
Child Safeguarding & Child Protection

Bradog Youth Services

Ratified by the Board of Directors on

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1.Responsibility for approval of policy	Board of Management
2.Responsibility for implementation	All Staff
3.Responsibility for ensuring review	Board of Management

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Section A: Introduction

Bradóg Youth Service is a youth service based in Dublin City Centre working with children and young people aged between 8-25years. Our vision is that young people reach their full potential and become the drivers of change in their community and our mission is to provide effective interventions and programmes for young people by building relationships and creating opportunities to foster their development, growth, and wellbeing.

The service consists of a:

- Youth Justice Project which employs 1 Project Leader, 4 Youth Justice Workers, 1 Roma Youth Justice Worker, 1 Roma Activities sand Support worker, 1 Relief staff.
- Youth Work Team which employs 1 Project Leader, 4 Youth Workers, 2 Part time youth workers.

Bradóg Youth Service is also supported by 3 – 4 volunteers, a part time bus driver and activities person.

We work with young people aged 8-25 years through provision of a range of services including:

- One to one support
- Group work/Small group
- Streetwork/outreach
- Residentials
- Support programmes such as employment, drugs, young parents etc, women in sport,
- Drop in's
- Joint agency work
- Advocacy
- International work with Young Roma

We aim to provide a safe environment for all of the children and young people we engage with, within which our programme activities can be enjoyed in a safe and respectful manner.

The purpose of this document is to provide a common understanding within our service of the practices expected of those involved in Bradóg Youth Service, and to provide the policy and procedures relating to safeguarding and child protection to be adhered to by all of those involved in our service.

Statement of Commitment

Bradóg Youth Service is committed to the protection of the children and young people with whom we work; and are committed to promoting the rights of the child including the participation of children and young people in matters that affect them. We are committed to adherence to the Children First Act 2015 and the Children First National Guidance for the Protection and Welfare of Children 2017 on which this policy is based.

Scope of this policy

This policy document covers all of those in a paid, volunteer and student work placement role who engage with children and young people in a leadership capacity in Bradóg Youth Service, the generic term of 'Leaders' will be used throughout this document to capture all of these adults with responsibilities for the supervision of children and young people.

The procedures outlined in this policy document support Bradóg Youth Services Child Safeguarding Statement and are in response to the risks identified in the Safeguarding Risk Assessment.

This policy will be communicated throughout Bradóg Youth Service by the following means:

- Adoption and Ratification by Bradóg Youth Service Board of Directors.
- Dissemination from the Board of Directors to Bradóg Youth Service Project Leaders, DLP and staff.
- Made available to Volunteers and Students in their induction.
- Displayed in Bradóg Youth Service premises
- Displayed on the website – www.bradog.com
- Made available on request to parents, young people, members of the public, funders and the statutory authorities

Section B: Designated Liaison Person (DLP)

Bradóg Youth Service has appointed a Designated Liaison Person (DLP). They are a resource for all Leaders within the service who have any queries or concerns relating to child safeguarding and protection. The DLP will liaise with outside agencies on behalf of the service and will receive regular and appropriate training for this role.

B1: DLP's role and responsibilities

- Be fully familiar with the services duties in relation to the safeguarding and protection of children.
- Have good knowledge of the Children First guiding principles and child safeguarding procedures.
- Ensure that the reporting procedures are followed, so that child protection and welfare concerns are referred promptly to Tusla, The Child and Family Agency and/or An Garda Síochána (hereafter referred to as statutory agencies) when appropriate.
- Receive child protection and welfare concerns from all of those within Bradóg Youth Service and consider if reasonable grounds for reporting to the statutory agencies exist.
- When relevant, consult informally with a Duty Social Workers and seek their advice.
- Participate in a Meitheal or support a staff member to engage in Meitheal, when appropriate.
- Where appropriate, make a formal report of a child protection or welfare concern to the statutory agencies using the appropriate standard reporting forms and reporting channel.
- Provide guidance to those within the service around informing the child's parents/guardians when a report is being submitted to the statutory agencies.
- Record all concerns or allegations of child abuse brought to their attention as well as any decisions taken in response to these concerns.
- Provide feedback to the referrer, as appropriate.
- Ensure that a secure system is in place to manage confidential records.
- Act as an ongoing liaison with the statutory agencies.
- Ensure implementation of these safeguarding and child protection procedures
- Coordinate the ongoing review of the Safeguarding Risk Assessment and review the Child Safeguarding Statement.
- To undertake any training appropriate to the role

