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WALES FEDERATION OF YOUNG FARMERS' CLUBS

SAFEGUARDING OF CHILDREN & YOUNG PEOPLE POLICY

**ADOPTED:
AT WALES YFC COUNCIL,
5 FEBRUARY 2011**





WALES FEDERATION OF YOUNG FARMERS' CLUBS

SAFEGUARDING OF CHILDREN & YOUNG PEOPLE POLICY

1. Introduction

The Wales Federation of Young Farmers' Clubs policy outlines the guidance for the protection of all children, young people and vulnerable adults who are members of the constituent Clubs within the Federation. The guidance is based on the all Wales Child Protection procedures.

2. Scope

The purpose of the policy is to provide assistance to all persons involved in management and administration at Wales, County and Club level, both paid and voluntary, as well as parents, helpers, Club Members, etc., in order to:

- a) Ensure that they are aware that abuse can take place within their club / movement and that abuse may take various forms;
- b) Assist them to recognise that abuse of children / young people (i.e. those under 18 years of age) can occur and that they have a system in place to help them deal with evidence of possible child abuse;
- c) Provide all persons involved with the care and responsibility of children / young people with guidance as to how to avoid situations that may give rise to allegations of abuse, and how to act pro-actively to ensure that both abuse and allegations are avoided;
- d) Ensure that all YFC members and officers understand that they have a responsibility to see that the abuse of children / young people, from whatever source, is prevented;
- e) Ensure that all YFC members and officers understand the responsibilities and actions to be taken in the event of an allegation against YFC officers and members.

Guidance sheets & procedures to support the Wales YFC Safeguarding of Children & Young People Policy

| | |
|-------------------|----------------------------------|
| Guidance sheet 1: | Do' and Don'ts for Young Members |
| Guidance sheet 2: | Recognising signs of abuse |
| Guidance sheet 3: | Recording incident or disclosure |
| Guidance sheet 4: | Parental Consent Form |
| Guidance sheet 5: | DBS Reporting Procedure |
| Guidance sheet 6: | Relevant Stakeholders |

Wales YFC Safeguarding of Children and Young People Policy
Adopted at Wales YFC Council, 5 February 2011
Version 2 – Updated Thursday, 22 August 2013

WALES FEDERATION OF YOUNG FARMERS' CLUBS

SAFEGUARDING OF CHILDREN & YOUNG PEOPLE POLICY

3. Policy aim

- 3.1 The aim of the policy is to help prevent abuse of young people / children and ensure that young people / children, are protected and kept safe from harm.
- 3.2 Everyone involved in the care of children / young people should know what to do if there are concerns about abuse and this guidance is designed to support the YFC in following all child protection procedures.

4. Key principles for good practice in the care of children / young people

- 4.1 Anyone may have the potential to abuse young people in some way and it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with young people. It is essential that the same procedures be used consistently whether those involved are paid or unpaid, part-time or full time.
- 4.2 It is possible to reduce situations for the abuse of children / young people and help to protect Club officials, staff, volunteers and helpers by promoting good practice. The following are some specific examples of care, which should be taken when working within a child's / young person's environment:
 - Language must be acceptable and without innuendo;
 - Always be publicly open when working with children / young people. Avoid situations where a member and an individual child / young person are completely unobserved;
 - If any form of manual support is required it should be provided openly and according to guidelines provided by the Children's Service. Some parents / guardians are becoming increasingly sensitive about manual support and their views should always be considered carefully;
 - Encourage an open environment, (i.e. no secrets);
 - Where mixed groups are away from home a senior male and female officer should always accompany them.
 - Everyone should also be aware that as a general rule it does not make sense to spend excessive amounts of time alone with young members away from others.
 - Everyone should consider the arrangements for transporting children / young people alone on car journeys, however short.
 - Everyone should consider the arrangements for activities that may lead to children / young people being alone with you.
 - Everyone should consider the arrangements where children / young people may attend an adult's home i.e coaching / training for specific YFC activities.

