in humanitarianism, neutrality and impartiality. The concept of the Red Cross is summed up in seven principles.

Humanity

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, co-operation and lasting peace amongst all peoples.

Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by

their needs, and to give priority to the most urgent cases.

Neutrality

In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

Independence

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able to act in accordance with the principles of the Movement.

Voluntary Service

It is a voluntary relief movement not prompted in any manner by desire for gain.

Unity

There can only be one Red Cross or Red Crescent Society in anyone country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality

The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

Policy Statement on Equal Opportunities

As a member of the International Red Cross and Red Crescent Movement, The British Red Cross acknowledges and respects the cultural diversity which exists within the United Kingdom, the Isle of Man and the Channel Islands. As part of that Movement, The British Red Cross is committed to, and bound by, its

Fundamental Principles. On the basis of those principles, and in particular the principles of Humanity, Unity and Impartiality, the Society affirms that:

- **voluntary membership**
- **services and training**

must be equally accessible to all, irrespective of race, colour, ethnic

origin, nationality, political beliefs, religion, physical or mental ability, class, age, gender, sexual orientation, marital or parental status.

The policy is subject only to legal requirements, other Society policies or other justifiable, limited conditions.

Other Policies applicable to individual volunteers

Communications with the media

Unless officially authorised to do so, no person volunteering for the Society may approach or respond to a representative of the media in any way, in a Red Cross capacity, or write letters to editors on any matter to do with the Red Cross.

Fundraising activities and public appeals

No person volunteering for the Society, alone or in association with any other person, may issue any public appeal, or take part in any public activity with the object of raising funds for the Society without first having obtained approval of the Society's Director of Income Generation and Marketing at NHQ, or

such other person as the Board may from time to time authorize

Uniform and badges

The approved British Red Cross uniform, including badges and other identification, shall only be worn by persons duly authorised to do so, and only on official Red Cross business in accordance with the Society's approved policy on uniform and service standards.

Confidential Declaration Form

We are all becoming aware of cases in which vulnerable individuals, whether they be children, the infirm, the disabled or the elderly, are being subjected to unprofessional conduct and abuse. In the light of this the government has taken steps to introduce screening procedures for statutory bodies and other bodies recruiting people who work with people in these groups. One of the steps that the government has taken in England, Wales and Scotland is to require that those working within these groups should disclose all criminal convictions.

The British Red Cross wishes to be at the forefront of ensuring that it is always fully informed of the background of all those who work with it, and accordingly we have decided that it is appropriate to require a signed declaration form from volunteers throughout the United Kingdom, the Isle of Man and the Channel Islands. **Disclosures of offences not relevant to your voluntary work will not adversely affect your application.**

If, before signing, you wish to discuss the matter further and in confidence, the Director or Recruitment and Training Manager -Volunteers of your local Branch would be perfectly happy to talk it through with you. We do thank you for your assistance in this matter.

Declaration

I hereby declare and represent that, save as disclosed below, I have not at any time within the United Kingdom, the Isle of Man, the Channel Islands, or elsewhere been cautioned or been found guilty by a Court of any offence, nor bound over, nor placed on probation or discharged either conditionally or absolutely in relation to such offences.

I understand that because my voluntary work with The British Red Cross Society includes work with vulnerable people am under an obligation to disclose all convictions, etc. regardless of how long ago they occurred. I also understand that failure to disclose in full the matters required to be disclosed in this declaration will result in immediate suspension of my membership with the likelihood of its termination.

I hereby consent to any reference being taken up by The British Red Cross Society for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority. I understand that my application for duties involving vulnerable people will not be considered if I withhold my consent.

Details of my previous convictions, cautions, bind over orders or other penalties are as follows (if 'None' is applicable please write this under the 'offence' column)

Date	Offence	Penalty
Full Name	Signed	Date

PC FORM



PRIVATE AND CONFIDENTIAL
REHABILITATION OF OFFENDERS ACT 1974
(EXEMPTIONS) ORDER 1975

The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations. The job you are applying for is included in these excepted types of employment under the above Order. Therefore it is necessary for you to answer the following questions:

Have you ever been convicted at a Court or Cautioned by the Police of any Criminal Offence(s)? **Yes/No**

(If yes please give details of any convictions with dates)

.....
.....
.....
.....

(Mr/Mrs/Miss/Ms etc.):

MAIDEN NAME:

PREVIOUS MARRIED OR OTHER NAMES:

DATE OF BIRTH: **PLACE OF BIRTH:**

PRESENT ADDRESS:

.....

..... **SINCE (DATE) APPROX:**

PREVIOUS ADDRESS (ES) (last five years only):

.....

.....

ANY IDENTIFYING PARTICULARS (e.g. scars etc.)

.....

Failure to disclose any criminal offence and/or caution(s) could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently learnt you have had criminal conviction(s) and/or caution(s).

Signed Date

Catholic Diocese of Portsmouth

(Parish letterhead)

(This sample is to be used as a basis for the appropriate individual Parish Policy Statement and is to appear on your Parish Letterhead)

PRIVATE AND CONFIDENTIAL

Dear

Name of Person

The above named person has offered to take part in volunteer work with the children/young people of this parish.

In seeking to promote the welfare of all parish members, young people and adults we seek to ensure the suitability of all parish workers, voluntary or paid. She/he has given your name as a referee, together with permission to contact you.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form, which will be treated in the strictest confidence and return it to me at the above address as soon as possible. A copy of the job description is enclosed for your information.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act Order 1975. It is not therefore, in any way contrary to the Act to inform us of any information you may have concerning the convictions, which would otherwise be considered 'spent' in relation to the applicant's suitability. Any such information will be kept in the strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information or explanation, do not hesitate to contact me.