B2: DLP contact details

Name of DLP: Maria O Donoghue

Contact Details of DLP: 087 9368435

Project Leader, Bradóg Youth Service

In the DLP is unavailable please contact the Deputy DLP – Daniel Rawat – 087 6603712

B3: Mandated Persons

The Children First Act 2015, defines certain persons as “Mandated Persons”. The following staff are deemed ‘Mandated Persons’ under this legislation.

- Pauline Brennan
- Cathy Howard
- Jemma Hart
- Amy Collins
- Roisin Butterly
- Nicola Quinn
- Amanda Shaw
- Lauren Ryan McGuirk
- Eddie Sirbu
- Brendan Stoica
- Joe Clarke
- Skye Hall
- Maria O’Donoghue
- Daniel Rawat

Mandated Persons are informed that they are mandated and briefed on what this means by their Line Manager during their induction.

Procedure for maintaining list of Mandated Persons

The list of mandated persons will be maintained by the DLP, who will be responsible for updating it in the event of any personnel change or changes to role/job descriptions. It will also be reviewed in line with any changes to this policy document and the Child Safeguarding Statement every 24 months or sooner, and in the event of any change to national policy or legislation.

Procedure for appointing a Relevant Person

The Board of Directors have responsibility for appointing a Relevant Person, the role of the relevant person is to be the first point of contact in relation to the Child Safeguarding Statement. The DLP will be the Relevant Person, unless decided otherwise.

Role and Responsibilities of Mandated Persons

Mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold of ‘harm’ (see section 3.5) and to cooperate with Tusla, the Child and Family Agency (hereafter referred to as Tusla) in the assessment of mandated reports, where requested to do so.

All mandated persons have been informed in writing that they are mandated and have been briefed on their role and responsibilities under the Children First Act 2015. Any new staff member that is mandated in their role will be briefed about their responsibilities on commencement of their employment.

See section 4.4 for mandated person’s responsibilities in reporting procedures.

Section C: Recognising Child Protection and Welfare Concerns

It is important that everyone in Bradóg Youth Service is aware of the ways in which children and young people can be harmed and have knowledge about the types of abuse and how they may be recognised. The definitions of child abuse which are referenced here are in accordance with Children First: National Guidance for the Protection and Welfare of Children 2017.

Note: The Child Care Act 1991 defines “a child” as a person under the age of 18 years, who is not, or has not, been married. The age of sexual consent is 17 years.

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger and can be an adult or another child. In a situation where abuse is alleged to have been carried out by another child, this will be considered a child protection issue for both children, and we will follow child protection procedures for both the victim and the alleged abuser. See section 3.2 below for more information.

The important factor in deciding whether the behaviour is abuse or neglect is the *impact* of that behaviour on the child rather than the intention of the person harming them. The definitions of neglect and abuse referenced in this policy are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised. Please see Tusla’s website for definitions of Child Abuse which are taken from the Children First, National Guidance for the Protection and Welfare of Children 2017

<https://www.tusla.ie/services/child-protection-welfare/definitions-of-child-abuse/>

C1: Circumstances which may make children more vulnerable to harm:

Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in their lives. In particular, children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

C2: Peer Abuse

In a situation where child abuse is alleged to have been carried out by another child, child protection procedures must be adhered to for both the victim(s) and the alleged abuser(s). The report will be treated as a child protection issue for all children involved. Any reasonable grounds of concerns relating to the abuse or harm of a child by another child will be addressed in line with the procedures as set out in section 4. If there is any conflict of interest between the welfare of the alleged abuser and the victim, the victim’s welfare will take precedence. Abusive behaviour which is perpetrated by children will be taken seriously and it is important that such cases are referred to statutory agencies, where appropriate. Children who are abusive towards other children may require comprehensive assessment and therapeutic intervention by skilled professionals. Treatment is more likely to be effective if begun early in the child’s life.

