

# Inspired Youth Projects

## Safeguarding Policy



Safeguarding & promoting the welfare of young people



*Broadening horizons*  
*Inspiring ambition*

[www.inspired-youth.co.uk](http://www.inspired-youth.co.uk)



## Safeguarding Policy

### *Safeguarding and protecting the welfare of young people*

At Inspired Youth we are committed to the protection of young people from harm. All Staff, Ambassadors, Volunteers and associated companies and supporters accept and recognise our responsibilities to develop awareness of issues which cause harm to young people.

We will endeavour to safeguard young people through

- Adopting safeguarding guidelines through a code of behaviour and commitment for all Staff, Ambassadors, and volunteers.
- Sharing information about our policies, procedures and training on safeguarding with young people, parents and guardians, schools and colleges, supporters and partners, Staff, Ambassadors and volunteers.
- Commit to share information about concerns with agencies who need to know, and involving those responsible for young people and young people appropriately.
- Follow careful procedures for the recruitment and selection of Staff, Ambassadors and Volunteers as appropriate for the activity being undertaken.
- Commit to effectively manage Staff, Ambassadors and Volunteers through supervision, support, and provide adequate guidance and training to enable them to support our activities.
- Commit to review our policies, procedures and training, ensuring adequate records are maintained, and regularly review compliance to our policies and procedures.

A handwritten signature in dark ink, appearing to read 'R Whitwood', is positioned above the printed name.

Robert Whitwood  
Founder Director  
Inspired Youth Projects Ltd  
April 2015

A handwritten signature in dark ink, appearing to read 'N. Davies', is positioned above the printed name.

Natalie Davies  
Project Delivery Director  
Inspired Youth Projects Ltd  
April 2015



# Purpose of Inspired Youth Projects

*An organisation committed to 'Broadening Horizons, and Inspiring Ambition'*

Inspired Youth was founded as a project in 2010 with the sole purpose of engaging local businesses with local young people. The aim of the project itself is to create a community that encourages engagement through easy to participate activities such as enterprise days and career talks in schools. This engagement is then encouraged further by creating work experience placements in those participating businesses, which will then hopefully lead to short-term employment opportunities through apprenticeships and internships, and finally permanent employment for young people in the region.

The project is predominantly run by volunteers including local employers, training providers and teachers. Activities are run across Norfolk and Suffolk involving thousands of students from junior school through to graduate level. Activities are supported by local businesses ranging from micro and start up businesses through to major national companies with a local presence. As a not-for-profit, Inspired Youth is predominately run by volunteers from local employers and youth organisations, delivering projects in school and across the region.

## *Founding Principles*

- Deliver activities that inspire ambition in young people through employer engagement
- Create a likeminded community to engage on the agenda of youth employment
- To create mutual benefit amongst all stakeholders
- To be managed in a sustainable way with low costs high impact activities, financed by multiple stakeholders.

## **Code of behaviour**

### *Statement of intent*

It is the policy of Inspired Youth Projects to safeguard the welfare of all young people by protecting them from all forms of abuse including physical, emotional and sexual harm. Inspired Youth Projects is committed to delivering activities in a safe environment in which young people can feel comfortable and secure while engaged in any of Inspired Youth's activities. All Inspired Youth Staff, and anyone working with Inspired Youth should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and founding principles of Inspired Youth.

# Definitions

## **Organisation**

The organisation covered under this policy is Inspired Youth Projects Ltd, sometimes referred to as Inspired Youth

## **An Activity**

An Activity is the delivery of an event organised by Inspired Youth either in isolation or in partnership with another organisation. It does not cover activities organised by third parties for which Inspired Youth maybe participating in. In this instance, Inspired Youth's responsibilities only extend to those members of staff that are supporting the activity.

## **An Activity Lead**

A Senior Inspired Youth member of staff responsible for leading an activity during delivery

## **Member of Staff**

A member of Staff is either an individual who is contracted and employed through Inspired Youth Projects Ltd or is a Director or Inspired Youth Projects Ltd

## **Ambassador**

An Ambassador is an individual who has been recruited, selected, inducted and trained to support the delivery of activities that is likely to involve direct close contact with young people on more than one occasion.