- If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the child / young person's parents / guardians and preferably with the knowledge of another senior officer of the Club.
 - Integration of Safeguarding at all YFC Events. Safeguarding procedures should be formalised for all YFC events i.e All stewards briefings should include Safeguarding procedures relevant to that particular activity / event.
- 4.3 Those looking after, children/young people must never:
- Engage in rough, physical or sexually provocative games including horseplay;
 - Share a room with a child / young person;
 - Allow, or engage in, any form of inappropriate touching;
 - Allow children / young people to use inappropriate language unchallenged;
 - Make sexually suggestive comments to a child / young person, even in fun;
 - Allow allegations made by a child / young person to go unchallenged, unrecorded or not acted upon;
 - Do things of a personal nature for children / young people they can do for themselves;
 - Invite or allow children / young people to be with them in their home while unsupervised.
- 4.4 All Members should receive information on keep themselves safe (Guidance sheet 1).
- This information is available to all YFC members through the Wales YFC Website, from County Offices and will be distributed to all members at the point of joining the organisation.
- 4.5 All those teaching, training, giving instruction, care, supervision or providing advice and guidance or driving a vehicle used specifically for transporting children or young people should be subject to DBS checks. (Defined in schedule 4, the Safeguarding of Vulnerable Groups Act).
- The activity must happen frequently once a week or more or intensively four or more days in a single month or overnight.
- 4.6 Annual safeguarding training should be available through the local safeguarding children's board for Club / County / Wales officers so that they are continual updated and aware of safeguarding issues. The agreed level of training is Foundation / level 1 details of which will be set out in the YFC Training Plan.

4.7 Visibility of Policy

All those involved in the organisation should be able to access the policy via the Wales YFC Website. Copies are also available from all County Federation offices who have adopted the policy and their local YFC clubs.

4.9 It is recommended that Wales YFC and each federation who adopt this policy ensure that the County Organiser / elected representative meets the following requirements to ensure for the safeguarding of children and young people.

- Attends meetings / training sessions of the Local Safeguarding Children's Board in order to keep up to date with Safeguarding issues.
- Monitor that DBS checks are being conducted on relevant YFC personnel.
- Monitor that annual training in Safeguarding issues is available for all YFC Officers (as set out in the YFC Training Plan) in partnership with the Local Safeguarding Children's Board.
- Work with Officer teams (Club / County / Wales level) to ensure that a designated 'responsible adult' is identified at each YFC event at which members under the age of 18 are present.
- Work with Officer teams (Club / County / Wales level) to ensure that the behaviour of older members at Club / County / Wales events minimises the risk to younger members, and protects the reputation of older members. This will involve looking at activities and transport arrangements, for example.
- Discuss any concerns regarding possible abuse in a confidential manner, supporting the member or officer to refer on to the appropriate authorities.

4.10 Consent forms

At all levels (Club, County and Wales) the use of consent forms should be common practice in order for children / young people under the age of 18 to engage in YFC programmes of work.

5. **Recognition of, and response to, signs of possible abuse of children**

5.1 Identification of Possible Abuse

It is often difficult even for those who are experienced in the field of child abuse to be sure that abuse is taking place. Therefore great care must be taken to ensure that suitably experienced persons are involved at the earliest opportunity.

Guidance sheet 2 provides further information on recognising signs of possible abuse and more comprehensive information is available in the All Wales Child Protection procedures.

5.2 Indications of Abuse

Please see guidance 2 and / or All Wales Child Protection procedures for further detail / advice.



Indications of abuse include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on parts of the body not normally prone to such injuries;
- An injury for which the explanation seems inconsistent;
- The child / young person describes what appears to be an abusive act involving him/her;
- Someone else (child / young person / adult) expresses concern about the welfare of a child / young person;
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).

5.3 Symptoms of Abuse

Please see guidance 2 and / or All Wales Child Protection procedures for further detail/advice.

A Child / Young Person subject to abuse may:

- Show inappropriate sexual awareness;
- Engage in sexually explicit behaviour;
- Become distrustful of adults, particularly those whom a close relationship would normally be expected;
- Have difficulty in making friends;
- Show reluctance to socialise with other children / young people;
- Display variations in eating patterns including overeating or loss of appetite;
- Lose weight for no apparent reason;
- Become increasingly dirty or unkempt.