C3: Bullying

Bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare. Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyber-bullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

Bradóg Youth Service is committed to dealing with all bullying, including homophobic and transphobic bullying, and have in place Codes of Behaviour for young people. In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, we will make a referral to the statutory authorities.

C4: Reasonable Grounds for Concern

Bradóg Youth Service will inform the appropriate statutory authorities when there are reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. We will not ignore what may be symptoms of abuse, as it could result in ongoing harm to the child. When we are considering whether reasonable grounds have been met, we understand that it is not necessary to prove that abuse has occurred in order to report a concern. All that is required is that there are *reasonable grounds for concern*. It is the statutory agencies' role to assess concerns that are reported to them.

Reasonable grounds for a child protection or welfare concern include:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect
- A child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused.

C5: Threshold of Harm for Mandated Persons

Schedule 2 of the Children First Act 2015 specifies who is a mandated person. Within Bradóg Youth Service the Youth Work Managers and Youth Work Staff are mandated persons under this legislation. When a Mandated Person is considering whether they should make a mandated report of harm to a child, the Children First Act 2015 defines 'harm' in a relation to a child as

- Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
- Sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise. Section 14(1) of the Children First Act 2015 states:...where a Mandated Person knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received,

acquired or becomes aware of in the course of his or her employment or profession as such a mandated person, that a child—

- Has been harmed,
- Is being harmed, or
- Is at risk of being harmed, He or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to the statutory authorities.

Section 14(2) of the Children First Act 2015 places obligations on mandated persons to report any disclosures made by a child:

“Where a child believes that he or she—

- (a) Has been harmed,
- (b) Is being harmed, or
- (c) Is at risk of being harmed,

and discloses this belief to a mandated person in the course of a mandated person’s employment or profession as such a person, the mandated person shall, as soon as practicable, report that disclosure to [Tusla].”

See section 4.4 for information on reporting procedures for mandated persons.

Section D: Responding to and Reporting Child Protection Concerns

Bradóg Youth Service has the following procedures in place for responding to, and reporting, child protection and welfare concerns. These procedures cover circumstances where a child may disclose abuse and also other circumstances where there are reasonable grounds for concern which may arise.

D1: Dealing with a Disclosure

All Leaders within Bradóg Youth Service should deal with any disclosure of abuse from a child or young person sensitively and carefully and follow the guidance below:

- React calmly
- Listen carefully and attentively
- Take the child seriously
- Reassure the child that they have taken the right action in talking to you
- Do not promise to keep anything secret
- Ask questions for clarification only.
- Do not ask leading questions
- Check back with the child that what you have heard is correct and understood
- Do not express any opinions about the alleged abuser
- Ensure that the child understands the procedures that will follow
- Make a written record of the conversation as soon as possible, in as much detail as possible
- Treat the information confidentially, subject to the requirements of the National Guidance and legislation.

(Extract from Children First National Guidance 2017)

D2: Reporting Child Protection Concerns

All Leaders in Bradóg Youth Service (*not just mandated persons*) have a responsibility to report any concerns they may have in respect of child safeguarding and child protection. **All Leaders are expected and required to raise any concerns they may have relating to child abuse with the DLP or Deputy DLP.**

Following on from a disclosure from a child, or from observations/interactions with a child relating to child welfare, neglect or abuse, the following are the steps to be followed –