## **Volunteer / Mentor**

A Volunteer / Mentor is an individual who has been selected and appropriately inducted to support the delivery of one specific activity. The role is likely to involve direct close contact with young people, but will be supervised 100% of the time either by a member of the Inspired Youth staff or by a member of staff from the participating school or college.

## **Leadership Team**

The Leadership Team will consist of the Directors, and any nominated Senior person within the Inspired Youth team. The Leadership Team will be supported by external Senior people to support in the governance of Inspired Youth.

## **Designated Persons**

A Designated Person is one that has been identified under this Safeguarding Policy to be responsible for this Policy and its full implementation.

# Staff, Ambassadors and Volunteers

## *Recruitment, selection, induction, supervision and training - Staff*

### **Recruitment & Selection**

- Each position in the organisation will be filled through an appropriate selection process for the role.
- An application form capturing the appropriate details will be completed by each candidate seeking a role or placement within the organisation.
- For those roles directly working with young people, candidates must undertake a current CRB/DBS before being permitted to start working within the organisation.

### **Induction**

- Each new member of Inspired Youth staff must be fully inducted either prior to starting in the role, or within the first 7 days of starting a role.
- Each new member of staff must be made familiar with Inspired Youth's policies and procedures including the Safeguarding policy
- Each new member of staff must sign and date to confirm that they have received a copy of the Safeguarding policy and that they have understood all the requirements of Staff members in connection with the policy, and that they have an awareness and understanding of the procedures to be followed within the Safeguarding policy

### **Training**

- Each member of Inspired Youth staff will be provided with the opportunity to participate in the necessary training in order for them to fulfil their role within the organisation, and ensure that they can be fully compliant with the Safeguarding Policy.
- Any concerns regarding a lack of skill or knowledge that might cause a member of staff not to be able to fulfil their role adequately to meet the needs of the Safeguarding Policy must immediately make a Designated Person under this Safeguarding Policy aware, providing full details as to why they do not have the appropriate skill or knowledge in which to fully comply.
- All staff that are required to hold a current CRB / DBS check must ensure that their current CRB / DBS check is valid and with sufficient enough time available to allow for a renewal if applicable.

### **Annual Reviews**

- Each member of Inspired Youth staff will undertake an annual review of performance. This review will include confirmation that any training and communication in relations to the Safeguarding Policy is up to date and current. It will include confirmation that any requirements for a current and valid CRB/DBS check are in date with sufficient enough time available to allow for a renewal. A record of this review will be place on file as confirmation that the member of staff has an update knowledge of the Safeguarding Policy.

## **Management & Supervision**

- Management within Inspired Youth will ensure that all Staff are trained and informed on the current Safeguarding Policy
- Management will ensure that adequate records are maintained demonstrating that Staff have been trained and informed on the current Safeguarding Policy
- Management will ensure that all staff in roles requiring a current and valid CRB/DBS have them, that suitable records are maintained, and that adequate provision has been made to ensure that all Staff maintain a current and valid CRB /DBS check.
- Management will ensure that all recruitment follows the procedures set out in the Safeguarding policy. That successful candidates are appropriately inducted and adequately trained in order to fulfil their role within the organisation and fully comply with the Safeguarding policy.
- Management should ensure that no member of staff is put in a situation to manage, lead or coordinate that they have not received adequate training to undertake. This specifically includes any situation whereby a member of staff puts at risk the organisations ability to fully comply with the Safeguarding Policy.

## *Recruitment, selection, induction, supervision and training - Ambassadors*

### **Recruitment & Selection**

- Each Ambassador position required to support an activity organised by Inspired Youth will be filled through an appropriate selection process for the activity.
- An application form capturing the appropriate details will be completed by each candidate seeking to become an Ambassador.
- Ambassador role will be directly working with young people, candidates must undertake a current CRB/DBS before being permitted to start working on an activity.

