

Name of Policy:	YCW Safeguarding Policy		
Date of Issue:	June 2013		
Due for renewal	September 2020 (updated 16th Sep. 2023)	Reviewed by: Trustees of the YCW	
Next review due	September 2021		
Signed:	Trustee:	Date: 28th April 2021	
	NEC:		
	NEC:		

The Designated Safeguarding Lead (the Designated Person in YCW office for Child Protection) is:
Name: Phil Callaghan
Tel: 0161 872 6017
Email: chair@ycwimpact.com
In his / her absence the Designated Safeguarding Lead is:
Name: Mgr. John Marsland
Tel: 0161 624 3762
Email: frjohn@ycwimpact.com
The Board of Trustees for Child Protection is:
Name: Ms Clare Davies
Email: safeguarding@ycwimpact.com

Statement of Intent

The Young Christian Workers (YCW) subscribes to the 5 outcomes of Every Child Matters and, therefore the aim for every young person, whatever their background or their circumstances, to receive the support they require in order to:

- Be healthy;
- Stay safe;
- Enjoy and achieve;
- Make a positive contribution and;
- Achieve economic well-being.

Every human being has a value and dignity which we acknowledge as coming directly from God's creation of male and female in his own image and likeness. This implies a duty to value all people and therefore to support them and protect them from harm.

Safeguarding children and adults at risk - the action we take to promote the welfare of children and adults at risk and protect them from harm - is everyone's responsibility which includes all staff, adult companions, volunteers and trustees. Everyone who comes into contact with children and families has a role to play. Reports can be made by anyone in the case of an emergency.

Safeguarding and promoting the welfare of children is defined by Working Together to Safeguard Children, July 2018 as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and;
- Taking action to enable all children to have the best outcomes.

The YCW fully recognises the responsibilities and the duty placed upon it to have arrangements to safeguard and promote the welfare of all young people and adults at risk within our movement.

Related Policy Areas

This policy is part of a coherent approach to safeguarding young people and adults at risk and a number of other policies are either in existence or under development that support its implementation including:

- Health & Safety
- Online Risk Assessment
- Whistleblowing
- Code of Conduct
- Social Media
- Safe Recruitment and Selection Policy

Key Principles

The YCW believes that all children, young people and adults at risk:

- Have the right to be protected from harm and / or abuse
- Have the opportunity to develop fully
- Have their basic needs met.

Statement of Intent

- The YCW recognises that abuse occurs to young people and adults at risk of all ages, both sexes, different races and cultures, and occurs in all social classes.
- The YCW recognises that because of their contact with young people and adults at risk, adult companions are extremely well placed to observe outward signs of abuse.

This policy applies to all staff, Trustees, adult companions, consultants and other agencies or volunteers working with the YCW.

Framework

Key documents, which inform this policy, are:

- Working Together to Safeguard Children, 2018
- Keeping Children Safe in Education, September 2020
- What to do if you are worried a Child is being Abused, March 2015
- Counter Terrorism and Security Act, 2015
- Children Act, 1989, 2014
- Human Rights Act, 1968
- Sexual Offences Act, 2003
- Safeguarding Vulnerable Groups Act, 2006
- Office of Public Guardian Safeguarding Policy, November 2015

Definitions:

Child: Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

Adult(s) at risk: a adults at risk, or an adult at risk, is a person over the age of 18 who is unable to take care of themselves. It can also refer to one who is unable to protect themselves against significant harm or exploitation.

Abuse: a form of maltreatment. Somebody may abuse or neglect a child or adults at risk by inflicting harm or by failing to act to prevent harm. Children and adults at risk may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children and adults at risk may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or adults at risk.

Emotional abuse: the persistent emotional maltreatment of a child or adults at risk such as to cause severe and adverse effects on emotional development. It may involve conveying to a child or adults at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child or adults at risk opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children or adults at risk. These may include interactions that are beyond a developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children or adults

at risk frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or adults at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or adults at risk is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or adults at risk in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or adults at risk to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

Neglect: the persistent failure to meet a child's or adults at risk basic physical and/or psychological needs, likely to result in the serious impairment on health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child or adults at risk from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or adults at risk's basic emotional needs.

Domestic

This includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called 'honour' based violence.

Psychological

This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Financial or material

This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possessions or benefits.

Modern slavery

This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.

Discriminatory

This includes types of harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation or religion.

Organisational

This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated, on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation.

Specific safeguarding issues can be found at **Annex B**.

Guidance on Safeguarding for Online Meetings and Social Media Apps can be found at **Annex C**

Objectives

This policy is based around three main objectives:

Prevention

- Providing an environment in which young people and adults at risk feel safe, secure, confident, valued and respected, and know how to approach adults if they are in difficulties.
- Raising the awareness of all staff, trustees and volunteers of the need to safeguard young people and of their responsibilities in identifying and reporting possible cases of abuse.
- Ensuring safe recruitment practice is implemented through effective Disclosing and Barring Service checks of all adults within parishes and schools who have access to young people and adults at risk.

Protection/Procedures

- Through the establishment of a systematic means of monitoring young people and adults at risk, known or thought to be at risk of harm.
- Through the establishment of structured procedures which will be followed by all members of the YCW community in cases of suspected abuse.
- Through the development of effective working relationships with all other agencies, involved in safeguarding young people and adults at risk.

Support

- Ensuring that young people and adults at risk are listened to and their concerns taken seriously and acted upon.
- Working with others to support young people and adults at risk who may have been

abused to take a full part in YCW life.

Roles and Responsibilities

The YCW takes seriously its statutory responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within the parish/school to identify, assess, and support those children or adults at risk who are suffering harm. The YCW has in place policies and procedures that satisfy and comply with the guidance issued by the Secretary of State (Keeping Children Safe in Education – September 2020).

The YCW and our staff, trustees, volunteers form part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children. The YCW will ensure that its trustees, staff and volunteers are aware of, and follow, Local Safeguarding arrangements, that they understand the local protocol for assessment and ensure that these are reflected in our own policies and procedures.

Safeguarding and promoting the welfare of children and adults at risk is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child or adults at risk. **All** staff, trustees and volunteers have a responsibility to provide a safe environment.

Training and support

The YCW has a Designated Safeguarding Lead who has undertaken Level 3 Child Protection training which is regularly updated (at least every 2 years).

There is a senior member of staff or Deputy who is ready to act in the Designated Safeguarding Lead's absence, who has also received training which is regularly updated (at least every 2 years).

There is a nominated Trustee responsible for safeguarding and child protection.

All members of staff, trustees and volunteers receive Level 1 training (at least every 3yrs) to develop their understanding of:

- types of abuse and neglect and their signs and indicators of abuse;
- how to respond to someone who discloses abuse or neglect;
- the procedures to be followed in sharing a concern of possible abuse / neglect or a disclosure of abuse or neglect including knowing how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead and children's social care;
- the process for making referrals to Children's Social Care;
- how to identify children who may benefit from early help and understand their role in it. This

includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment;

- the local early help processes and their role within it;
- what to do if a child is in immediate danger or is at risk of harm and;
- How to record all concerns, discussions and decisions made and the reasons for those decisions which should be in writing.