- If you consider the child to be in immediate risk/in an emergency situation, make contact directly and immediately with An Garda Síochána. You should then follow up with a report to the DLP and Tusla.
- If the concern is not urgent or does not involve immediate risk to the child - contact the DLP. See DLP's contact details in section 2.2 above
- If you are unsure if a report should be made you can contact the DLP's who can discuss it with you. If the DLP is also unsure if the concern meets the threshold for reporting they can seek advice from a Duty Social Worker who can provide guidance.
<http://www.tusla.ie/children-first/contact/>
- If reasonable grounds for concern and/or the threshold of harm is reached the DLP will complete the relevant form and submit it via the online portal at
<http://www.tusla.ie/children-first/web-portal/>
- Parents should be informed that a report is to be made to the statutory agencies in respect of their child, unless doing so would put a child at further risk, put the reporter at risk, or hinder the investigation and/or assessment. This can be discussed with the DLP and if unsure whether to inform parents, the DLP can seek advice from the statutory agencies
- In order to maintain the confidentiality of the process, information must only be shared on a "need to know" basis and must not be discussed among Leaders. See section 5.1 for more information on confidentiality.
- The DLP is required to keep a record of all observations, actions and communications in relation to child welfare and protection concerns and reports and to store them safely.

NOTE: If the alleged person causing harm or abuse is a child, the reporting procedures above are followed for both children. See section 3.2 for more details on dealing with allegations against children.

D3: Mandated Persons Reporting Procedure

Mandated Persons in Bradóg Youth Service should inform the DLP if making a report of harm. DLP's cannot make a mandated report on behalf of a mandated person; however the DLP and mandated person should make the report jointly. If the mandated person and/or the DLP are in doubt about whether the concern reaches the legal definition of harm for making a mandated report, guidance from the statutory agencies should be sought.

Where a mandated person has a concern that they believe does not reach the threshold for a mandated report, they should consider whether the concern meets reasonable grounds for concern. If the mandated person thinks the concern does meet reasonable grounds for concern, they should report the concern to their DLP, in line with current policies and legislation.

D4: Non-Reporting

If the DLP decides that the grounds to make a report are not met, they must inform (in writing) the Leader who brought it to their attention as to their rationale and advise them that they are still entitled to make a report to the statutory agencies, and that they are protected under the 'Protection for Persons Reporting Act 1998', should they report independently.

When the decision is taken by the DLP not to report the concern, the DLP must maintain a record of all actions and communications, and outline their reasons for not reporting, including any advice received from the statutory agencies.

D5: Retrospective Reporting

If a DLP or a Mandated Person receives a disclosure from an adult about abuse they suffered as a child, and there is current or future risk of harm to other children, this will be reported to the statutory agencies, in line with procedures outlined above,

D6: Responding to Allegations against Staff/Volunteers/Students

If an allegation is made against a Leader within Bradóg Youth Service, the priority is to protect the child, while taking account of the rights of the person against whom the allegation has been made. Bradóg Youth Service will endeavour to ensure that everyone involved is dealt with appropriately and fairly. The allegation will be handled in accordance with Children First Guidance and will apply fair procedure and relevant employment law.

Where there is an allegation, suspicion or concern of child abuse against a Leader within Bradóg Youth Service that gives rise to reasonable grounds for concern, the following procedures must be followed.

- The DLP will follow the reporting procedure to the statutory agencies as outlined above, see section 4.2
- The internal personnel procedure for dealing with the staff member will be the responsibility of the CEO
- The procedure for responding to allegations against Volunteers/Students will be the Youth Work Manager

In all of its dealing with allegations:

- The safety of children and young people is the first priority and all necessary measures will be taken to ensure their protection. The measures taken will be proportionate to the level of

risk. In cases of allegations against staff members, these measures should not unreasonably penalise the employee, unless necessary to protect young people. The measures which can be taken to ensure the safety of children and young people may include the suspension (without prejudice) from duty of the person against whom the allegation has been made while acknowledging that measures such as suspension do not imply guilt on behalf of the individual under suspension. The DLP and Board of Directors will work in co-operation with the statutory agencies and any action to be taken in regard to the person, against whom the allegation has been made may be taken in consultation with these agencies. Consideration will be given as to the provision of supports to the person against whom the allegation has been made during this period. Staff have access to EAP through our contract with <https://www.healthassured.org>. Throughout the process all interactions will be recorded and appropriate levels of confidentiality will be maintained.