5.4 Recommended Responses to Apparent Evidence of Abuse

If a child / young person says or indicates that he / she is being abused, or information is obtained which gives concern that a child / young person is being abused, the person receiving this information should:

- React calmly so as not to frighten the child / young person;
- Tell the child / young person that he / she is not to blame and that it was right to tell someone;
- Take what the child / young person says seriously, recognising the difficulties inherent in interpreting what is said by a child / young person who has communication difficulties and / or differences in language;
- Keep questions to an absolute minimum to ensure a clear, accurate understanding of what has been said;
- Reassure the child / young person but do not make promises of confidentiality which might not be capable of being honoured in the light of subsequent developments;
- As soon as possible, make a full written record of what has been said, heard or seen. (Please see guidance sheet 3).

5.5 Supervision

YFC Officers should be sensitive to any concerns about abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns and discuss these with the County Organiser / elected Representative.

The County Organiser / elected Representative would seek advice and discussion with their line manager and / or County Council Children's services.

5.6 Responsibility for Investigation of Suspicions or Allegations

It is not the responsibility of Club / County / Wales members or officers whether in a paid or voluntary capacity, to decide whether or not child abuse is taking place. However, there is a responsibility to protect children / young people in order that appropriate agencies can then make enquiries and take any action necessary to protect the child.

The Local Authority Children's Services has a statutory duty under The Children Act 1989 to ensure the welfare of a child. When a child protection referral is made children's service have a legal responsibility to investigate. This may involve talking to the child / young person and his / her family and gathering information from other people who know the child / young person. Enquiries may be carried out jointly with the police.

5.7 Action to be taken in the Event of Concern

The person discovering, or being informed of the abuse, should inform the Local Authority Children's Service or the police; telephone numbers are given below and / or can be found in the telephone directory. In these circumstances, it is not required that a person gives his / her name, but it is helpful to do so.

The County Council's Children's Service, together with the referrer and possible support of the County Organiser / elected representative, where appropriate, will decide how and when parents or guardians should be informed.

In most situations it would be important to talk to parents or guardians to help clarify any initial concerns. For example, if a child /young person seems withdrawn, he / she may have experienced bereavement in the family.

However there are circumstances in which a child might be placed at even greater risk if such concerns were shared, (e.g. where a parent or guardian may be responsible for the abuse or be unable to respond appropriately to the situation).

5.8 Records, Information and Evidence (Refer to guidance sheet 3)

Information passed to Children's Service or to the police must be as helpful as possible, hence the necessity for making a detailed record. Information should include the following:

- The nature of the allegation;
- A description of any visible bruising or other injuries;
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred;
- Any times, dates or other relevant information;
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the police or local County Council's Children's Service should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to County Council's Children's Service must be confirmed in writing within 24 hours.

A record should be made of the name and designation of the Children's Service member of staff or police officer to whom the concerns were passed, together with the time and date of the call in case any follow-up is needed.

5.9 Allegations against YFC Officers / Members etc.

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings, (e.g. sport or other social activities). Recent inquiries indicate that abuse, which takes place within a public setting, is rarely a one-off event. It is crucial that those involved in the YFC movement are aware of this possibility and that all allegations are taken seriously and appropriate action is taken.

There may be circumstances where allegations are about poor practice rather than abuse, or where he / she is unsure about whether the allegation constitutes abuse or not, and is therefore unclear about what action to take. But those responsible should always consult other colleagues such as the County Organiser / elected representative who can gain advice from the Children's Service or the NSPCC if there is any doubt. This is because it may be just one of a series of other instances which together cause concern.

There may be reservations about reporting matters involving other YFC members, officers or volunteers. However, it is important that any concerns for the welfare of the child / young person arising from abuse or harassment by any person, no matter who they might be, should be reported immediately.

YFC will assure all members / staff / officers / volunteers that it would fully support and protect anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child.

5.10 Possible Actions Following a Report

There are a number of possible actions as a result of a report of child abuse being lodged, including:

- A criminal investigation;
- A child protection investigation;
- A disciplinary or misconduct investigation.