In addition all staff members, trustees and volunteers will receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

New staff, trustees and volunteers are advised of the YCW safeguarding and child protection arrangements, and contact details of the Designated Safeguarding Lead, as part of their induction into the YCW. **All** staff, trustees and volunteers will be made aware of systems within the YCW and parish/school which support safeguarding and these will be explained to them as part of induction. This will include the:

- Safeguarding policy;
- Code of conduct and;
- Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and their deputies).

Safer Recruitment & Selection

Preventing unsuitable people from working with children, young people and adults at risk is essential to keeping them safe. Rigorous selection and recruitment of staff, trustees and volunteers is therefore a key responsibility of the Board of trustees.

Records

The YCW recognises that well-kept records are essential to good child and adults at risk protection practice. Records are kept separately in a locked cabinet.

Responsibilities of the Designated Trustee

The Designated Trustee will:

- Ensure that the safeguarding policies and procedures are fully implemented and followed by all staff and volunteers;
- Ensure that resources are allocated to enable the Designated Safeguarding Lead and other staff as required and;

Responsibilities of the Designated Safeguarding Lead

The designated safeguarding lead will be a senior member of staff appointed by the Trustees and will take **lead responsibility** for safeguarding and child protection as well as be the main point of contact for staff, volunteers, trustees, young people and adults at risk.

The trustees may appoint one or more deputy designated safeguarding lead(s). Any deputies should be trained to the same standard as the designated safeguarding lead.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for safeguarding and child protection remains with the designated safeguarding lead. This responsibility will not be delegated.

To advise on the response to safeguarding concerns. [NPCC - When to Call the Police](#) will help designated safeguarding lead understand when they should consider calling the police and what to expect when they do.

The Designated Safeguarding Lead is responsible for:

Managing referrals

- Refer cases of suspected abuse to the local authority children's social care as required and to the parish/School/Diocesan Safeguarding Authorities;
- Support staff, trustees and volunteers who make referrals to local authority children's social care and parish/School/Diocesan Safeguarding Authorities;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff, trustees and volunteers who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

Working with others

- Ensure that the YCW contributes to multi-agency working in line with statutory guidance Working Together to Safeguard Children;
- Ensure that they make themselves aware of and follow the Local and Diocesan Safeguarding arrangements;
- Liaise with the deputy and designated trustee to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- Liaise with staff, trustees, parish safeguarding representatives, Diocesan Safeguarding Department and volunteers on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies and;
- Act as a source of support, advice and expertise for staff, volunteers and trustees.

Undertaking training

- The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years;
- The designated safeguarding lead should undertake Prevent awareness training;
- In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:
 - Ensure each member of staff, trustees, young people and volunteers has access to and understands the YCW safeguarding policy and procedures, especially new and part time staff and volunteers;
 - Are able to keep detailed, accurate, secure written records of concerns and referrals;
 - Understand and support the YCW with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
 - Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online;
 - Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
 - Obtain access to resources and attend any relevant or refresher training courses and;
 - Encourage a culture of listening to children and adults at risk and taking account of their wishes and feelings.

Raising Awareness

- The designated safeguarding lead should ensure the YCW's child protection policies are known, understood and used appropriately;
- Ensure the YCW's safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the trustees or proprietors regarding this;
- Ensure the safeguarding policy is available publicly and all staff, trustees, volunteers, young people and adults at risk are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the YCW in this; and
- Link with the local Diocesan Safeguarding Departments to make sure staff, volunteers and trustees are aware of training opportunities and the latest local policies on safeguarding.

Availability

- The designated safeguarding lead (or a deputy) will always be available for staff, trustees, volunteers, young people and adults at risk to discuss any safeguarding concerns. In exceptional circumstances availability via phone and or zoom or other such mediums will be acceptable.
- The Designated Safeguarding Lead will act as the Prevent Duty Single Point of Contact (SPOC) and fulfil the role and responsibilities detailed at **Annex A**.

The Safeguarding Policy of the YCW is implemented in the following ways:

- Each team member (paid staff) and Voluntary Executive Officer is inducted into the Safeguarding policy. Refresher training is provided annually.
- Each team member and Voluntary Executive Officers must be recruited safely by the YCW in cooperation with the Diocese in which the YCW HQ is situated
- Each adult wishing to work with our young people is recruited safely, according to our procedures, including informal interviews (e.g. in trainings and meetings) as to their suitability to the role.
- Each team member is responsible for implementing the Safeguarding policy at local level:
 - During group visits Adult Companions are checked against our written records. Any 'new' adult companions who have begun volunteering without our knowledge are immediately recruited according to procedures, assessing their suitability to the role and taking into consideration the judgement of our existing experienced adult volunteers within the group.
 - All details are checked and any outstanding requests followed up.
 - It is our aim to visit each group and check these procedures at least once per year.
- In addition to reviewing this policy regularly the Trustees are kept fully informed of any current cases.

Worth more than Gold: Protecting our young people

THE YCW FULLY ADHERES TO THE CATHOLIC CHURCH'S NATIONAL SAFEGUARDING POLICY STATEMENT:

"The Church recognises the personal dignity and rights of children towards whom it has a special responsibility and a duty of care. The Church, and individual members of it, undertakes to do all in their power to create a safe environment for children and to prevent their physical, sexual or emotional abuse. The Church authorities will liaise closely with statutory agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account."

Our Safeguarding children and adults at risk policy:

All adults in Impact or YCW working with children (under 18 years) or adults at risk will adhere to the procedures of the YCW contained within "Worth more than gold" (**Annex D**), and our other guidance notes.

All Adult Companions working in parishes must be safely recruited for their role by the YCW, in cooperation with their diocese.

All adult companions in schools should be safely recruited and appointed for their role according to the procedures of their school.

“Every young person is worth more than all the gold in the world ... because they are sons and daughters of God”.

Each young person is made in the image and likeness of God and hence the YCW exists to promote the dignity and worth of the young. All children should enjoy life to the full and should be free from all abuse, including neglect, physical, emotional and sexual abuse. The safety of children is paramount and the YCW will take all possible measures to keep children safe from harm.

When a new adult companion registers with the YCW/Impact there are several procedures to follow in accordance with our safeguarding protection policy:

1. Please read through this *“Worth more than Gold: Protecting our young people”* booklet and make sure you understand the procedures which are contained within it. If you have any questions please contact YCW HQ.

2. With this booklet you need two forms:

i) Application form for the Role of Adult Companion (including a Role Description)

ii) YCW ‘Confidential Declaration – DBS Check’

If you do not have these forms please contact YCW HQ.

If you are a new volunteer you must wait until you have received your letter of appointment before you are able to take up your role within an Impact or YCW group.

- See “Worth More than Gold” (**Annex D**) for what happens next.
- See **Annex E** for guidelines for Good practise

- What to do if you become aware of possible abuse (**Annex F**)
- YCW Incident Reporting Form (**Annex G**)

- Code of Conduct form will need to be signed by both the Adult Companions, volunteers or helpers (**Annex H**)
- Code of Conduct for Young People will need to be signed by the young person and parent/carers (**Annex I**)

Guide for Recording an Incident:

Listen

- Keep Calm
- Listen
- Explain that you must act upon this information
- Do not probe for information or make comments
- Ensure that everyone is safe

Record (template can be found at Annex G)

Make an immediate written record, which should include:

- The name of the person telling you or, if you see an incident, who is involved
- Who else was present
- The time and the date
- You will need to know the name, age and address of those involved

NB: Maintain confidentiality in your local setting. **Only report the disclosure/incident to others on a need to know basis which include the Parish Safeguarding Representative, Diocesan Department for Safeguarding and YCW Designated Safeguarding Lead.**

Refer

- If a child is in immediate danger contact the police or social services immediately.
- In other cases you should seek advice from YCW HQ (Designated Safeguarding), Parish and/or Diocesan Safeguarding representatives.
- If you have any concerns about the way in which your concern is being dealt with you should always feel free to contact social services or the police.