Allegations against Young People

Where an allegation is made, or a concern is raised, in relation to a young person involved in Bradóg Youth Service (under the age of 18 years) the child protection procedures should be adhered to for both the victim and the alleged abuser, that is, it should be considered a child protection issue for both children. The concern should be reported to the DLP, who will report it to the statutory agencies in line with this policy.

Anonymous reports

If the DLP receives an anonymous report regarding a concern about a child or adult Leader within Bradóg Youth Service, they will follow the reporting procedure outlined above. However, it will likely be much more difficult to establish reasonable grounds for concern without having information directly from the reporter who has raised the concern, and this may impede on any subsequent investigation.

Section E: Managing Information

Bradóg Youth Service are committed to ensuring that when dealing with child welfare and protection issues that the following procedures are followed in relation to managing sensitive information.

E1: Confidentiality

When child protection and welfare concerns arise, information will only be shared on a need to know basis, and in the best interest of the child. It is important that children within the service are made aware that if they disclose abuse they understand that it cannot be kept secret, but will only be shared with people who are in a position who can help them. Parents and children have a right to know if personal information is being shared, unless doing so puts the child at further risk.

E2: Recording and Sharing of Information

- Records will be factual and include details of contacts, consultations and any actions taken.
- Records will be shared with the statutory authorities where a child protection or welfare issue arises.
- Records on child protection concerns, allegations and disclosures will be kept securely and safely within the organisation. This will be coordinated and managed by the DLP
- Records will only be used for the purpose for which they are intended.
- Records will only be shared on a need to know basis in the best interests of the child/young person.
- Records will be held confidentially under the custody of the DLP and Deputy DLP in the Bradóg Youth Service premises

Section F: Safe Recruitment, Selection and Training Procedures

F1: Recruitment and Selection

Bradóg Youth Service is committed to taking all reasonable steps to ensure that only suitable adults work with young people in our organisation. This includes a robust recruitment procedure for staff which includes background checks (garda vetting and references), interview with the applicant, induction, training (see section 6.2) and a probation period.

Garda vetting is renewed for all relevant staff every three years.

Supervision and support is provided on every 6 to 8 weeks to all staff from their line manager.

Students will be assessed on their suitability firstly through the college (who have responsibility for carrying out garda vetting) and through a meeting/interview their placement supervisor/Bradog staff member.

Volunteers suitability will be assessed through meeting/interview, garda vetting, training and supervision. Parental consent will be obtained when conducting Garda vetting for 16-18 year olds

Students and Volunteers will not have sole supervision responsibility for young people without a youth worker present.

F2: Training Strategy

Bradog Youth Service is committed to ensuring all Leaders who engage regularly with young people are aware of their responsibilities and requirements under this policy and generally under Children First policy and legislation. To this end child protection awareness is delivered to all new staff within 3 months of starting work staff and refreshed at least every two years, DLP training is provided to both DLP and Deputy DLP and the Board are briefed at least once a year on their responsibilities. Training records are maintained by the DLP and non-attendance at training is followed up.

Section G: Code of Behaviour

G1: Code of Behaviour for Leaders

All Leaders must abide by the Bradóg Youth Service Code of Behaviour which outlines what is expected of them when working with young people. This Code is given to all Leaders and is discussed regularly at team meetings and at child protection awareness training. Any Leader who breaches this Code of Behaviour may be subject to sanctions in line with the organisations policies.

Please see the Code of Behaviour in Appendix One

Section H: Non-compliance

H1: Breaches of Code of Behaviour and Child Protection Policy

Where there is an alleged breach of the Code of Behaviour or the Child Safeguarding and Child Protection Policy which does not give rise to an immediate child safeguarding concern, management will deal with the matter as part of its disciplinary process. When the breach of the Code of Behaviour or Policy is related to a child safeguarding or protection concern, the procedures for dealing with allegations will be applied. See section 4.6.