5.11 Action to be taken in the event of concern about YFC Personnel

If, following careful consideration, the allegation is clearly about poor practice, the Person(s) in Charge will deal with it as a misconduct issue;

- If the allegation is about poor practice by the Person(s) in Charge, or if the matter has been handled inadequately and concerns remain, it should be referred to the Federation appointed representative, who should decide how to deal with the allegation and whether or not to initiate disciplinary proceedings;
- Any suspicion that a child / young person has been abused by either a member / officer / volunteer should be reported to a person(s) in Charge, who will take such steps as considered necessary to ensure the safety of the child / young person in question and any other child / young person who may be considered to be at risk;
- The Person in Charge will refer the allegation to the County Organiser / elected representative who will refer the matter to the local authority's Children's Service who may then involve the police;
- The parents / guardians of the child / young person will be contacted by the local authority Children's Service as soon as possible;
- Every effort should be made to ensure that confidentiality is maintained for all concerned;
- If a Person(s) in Charge is the subject of the suspicion / allegation, the report must be made to the County Organiser / elected representative, who is then responsible for taking the action outlined above;
- The Federation will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and children's services inquiries;

- Irrespective of the findings of the Children's Service or Police inquiries, the Federation must assess all individual cases under the appropriate misconduct / disciplinary procedure to decide whether a member / officer / volunteer etc. can be reinstated and how this can be handled sensitively;
- This may be a difficult decision particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Federation must reach a decision based upon the available information which could suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of children / young people should always remain paramount.
- Consideration should be given about what support may be appropriate to children / young people / parents and guardians / officers / volunteers.

The Federation should not attempt to become involved in any such action except under the guidance, and with the support, of the Children's Service.

5.12 Allegations of Abuse Made at a Later Date

Allegation of abuse may be made some time after the event (e.g. by an adult who was abused as a child / young person by an officer / volunteer who is still currently working with children / young people). Where such an allegation is made, Club / County / Wales should follow the procedures given under the heading "Responding to suspicions or allegations" and report the matter to the Local Authority's Children's Service or the Police. This is because other children / young people, either within the organisation or outside it, may be at risk from such a person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children / young people.

6. **Relevant stakeholders**

Guidance Sheet 6 outlines relevant statutory and voluntary bodies that can support the YFC in the implementation of this policy.

Consultation process for the Wales YFC Safeguarding of Children & Young People Policy.

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|---|---|
| Approval of Safeguarding Action Plan by Wales YFC Council | 2 nd October, 2010 |
| Circulation of Draft Policy to YFC Staff & Officers | October, 2010 |
| Discussion with YFC Staff Association | 9 th November, 2010 |
| Circulation of Safeguarding Policy to County Federations for Consultation | 8 th December, 2010 |
| Safeguarding discussion with Board of Management | 17 th January, 2011 |
| Second period of Consultation with County Federations | 17 th January – 5 th February, 2011 |
| Council discussion on Wales YFC Safeguarding Policy and adopted unanimously with immediate effect. | 5 th February, 2011 |
| Wales YFC Youth Forum agreed to take a lead role in the implementation of policy actions to YFC members under the age of 18. | 5 th February, 2011 |
| Staff Association representatives working on templates for Parental Consent Forms and DBS Reporting Procedures. | Draft versions to be completed by 5 th April, 2011 |
| Updated details regarding DBS code of practice and recruitment of people with a criminal record. | 9 th January, 2013 |
| Updated the Relevant Stakeholders section | 9 th January, 2013 |
| Updated the Membership Form/Parental Consent form. | 9 th January, 2013 |
| Consultation of the Wales YFC Safeguarding Policy carried out by the local authorities' local safeguarding children's boards. | January – June 2013 |
| Review of the Wales YFC Safeguarding of Children and Young People Policy | 22 nd August 2013 |

Wales YFC Safeguarding of Children & Young People Policy approved by
WALES YFC COUNCIL.

Signed: Enfys Evans 

Role: Wales YFC Chairman 2010 / 2011

Dated: 5th February, 2011

Signed: Elected Safeguarding Representative:
Julie Thomas

Dated: 5th February, 2011

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Advice for Young Members on How to avoid Misconduct by others in your Club and What to Do About It

1. What is misconduct?

Broadly any improper behaviour towards you - that can be a physical act, remarks, suggestive gestures, or the showing of pictures or other material or some other form of abuse such as physical violence.