Key Needs

Listen, Record and Refer

Useful Contacts

<p>Police T: 101 (Non-Emergency) T: 999 (Emergency)</p>	<p>Catholic Safeguarding Advisory Service T: 0207 901 1920 W: www.csas.uk.net</p>
<p>Diocesan Safeguarding Team: https://www.csas.uk.net/links/</p>	<p>Childline T: 0800 1111 W: www.childline.org.uk</p>
<p>Catholics Experiencing Domestic Abuse Recourses W: www.cedar.uk.net</p>	<p>Local Authority W: www.gov.uk/report-child-abuse-to-local-council</p>
<p>DfE's Counter Extremism Helpline T: 020 7340 7264 E: counter.extreamism@education.gov.uk</p>	<p>NSPCC T: 0808 800 5000 W: www.nspcc.org.uk</p>
<p>Stop it Now Helpline T: 0808 1000 900 W: www.stopitnow.org.uk</p>	<p>National Domestic Violence Helpline T: 0808 2000 247 W: www.nationaldahelpline.org.uk</p>
<p>Family Action T: 020 7254 6251 W: www.family-action.org.uk</p>	<p>To report illegal information, picture or videos found on the internet: www.direct.gov.uk/reportingonlineterrorism and Anti-terrorist hotline: 0800 789321</p>

CREATING A SAFE ENVIRONMENT FOR OUR YOUNG PEOPLE AND ADULTS AT RISK

The general and event guidance will help you to maintain a safe environment for the young people, both within your group meetings and on any planned activities.

All of the following information sheets and form templates are available for you to download from our website www.ycwimpact.com. Alternatively contact YCW HQ.

GENERAL GUIDANCE

Info Sheet 1	Introduction and explanation
Form A	Parental Consent Form for young people to join an Impact group
Form B	Parent/Carer and young person consent form for the use of photographs or video
Info Sheet 2	Guidance on the use of images of children and young people in Church activities
Info Sheet 3	Accident and Emergency
Form C	Accident Incident Form
Info Sheet 4	First Aid Box
Info Sheet 5	Anti-bullying policy for children and young people involved in Church activities
Info sheet 6	Guidance on managing Drug related incidents

EVENT GUIDANCE

Info Sheet 7	Planning a safe event
Form D	Registration of planned activity away from the normal Impact meeting place
Form E	Event booking and parental Consent form
Form F	Information sheet for trip/residential
Info sheet 8	Risk Assessment general guidelines
Form G	Risk Assessment
Info Sheet 9	Transport
Info Sheet 10	Overnight arrangements
Info sheet 11	Outdoor activities
Info sheet 12	Insurance

Roles and Responsibilities of the Single Point of Contact (SPOC)

- Ensuring that staff, trustees, volunteers of the YCW are aware that you are the SPOC in relation to protecting young people and adults at risk from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to preventing young people and adults at risk from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- Raising awareness about the role and responsibilities of the YCW in relation to protecting young people and adults at risk from radicalisation and involvement in terrorism;
- Monitoring the effect in practice to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs;
- Raising awareness within the YCW about the safeguarding processes relating to protecting young people and adults at risk from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the YCW for case discussions relating to young people and adults at risk who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information from in relation to referrals of young people and adults at risk into the Channel process;
- attending Channel meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel; and
- Sharing any relevant additional information in a timely manner.

Specific Safeguarding Issues

Children and the court system

Children are sometime required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age-appropriate guides to support children [5-11-year-olds](#) and [12-17-year-olds](#). They explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained. Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents and careers.

Child Exploitation:

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child or adults at risk into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

County lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any adults at risk over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and

- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Trafficking

Child trafficking is a serious issue which can have a devastating and lasting impact on its victims.

Children can be trafficked into, within and out of the UK. Trafficking is defined as:

‘The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs’

Children trafficked into the country may be registered at a school for a term or longer, before being moved to another part of the UK or abroad. This pattern of registration and de-registration may be an indicator that a child has been trafficked. However, practitioners should always bear in mind that not all children who go missing from education have been victims of trafficking. For example, there may be instances of children from communities that move around – Gypsy, Roma, traveller or migrant families – who collectively go missing from school.

Indicators that a child may be trafficked include:

- receives unexplained/unidentified phone calls whilst in placement/temporary accommodation;
- shows signs of physical or sexual abuse, and/or has contracted a sexually transmitted infection or has an unwanted pregnancy;
- has a history with missing links and unexplained moves;
- has gone missing from local authority care;
- is required to earn a minimum amount of money every day;

- works in various locations;
- has limited freedom of movement;
- appears to be missing for periods;
- is known to beg for money;
- performs excessive housework chores and rarely leaves the residence;
- is being cared for by adult/s who are not their parents and the quality of the relationship between the child and their adult carers is not good;
- is one among a number of unrelated children found at one address;
- has not been registered with or attended a GP practice;
- has not been enrolled in school;
- has to pay off an exorbitant debt, e.g. for travel costs, before having control over own earnings;
- is permanently deprived of a large part of their earnings by another person; and/or
- is excessively afraid of being deported.

Domestic abuse

The cross-government definition of domestic violence and abuse is:

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological;
- physical;
- sexual;
- financial; and
- emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

So called 'Honour based abuse', Female Genital Mutilation and Forced Marriage

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubts staff or volunteers should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child or adults at risk being at risk of HBV, or already having suffered HBV.

If staff have a concern regarding a child that might be at risk of HBV or who has suffered from HBV, they should speak to the designated safeguarding lead (or deputy). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty that requires a different approach.

FGM Mandatory Reporting Duty

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Whilst all staff, trustees and volunteers should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to

have been carried out on a girl under 18. **Those failing to report such cases will face disciplinary sanctions.** It will be rare to see visual evidence, and they should not be examining young people and adults at risk, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies.

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage.

Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. The Forced Marriage Unit has published Multi-agency guidelines. Anyone can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: fmufco.gov.uk.

Note: A forced marriage must not be confused with an arranged marriage where both parties agree to the union.

Preventing radicalisation

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of the safeguarding approach.

Extremism is the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. There is no single way of identifying whether a child or adults at risk is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child’s vulnerability. Similarly, radicalisation can occur through many different methods (such as social media) and settings (such as the internet). However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being

radicalised. As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a referral to the Channel programme.

The Prevent duty

The YCW is subject to a duty under section 26 of the Counter Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The Prevent duty should be seen as part of the YCWs wider safeguarding obligations. Designated safeguarding leads and other senior leaders should familiarise themselves with the Revised Prevent duty guidance for England and Wales. The guidance is set out in terms of four general themes: Risk assessment, working in partnership, staff training, and IT policies.

We will assess the risk of children and adults at risk being drawn into terrorism including support for extremist ideas that are part of terrorist ideology.

Channel

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

Sexual violence and sexual harassment between children

Sexual violence and sexual harassment can occur between two children of **any** age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that **all** victims are taken seriously and offered appropriate

support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys” and;
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

What is Sexual violence and sexual harassment?