### **Induction**

- Each new Ambassador must be fully inducted prior to starting an activity.
- Each new Ambassador must be made familiar with Inspired Youth's policies and procedures including the Safeguarding policy
- Each new Ambassador must sign and date to confirm that they have received a copy of the Safeguarding policy and that they have understood all the requirements of Ambassadors in connection with the policy, and that they have an awareness and understanding of the procedures to be followed within the Safeguarding policy



## Training

- Each Ambassador will be provided with the opportunity to participate in the necessary training in order for them to fulfil their role as an Ambassador supporting activities, and ensure that they can be fully compliant with the Safeguarding Policy.
- Any concerns regarding a lack of skill or knowledge that might cause an Ambassador not to be able to fulfil their role adequately to meet the needs of the Safeguarding Policy must immediately make a Designated Person under this Safeguarding Policy aware, providing full details as to why they do not have the appropriate skill or knowledge in which to fully comply.
- All Ambassadors are required to hold a current CRB / DBS check. They must ensure that their current CRB / DBS check is valid and with sufficient enough time available to allow for a renewal if applicable.

## Contribution Reviews

- Each Ambassador will undertake an annual contribution review. This review will include confirmation that any training and communication in relations to the Safeguarding Policy is up to date and current. It will include confirmation that any requirements for a current and valid CRB/DBS check are in date with sufficient enough time available to allow for a renewal. A record of this review will be place on file as confirmation that the Ambassador has an update knowledge of the Safeguarding Policy.

## Supervision

- Supervision of the Ambassador network will be the responsibility of the activity lead.
- Management within Inspired Youth will ensure that all Ambassadors are trained and informed on the current Safeguarding Policy
- Management will ensure that adequate records are maintained demonstrating that Ambassadors have been trained and informed on the current Safeguarding Policy
- Management will ensure that all Ambassadors have a current and valid CRB/DBS, that suitable records are maintained, and that adequate provision has been made to ensure that all Ambassadors maintain a current and valid CRB /DBS check.
- Management will ensure that all recruitment follows the procedures set out in the Safeguarding policy. That successful candidates are appropriately inducted and adequately trained in order to fulfil their role within the organisation and fully comply with the Safeguarding policy.
- Management should ensure that no Ambassador is put in a situation to manage, lead or coordinate that they have not received adequate training to undertake. This specifically includes any situation whereby an Ambassador puts at risk the organisations ability to fully comply with the Safeguarding Policy.

## *Recruitment, selection, induction and supervision - Volunteers*

### **Recruitment & Selection**

- Volunteers are likely to contribute to wider activities, with adequate supervision provided by both schools and colleges, and trained Inspired Youth staff. With this in mind Volunteers will be recruited and selected based on the contribution they can make to a specific event.
- All participating schools, colleges and Inspired Youth reserve the right to refuse a contribution or participation of a Volunteer if there are concerns relating to the individual looking to Volunteer.

### **Induction**

- All Volunteers will be provided with summary details of the Safeguarding policy relevant to the contribution being made and the activity being delivered. This will be provided prior to the activity being taken place.
- Each Volunteer will be fully inducted prior to starting an activity.
- Each new Volunteer must be made familiar with Inspired Youth's policies and procedures relevant to their contribution and the activity being delivered, including the Safeguarding policy
- Each new Volunteer must sign and date to confirm that they have received a copy of the Volunteer Safeguarding policy and that they have understood all the requirements of Volunteers in connection with the policy, and that they have an awareness and understanding of the procedures to be followed within the Safeguarding policy

### **Supervision**

- Supervision of the Volunteers will be the responsibility of the activity lead during the delivery of an activity.
- Management within Inspired Youth will ensure that all Volunteers are inducted and informed on the current Safeguarding Policy prior to contributing to an activity
- Management will ensure that adequate records are maintained demonstrating that Volunteers have been inducted and informed on the current Safeguarding Policy
- Management will ensure that all recruitment follows the procedures set out in the Safeguarding policy. That successful Volunteers are appropriately inducted and adequately trained in order to make their contribution, and fully comply with the Safeguarding policy.
- Management should ensure that no Volunteer is put in a situation to manage, lead or coordinate an activity or part of an activity, without adequate supervision or instruction. This specifically includes any situation whereby a volunteer puts at risk the organisations ability to fully comply with the Safeguarding Policy.