2. What can you do to avoid such misconduct?

Follow a few simple rules

- i) LISTEN to the advice of parents / guardians;
- ii) AVOID being left alone with anyone;
- iii) If you have to leave the group or club meeting temporarily, or are called away from it, TELL SOMEONE
 - a) WHERE you are going;
 - b) WHY you are going;
 - c) HOW LONG you are likely to be gone.
- iv) DON'T ALLOW anyone to talk to you about something personal about YOURSELF or about him or her, if it has nothing at all to do with his or her job or work with the YFC. If they still do so, WALK AWAY and complain to someone;
- v) DON'T AGREE to meet someone on your own after club meetings or other activities;
- vi) DON'T AGREE to meet someone on your own at ANYTIME, ANYWHERE;
- vii) DON'T ACCEPT a lift from anyone if you will be the only passenger. Either refuse or insist that someone else goes along too;
- viii) DON'T be over-friendly towards those who work with you, or for you, in the YFC movement.



3. **If misconduct happens what should you do?**

- i) TELL that person to stop at once and also TELL others who may be present what happened;
- ii) If they actually saw what happened REMEMBER who they are so that they can be your witnesses;
- iii) If the misconduct continues, TELL that person, again, to stop at once, then leave if you can or shout 'Help' if you can't, and report the matter to another official or adult;
- iv) TELL your parents / guardians as soon as possible;
- v) You or your parents / guardians should KEEP A RECORD of the date, time place and what happened and make a LIST of any witnesses;
- vi) If any of your friends suffer the same sort of behaviour from this person, ASK THEM to keep similar records;
- vii) ASK any witnesses to do the same;
- viii) TALK to your PARENTS / GUARDIANS and report the incident, as soon as possible, to the Club Leader or other responsible officer.

4. **What you definitely MUST NOT do:**

- i) DON'T wrongly complain if nothing happened;
- ii) DON'T exaggerate what occurred if something did happen;
- iii) DON'T ignore the behaviour and do stop the behaviour;
- iv) DON'T keep to yourself what happened; and DON'T agree to "hush up" or hide what happened;
- v) DON'T delay before complaining;
- vi) DON'T be afraid or embarrassed to tell your parents, a friend, the Club Leader or other senior member.



ABUSE OF CHILDREN / YOUNG PEOPLE

Abuse of Children / Young People is a complex area for most adults. It requires both acceptance and understanding and, where there is any doubt about procedures, willingness to take professional advice before acting. It is possible that individuals may be placed in the position of having to report abuse of a child / young person, see guidance sheet 3.

You may become suspicious of an injury on a child / young person, a child / young person may confide in you, or you may just realise that a child / young person whom you have come to know quite well suddenly starts to act out of character. All of these may be the signs of abuse of a child / young person and it is your responsibility to do something about it.

Recognising signs of abuse or receiving a disclosure of abuse is always stressful and upsetting and in many cases it is much easier to convince yourself that there is really no problem and do nothing about it – this can be very dangerous! What do you do if you suspect abuse of a child / young person? What can you do if you are accused of child abuse or inappropriate behaviour?

The Wales YFC Safeguarding of Children and Young People is designed to help anyone working with under 18's to:

- Recognise the signs of abuse of a child / young person, whether physical, emotional or sexual.
- Develop techniques of how to deal with it.
- Understand current legislation in respect of Child Protection and the YFC's responsibility in this context.
- Minimise situations that may lead to accusations of abuse of a child / young person.
- To convince people that the consequences of doing nothing may be very serious, or even fatal.
- To provide guidance and protection for both the child / young person and yourself in carrying out your responsibilities.



WHAT IS CHILD ABUSE?

Physical: Where children / young people are made to suffer physical hurt or injury, even death.

Sexual: Where adults seek sexual gratification from children or young people.

Emotional: Where children / young people are harmed by a chronic lack of love and affection or are in receipt of threats, taunts etc.

Neglect: Where a child / young persons basic physical and psychological needs are not met.

HOW TO RECOGNISE CHILD ABUSE

Noticeable injuries or changes in behaviour patterns may be the result of a number of things, abuse being only one. The following information is intended to make you stop and think, but not necessarily jump to conclusions.