Sexual violence

It is important that staff, trustees and volunteers are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 as described below:

Rape:

A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration:

A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault:

A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

Sexual harassment

When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. When we reference sexual

harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (adult companions should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - non-consensual sharing of sexual images and videos;
 - sexualised online bullying;
 - unwanted sexual comments and messages, including, on social media; and
 - sexual exploitation; coercion and threats
 - upskirting.

Upskirting

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

The response to a report of sexual violence or sexual harassment

The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment.

Nor should a victim ever be made to feel ashamed for making a report.

If staff have a concern about a child or a child makes a report to them, they should follow the referral process as set out in **Annex F**. If staff are in any doubt as to what to do they should speak to the designated safeguarding lead (or a deputy).

Safeguarding for Online Meetings a Practical Guide

Young people are used to inhabiting online spaces where they work together, play together, share, socialise and develop friendships. During the lockdown and in times of social distancing, being in community with our young people means joining them in these online spaces. This is new territory for many adults, and we are unsure of the ground. The following is a guide to good safeguarding practice for chaplains and adult companions who are connecting with their groups online.

Key principles

1. **Keep it legal.** Ensure that leaders are DBS checked for work with young people in the catholic church and have received safeguarding training within the last two years. Ensure that children and young people are only using apps and programmes that they are legally the right age to use.
2. **Be accountable.** Use group conversations wherever possible. If one-to-one contact is necessary, have an extra chaplains or adult companion as part of the chat who doesn't take part in conversations, but can ensure there is accountability. Keep a securely-held log of online contact.
3. **Be official.** Avoid using personal accounts to contact children and young people where at all possible. Use a work phone number or a church/youth group social media account for which at least 2 DBS checked chaplains and adult companions are Admins.
4. **Be clear.** Online as in person, be aware of what you say and how you say it, as well as how it could be interpreted. Avoid using abbreviations, emojis or icons that could be misleading eg. xx, LOL, heart emoji.
5. **Give information.** Make sure that everyone involved knows what's going on. For children and young people, share a link or numbers below (useful numbers) and the contact details for your church's Safeguarding Coordinator. This ensures that they can report any concerns about the online behaviour of someone. Let parents know how you will be connecting online with their young people, and what safeguarding measures are in place, before asking for signed consent. Signpost the [NSPCC resources](#) or [CEOPs Think you know](#) for parents so they are fully informed on how each social media app works.
6. **Get consent.** It is recommended that you issue consent forms specifically for online communication. Remember that photo consent guidelines still apply.

Email

If emailing an individual young person, you should have signed parental consent. Carbon Copy (CC) the parent.

- When emailing multiple young people/parents, put individual email addresses into the Blank Carbon Copy (BCC) section so they won't be able to access each other's addresses. CC a second chaplain or adult companion. Alternatively, send from an email address that multiple leaders have access to.

Text/WhatsApp/Direct Message

- Chaplains and Adult Companions should only have children's and young people's mobile numbers if they have been given on the consent form as a means of communication.
- Texting should only be for communication, not conversation. It can be used to remind young people about meetings and events, or for sending a general encouragement e.g. "Praying for everyone taking exams this week!" If it turns into conversation, make every effort to end it as soon as possible and let another chaplain and / or adult companion know this has happened.
- You should avoid texting one-on-one where possible. A better option is to use WhatsApp or Facebook Messenger in order to set up a group conversation. This should include two or more chaplain and / or adult companion.
- If a young person contacts you and appears to need urgent help or appears to be at immediate serious risk, contact 999, social services or other relevant services. Let the Diocesan/Parish Safeguarding Officer know about the situation. If they do not seem to be at immediate risk, contact your Safeguarding Coordinator as soon as possible.

Zoom

- Share the time/place/purpose of meeting with parents and other chaplains and adult companion.
- Make sure that the 'Waiting Room' feature is activated, which ensures that no one enters the meeting unless the host admits them. When meeting IDs are shared publicly (which is often unavoidable when we want to invite all our young people to join an online worship or activity) there is a risk of gatecrashing or zoombombing and inappropriate behaviour by members of the public: the 'waiting room' feature means that only people known to the host will be admitted.
- Use screen sharing controls: enable sharing when required e.g. for sharing written prayers, training material or resources but limit to prevent young people sharing random or inappropriate content. Therefore make sure that you give access to screen sharing to the appropriate people.
- Do not allow anyone to share screenshots of Zoom meetings, for example on your groups Facebook page. Participants are identified by their photograph plus full name, which contravenes the YCW's Conditions of Use for photo consent.

Facebook

- A Facebook Page is useful as a notice board, to share news and advertise events publicly. A Facebook Group is a good way to have safe communication – make sure that two DBS checked chaplain and / or adult companions are appointed as Admins and that the privacy settings are set to 'Private', so no one can join without an Admin's permission and only those within the Group can post, comment etc.
- Any communications made via posts should avoid tagging people or using full names. Generally, posts should be announcing events, wishing people luck with exams etc. If communicating via a closed (private) Group, then posts asking questions can also be appropriate. If asking for Prayer requests, ensure you set boundaries around this.
- An official Page should take every effort not to comment on, like or share any posts by someone who is under 18.
- Your personal Facebook account should have all privacy settings set so that a young person cannot access your photos, posts etc, and you have to approve requests to friend/follow you. Do not send friend requests to individual young people.

Twitter

- An official Twitter account can be a useful public noticeboard for your group, but make sure that two DBS checked chaplain and / or adult companions are appointed as Admins. This ensures accountability, especially when Direct Messages are received by the account.
- You can create a Twitter page to be private, with the owner of the page having to approve people viewing it.
- An official account should take every effort not to follow anyone who is under 18, or comment, like or retweet any of their posts.

Instagram

- Instagram is an image-sharing platform, with options to add text and comments. Many young people use Instagram, and it can be a great platform for your group to advertise events/share about events afterwards. People are also able to follow the account without you having to follow back.
- You can only share images of young people if you have signed consent from their parents.
- While it is not a place for group conversation, there is still a Direct Message function and so it is important that at least two chaplain and / or adult companions have login details for the account in case a young person contacts it.
- You can create a page to be private, with the owner of the page having to approve people viewing it.
- An official group account should make every effort not to follow anyone under 18, or like or comment on any posts they make.

WhatsApp

- WhatsApp provides an alternative to texting. It is possible to create group chats, which can be a useful way of communicating with a group. However, your mobile number is visible to everyone in a group chat, so this is only to be used if there are two chaplain and / or adult companions in the chat, and both of them have a non-personal phone number.
- Young people in the group should have consent from their parents or guardians to be a part of the group and their consent for their phone number being added to a WhatsApp conversation. Make sure parents are fully informed about what the group is for and what you are communicating.

Microsoft Teams

- Microsoft Teams (like Zoom) is used to bring people together for meetings, conversations and shared projects. It requires a Microsoft 365 account with the appropriate Microsoft365 license. Microsoft Teams cannot be led from a personal account, but anyone with a regular email account can participate as a guest in Teams, with full access to team chats, meetings and files.
- There are two different channels: standard (available and visible to everyone) and private (conversations with a specific audience). If your group has a business account, Microsoft Teams could be a good option for connecting with your young people via a private channel.

