



MIDHURST YOUTH TRUST

SAFEGUARDING POLICY

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Child Safeguarding Policy

Aims and Objectives

Midhurst Youth Trust is a constituted group working to promote the well-being and development of young people through the provision of information, education and leisure opportunities.

Dissemination of Policies.

Those who take part in activities organised by the club will be made aware of these policies and directed to view them, and how to find them. Policies for Midhurst Youth Trust are available to view on the website Midhurst-youth-trust.org.uk

This Policy is mandatory for all staff and volunteers and will be reviewed annually or whenever there is a major change in the organisation or in relevant legislation or guidance.

Child Protection Policy

Midhurst Youth Trust is committed to protecting young people and reducing the risks from harm. We recognise our responsibilities to develop awareness of the issues which cause young people harm. Protecting children and young people from maltreatment and ensuring safe and effective care during their time spent with us and any activities organised by us.

We must at all times take actions necessary to ensure best outcomes in the interests of those in our care.

In all its undertakings, Midhurst Youth Trust will:

- *Maintain a clear focus on the interests and rights of the young person.
- *Respect everyone who receives or provides services.
- *Be supportive to young people to help prevent abuse occurring or to moderate its effect.
- *Co-operate with other agencies in dealing with actual or likely abuse.
- *Support staff, volunteers and carers/parents in working in this area of activity.
- *Ensure that all activities offered will be risk assessed, planned and appropriate for the age of the young people attending.
- *Ensure that staff/volunteers and young people are informed of the relevant policies and procedures relating to safeguarding and child protection as appropriate. Regular training opportunities will be given

Guiding Principles Midhurst Youth Trust

The young person's interests are paramount and his or her safety and welfare will always be given priority.

A young person's concern will be listened to carefully and will always be taken seriously and documented where appropriate.

Care will be taken not to infringe privacy and confidentiality any more than is necessary to safeguard the welfare of the young person.

In assessing the need for action when faced with child protection concerns, staff or volunteers will consider the situation in the context of family relationships, religion, disability, sexuality, gender, age and culture.

Unless there are exceptional circumstances staff or volunteers will share their concerns with young people and inform them of any action they intend to take.

Arrangements will be made to assist with communication in circumstances of disability or where English as an additional language.

Staff or volunteers will use plain jargon-free language appropriate to the age, ability and culture of each person, and will explain any unavoidable technical or professional terms.

Midhurst Youth Trust will ensure that all staff and volunteers understand the Trust's child protection procedures and are given appropriate levels of training in child protection matters through appropriate agencies.

Midhurst Youth Trust will engage with training programmes that take account of the latest Government guidance and regulations

Midhurst Youth Trust will ensure that parents and young people have access to information about where to go for help in relation to child abuse. Contact details for children's social care, police, emergency medical help and child lines to be posted on the notice board, leaflets and fliers freely available in the youth club building.

Midhurst Youth Trust will ensure that all staff and volunteers receive appropriate supervision and support, with access to a DSL/line manager / Chairperson in the event of the need for an urgent case discussion.

Role of the Designated Safeguarding Lead. (DSL)

To provide and ensure that the above safeguarding objectives are achieved there is a named designated safeguarding lead (DSL) supported by a second DSL. Their role is to provide leadership in the safeguarding of children and vulnerable adults in the Midhurst Youth Club. The current safeguarding leads are:

Lily Sharpe midhurstyouthclub@outlook.com Mobile 07710 285477

Kizzy Lane midhurstyouthclub@outlook.com Mobile 07710285477

The DSL and Deputy DSL will be familiar with the Safeguarding Policy of the club and ensure that activities organised by the club adhere to the policy. All staff and volunteers involved in the activities of the club will be made aware of the contents of the safeguarding policy to which they must adhere.

The DSL has level 3 designated lead training which must be renewed every 2 years. They will be advised by the West Sussex Safeguarding Childrens Partnership, the NSPCC helpline and/or the National Youth Agency Safeguarding Hub.

Definition of Harm

A useful overarching definition is:

Harm is any action, behaviour, event, or failure to act that causes, or is likely to cause, significant physical, emotional, psychological, sexual, social, or developmental damage to a young person.