## *Code of Behaviour - Applicable to all those involved in Inspired Youth activities*

### **Professional Behaviours**

- Staff and those working with Inspired Youth shall be committed to
- Always treat young people with respect and dignity
- Always listen to what a young person is saying
- Always value each young person
- Always recognise the unique contributions each individual can make
- Always encourage and praise each young person
- Always use appropriate language with young people and challenge any inappropriate language used by a young person
- Always respect a young person's right to privacy
- Always be aware that someone might misinterpret our actions no matter how well intended
- Never draw any conclusions about others without checking the facts
- Never be allowed to be drawn into inappropriate attention seeking situations
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a young person, even in fun.

### **Contact time with young people**

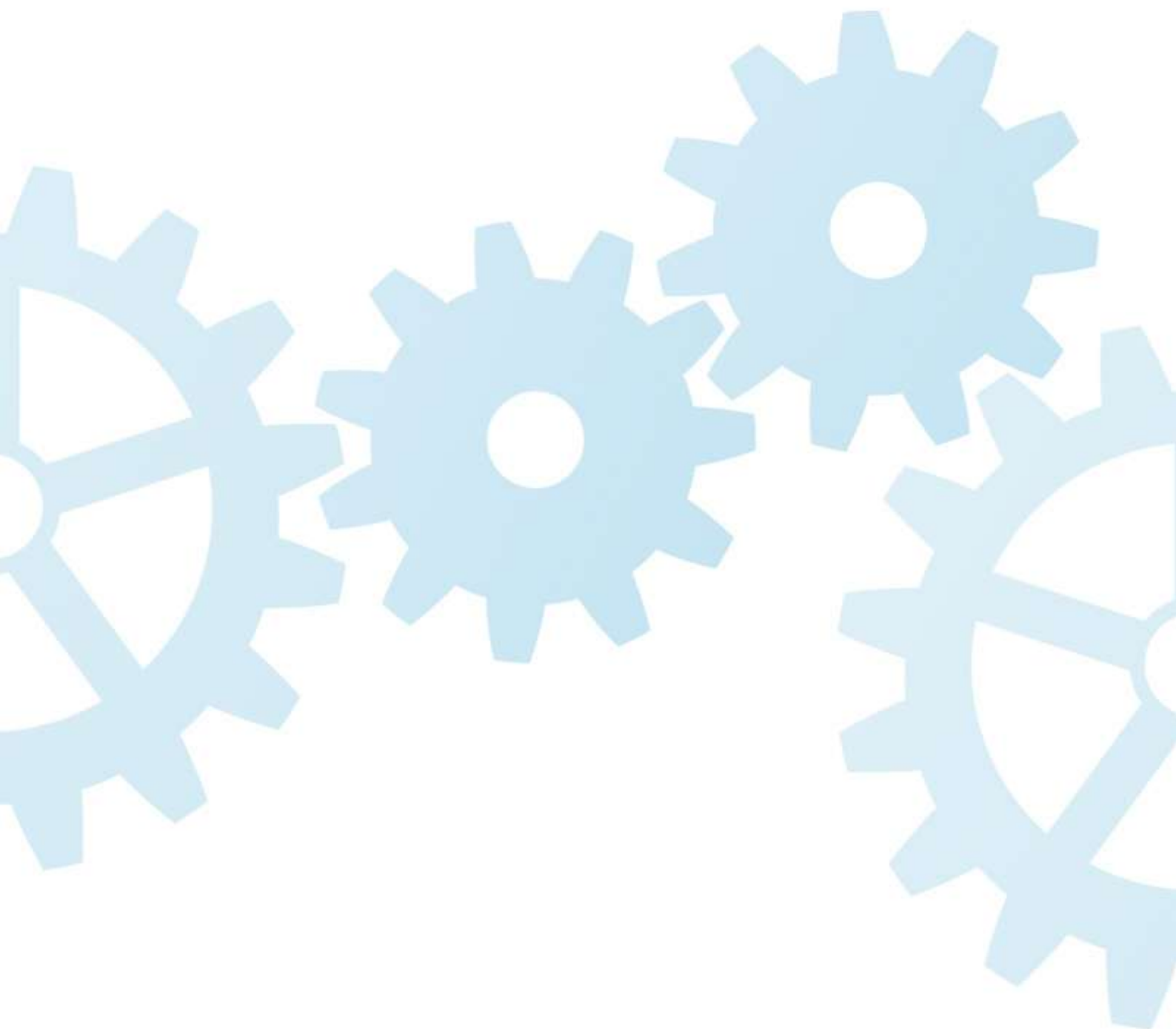
- No Inspired Youth project should create a situation whereby a member of Staff, Ambassador or Volunteer should be in a one to one contact situation with a young person, unless in an open space with other members of trained Inspired Youth Staff on hand.
- Only fully trained staff or Ambassadors are permitted to spend time with young people without a representative from either a school, college or youth organisation
- No untrained Ambassadors, Volunteers or supporting organisations are permitted to be left unsupervised with young people. Supervision can be provided either by a trained member of the Inspired Youth team, or adequately trained member of staff from a school, college or Youth organisation.
- In the event that any of these conditions are breached during an activity, the lead representative must immediately stop the activity until such time as adequate supervision or provision has been put in place.