Snapchat

- Snapchat is a form of social media that allows people to send photos, videos or messages to other people on their friend list. These photos and messages disappear after being viewed (although screenshots can be saved). There is also the function to add to a “story” which is viewable by people on your friends list for up to 24 hours. It is also possible to have a public profile, where anyone can view your story.
- This is not an appropriate platform for chaplain and / or adult companions to communicate with children and young people.

YouTube

- YouTube is a video sharing platform with a comments section where people are able to interact with each other.
- YouTube is not suitable for use as a medium for communication.
- If you’re producing videos (only with signed consent on behalf of those being filmed) a YouTube channel is a good place to host them since you can make them private/unlisted so only people with the link can see them.
- If you have a personal YouTube account, be aware that it can be found, so be mindful of content you create.

“Worth more than Gold Booklet”

What to do if you become aware of possible abuse

Listen

- Keep Calm
- Listen
- Explain that you must act upon this information
- Do not probe for information or make comments
- Ensure that everyone is safe

Record

Make an immediate written record, which should include:

- The name of the person telling you or, if you see an incident, who is involved
- Who else was present
- The time and the date
- You will need to know the name, age and address of those involved

NB: Maintain confidentiality in your local setting. Only report the disclosure/incident to others on a need to know basis.

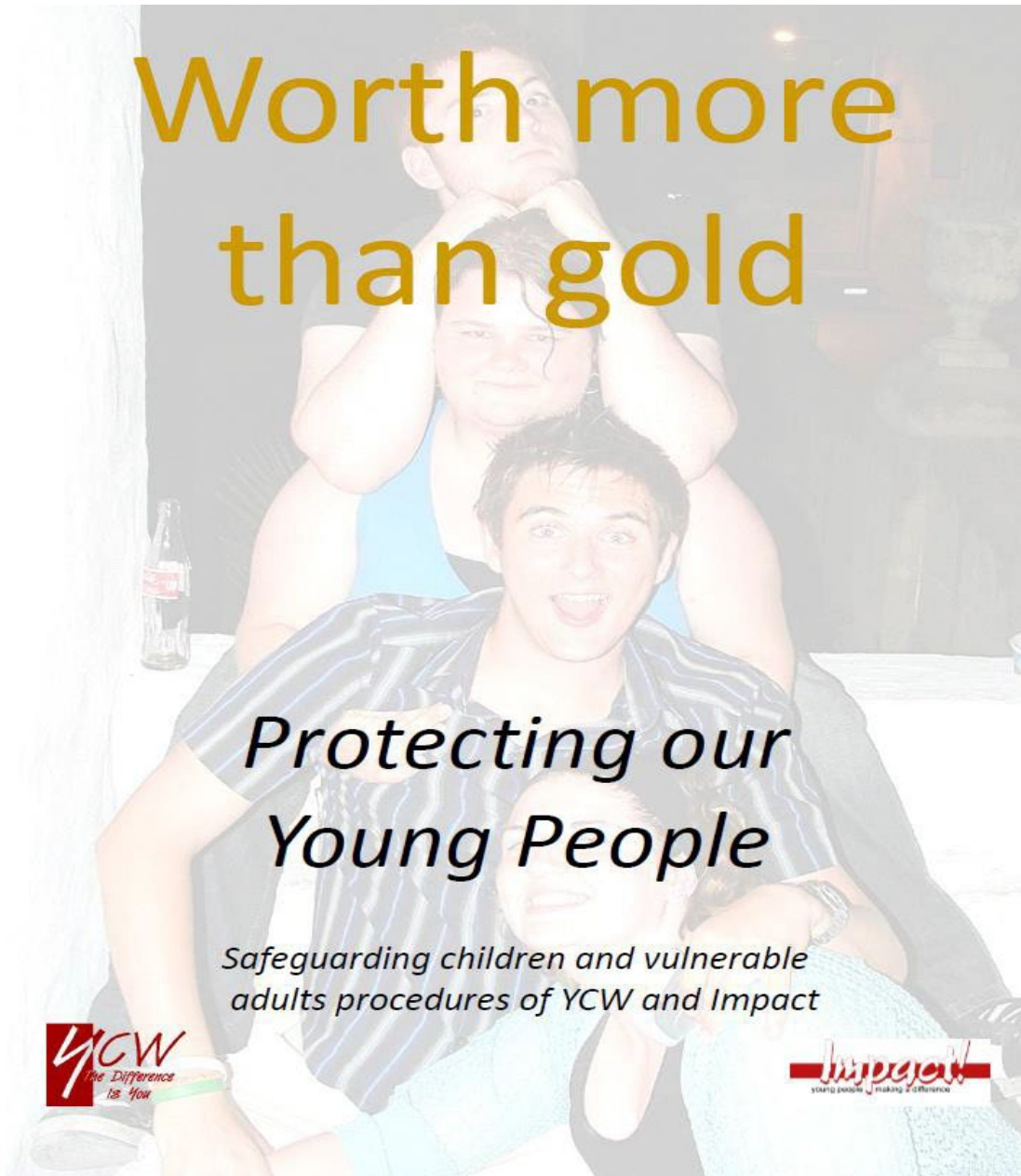
Refer

If a child is in immediate danger contact the police or social services immediately.

In other cases you should seek advice from your Parish Safeguarding Officer or YCW HQ.

If you have any concerns about the way in which your concern is being dealt with you should always feel free to contact social services or the police.

Young Christian Workers,
St. Antony's House, Eleventh Street, Trafford Park, M17 1JF
Phone: 0161 872 6017 Email: info@ycwimpact.com Web: www.ycwimpact.com
Registered Charity: 306149



THE YCW FULLY ADHERES TO THE CATHOLIC CHURCH'S NATIONAL SAFEGUARDING POLICY STATEMENT:

"The Church recognises the personal dignity and rights of children towards whom it has a special responsibility and a duty of care. The Church, and individual members of it, undertake to do all in their power to create a safe environment for children and to prevent their physical, sexual or emotional abuse. The Church authorities will liaise closely with statutory agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account."

Our Safeguarding children and vulnerable adults policy:

All adults in Impact or YCW working with children (under 18 years) or vulnerable adults will adhere to the procedures of the YCW contained within 'Worth more than gold', and our other guidance notes.

All Adult Companions working in parishes must be safely recruited for their role by the YCW, in cooperation with their diocese.

All adult companions in schools should be safely recruited and appointed for their role according to the procedures of their school.

where the group is if working away from the normal meeting place. (Please also register your activity with YCW HQ).

- Ensure that where minibuses and/or private cars are used there is adequate insurance and any necessary permits.
- Adult Companions should never consume alcohol when responsible for children or young people.
- Encourage all Adult Companions to be involved in regular training [including first aid].
- Careful planning of activities always pays dividends:
 - * Adult companions can clarify and agree objectives;
 - * risks and safety factors can be considered;
 - * children with specific needs can be identified and given further consideration.

Other guidance/forms are available from YCW HQ:

GENERAL GUIDANCE

Info Sheet 1: Introduction and explanation

Form A: Parental Consent forms for new members joining a group,

Form B: Photograph Consent forms for use of photographs.

Info Sheet 2: Guidance on the use of images in YCW activities.

Info Sheet 3: Accident Incident Forms

Form C: Accident & Emergency info

Info sheet 4: First Aid Guidance

Info Sheet 5: Anti Bullying Policy

Info Sheet 6: Guidance on Drug Incidents

EVENT GUIDANCE

Info Sheet 7: Planning a safe event

Form D: Registering an event with HQ

Form E: Event booking and Parental Consent forms.