Where incidents occur and potential threats occur these must be documented, dated and brought to the attention of the Designated Safeguarding Lead (DSL). Details of the concern must be raised and the source of the information should contact be necessary later.

Once a concern is raised it must be tracked to ensure that there is no continuing threat or harm to the young people staff or members of those in the care or part of the team that operates

All those working with young people must be aware of the possible threats that they may be open to. Young people can experience harm in many ways. Safeguarding guidance generally recognises several main categories of abuse, alongside other specific safeguarding risks.

1. Physical Abuse

Physical abuse is the deliberate use of force that causes or could cause injury, pain, or harm.

Examples include:

- Hitting, punching, slapping, or kicking
- Shaking
- Burning or scalding
- Poisoning
- Suffocating
- Misusing medication
- Causing physical injury through excessive punishment

Possible indicators:

- Unexplained injuries
- Frequent bruises or burns
- Injuries inconsistent with explanations given
- Fear of certain adults

2. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a young person that negatively affects their emotional development, self-esteem, or wellbeing.

Examples include:

- Humiliation or ridicule
- Constant criticism

- Threatening, intimidating, or frightening behaviour
- Rejection or exclusion
- Exposure to domestic abuse
- Bullying
- Unrealistic expectations or excessive pressure

Possible indicators:

- Low self-esteem
- Anxiety or depression
- Withdrawal from activities
- Extreme behaviour or attention-seeking

3. Sexual Abuse

Sexual abuse occurs when a young person is involved in sexual activities that they do not fully understand, cannot consent to, or are not developmentally ready for.

Examples include:

- Sexual touching
- Rape or sexual assault
- Encouraging a child to engage in sexual activity
- Exposure to sexual acts
- Showing sexual images
- Online sexual abuse
- Grooming for sexual purposes

Possible indicators:

- Sexualised behaviour inappropriate for age
- Sudden changes in behaviour
- Fear of specific individuals
- Unexplained gifts or money
- Secrecy about online activities

4. Neglect

Neglect is the persistent failure to meet a young person's basic physical and/or psychological needs.

Examples include failure to provide:

- Adequate food
- Safe accommodation
- Appropriate clothing
- Medical care
- Supervision
- Emotional support

Possible indicators:

- Poor hygiene

- Hunger
- Inappropriate clothing for weather conditions
- Frequent absence from school or activities
- Untreated medical conditions

Other Forms of Harm 5. Child Criminal Exploitation (CCE)

Occurs when an individual or group manipulates, coerces, or deceives a young person into criminal activity.

Examples include:

- Drug distribution ("county lines")
- Theft
- Violence
- Carrying weapons
- Financial exploitation

Indicators:

- Unexplained money or possessions
- Going missing
- Association with older individuals or gangs
- Increased secrecy

6. Child Sexual Exploitation (CSE)

A form of sexual abuse where a young person is manipulated or coerced into sexual activity in exchange for something they need or want.

Examples:

- Gifts
- Money
- Drugs or alcohol
- Status or affection

Indicators:

- Older partners
- Unexplained gifts
- Going missing
- Changes in behaviour

7. Online Abuse

Abuse that occurs through digital technology.

Examples:

- Grooming
- Sexual exploitation
- Cyberbullying
- Coercion
- Sharing indecent images

- Online harassment Indicators:
 - Distress after using devices
 - Secretive online behaviour
 - Contact with unknown adults
-

8. Bullying

Repeated behaviour intended to hurt, intimidate, or humiliate another person. Types include:

- Physical bullying
 - Verbal bullying
 - Social exclusion
 - Cyberbullying
 - Prejudice-based bullying
-

9. Domestic Abuse

Young people may be harmed by witnessing or experiencing abuse within the home. Examples:

- Physical violence
- Emotional abuse
- Coercive control
- Financial abuse
- Threatening behaviour

Effects can include trauma, anxiety, and behavioural difficulties.

10. Harmful Sexual Behaviour (HSB)

Sexual behaviours displayed by children or young people that are inappropriate, harmful, abusive, or developmentally unsuitable.

Examples:

- Sexual harassment
 - Sexual assault
 - Coercive sexual behaviour
 - Sharing sexual images without consent
-

11. Honour-Based Abuse

Abuse committed to protect or defend perceived family or community honour.