### **Physical contact with young people**

- Staff, Ambassadors, Volunteers or anyone supporting an Inspired Youth activity should NEVER undertake in the following;
  - Engage in sexually provocative or rough physical games, including horseplay
  - Allow, or engage in, inappropriate touching of any kind
  - Do things of a personal nature for a young person that they cannot do for themselves. For example, if a young person has limited mobility, those involved in an Inspired Youth activity should seek the assistance of a member of staff from the school, college or youth organisation to deal with the incident.

### **Compliance with Safeguarding policy**

- All members of Staff must fully comply with the organisation's policies and procedures. Failure to do so will result in a full investigation under the organisations disciplinary process.
- All Ambassadors, Volunteers or anyone supporting an Inspired Youth activity must fully comply with the Inspired Youth's policies and procedures. Failure to do so will result in the individual being banned from all future Inspired Youth activities, and potentially have consequences for the organisation that they are representing.



# Child Protection & Bullying

## *Statement on abuse and bullying*

This policy has been implemented to ensure that practices are fully embedded throughout the organisation and during the delivery of any activity to ensure the protection of young people wherever possible.

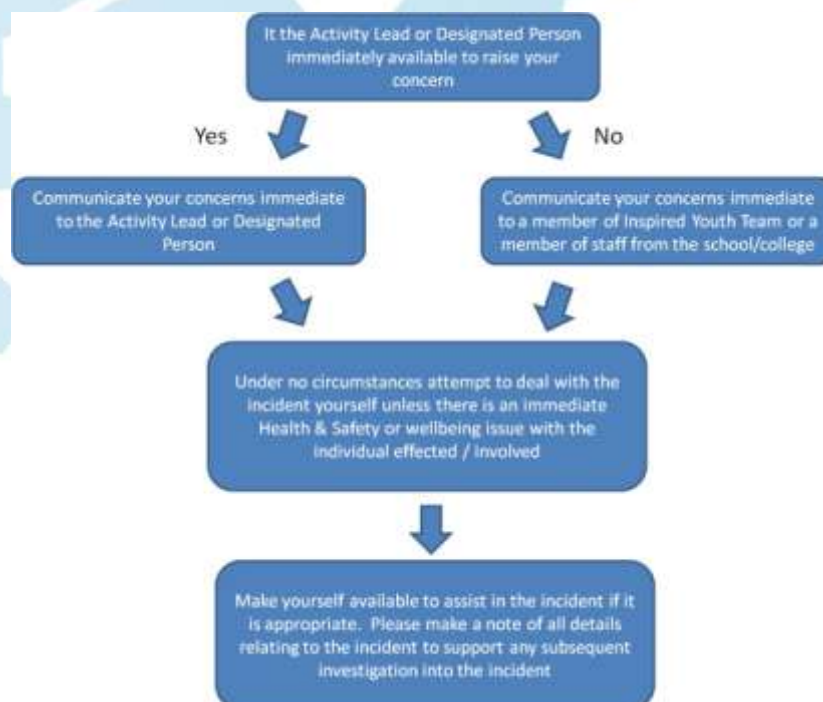
Abuse and bullying is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including but not restricted to the following;