Form F: Information sheet for Trip/Residential

Info sheet 8: Risk Assessment general guidance

Form G: Risk Assessment

Info sheet 9: Transport

Info Sheet 10: Guidance for overnight arrangements for residential trips.

Info Sheet 11: Outdoor Activity Guidance

Info Sheet 12: Insurance Information

Guidelines for Good Practice

- Ensure that a minimum of two approved adults are always present. In groups of more than 20 there should be one additional adult for every 10 (or part of 10) young people, maintaining the balance of gender.
- With activities away from the normal meeting place the ratio should be 1:7.
- Adult Companions of the same gender as the children/young people need to be present, especially with older children and young people.
- Adult Companions need to think and act carefully to avoid situations which could lead to difficulties of embarrassment, accusations or temptations. An example of 'danger' is one Adult Companion and one young person being together 'in private' - whether that be in counselling, or on a residential weekend, or driving someone home in a car.
- Ensure Adult Companions know what to do in the case of suspected or alleged abuse (See back cover).
- Ensure that there is an adequate insurance cover, especially for activities away from the normal meeting place. (You should check with YCW HQ)
- For any activities away from the normal meeting place, ensure that parents/guardians have signed a consent form. (Form templates are available from YCW HQ)
- Keep a register of up to date information; name of children; address; telephone number; special medications; Doctor's name and address, telephone number.
- Ensure that any premises used are safe and well maintained.
- Ensure that there is a first aid kit and that it is checked frequently.
- Be aware of where the nearest telephone is for emergencies.
- Know where the fire extinguishers and alarms are. Know where the emergency exits are and ensure that they are not blocked.
- Ensure that someone knows

'Worth More than Gold'

"Every young person is worth more than all the gold in the world ... because they are sons and daughters of God".

Each young person is made in the image and likeness of God and hence the YCW exists to promote the dignity and worth of the young. All children should enjoy life to the full and should be free from all abuse, including neglect, physical, emotional and sexual abuse. The safety of children is paramount and the YCW will take all possible measures to keep children safe from harm.

When a new adult companion registers with the YCW/Impact there are several procedures to follow in accordance with our safeguarding protection policy.

1. Please read through this *"Worth more than Gold: Protecting our young people"* booklet and make sure you understand the procedures which are contained within it. If you have any questions please contact YCW HQ.

2. With this booklet you need two forms:

- i) Application form for the Role of Adult Companion (including a Role Description)
- ii) YCW 'Confidential Declaration Disclosure and Barring (DBS) Check'

If you do not have these forms please contact YCW HQ.

What happens next:

As with any role which involves contact with children you need to be suitable for the role. A formal interview process for your role is replaced through our YCW training and contact with experienced adult YCW workers and volunteers. This helps the YCW and yourself fully understand your suitability for a role as an adult accompanying children in YCW or Impact.

We will also wait to receive your references and confirmation of your DBS check.

Once everything has been satisfactorily received we will issue you with a letter of appointment for your role as an adult companion.

If you are a new volunteer you must wait until you have received your letter of appointment before you are able to take up your role within an Impact or YCW group.

Part A:
Application form for the role of Adult Companion

This form is for Adult Companions working within parishes. You may have already filled in a similar form for another role in your parish which involves working with young people. However, as this is a new role, specific to YCW and Impact, you are required to complete this application form.

Before completing this form you should read the *FRoJe of Adult Companion working with Young People* and make sure you are happy with what your role will involve.

When we receive your completed form we will write to your two referees about your suitability for this role. They will be sent a sample pro forma to complete.

You should also inform your parish safeguarding officer (PSO) that you are completing the safeguarding children and vulnerable adults procedures of the YCW for your role with accompanying children. You can

check with your parish priest who your PSO is.

Part B:
YCW - Confirming DBS Check

The YCW does not facilitate the completion of the Disclosure and Barring Service, as every Catholic Diocese and organisation works through a central national body (CSAS).

However, YCW HQ does need to **know** if you have received an enhanced DBS check **for work** within the Catholic Church.

The 'Confirming DBS Check' form gives us your permission to ask your Diocese whether you have received a DBS check. If you have received a satisfactory DBS disclosure the Diocese will confirm this in writing so that we can appoint you to your role as an Adult Companion.

If you have NOT received a DBS check you will need to obtain a Disclosure Application form via your local Parish Safeguarding Office. Identity verification for the purposes of DBS Disclosures will be carried out by the local Parish Safeguarding Officer or CSAS authorised Counterparty as appropriate. Please explain that you only need to complete identity

verification through your parish you do **NOT** need to fill in the parish application forms. This is done directly with YCW as agreed by CSAS.

If your safeguarding officer is unclear with regard to this please ask him/her to telephone YCW HQ on 0161 872 8017 and speak to the safeguarding representative.

Please note that the diocese will only inform us whether or not a satisfactory check has been received. We do not see your DBS and we will not be given any other information contained on your enhanced disclosure. The Diocese will always keep any other

What can happen whilst you wait?

DBS checks and references can take time to be completed. Although, as a new volunteer, you cannot assume the role of an Adult Companion you can still take some part in your Impact or YCW group whilst you wait for your letter of appointment. However you must not have an 'appreciable contact with young people'.

This means that for the next few weeks you cannot take responsibility for young people in the group.

There must always be the correct balance of adults who have been approved in their role as Adult Companions for the number of young people present.

(NB There should always be two approved adults present).

You should not develop appreciable relationships with young people. It is common in the YCW and Impact for adult companions to be seen by the young people as confidants and people to turn to in time of need. This can be when children are most vulnerable and you should not develop this role until you have been appointed to your role.

This means you should *observe* the session only rather than accompany the group reflections and discussions.

Guidelines for Good Practice

- Ensure that a minimum of two approved adults are always present. In groups of more than 20 there should be one additional adult for every 10 (or part of 10) young people, maintaining the balance of gender.
- With activities away from the normal meeting place the ratio should be 1:7.
- Adult Companions of the same gender as the children/young people need to be present, especially with older children and young people.
- Adult Companions need to think and act carefully to avoid situations which could lead to difficulties of embarrassment or allegations. An example of 'danger' is one Adult Companion and one young person being together 'in private' – whether that be in counselling, or on a residential weekend, or driving someone home in a car

Transport (taken from CSAS Guidelines)

- The provision of any transport on behalf of the Church group must meet the needs of the individuals requiring it and the group leader must ensure that it complies with diocesan or congregation policy and procedure.

Accessibility and transport

- If any individual or member of a group uses a wheelchair, the event leader must ensure that whatever transport is being used has appropriate access and securing facilities. It may be appropriate to use portable ramps.
- Further information can be found on the [Accessible Transport Policy - GOV.UK website](#).

Supervision on Journeys

- To ensure the safety of all travellers it is important that appropriate levels of supervision are in place throughout any journey.
- the group leader is responsible for ensuring the group is properly supervised while travelling on whatever vehicle;
- the driver must not be responsible for supervision of children or adults in the vehicle;
- the driver must ensure all passengers are wearing seatbelts before setting off and that they are worn for the duration of the journey;
- if the driver considers the behaviour of any passenger is jeopardising the safety of others, he or she should stop as soon as is practicable.