May include:

- Forced marriage
- Restrictions on freedom
- Violence
- Threats and intimidation

12. Female Genital Mutilation (FGM)

FGM involves procedures that intentionally alter or injure female genital organs for non-medical reasons.

FGM is illegal in the UK and is a serious form of abuse.

13. Radicalisation and Extremism

The process through which a young person may be encouraged to support extremist ideologies or engage in extremist activities.

Indicators may include:

- Sudden changes in beliefs
 - Isolation from peers
 - Exposure to extremist materials
 - Intolerance of others
-

Information Sharing

The seven core rules established by safeguarding guidance (such as the UK Department for Education's advice) include:

- 1. Data Protection is not a barrier: Remember that UK GDPR articles 6 and 9, and data protection laws are designed to help you share the *right* information in the *right* way for the *right* reasons, not to block safeguarding efforts. Safety always takes priority over organizational concerns.
- 2. Be open and honest: Right from the start, be transparent with the individual and their family about why you hold their information, why it might need to be shared, and who might need to know.
- 3. Seek advice if in doubt: If you are unsure about whether to share information, speak to your line manager or designated safeguarding lead. You do not always need to disclose identifying details to get a professional perspective.
- 4. Share with consent wherever possible: Always try to obtain informed consent. However, you can lawfully share information *without* consent if the individual lacks capacity, if seeking consent would place them at further risk of harm, or if there is an overriding public interest in keeping them or others safe.
- 5. Consider safety and wellbeing: Base your information-sharing decisions on the safety and wellbeing of the person and anyone else who may be affected by their actions. Always weigh the risks of sharing against the risks of *not* sharing.
- 6. Necessary, proportionate, relevant, accurate, timely, and secure: Only share exactly what is needed for the specific purpose, with the relevant people. Ensure the information is up to-date, shared promptly, and transmitted via a secure method.
- 7. Keep a record: Document every step of the process. Make a clear record of what information was shared, why it was shared, how you made the decision, and who it was given to.

Sharing Information: Confidentiality in Child Protection

Keeping Young people safe from harm requires professionals and others to share information:

- About a Young person's health and development and exposure to possible harm.
- About parents who may need help to care or may not be able to care adequately and safely for a young person.
- About those who may pose a risk of harm to a young person.

Often, it is only when information from a number of sources has been shared and is then looked at in its totality that it becomes clear that a young person is at risk of, or is suffering significant harm. Sometimes staff will question their right to pass on information about a family to the Social Services Department because it will break confidentiality with the family. The Staff/Volunteer should explore this issue regularly in supervision in order that staff and volunteers are clear about their responsibilities towards young people's well-being and their protection from harm.

Protecting Young people from Harm

Protecting young people from harm requires maximum co-operation and consent between young people, their families', communities and professionals.

Staff should advise young people on how to keep themselves safe in various circumstances as the opportunity arises eg radicalisation, online threats, mental health issues, exploitation etc.

Registration of all young people and young people taking part in activities is a basic requirement. Workers should take details of the young person's full name. Address, date of birth parent/carer and GP along with any special needs issues and health issues.

The Trust should ensure that all those working with children and young people are familiar with the reporting procedures: Signposting details are displayed on the noticeboard and in the office

Contact details for children's social care, emergency medical help and child help lines will be on display in the Youth Club

Childline (0800 1111)

NSPCC helpline (0800 800 5000)

West Sussex IFD/MASH (01403 229900) out of hours (0330 222 6664)

Police 999/101

What to do where there are concerns about a young person's welfare or in the event of disclosure of potential abuse

It is not the responsibility of Midhurst Youth Trust or any of the staff or volunteers working on its activities to undertake an investigation of potential abuse. The role of Midhurst Youth Trust workers and volunteers is to listen carefully, note what is said, give reassurances where appropriate and seek advice as soon as practicable to do so.

Where any worker or volunteer is concerned about the welfare of a young person or has suspicions about any physical injuries, they should share this concern immediately with the DSL. If the concerns remain, the DSL with the relevant Local Authority Designated Officer (LADO) who will decide on the next course of action. The Chairperson of Midhurst Youth Trust must be fully informed.