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

## *Procedure for reporting allegations or suspicions of abuse or bullying - Ambassadors, Volunteers and supporting individuals*

### **Reporting procedure (flow diagram)**

All Ambassadors, Volunteers and supporting individuals must fully comply with the following procedure.

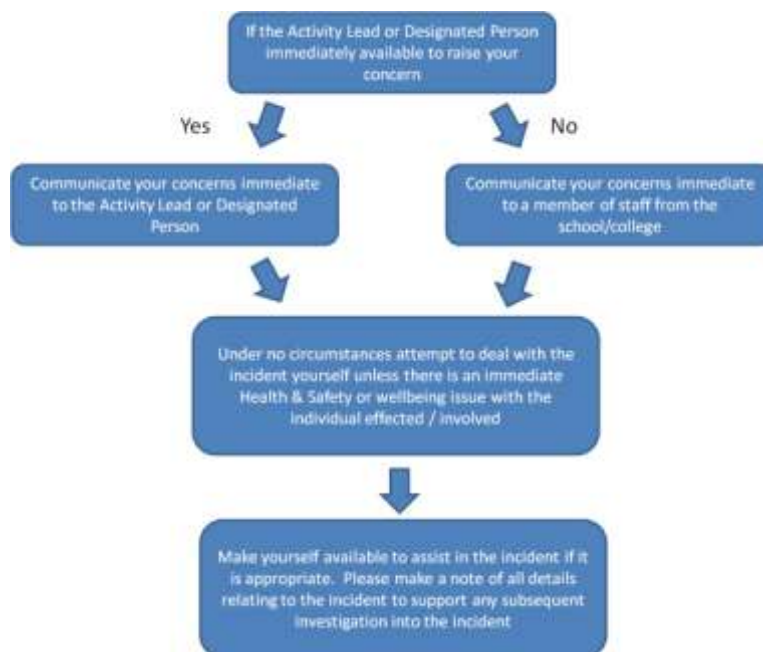




## Procedure for reporting allegations or suspicions of abuse or bullying - Staff

### Reporting procedure (flow diagram)

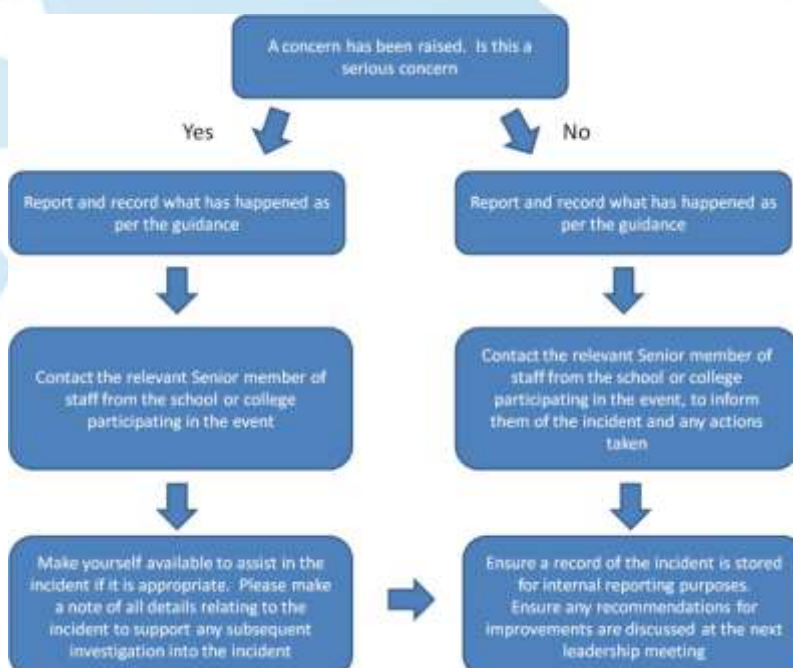
All members of Staff must fully comply with the following procedure.