PHYSICAL ABUSE

It can be very difficult to establish whether an injury has been caused by accident or abuse. Ask the child /young person about the injury and if you are at all unhappy with the explanation given, then report your suspicions in the first instance to the County Organiser / elected representative. He / she will then agree with you if the matter should be reported to the local authority's Children's Service and who is to take responsibility for such action.

It is always worthwhile making contact with the Local Authority Children's Service, in advance, to introduce yourself and ensure that you know the correct procedure for future reference. Keep the telephone number handy so that you do not have to search for it if needed. Where physical injury is identified and the parents / guardians are not implicated, the parents / guardians should be informed and involved in the next steps. Parents / Guardians have main duty and rights of care.

Do ensure, however that medical attention is sought if this is required.

SEXUAL ABUSE

This is much more difficult to identify than physical abuse as there may not be any outwardly visible signs. Indications of sexual abuse may be:

- Emotional or behavioural changes, e.g. a normally quiet child / young person may become loud and aggressive or a boisterous child may suddenly become quiet and passive.
- Sexually explicit talk and behaviour, inappropriate to the child's / young person's age.
- Uncharacteristic eating disorders.
- Depression and suicide attempts.



However, it is much more likely to be discovered by means of disclosure, either accidental, deliberate, or through a third party. As with alleged physical abuse, where the parent / guardian is not implicated, the parent / guardian should be consulted and involved in the next steps.

EMOTIONAL ABUSE

Probably the most difficult type of abuse to recognise, where some indications may include:

- Low self-esteem and lack of confidence (always thinking their contribution is "rubbish" and needing constant reassurance).
- The child / young person having extreme difficulty forming friendships, thus becoming a "loner".
- The child / young person frequently being used as a "scapegoat" by other children / young people.
- The child / young person being withdrawn, introverted and depressed.

With all of the above examples, one must make judgements about the maturity of the child / young person and consider his / her wishes at all times.

Do remember that the abuse and neglect can manifest itself in a number of ways – often signs and symptoms will fall into more than one of the areas outlined.

NEGLECT

Neglect is the persistent failure to meet a child's / young person's basic physical and psychological needs likely to result in the serious impairment of the child's / young person's health or development. It may involve a parent or guardian failing to provide adequate food, shelter or clothing, leaving a young child home alone or the failure to ensure that a child / young person gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's / young person's basic emotional needs.

It is recognised that in all forms of abuse there are elements of emotional abuse, and that some children / young people are subjected to more than one form of abuse at any one time.

Recent guidance from agencies working with children and young people draws attention to other sources of stress for children and families such as social exclusion, domestic violence, poverty, the mental illness of a parent or guardian, or drug or alcohol misuse. All these may have a negative impact on a child's / young person's health and development and may be noticed by other members within YFC. If it is felt that the child or young person's well-being is being adversely affected by any of these areas, then the matter should be reported to the YFC County Organiser / elected representative in the first instance. The YFC County Organiser / elected representative will then agree with the officer / volunteer an appropriate course of action, following the procedure outlined above in the main policy document.



INCIDENT / DISCLOSURE FORM – CONFIDENTIAL

All allegations, complaints or suspicions of abuse should be recorded as close to the time of the incident as possible. Details of incidents should be recorded in as much detail as possible, and as accurately as possible. Any disclosures of abuse being made by children / young people should be a reflection of what was actually said. Do not try and interpret any of they information, just record what was said/witnessed.

Date and time of incident/disclosure:

Name and age of the child(ren) / young person(s) involved:

Name of parent(s) / guardian(s):

Address and telephone number(s) of person(s) involved:

Name(s), age(s), address(es), telephone number(s), of witness(es):

Name, role and contact details of person completing this form:



**Details of what happened/disclosure of allegations:
(Do not interpret information-use the same language that was used
by the child / young person.)**

**What action was taken?
(If no action was taken please explain why)**

To whom did you report this incident?

Name and contact details of YFC County Organiser / Elected Representative

Informed YES/NO:

Name and contact details of Parent(s)/Guardian(s)

Informed YES/NO:

Any other relevant information

Signed: Date:.....