If any young person asks the staff member or volunteer to keep information about potential or actual abuse secret, the staff member or volunteer must explain, immediately and straightforwardly, that such information cannot be kept confidential and will be discussed with the DSL.

An adult may reveal information about potential abuse without realising the significance of what he or she is saying. The worker should discuss the situation with their line manager at the termination of the session. Where in all the circumstances the DSL assesses a referral to the relevant Social Services Department is necessary, they should first liaise with the Chairperson of Midhurst Youth Trust, or go directly to the Police in extreme circumstances.

A young person may make a clear statement about the occurrence of abuse now or in the past. It will be important to:

- Listen to the young person, rather than asking questions of them directly.
- Offer them reassurance without making promises and take seriously what the Young person says.
- Avoid overreaction and interrupting a young person who is freely recalling significant events, avoid questioning or interrogating the young person. • Explain what you have to do next and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event even if it is information you do not fully understand or like writing down.
- The worker should discuss the matter as soon as possible with the DSL who should refer the matter to the Local Authority Designated Officer

In exceptional circumstances, when it is judged that the child or young person is in immediate danger, the DSL should take steps to keep them safe until appropriate action can be taken by the relevant authority. A decision to take such action requires immediate discussion with the Chairperson Midhurst Youth Trust, if possible.

In situations where an adult openly refers to abuse or expresses concern about their or a partner's treatment of a young person, the worker should check back what is being said, and make it clear that he or she will need to discuss with their DSL to decide what happens next. Upon receipt of any such information the Staff/Volunteer should discuss the matter immediately with the DSL.

Where, following consultation with the Chairperson of Midhurst Youth Trust, it is decided that an immediate child protection referral to the is required, the DSL should make a telephone referral to the local authority. This should be followed up by a report in writing detailing the concerns. NB: In any such circumstances it is for the Local Authority to decide and negotiate as to who undertakes any investigation.

Staff/Volunteers and workers should at all times respect the right of parents, children and young people to be kept informed throughout the process of identifying concern and referral on to the LADO/MASH Services. The wishes and feelings and consent of the child or young person. or Parental responsibility consent, should at all times be ascertained and wherever possible followed, but the workers primary consideration must always be the safety and welfare of the child or young person.

Action in relation to adult victims of abuse

Adult and young people may disclose that they have been abused as young people and the abuse may have continued into adulthood. They may not want to take any further action and it may be sufficient that the abuse is acknowledged. They may, however, ask for or are assessed as needing help in dealing with these past events because of the impact upon their current behaviour and especially the effect upon any young people for whom they have responsibility. In these circumstances the worker should liaise with the DSL to discuss a referral to an appropriate agency for counselling. A referral should only be made with the agreement of the service user.

Consider referring the matter to the police. No matter how old is the abuse it is not too late for a prosecution although this will be for the police to decide in conjunction with the Crown Prosecution Service. Before any decision to refer to the police, the DSL should liaise with Chairperson, if possible. Again, careful thought will need to be given to how the service user feels if he or she makes a statement to the police. Such a step requires much courage on the part of the service user. It is important to understand that the outcome may be that no further action is possible either because of a lack of corroborating evidence or because the police assess that the individual complainant will not be able to withstand a detailed cross examination by the defence solicitor.

Where it is alleged there are young people currently living with an alleged perpetrator, the worker should inform the DSL immediately who should then liaise with the Chairperson of Midhurst Youth Trust. The Staff/Volunteer will usually be directed to refer to the Social Services Department within which the young people are resident. In the first instance it is for the LADO to make a decision about involving the police.

The service user may indicate that he or she is unwilling to make a statement to the police or talk to Social Services staff. A referral should none the less be made if it is decided that the allegation is of sufficient substance and concern to be likely to merit further investigation.

Record Keeping

It is essential that a careful record on the case file is made as soon as possible or in any case within 24 hours of any of the above events. This record should include what was said by whom, the decisions made and reasons for them, the action taken and any outcome. In any circumstances where the protection of a young person has been discussed the record should be countersigned by the DSL, together with any other relevant comments or information.

All records will be kept securely at the Youth club office with access only permitted by the DSL and the Chairperson of Midhurst Youth Trust as appropriate. Any records kept as computer files will only be held on PCs with password security that is regularly updated.

