

## ASHURST WOOD YOUTH CLUB

### Safeguarding Policy

The Management Committee of Ashurst Wood Youth Club is firmly committed to the welfare of all young people who use its facilities and protecting them from physical, sexual and emotional harm. The Club will aim to ensure that all young people meet in a safe environment with people they can trust. It will also ensure that all risks which young people encounter is carefully assessed and the necessary steps taken to minimize and manage them. All adult leaders will be provided with a copy of this policy and will be requested to indicate their commitment to it by completing a signed copy which will be kept in the club records.

#### Recruitment

All volunteers should:

- Be appointed by the Management Committee.  
Complete a Disclosure and Barring Service Form (DBS) check for Child Workforce
- All leaders and helpers should complete a DBS at enhanced level. These clearances will be renewed every 3 years.
- All new volunteers will only be able to attend the Youth Club once a clear DBS certificate has been received. IF they are to attend to the Club before, they will be closely supervised and at no time left with a child alone
- Any young person volunteers, over 16 years of age will need to complete a DBS checked if taking on any responsibility where they could be running an activity. This does not include taking subs money and tuck shop money.

In accordance with guidance from the Disclosure and Barring Service a record will be kept of the disclosure number, completion date and whether or not the check is satisfactory.

#### Youth Leaders:

- The Youth Leader(s) will be an employee of the Ashurst Wood Village Council and recruited through its recruitment procedures. A Disclosure and Barring Service Form (DBS) check for Child Workforce and enhanced checked will be completed. A record will be kept on file as noted above.
- Youth Leader will attend appropriate safeguarding training as needed.

#### **Code of Behaviour** (to be displayed)

The Management Committee adheres to the following guidelines as to how young people and adults interact with each other.

- Abusive behaviour and language, violence, aggression, bullying or discrimination will not be tolerated. Leaders will respond quickly and effectively to any such reports
- No alcohol will be consumed on the premises. Leaders will refrain from consuming alcohol prior to assuming responsibility for young people
- The appropriate ratios of leaders to young people will be applied:

- 1:15 where the element of risk is similar to that encountered in everyday life
- 1:10 for all trips abroad
- 1:6 for children under 10 years, or groups with special needs – *Under 10s not applicable club as open to 11-16year olds*
- Young people are free to leave the club activity when they wish
- Requirement for parents or carers involved in sessions not to be with a child/young person on their own during the club session
- Consider consequences if anyone behaves inappropriately in accordance with The Code of Behaviour