Use of Private Cars

- Parents and volunteers who are driving on behalf of a church organised event or trip must be made aware that they have a legal responsibility for the safety of children, young people or adults in their cars.
- parental agreement must be obtained for their children to be carried in other parents and volunteer's cars;
- the driver is responsible for making sure any passengers wear their seatbelts always throughout the journey;
- all efforts should be made to avoid parents and volunteers transporting children being in the position of being alone with them;
- central dropping off points should be considered rather than individual home drops;
- if a situation arises where it is unavoidable for an adult to transport a single child, young person or an adult who lacks capacity to consent, the passenger should always travel in the back seat and the event should be reported to the event or group leader and recorded.

Private transport arrangements

- Where transport is arranged privately between families and friends it is the responsibility of the person arranging and/or using the transport to ensure that it is suitable for their needs.

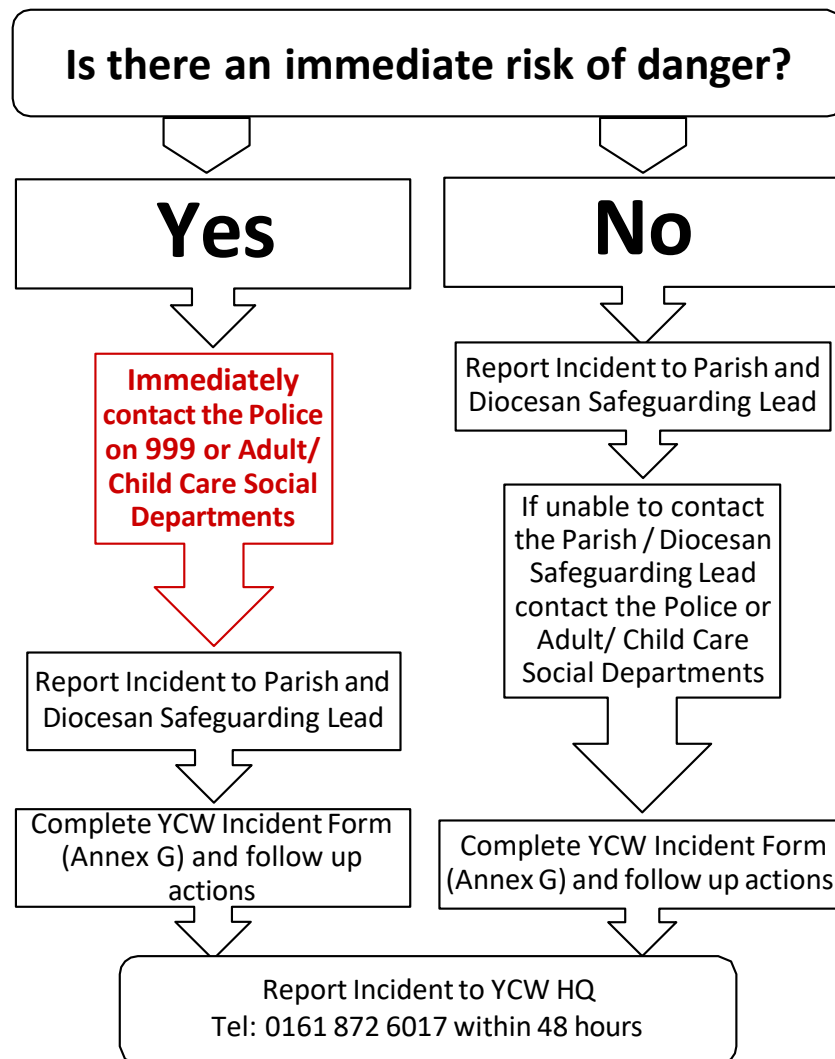
Hiring Vehicles

- Where it is necessary to hire vehicles, diocesan or congregational policy and procedure must be followed.
- Transport Abroad
- Information about legal requirements for travel abroad can be obtained from the **Department for Transport, GOV.UK website**.
- Ensure Adult Companions know what to do in the case of suspected or alleged abuse (See back cover).
- Ensure that there is an adequate insurance cover, especially for activities away from the normal meeting place. (You should check with YCW HQ)
- For any activities away from the normal meeting place, ensure that parents/guardians have signed a consent form. (Form templates are available from YCW HQ)
- Keep a register of up to date information; name of children; address; telephone number; special medications; Doctor's name and address, telephone number.
- Ensure that any premises used are safe and well maintained.

- Ensure that there is a first aid kit and that it is checked frequently.
- Be aware of where the nearest telephone is for emergencies.
- Know where the fire extinguishers and alarms are. Know where the emergency exits are and ensure that they are not blocked.
- Ensure that someone knows where the group is if working away from the normal meeting place. (Please also register your activity with YCW HQ).
- Ensure that where minibuses and/or private cars are used there is adequate insurance and any necessary permits.
- Adult Companions should never consume alcohol when responsible for children or young people.
- Encourage all Adult Companions to be involved in regular training [including first aid]
- Careful planning of activities always pays dividends:
 - Adult companions can clarify and agree objectives;
 - risks and safety factors can be considered;
 - children with specific needs can be identified and given further consideration.

Adult companion & Volunteer Guide to Responding to a Safeguarding Concern

Double click on the image to find the relevant numbers from the drop down menu.



Further advice and support NSPCC helpline counsellors: 0808 800 5000 or help@nspcc.org.uk

YCW Incident Reporting Form

Adult Companion / Volunteer Information
PLEASE FILL OUT INFORMATION ABOUT YOURSELF

First Name:	
Last Name:	
Address:	
Phone:	
Email:	

Project / Parish (Please tick one that applies)

YCW Group <input type="checkbox"/>	Please Name Group:
IMPACT! <input type="checkbox"/>	Please Name Group:
Other <input type="checkbox"/>	If Other Please State:

About the Person Affected

Initials:	
Age:	
Gender:	

Date & Time

Incident Date:		
Incident Time (24 hr)	HH:	MM:

Safeguarding

Tick one if this is a safeguarding incident about:

Adult Safeguarding: <input type="checkbox"/>
Child Safeguarding: <input type="checkbox"/>

Who has been informed?

Tick if you have informed either (tick all that apply):

Parish Safeguarding representative: <input type="checkbox"/>	Diocesan Safeguarding Lead: <input type="checkbox"/>
YCW Designated Safeguarding Lead: <input type="checkbox"/>	Police: <input type="checkbox"/>
Careline: <input type="checkbox"/>	Local Authority: <input type="checkbox"/>
Other (Please state):	

What has Happened?

Provide as much information as you can.