Section I: Working In Partnership

I1: Working with Parents/Guardians

Bradóg Youth Service is committed to forming positive relationships with parents/guardians and will do this through the following measures:

- Informing parents on the organisations guiding principles and commitment to safeguarding and protection.
- Making the Child Safeguarding Statement available to them on request and communicating these procedures in an appropriate manner.
- Keeping them informed as to their child's welfare
- Ensuring that they are spoken to about concerns relating to the child's welfare.
- Providing a platform for open communication with parents/guardians about their child.

I2: Working with External Agencies

There will be occasions when the service works in partnership or close proximity with another organisation. This may take many forms including delivery of programmes Sc

When Bradog Youth Service is working in partnership with another organisation, there will be agreement, in writing, as to whom incidents or suspected child protection or welfare concerns should be reported to. For example if the service is operating within a school/classroom environment it is important to be clear on agreement to follow the schools child protection policies and procedures.

Everyone involved should be aware of their roles and responsibilities in relation to the safety and wellbeing of children and young people and of any changes to their usual practice as a result of partnership working.

When the service is operating in a premises/space which is shared with other service providers there will arrangements put in place regarding supervision responsibilities. It should be made clear that children and young people attending the Bradóg Youth Service are under their Leaders responsibility and risks of harm to them should be considered and responded to.

Section J: Implementation, Monitoring and Review

Bradóg Youth Service is committed to ensuring that this policy and the procedures outlined are implemented across the organisation and that they are monitored and reviewed regularly.

J1: Overview of arrangements to ensure implementation, monitoring and review

The procedures contained in this document will be reviewed regularly by the DLP and Board of Directors and implementation will be monitored on an on- going basis.

- The DLP will report to the Board of Directors any issues that are considered to be significant in respect of child safeguarding. Such reports will be cognisant of confidentiality and will be anonymised, unless exceptional circumstances exist.
- A standing agenda item of child safeguarding and protection will be included in both staff and board meetings at regular intervals.
- The DLP will ensure that this policy, and the accompanying Risk Assessment and Child Safeguarding Statement, will be reviewed at least every 2 years and will also ensure they are updated to take account of any substantive changes to relevant policy/legislation or changes in work practice.

Appendix One

Bradóg Youth Service Code of Behaviour for Adult Leaders

This Code of Behaviour applies to all adults with supervision responsibility for children and young people engaged in the services of Bradóg Youth Service. These include both Project Leaders, youth work staff, adult volunteers, students (over the age of 18 years), tutors or contractors engaged by Bradóg Youth Service to engage with young people, staff from other agencies or services working with our children and young people.

General

- We will provide a safe fun environment and treat all children and young people with dignity, sensitivity and respect
- We will ensure young people are listened to and their full participation is facilitated
- We will encourage young people to report any cases of inappropriate behaviour or bullying by young people or adults

Supervision

- We will operate all activities with a minimum of two adult leaders present (both offline and online).
- We will operate with an adult to child ratio of 7:1 and male and female leaders present when caring for mixed group of children, where possible. When engaged in off-site activities, specific activities, trips or residentials this ratio will be adjusted accordingly.
- If working on a one-to-one basis we will do so in a planned/structured way and where possible within eyesight/earshot of other staff/volunteers or within public spaces. Staff will carry ID when conducting one to ones within public spaces. In the case of an emergency situation with a young person where you are left alone a senior member of staff will be contacted as soon as possible. Contact another staff member?
- If we are alone with a young person for a period of time in an unplanned situation we will inform our line manager as soon as possible. 2
- We will respect young people's privacy at all times, especially in bathrooms, changing rooms or sleeping areas.