May I take this opportunity of thanking you for your help in this matter.

Yours sincerely,

Reference – Applicants For Adult Instructor Appointments in the ACF / CCF



Applicant' Name

Address
.....

Dear

The above named has applied to join the Combined Cadet Force/Army Cadet Force as a Non-Commissioned Instructor and has given your name as a referee. I would be grateful if you would kindly answer the questions on the back of this form and then return it to me in the enclosed stamped envelope.

When replying, please bear in mind that the Combined Cadet Force and Army Cadet Force are voluntary youth organisations sponsored by the Ministry of Defence; their broad aims are to develop among their members the qualities of good citizenship and the spirit of service to Queen and Country, by providing adventurous and challenging activities which are designed to develop powers of leadership and qualities of character, valuable to the civilian and the soldier alike.

Your reply will be treated in the strictest confidence. If the reply to any question is adverse to the applicant it does not necessarily bar him/her from employment. Each case is considered on its merits.

Yours sincerely

Questionnaire *(Please continue your remarks on a separate sheet of paper; if necessary)*

1. In what capacity have you personally known the applicant and for how long?

2. Has the applicant ever been in your employment? If so, please state in what capacity, for how long and if no longer employed by you, the reason for leaving.

3. Please answer the following questions, giving reasons if you reply in adverse:

a) Have you any reason to doubt the moral character of the applicant?

b) Would you trust the applicant with a child of yours?

c) Would you trust the applicant with money?

d) Do you consider the applicant to be sober and reliable?

4. Please supply any other useful information concerning the applicant's general suitability to be associated with the Armed Forces of the Crown as a youth leader in the Cadet Forces.

Signature **Profession**
Date **Status**

The Methodist Church

Job Description for workers with children and young people

Under Home Office Guidelines this form should be completed for all workers with children and young people. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the Secretary to the Church Council (or other responsible body) and the person to whom the worker is responsible.

Church

To be completed on behalf of the Church Council (or other bod

Name of Worker

Name of group (e.g. Junior Church)

Where/when they meet

Person to whom responsible (e.g. Youth Group Leader)
--

Age range

Work to be undertaken

Group to whom responsible

Signed (on behalf of the Church Council or other body)
--

<p>To be completed by the worker with children/young people</p> <p>I have understood the nature of the work I am to do with children/young people. I have read the guidelines produced by the church for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or disclosed.</p> <p>Signed: _____ Date: _____</p>
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SAFEGUARDING CODE OF GOOD PRACTICE

SOCIAL SERVICES & POLICE DISTRICT CONTACT NUMBERS

District	Social Service Area	Police
Basingstoke	01256 320901	01256 473111
East Hants	01420 244255	01730 262666
Eastleigh	023 8061 8722	023 8061 2291
Fareham	023 9243 2000	01329 236211
Gosport	023 9243 2000	023 9258 4666
Hart	01252 341224 01420 544255	01252 324545
Havant	023 9247 1644	023 9283 9333
New Forest	01590 625000 023 8084 6953	01425 461346 Ringwood 01425 652222 Fordingbridge 023 8086 7911 Totton 01425 615101 Lymington N/M
Rushmore	01252 341224 01420 544255	01252 324545
Test Valley	01264 387400	01264 333511
Winchester	01962 869313	01962 841555 01329 236211

SAFEGUARDING CODE OF GOOD PRACTICE

ORGANISATION	TELEPHONE NUMBER
Child Line	0800 1111 Young People 020 7239 1000 Admin
NSPCC	0808 8005000

Please add helpful organisations and numbers as and when you discover them. You will need to ensure your list of numbers is kept up to date.

Guidance for checking Children Safeguarding Policies

This guidance is offered as a minimum standard that a children (under the age of 18 years old) safeguarding policy should include. It is based on Working Together (2010) and should be used as a tool to offer feedback to the organisation whose policy is being reviewed.

Name of organisation:

Policy title:

	Guidelines	Evidence
1	The welfare of the child is paramount this is clear and central to the policy	
2	All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs	
3	Introduction should highlight the fact that the organisation is determined to ensure that all necessary steps are taken to protect children and young people from harm.	
4	The policy should establish the organisation's position, role and responsibilities and clarifies what is expected from everyone in the organisation.	
5	All staff paid/unpaid/volunteers working in the organisation have a responsibility to report concerns to the designated person/lead	
6	The organisation should recognise its responsibility to safeguard and promote the welfare of children and young people and promote the welfare of all children and young people by protecting them from physical, sexual, emotional abuse, neglect and bullying	
7	The policy is approved and endorsed by e.g. board of trustees, school governors, faith leaders	
8	Policies should offer clear, simple step by step guidance to the reader of what to do in the event of having a concern about a child including reacting calmly and give reassurance to the child	
9	Do not promise confidentiality to the child	
10	The importance of a full written record of what has been said as soon as possible and who this is shared with	
11	Clear referral procedures this should be clear details (including names and phone numbers) of whom to	

	contact in the event of having a concern, plus contingency arrangements. This should include details of the named person within the organisation who has responsibility for dealing with child safeguarding concerns	
12	All concerns and allegations are taken seriously and acted upon by whom, timescale and includes contacting external agencies and including local authority designated officer (LADO)	
13	A commitment to safe recruitment, selection and vetting	
14	Evidence on how the policy is shared with children, parents, staff, volunteers	
15	Reference to all associated policies and procedures which promote children's safeguarding e.g. anti-bullying	
16	Date of review	

When you check a policy, please feedback your comments in writing to the organisation. Please request a copy of the revised policy once your suggestions have been incorporated. Policies are not approved by PISC until a final copy of the revised policy has been received for our records. Policies should be reviewed by PISC annually .or when updated.

Jennie Harmston
SSCB Manager
March 2011