Category (Please tick all that apply):

Abusive behavior towards volunteer by young person: <input type="checkbox"/>	Abusive behavior towards a volunteer by visitor or another person: <input type="checkbox"/>	Disclosure of abuse (Mental): <input type="checkbox"/>
Allegation of abuse (Financial): <input type="checkbox"/>	Allegation of abuse (Physical): <input type="checkbox"/>	Disclosure of abuse (Physical): <input type="checkbox"/>
Allegation of abuse (Mental): <input type="checkbox"/>	Allegation of abuse (Sexual): <input type="checkbox"/>	Disclosure of abuse (Sexual): <input type="checkbox"/>
Allegation of Domestic Abuse: <input type="checkbox"/>	Allegation of FGM: <input type="checkbox"/>	Disclosure of Domestic Abuse: <input type="checkbox"/>
Allegation of Racism: <input type="checkbox"/>	Behavior of service user giving cause for concern: <input type="checkbox"/>	Forced Marriage: <input type="checkbox"/>
Bullying: <input type="checkbox"/>	Concern of Extremism: <input type="checkbox"/>	Hate Crime: <input type="checkbox"/>
Concern of Radicalisation: <input type="checkbox"/>	Confrontation by another person: <input type="checkbox"/>	Racism (Physical Abuse): <input type="checkbox"/>
Confrontation by another volunteer: <input type="checkbox"/>	Confrontation by service user: <input type="checkbox"/>	Racism (Verbal Abuse): <input type="checkbox"/>
Death (unexpected): <input type="checkbox"/>	Disclosure (FGM): <input type="checkbox"/>	Self-Harm (Fabricated or Induced Illness): <input type="checkbox"/>
Disclosure of abuse (Emotional): <input type="checkbox"/>	Disclosure of abuse (Financial): <input type="checkbox"/>	Self-Harm (Other): <input type="checkbox"/>
Skin Bruising: <input type="checkbox"/>	Theft (Personal item): <input type="checkbox"/>	Vandalism: <input type="checkbox"/>
Other (Please State):		

What exactly happened? Or What was disclosed to you?

Where did it happen?

Why did it happen?

Return your Report

Once you have completed this form. Please return to **YCW HQ, St Antony's House, Eleventh Street, Trafford Park, M17 1JF** and mark as private and confidential for the attention of **Phil Callaghan, YCW Designated Safeguarding Lead** or email **chair@ycwimpact.com**. This form will be safe and secured and will be dealt with confidentially.

Code of Conduct for Volunteers (Adapted from CASA)

We are called upon to be exemplary models of moral behaviour and spiritual faith.

YCW Adult Companions and helpers (including responsible adults aged 18+ years and responsible persons aged 16 and 17 years) are committed to being positive role models and building the confidence of children and young people that they are working with.

Leaders and helpers are expected to:

Promote Wellbeing

- Ensure the safety of all children and young people by ensuring group sessions are safely planned and effectively supervised;
- Foster teamwork and co-operation between everybody, promoting trust and mutual respect;
- Discourage and stop rough or dangerous play, bullying, inappropriate language or other inappropriate behaviour;
- Treat all children and young people fairly and not show favouritism;
- Be positive, approachable and offer praise to promote the objectives of the group always;
- Listen sensitively and encourage communication between adults and children or young people;
- Respond to concerns and allegations promptly and appropriately in line with national procedures;

Promote Autonomy & Dignity

- Ensure the rights and responsibilities of children and young people are enforced;
- Promote the full participation and involvement of all children and young people, recognizing and addressing the additional needs of some children and young people e.g. disability;
- Constructively challenge all discrimination and encourage children and young people to not discriminate on the grounds of age, gender, ability, social class, race, cultural background, religious beliefs or sexual identity;
- Respect, promote and support the right of children and young people to make their own choices and decisions, provided this

does not threaten the rights, safety and legitimate interests of others;

- Respect the right of children and young people to personal privacy;
- Encourage children and young people to take responsibility for their own self-care as far as possible e.g. assistance with toileting and dressing;
- Respect and listen to the opinions of children and young people
- Encourage children and young people to point out behaviours or attitudes that they do not like;
- Encourage children and young people to take responsibility for their own conduct;
- Ensure that sanctions do not humiliate or harm a child or young person;
- Administer first aid in the presence of others and without removing the clothing of a child or young person unless necessary;

Boundaries and Power

- Establish appropriate boundaries between pastoral care and personal lives in relationships with other leaders, helpers, children and young people;
- Not abuse the position of trust for personal benefit e.g. financial gain, sexual gratification;
- Be conscious of explicit and implicit power vested in the role of group leader, supervisor of adult helper;
- Acknowledge the limitations of time, experience, skill and competence – know where and how to ask for support when needed;
- Deal with differences in opinion with respect;
- Work to people's strengths, and never bully, abuse, manipulate or denigrate.

Personal Conduct

- Act always in accordance with the core values of the Catholic faith and ensure that their behaviour does not bring the church into disrepute;
- Provide an example you wish others to follow;
- Work in a way that is honest, reliable and transparent, never seeking to deceive or manipulate;

- Refrain from using blasphemous, violent, discriminatory, or offensive language and behaviour;
- Refrain from smoking, vaping, consuming alcohol or using drugs;
- Seek help to address issues such as addictions to alcohol, prescribed medicine, other substances, gambling, and so on where these matters affect the adult's role;
- Not engage in any form of sexual relations (including verbal banter, flirtation, using one's gaze to signal attraction, etc.) with children, young people, young helpers or adults for whom you have a supervisory or supportive role.

Any breaches of the Code of Conduct will be addressed by the group leader. More serious or persistent breaches may result in formal action being taken to address the concerns. All concerns or allegations in relation to the abuse of a child or adult at risk will be dealt with using the national safeguarding policy and procedures in relation to the management of allegations and concerns.

I have read and understood the Code of Conduct and agree to abide by it.

Signature of Adult Companion/Helper:	
Print Name of Adult Companion/Helper:	
Date:	
Signature of Leader or YCW Safeguarding Lead:	
Print Name of Leader or YCW Safeguarding Lead:	
Date:	

Code of Conduct for Young People (Adapted from CASA)

YCW groups seek to offer a positive experience for children and young people and where they can learn and grow in faithfulness in a safe and positive environment.

The YCW is fully committed to safeguarding and promoting the well-being of all its members.

Everybody associated with the group should, always, show respect and understanding for the safety and welfare of others. Members are encouraged to be open always and to share any concerns or complaints that they may have about any aspect of the group with their Adult Companion.

As a member of YCW & IMPACT! you are expected to abide by the following junior code of practice:

Children and young people are expected to:

- Be friendly and particularly welcoming to new members;
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, social class, race, cultural background, religious beliefs or sexual identity;
- Make your group a fun place to be;
- Be supportive and committed to other group members and offer comfort when required;
- Be loyal and give friends a second chance;
- Be respectful, helpful and trustworthy;
- Play a part in keeping themselves safe;
- Report inappropriate behaviour or risky situations;
- Behave and listen to all instructions from the leaders and helpers and stick to the rules;
- Respect group leaders/helpers and accept decisions;
- Not be violent and aggressive;
- Refrain from rough and dangerous play;
- Take care of the equipment owned by the group;
- Refrain from the use of bad language, racial or sectarian references;
- Refrain from bullying; this includes bullying using new any form of social media;

- Not get involved in inappropriate peer pressure and push others into something they do not want to do;
- Pay any fees promptly;
- Not smoke, drink alcohol or take non-prescribed or illegal drugs on Church premises or at any event connected to Church activities.

Children / Young People have the right to:

- Be safe and happy in their chosen activity.
- Be respected and treated fairly.
- Take part as an equal to other children and young people in the group.
- Be protected from abuse by other members or outside sources.
- Ask for help.
- Be listened to.
- Be believed.
- Have any concerns taken seriously and acted on.
- Be referred to professional help if needed.
- Privacy.

Any minor misdemeanours and general misbehaviour will be addressed by the group leader. More serious or persistent misbehaviour may result in short term or permanent exclusion from the group. Parents will be informed at all stages.

I have read and understood the Code of Conduct and agree to abide by it

Signature of the child/young person	
Print Name of Child/Young Person	
Date:	
Signature of Parent/Career:	
Print Name of Parent/Career:	
Date:	