Time:.....

**THIS FORM SHOULD BE KEPT IN A SECURE AND SAFE PLACE AND TREATED AS
STRICTLY CONFIDENTIAL.**

**Wales YFC Safeguarding of Children & Young People Policy -
Guidance Sheet 4**



Membership Form

Membership No.

Please complete in BLOCK CAPITALS and return to your appointed contact with your membership fee and a passport photograph. Unless completed correctly and carefully, the form will be returned. It is essential for under 18 members' parent/guardian to sign the parental consent form on the reverse.

Name

Male Female

D.O.B Club

Address

Post Code E-mail

Home Tel. Mobile No.

Skype ID Twitter ID

Welsh Speaker Yes No Learner Occupation / School Year

Do you consider yourself to have any disabilities or long term physical or mental health issues?
(If so, give details)

Ethnicity

- White (British)
- White (Irish)
- Mixed (White & Black Caribbean)
- Mixed (White & Black African)
- Mixed (White & Asian)
- Asian/Asian British (Indian)
- Asian/Asian British (Pakistani)
- Asian or Asian British (Bangladeshi)
- Black or Black British (Caribbean)
- Black or Black British (African)
- Chinese or Other ethnic group (Chinese)
- Do not wish to answer

Emergency Contact

Name & Relationship Tel Number

Information provided by you will be held on a database at the County YFC Office, Wales YFC Office and NFYFC as well as being shared with other YFC clubs and counties nationally.

The YFC will not pass any information held on their database to any other organisation but details of products and services provided by them for your benefit may be promoted through the normal YFC mailing systems. If you do not wish to receive these mailings, please tick the box.

We may also publish your information and photograph in the public domain through the web sites and YFC publications. If you do not consent to this please tick the box.

If you do not wish your details to remain on our database once your membership of YFC expires, please tick the box.

Member's Signature



Parental Consent form for YFC members under the age of 18

Name Club D.O.B

This form is to be completed by the Parent or Guardian of the member named above who is under 18 years of age on 01/09/2012. It gives consent for that member to attend the events stated on the Club/County/Wales programme and the responsibility for the supervision of that member to the relevant officers, when the parent is not attendance.

The YFC will take responsibility for ensuring the safe running of its entire programme; participation will be in accordance with the organisation's Safeguarding of Children and Young People Policy. In the event of an accident involving a member under the age of 18, the organisation will liaise with the parent and/or the relevant officers.

Doctors Details

Name Contact No.

If you answer 'yes' to any of the following, please give details in space provided.
(use additional sheet if needed)

Has the named participant ever suffered from any of the following conditions: Diabetes, Asthma, bad period pains, Migraine, Epilepsy, or any other illness?

Is the named participant allergic to anything (e.g. antibiotics, penicillin, elastoplast, aspirin or any such medicines, any particular food etc.)?

Is the named participant receiving any medical treatment or on any prescribed medication?

Does the participant have any disabilities, additional needs and/or behavioural difficulties?

Details of any medication to be taken, include frequency and any relevant side effects?

Does the participant have any other additional needs? (Dietary, wheel chair access, etc).

Any other relevant information

Information and Emergency contact details

Parent / Guardian Signature Date

Contact No's

The medical information is correct to the best of my knowledge and in the event of illness or accident requiring hospital treatment I understand that the responsible person at the club/county will make every effort to contact me. In an emergency doctors/surgeons will make the decision regarding the necessary treatment without my consent.

I have read and understood the attached information and hereby give my consent for my son/daughter to take part in activities organised by the YFC. I understand that the NFYFC insurance policy is available on request. I am aware that while the adults in charge of the event will take all reasonable steps to protect all participants from harm, they cannot necessarily be held responsible for any loss, damage or injury suffered during or as a result of the activity.

I understand that I have a responsibility to inform the club/county of any changes to this information to ensure leaders have the most current information. If this form is completed incorrectly the club/county will contact you to ascertain the relevant information.

RECRUITMENT OF PEOPLE WITH A CRIMINAL RECORD

Background

The Rehabilitation of Offenders ACT (ROA) 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs.

