

BRENTWOOD CATHOLIC YOUTH SERVICE SAFEGUARDING POLICY

1. Integration with national and Diocesan policy

- 1.1 The Brentwood Catholic Youth Service (BCYS) operates under the auspices of the Diocese of Brentwood. The key Diocesan policy document is *Safe Children, Safe Church*. This comprehensively details appropriate practices for the safe working with children and vulnerable adults.
- 1.2 The BCYS Director will also maintain familiarity with any national initiatives and significant policy developments, and will integrate these into the BCYS policy as required.
- 1.3 In the event of any question or problem that the Director cannot resolve, the Diocesan Safeguarding Officer will be the first point of reference for advice and support.

2. Staff and Volunteer training

- 2.1 All staff and volunteers are required to have an enhanced CRB check, completed through the Diocese prior to starting work within the BCYS.
- 2.2 All staff and volunteers are given a copy of *Safe Children, Safe Church* and all volunteers have training in basic child protection safeguards; types of abuse; signs of abuse; what to do in the case of disclosure; what to do if in any way concerned about a child (see section 3, BCYS specific policies, below).
- 2.3 The BCYS Management Team generally have greater experience in child protection procedures and are the point of contact for other staff and volunteers.

3. Policies specific to the BCYS

In this section both staff and volunteers are known collectively as leaders, except where specific named responsibilities apply.

- 3.1 It is the policy of the BCYS to work in ratios of no less than one leader to eight young people. Leaders are 18+ and CRB checked. If the group of young people are mixed, then the BCYS will also provide both male and female leaders.
- 3.2 On residential events provision is made for bedroom, shower and toilet areas for leaders that are separate from those used by young people. In the event of an accident or emergency then leaders would go to the area as a pair (unless a young person is in immediate and significant danger).
- 3.3 If a young person asks for a private conversation with leaders, this is to be conducted in a space where the young person and leader can be seen – either in open grounds, in a room with a door open, or in a room with windows that can readily be walked past by another leader.

3.4 It must never be the case that a young person is invited into an area designated only for leaders, alone or as part of a group.

3.5 Under no circumstances should a leader begin a relationship with a young person who they have met while on a BCYS trip or event while that trip / event is still in progress. This applies even if they are in Year 13 and close to them in age.

If a relationship develops after a trip / event is finished, leaders are advised to treat this with caution as the initial meeting was in a situation where they were in a position of authority. If they are in any doubt, or wish to seek help or advice, they are recommended to speak to one of the BCYS Management Team.

3.6 Each BCYS event/trip has two named leaders responsible for all matters relating to Safeguarding. This will always include a staff member.

3.7 If a disclosure is made to a leader, or if there is any suspicion of abuse, or if there are any concerns about a young person, a team member, or about a leader accompanying a group, the following will happen:

- One of the nominated Safeguarding leaders will be informed. He/she will inform the group leader as soon as possible.
- A written record will be made as soon as possible
- If there is concern that a young person in a group is in immediate risk on return to their family situation, urgent advice will be sought from the Diocesan Safeguarding team.
- If concern is raised about a leader, they will be asked to stop working with the group until the matter can be fully considered
- In all cases where a disclosure is made during a BCYS event or residential trip the Diocesan Safeguarding Officer would be informed and their advice sought.

3.8 If a leader ever had concerns about any of the BCYS Management Team and did not feel able to approach another Management Team member, they would be able to contact the Diocesan Safeguarding Officer directly.

This policy should be read in conjunction with the Internet and Mobile Phone safety policy

The group leader for each event/residential will maintain a signed record that staff and volunteers have received a copy of *Safe Children, Safe Church*, and have been given basic training to familiarise themselves with key child protection issues and the BCYS policy.