REPORTING AND ESCALATION

Immediate risk: call 999

Significant harm: West Sussex Integrated Front Door(IFD) 01403 229900 Out of hours: 0330 2232 6664

Allegation against a person in a position of trust: West Sussex Local Authority Designated Officer (LADO) via WSSCP lado@westsussex.gov.uk 03302226450

The online IFD/MASH referral route MASH@westsussex.gcsx.gov.uk 03302226450 Out of hours 03302226664

MIND West Sussex 03003035652 helppoint@westsussexmind.org

Police non emergency: 101

Allegations of abuse against staff

All staff and volunteers must be familiar with and work to the principles and guidance set out in this document. Working to these principles and following the guidance will help ensure the protection of both young people and staff. However, in rare circumstances staff working with young people may be the subject of an allegation of abuse against a young person in their charge.

What to do if an allegation against a staff member or volunteer is made.

Should an allegation be made against a member of the team working with the Trust they should be advised of this and any further action that may be necessary to resolve the issue.

If an allegation is made to a staff member (who is not the subject of the allegation) as full information as possible must be obtained from the informant. This includes the nature of the alleged abuse when it is thought to have occurred, how often and how the informant knows of the incidents. The date time and nature of the allegation should be recorded.

Where the young person makes an allegation of abuse now or in the past by a worker. the recipient of the allegation should;

Listen to the Young person, rather than asking questions of them directly.

Avoid overreaction and interrupting a young person who is freely recalling significant events

Avoid questioning or interrogating the young person, explain what you must do next and Record the discussion accurately, as soon as possible after the event even if it is information, you do not fully understand or like writing down.

As soon as possible after the receipt of the information the staff member must share the information with the DSL to enable an assessment to be made of any immediate danger to the young person.

In exceptional circumstances when it is judged that the child or young person is in immediate danger, the staff/DSL should take steps to keep them safe until appropriate action can be taken by Social Services. A decision to take such action requires immediate discussion with the Chairperson of Midhurst Youth Trust, if not available, appropriate action must be taken and the LADO/MASH or the Police informed.

If an allegation is made, the DSL must contact the Local Authority Designated Officer for advice and support.

If, following consultation with the DSL, there are concerns about the risk to the young person's welfare from the worker who is the subject of the allegation, the matter should be referred immediately the Chairperson of Midhurst Youth Trust.

In consultation with other members of Midhurst Youth Trust Management Team, consideration will be given to what action is necessary to protect the young person and what action is necessary in relation to the employee or volunteer. The range of options will include all, or some of the following:

- Where the staff member/ volunteer is the key worker, a change of key worker.
- Liaison with and referral to MASH or the Police for them to decide what action to take.
- Suspension of the worker from their place of work to allow further investigation of the circumstances.
- The appointment of an independent person to support and assist the person against whom the allegation is made.
- Discussion with the Management Committee.

Where circumstances dictate Midhurst Youth Trust will:

- Co-operate with any investigation undertaken by the police or local authority.
- Arrange for the provision of appropriate support to the young person and carers of the young person.
- Consider and address the impact of any such allegations upon other young people and parents receiving a service from Midhurst Youth Trust.
- Consider and address the impact of any such allegations upon the staff and volunteers of the project.
- Review the existing safe working and child protection procedures.

Code of conduct for staff and volunteers

Midhurst Youth Trust seeks to have a young person-centred approach to its work. We recognise the need to:

- Listen to young people.
- Value and respect young people as individuals involve young people in decision making, as appropriate.
- Encourage and praise young people.

It is also important for the protection of all concerned, that staff, volunteers, children and young people have guidelines on what is expected and what is not accepted, with respect to their behaviour.