The Act allows that ex-offenders are no longer legally required to disclose to organisations convictions that have become 'spent'.

However, in order to protect certain vulnerable groups within society, there are a large number of posts and professions that are exempted from the Act and additionally include employment within positions of trusts. These exemptions have been further expanded with the introduction of the Safeguarding Vulnerable Groups Act 2006 and the definition of regulated activity as laid out in Schedule 4 of that Act.

In such cases, organisations are legally entitled to ask applicants for details of all convictions, whether unspent or spent. The SVG Act further allows information to be disclosed as to whether or not an individual is barred from working with a particular vulnerable group. Such information is requested and obtained through a DBS Enhanced Disclosure.

General Principles

The Wales Federation of YFC is determined to make all efforts to prevent discrimination and other unfair treatment against any of its staff, volunteers, potential staff and volunteers or members of the organisation, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background that does not create a risk to children, young people and vulnerable adults.

This policy has been adopted by the Wales Federation of YFC as a condition of the use of WCVA Criminal Records Unit (CRU) as the DBS Umbrella Registered Body countersigning Disclosure applications on our behalf.

The Wales Federation of YFC understand that WCVA CRU is obliged to take all reasonable steps to satisfy themselves that the Wales Federation of YFC will comply with the requirements of the DBS Code of Practice and in accordance with the Data Protection Act and holding of sensitive personal data.

DBS Code of Practice

As an organisation using the Criminal Records Bureau (DBS) Disclosure service to assess applicants' suitability for positions of trust, the Wales Federation of YFC complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

We actively promote equality of opportunity for all including those with criminal records. Staff, Officers and Volunteers are all selected based on their skills, qualifications and experience.

Having a criminal record will not necessarily bar you from working / volunteering with Wales YFC. This will depend on the nature of the position and the circumstances and background of your offences.

Code of Practice for Wales Federation of YFC



- We ensure that all those involved with assessing the relevance and circumstance of offences highlighted within a DBS are suitably trained and have a local source of expertise. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- Unless the nature of the position allows Wales YFC to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- A Disclosure is only requested for positions within the YFC that are applicable under the guidance set out in 4.5 of the organisations Safeguarding of Children and Young People Policy. We have a written policy on the recruitment of ex-offenders, which is available on request to all Disclosure applicants at the outset of the disclosure process.
- At all levels (Club / County Wales) where a Disclosure is required, we encourage all staff / volunteers to provide details of their criminal record as soon as possible. We request that this information is sent under separate, confidential cover, to the County Organiser / elected representative and we guarantee that this information will only be seen by those who need to see it as part of the DBS process.
- In a separate discussion regarding details of a criminal record, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to staff / volunteer being asked to stand down from their position.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before requesting them to stand down.

- We ensure that every person who has been asked to undergo a Disclosure is made aware of the existence of the DBS Code of Practice and is provided with a copy on request.

**WALES YFC SAFEGUARDING OF CHILDREN & YOUNG PEOPLE
POLICY - GUIDANCE SHEET 6**



RELEVANT STAKEHOLDERS

(This list will be discussed at the Wales YFC Staff Association Conference to be held in November 2011).

| | County Federation | Telephone Number |
|---|--|---|
| Local Authority Children's Service | Brecknock Carmarthenshire Ceredigion Clwyd Eryri Glamorgan Gwent Meirionnydd Montgomery Pembrokeshire Radnor Ynys Mon | 01597 827128 01554 742322 01545 574000 01824 712900 01758 704455 01446 725 202 01495 355797 01758 704455 01597 827128 01437 764551 01597 827128 01248 750057 |
| Out of Hours numbers | Brecknock Carmarthenshire Ceredigion Clwyd Eryri Glamorgan Gwent Meirionnydd Montgomery Pembrokeshire Radnor Ynys Mon | 0845 054 4847 01558 824283 0845 6015392 0845 0533116 01286 675502 / 01248 353551 02920 788570 01495 315700 01286 675502 / 01248 353551 0845 054 4847 08708 509508 0845 054 4847 01248 353551 |
| NSPCC Child line | | 0800 800 500 |
| County Organiser / Elected Representative | XXXXXXXXXX (County federation to elect rep) | XXXXXXXXXX |