One to One Work

- We will have in place a supervision structure to support this work and address any issues which may arise
- We will inform parents/guardians as to the nature and purpose of this work and seek their consent
- We will have a clear code of behaviour for both Leader and young person
- We will inform the young person engaged in one to one work that they can discuss the work and raise any concerns they may have with a different Leader

Parents/Guardians

- We will seek written permission for each young person who joins our service through our parental consent forms and request specific written permission for off-site or particular activities (Residential, High Risk, external consent forms, developmental programmes, events/parades)
We will inform parents/guardians, when appropriate, if there is a concern about their child's welfare or protection
Where scheduled trips are delayed or end early, parents will be informed by text/phonecall.
We will inform parents/guardians, if there is any accident or incident concerning their child

Behaviour

- We will use positive language and will respect young people space and boundaries
- We will challenge unsafe behaviour in a constructive manner and never use disrespectful or threatening language
- We will never engage or encourage sexually provocative games or make suggestive comments.
- We understand that while physical contact is a valid way of comforting, reassuring and showing concern for children, it will only take place when it is appropriate, open and acceptable to all persons concerned. We will consider the risks involved in participating in contact sports or other activities

Team behaviour

- Communication between team members should always be clear and respectful especially during sessions with young people
- Team feedback should always be conducted privately
- During sessions with young people staff communication should be around group and non-inclusive conversations should be limited
- Adult Leaders should not engage in conversations that undermine the credibility of another adult leader/stakeholder and/or can create conflict

Online Engagement

- We will seek written permission from parents/young people for young people to engage with our service online (text, Whatsapp or email confirmation will be retained)
- We will inform and educate young people about their online safety while on social media platforms, gaming etc...
- We will use Bradóg Youth Service phone/email/website/social media accounts eg. Facebook, TikTok, Instagram accounts etc..to contact and engage with young people
- We will not contact or engage or return correspondence with young people via our personal phone numbers/email/social media accounts
- We will establish boundaries around our online engagement with young people and agree a code of conduct
- We will request parents to be present if engaging with children under the age of 12 years
- We will use an appropriate online platform to engage with young people
- We will ensure that we have a minimum of two adult leaders present during online engagement with young people

- We will ensure we have a quiet space and appropriate background for online engagement sessions
- Due to the possibility of sensitive and/or inappropriate voicenotes and videos from young people, voice notes should not be listened to, videos should not be watched and young person should be contacted to inform them to call or text to discuss.
- We will ensure young people are supervised during online engagement, including when joining and leaving sessions, through the use of the applications settings
- We will not permit recording of the online engagement, unless for a specified reason, and with permission from the Project Leader
- We will report any child safeguarding and protection issues or concerns to the DLP and in line with our organisational policy and procedures

Streetwork/Outreach

- We will always operate streetwork and outreach according to an agreed timetable and location/s and with permission from Line Manager
- We will carry out a risk assessment in relation to off-site activities
- We will have in place agreed safety procedures in the event of unsafe situations
- We will dress in an appropriate and clearly identifiable way (Bradog branded clothes)
- We will not engage, encourage or assist in any anti-social or criminal activity
- We will report any concerns in relation to child protection

Residential/Trips Abroad

- We will involve young people, as much as possible, in the planning of the trip,
- We will have in place an agreed a behaviour contract with consequences, agreed boundaries around unstructured time,
- We will have in place contingency plans in cases of emergencies, young people getting lost, ‘,
- We will have provided young people and their families detailed itineraries including for pick up and drop off of young people/participants.
- We will have an appropriate paperwork is in place, e.g. passports, visa are accessible
- We will have provided information on currency, climate, time zones, cultural, legal differences e.g. drinking, age of consent, drugs etc... •
- We will have in place regular scheduled check in and debriefing sessions with all Leaders and young people.

Record Keeping

- We will maintain an up to date register of young people attending Bradóg Youth Service and parents/guardians contact details and consent forms
- We will have up to date information and accessible information on any relevant medical details including allergies, dietary requirements, medical conditions
- We will record all incidents and accidents as per our Health and Safety Policy
- We will record programme activities as per funding requirements