Guidelines for staff and Volunteers

- Staff and volunteers should not spend excessive amounts of time alone with young people, away from others.
- Meetings with individual child or young person should take place as openly as possible. *If privacy is needed the door should have a see-through glass panel or the door left open and other staff or volunteers informed of the meeting.
- *Staff and volunteers are advised not to make unnecessary physical contact with children and young people.
 - However, there may be occasions when physical contact is unavoidable, such as providing comfort and reassurance for a distressed young person or physical support for example in sports activities.
 - In all cases, physical contact should only take place with the consent of the child or young person.
 - It is not good practice to take young people alone in a car on journeys, however short. Where this is unavoidable it should be with the full knowledge and consent of the parents/carers and the person employed who has management responsibility for the activity.
 - Staff and volunteers should not meet with children outside of organised activities unless it is with the knowledge and consent of parents/carers and the person employed who has management responsibility.

- Staff/Volunteers who are involved in relationships with other adults within the activity group should ensure that their personal relationships do not affect their Staff/Volunteer role within the organisation.

Staff and volunteers should never:

- Engage in rough physical games. Including horseplay, apart from structured sports activities
- Allow the use of inappropriate language unchallenged
- Make sexually suggestive comments about or to a young person even in fun.
- Let allegations a young person makes go without being addressed and recorded.
- Do things of a personal nature for young people that they can do themselves.

Breaches of Staff Code of Conduct:

Common Reasons for Breaches:

- **Misuse of Technology:** Inappropriate use of IT systems or social media.
- **Substance Abuse:** Alcohol or drug use during work hours.
- **Breach of Confidentiality:** Unauthorized disclosure of sensitive data.
- **Inappropriate Behaviour:** Bullying, harassment, or, in some cases, serious misconduct outside of work.

Consequences for Staff

- **Disciplinary Action:** Referred to Disciplinary and Grievance Policy. Formal or informal warnings, suspension, or performance improvement plans •
Termination of Employment: Immediate dismissal (summary dismissal) for "gross misconduct" such as fraud, violence, or severe negligence.

MIDHURSTYOUTH TRUST

CODE OF BEHAVIOUR FOR YOUNG PEOPLE

- **Respect:** Treat all members, staff, and visitors with respect, regardless of background.
- **Safety:** Follow all safety guidelines and instructions from staff.
- **Conduct:** No bullying, fighting, or aggressive behaviour (online or offline).
- **Responsibility:** Take responsibility for personal actions and behaviour.
- **Environment:** Respect the club facilities and equipment.
- **Substances:** No smoking, vaping, or alcohol/drug consumption.
- **Attendance:** Arrive on time and adhere to agreed timings.
- **Privacy:** Do not take photos or videos of others without permission.

The following behaviours will not be tolerated

- **Bullying:** Includes cyberbullying, prejudice-based, and discriminatory bullying.
- **Sexual Harassment:** Including unwanted physical contact, sexual comments, and upskirting.
- **Harmful Sexual Behaviour:** Age-inappropriate sexualized behaviour, which may include the perpetrator being a victim of abuse themselves.
- **Sexting:** The sharing of nude or semi-nude images.
- **Physical Abuse and Hazing:** Violence, initiations, or brutal social rituals.

Dealing with unacceptable behaviour by children and young people.

It's important that the children and young people understand what is acceptable behaviour and what will happen if they behave in a way that is not appropriate.

Managing behaviour

If a child or young person behaves in a way that isn't appropriate or acceptable, then all disciplinary measures must be non-violent or be humiliating to young people.

If the behaviour is a minor or first-time incident, then you should:

- remind them about the code of behaviour
- ask them to follow it
- give them an opportunity to change the way they're behaving.

This will help children and young people reflect on their behaviour and plan a positive response with help from staff and volunteers.

One way of doing this is by using a warning system to help children and young people understand the steps you will take.

Minor or first-time incident

If a child or young person is behaving inappropriately, remind them about the code of conduct and give them the opportunity to change their behaviour.

Formal warning

If the inappropriate behaviour continues, a formal warning should be issued. Record the incident and inform their parents or carers as appropriate.

Talk about what happened and agree what support is needed to improve behaviour in the future - it might be that a different strategy needs to be tried.

Decide whether a sanction, like restricting the use of certain facilities, is appropriate.

Final warning

If the young person's behaviour continues to be an issue, give them a final warning. Record the incident and inform their parents or carers as appropriate.

At this point, you might need to talk with the child and their parents about other services that might be better able to give them the support they need. You should consider whether a young person has additional needs or if there are underlying issues affecting their behaviour.