## Procedure for reporting allegations or suspicions of abuse or bullying - Activtiy Lead/Designated Person

### Reporting procedure (flow diagram)

All Activity Leads/Designated Staff must fully comply with the following procedure.



## **Guidance on capturing of details in the event of an incident or concern**

In the event that it is not possible to refer the incident or concern as per the above procedure, the following approach must be followed, so far as practical;

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the young person, rather than question him or her directly. Offer him/her reassurance without making promises, and take what the young person says seriously
- Allow the young person to speak without interruption. Accept what is said. It is not your role to investigate, question or judge.
- Alleviate feelings of guilt and isolation, whilst passing no judgement
- Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event. Use the young person's words or explanations. Do not translate into your own words, in case you have misconstrued what the young person was trying to say.
- Contact one of the Designated Persons for advice/guidance. The Designated Person may then discuss the concern with the relevant organisation, and, if appropriate, make a direct referral.
- Record any discussions or actions taken within 24 hours.

## **Record of details to be captured in the event of an incident or concern**

In the event that it is not possible to refer the incident or concern as per the above procedure, the following information must be captured, so far as practical;

- Name of young person
- Age
- Home address (if known)
- Date of birth (if known)
- Name/s and address of parent/s or person/s
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include details and times of any specific incidents
- Has the young person been spoke to? If so, what was said ?
- Has anybody been alleged to be the abuser ? If so, record details ?
- Who has this been passed on to, in order that appropriate action is taken ? eg school, designated officer, social services etc.
- Has anyone else been consulted ? If so, record details.
- Any action taken must be recorded, and those providing the information must confirm and sign to agree to the information provided. All documentation must be dated and counter-signed by an appropriately trained member of Inspired Youth staff.

## *Designated Child Protection Persons*

The following members of Inspired Youth staff are designated persons for the purposes of Safeguarding young people.

Mrs Natalie Davies  
Project Delivery Director  
Inspired Youth Projects Ltd  
33 Cherry Tree Lane  
North Walsham  
NR28 0HR  
Tel : 01603 895616  
Email : Natalie.Davies@inspired-youth.co.uk

Mr Robert Whitwood  
Founding Director  
Inspired Youth Projects Ltd  
33 Cherry Tree Lane  
North Walsham  
NR28 0HR  
Tel : 01603 895616  
Email : rob.whitwood@inspired-youth.co.uk

### *Procedure for raising concerns around non-compliance with safeguarding policy*

In the event that a member of Inspired Youth Staff, an Ambassador, Volunteer, or member of staff from a participating stakeholder group feels concerned that an incident has occurred or there is a risk that an incident could occur they must raise their concerns immediately with the activity lead, if during an activity, or directly with a Designated Person, if outside an activity. Once this concern has been raised with the appropriate person it is then the responsibility of the activity lead or Designated Person to complete an investigation in accordance with the Safeguarding policy. Under no circumstances should a member of Inspired Youth Staff, an Ambassador, Volunteer, or member of staff from a participating stakeholder group feel that they are unable to raise a concern, or be restricted from raising the concern in a timely manner.

Inspired Youth Management has a responsibility to ensure that anyone who feels the need to raise a concern can do so in confidence, unhindered and in a timely manner.