MIDHURST YOUTH TRUST

Recruitment of Staff

Special care and attention must be made with regard to recruitment of staff and volunteers who will be working with and in contact with the young people taking part in the activities organised by the Trust.

Before appointment can be made there will be a structured application form submitted requiring full employment history with any gaps explored/explained.

Principles of Safer Recruitment

Volunteers/prospective employees should complete an application form supplying the following information:

- Personal details
- Previous experience/full employment history
- Competencies and areas of interest
- Names of 2 referees (1 previous employer and 1 independent).
- Any criminal convictions (see further information below)
- Signature and date
- Any previous DBS's undertaken

The identity of all potential employees and volunteers will be verified, along with their "right to work" within the UK prior to employment.

The qualifications and professional registration of all potential employees will be independently verified prior to starting employment.

Written references will be obtained and independently verified for all employees before appointment

All prospective employees and volunteers will be asked if they have any conviction cautions, reprimands or final warnings that are not "protected" (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)).

All Staff/Volunteers/self-employed staff should complete a Disclosure Form (DBS) at enhanced level with a Children's Barred List check where the role meets the activity definition. These clearances will be renewed every 3 years.

All new volunteers and staff will be closely supervised and never left alone with a young person.

Where required, enhanced DBS checks for personnel and staff on placement from other organisations. Where required, DBS checks will also be carried out for sub-contractors working within the building when young people may be present. Parents or carers involved in sessions or activities will also be DBS checked.

In accordance with guidance from the Disclosure and Barring Service a single central record will be kept of the disclosure number, completion date and whether the check is satisfactory.

Induction and probation Induction

During the first days and weeks, a new staff member should receive:

- A copy of the safeguarding and child protection policies.
- The staff code of conduct and behaviour expectations.
- Information about reporting safeguarding concerns and whistleblowing procedures.
- Health and safety information, including emergency procedures.
- Details of their role, responsibilities, and supervision arrangements.
- Training on safeguarding children and young people.
- Information about confidentiality, data protection, and appropriate use of social media.

Probation Period

Employees and volunteers will have a probation period of 3 months or 6 months.

During probation it is recommended to:

- Set clear objectives and expectations.
- Provide regular supervision meetings.
- Observe the staff member working with young people.
- Monitor attendance, conduct, and performance.
- Address concerns promptly and document discussions.
- Ensure any required training is completed.

Review Meetings

- An initial meeting within the first few weeks.
- A mid-probation review.
- A final probation review before confirmation of employment.

Written records to be kept of:

- Induction completed.
- Training undertaken.
- Supervision sessions.
- Performance reviews.
- Any concerns raised and actions taken.

Training in Safer Recruitment for those who recruit

Those who recruit will need to undertake NSPCC Safer Recruitment Training This course covers:

- Safer recruitment policies and procedures.
- Advertising and application processes.
- Shortlisting and interviewing candidates.
- Background checks, including DBS checks.
- Assessing concerns identified during recruitment.
- Managing allegations and safeguarding concerns.
- Recruiting staff and volunteers who will work with children and young people.

Adult Ratios for Activities

The following minimum ratios of Staff/Volunteers to young people will be applied within the Youth Club (West Sussex County Council Guidelines):

8 to 10 year olds – 1 staff/registered volunteer to 15 young people

11 to 19 year olds – 1 staff/registered volunteer to 20 young people

DBS checks will also be carried out for work experience

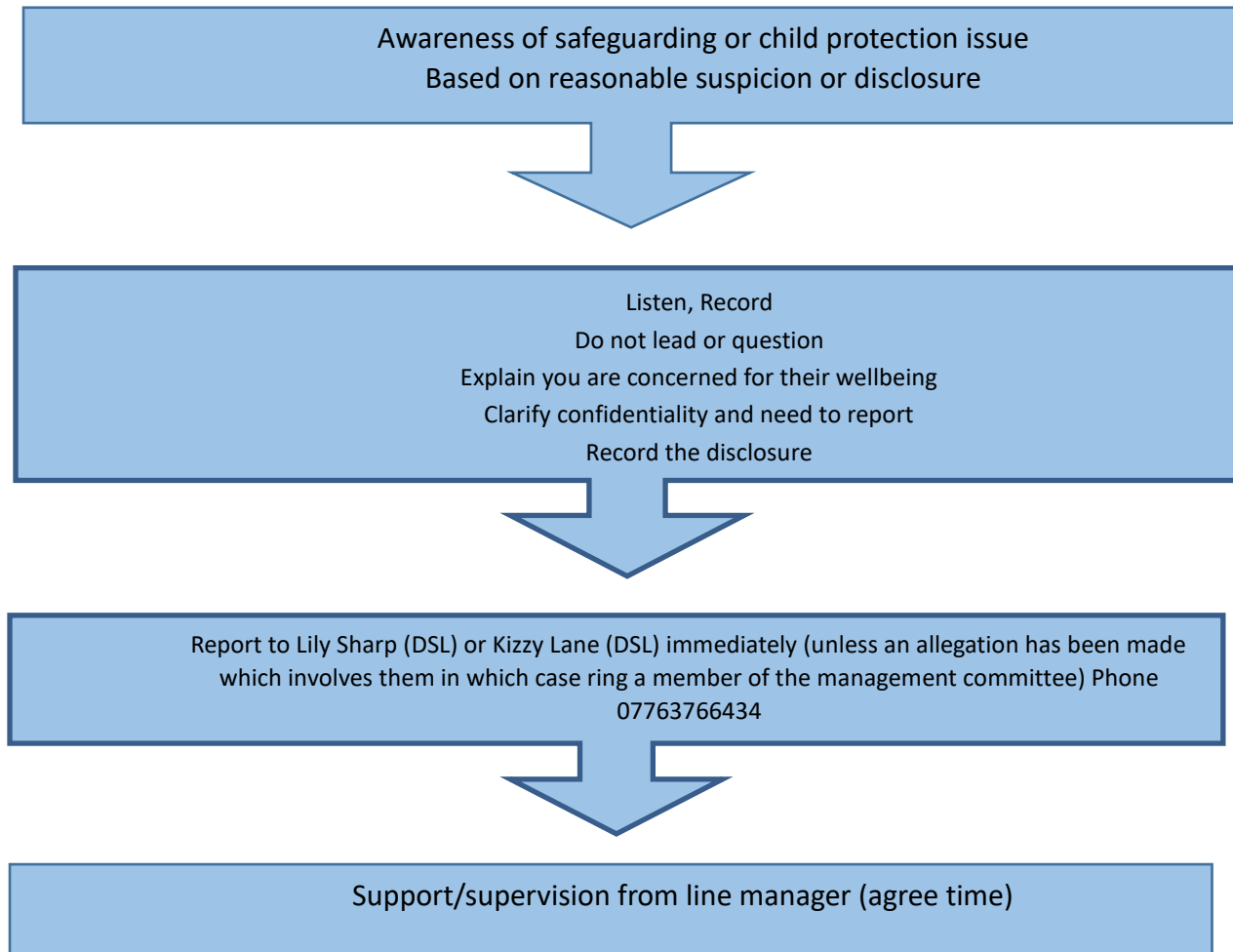
Activities organised by the Trust

All activities organised by the Trust for young people must conform to safety guidance that may have been stipulated by the relevant body that regulates that sport or activity.

A clear plan of supervision and behaviour must be in place to ensure the overall safety of all of those taking part in the trip.

MIDHURST YOUTH TRUST – Safeguarding Procedures

All staff to be aware of their duty to report and record concerns with the relevant agencies.
Staff should follow the procedure outlined below if they are aware of a safeguarding or child protection issue



DISPLAY THIS CHART WHERE IT IS VISIBLE TO ALL STAFF AND VOLUNTEERS

EMERGENCY CONTACTS

Lily Sharp (DSL) 07955293601
Kizzy Lane (DSL) 07834650598
Colin Hughes (Chairman) 07763766434
Anne Murphy (Trustee) 07710285477
Multi-Agency Safeguarding Hub (MASH) 01403 229 300

West Sussex Safeguarding
Childrens ' Board To make a referral or advice 01403 229 900
Out of hours 0330 222 6664

Email MASH@westsussex.gcsx.gov.uk
CHICHESTER HUB REFERRAL
chichesterHUB@westsussex.gcx.gov.uk