# Running safe events and activities

## *Procedure for risk assessing activities*

### **For an activity delivered in a school or college environment**

A risk assessment is required for all activities being held in a school or college environment. These risk assessments will take into consideration that the school or college will already have in place risk assessments to manage Safeguarding risk as well as Health & Safety risk. All risks that show a high to medium risk must be mitigated prior to the event taking place. Risk assessments are to be completed and held on file, along with other records relevant to the event such as participation records, and Ambassador and Volunteer induction records.

### **For an activity delivered in a commercial building, or building not a school or college**

A full risk assessment is required for all activities being held in buildings other than a school or a college. This risk assessment must be completed and reviewed prior to any final bookings being made by Inspired Youth, or committing the organisation to a booking. The risk assessment of the venue must form part of the activity risk assessment and be made available to all participating stakeholders or funding organisations who have a direct interest in the activity being delivered. All risks that show a high to medium risk must be mitigated prior to the event taking place. Risk assessments are to be completed and held on file, along with other records relevant to the event such as participation records, and Ambassador and Volunteer induction records.

## *Procedure for the photographing or filming of young people*

Inspired Youth will enable participating stakeholders to either photograph or film young people at any event, be they in school or at a public venue unless the school have given specific instructions relating to the photographing of their students. Prior to any engagement with a school or college, Inspired Youth will confirm in writing the schools policy on photography and any specific individuals affected by their policies and procedures.

## *Policy and procedure for dealing with Health and Safety incidents*

Events will normally take place at a 3rd party premises. Any venue or school will have their own policy and procedure relating to Health & Safety, including what to do in the case of any incident, injury or fire. All Inspired Youth Staff, Ambassadors, Volunteers or supporting organisation must follow the procedures belonging to the organisation owning or running the venue. At the beginning of every activity, all participants must be briefed on the premises Health & Safety procedures, including locations of fire exits, routes to assembly points and assembly points. Activity Leads must support Fire Marshalls from the premises/venue, providing full details of those in attendance, and a record of those assembled at the Fire Evacuation Assembly Points.

## Recording and storing information, and monitoring

### *Recording, storing and reporting of personnel training and induction records*

All records relating to training and inductions will be stored electronically or in paper in a secure location. These records will be available to authorised persons during a period of review or in the event of an incident where the records would form part of evidence or an investigation. All training and induction records will be reviewed by the Leadership committee periodically during the year to ensure that the organisation fully complies with the Safeguarding policy.

### *Recording, storing and reporting of participation records*

All records relating to participation in events will be stored electronically or in paper in a secure location. These records will be available to authorised persons during a period of review or in the event of an incident where the records would form part of evidence or an investigation. All participation records will be reviewed by the Leadership committee periodically during the year to ensure that the organisation fully complies with the Safeguarding policy.

Participation records will include the following information;

- Name of the individual
- Organisation being represented
- Status of the individual (Staff, Ambassador, Volunteer)
- Activity being supported
- Location of activity being supported
- Date of activity being supported

### *Recording, storing and reporting of quality achievement records*

All records relating to quality achievement will be stored electronically or in paper in a secure location. These records will be available to authorised persons during a period of review or in the event of an incident where the records would form part of evidence or an investigation.

All quality achievement records will be reviewed by the Leadership committee periodically during the year to ensure that the organisation fully complies with the Safeguarding policy.

Quality achievement records will include the following information;

- Name of the activity
- Location of activity
- Date of activity
- Number of participants in the activity
- Number of completed quality achievement records
- Details of the quality achievement points

### *Recording, storing and reporting of incident records*

All records relating to incidents will be stored electronically or in paper in a secure location. These records will be available to authorised persons during a period of review or in the event of an incident where the records would form part of evidence or an investigation.

All incident records will be reviewed by the Leadership committee periodically during the year to ensure that the organisation fully complies with the Safeguarding policy.

### *Reporting and monitoring of records covered by Safeguarding policy*

All records relating to the Safeguarding policy will be stored electronically or in paper in a secure location. These records will be available to authorised persons during a period of review or in the event of an incident where the records would form part of evidence or an investigation.

All records will be reviewed by the Leadership committee periodically during the year to ensure that the organisation fully complies with the Safeguarding policy.

