



THE ARCHBISHOP OF YORK
YOUTH TRUST
Be the change you want to see

THE ARCHBISHOP OF YORK YOUTH TRUST SAFEGUARDING POLICY

Date Approved (by Trustees): 18 June 2019, (and reviewed by Anna Flower, Provincial Safeguarding Lead)

Previous revision was approved: 10 March 2017

Next Review Date: June 2021

Policy Owner: Dr Nick J. Watson, Chief Operating Officer

Introduction

The Archbishop of York Youth Trust (“**ABYYT**”) supports children and young people within England and works with primary and secondary schools through its Young Leaders Award. ABYYT staff (“**Staff**”) are either office based, or work with teaching staff in schools and do not teach or supervise young people directly. Specifically, Staff and ABYYT trustees (“**Trustees**”) do not participate in ‘regulated activity’ as defined in [‘Regulated Activity in Relation to Children: Scope’](#) issued by the UK government.

However, staff from the Trust do visit schools, conduct assemblies and assist with project work, and children also participate in events hosted by ABYYT. It is possible, therefore, that Staff may have responsibility for young people for short periods of time and it is essential that the safeguarding of young people is assured whilst they are under our care. Thus, in addition to the programme of safeguarding training that all staff at the Trust undertake, when operating within the school environment, staff are aware (and are instructed) that they should follow the safeguarding policy of each individual school.

Aims and Scope

The purpose of this policy is to ensure that ABYYT has the necessary processes and capability to safeguard young people and that all Staff have sufficient knowledge and understanding to carry out their duties.

This policy applies to all staff and trustees, together with anyone else working on behalf of ABYYT. All references throughout this document to ‘Staff’ shall be taken to apply equally to Trustees and volunteers.

Principles

Staff at the Trust are committed to safeguarding children and regardless of role, are aware (and have been instructed) that it is the ‘responsibility of all’ to protect children. Whenever there is concern for the welfare of a child, staff must be able to handle it sensitively and professionally and in a manner that supports the specific needs of the individual child. ABYYT leadership will promote a culture that enables issues about safeguarding and the welfare of children to be addressed.

Although we do not expect to be placed in a position of supervising children unattended, we recognise that, during encounters with students, we are often sharing safeguarding responsibilities with schools. There must be clarity

and a common understanding with respect to roles and responsibilities when staff are visiting schools or hosting visits involving students.

ABYYT will follow safe recruitment practices appropriate to the responsibilities of the position concerned and will ensure that all Staff are aware of its child protection procedures.

All children are equally entitled to protection from abuse regardless of their religion, age, culture, gender or sexuality. We recognise that some children, or groups of children, are more vulnerable than others and this will be reflected in training and guidance given to staff.

Roles and Responsibilities

Ultimate responsibility for safeguarding rests with the Trustees. Trustees must also adhere to the principles and procedures described in this policy.

Dr Nick J. Watson, Chief Operating Officer, is the designated Child Protection Officer (Deputy, Dan Finn, CEO) and is responsible for ensuring that:

- safe recruitment practices are followed appropriate to each position being filled;
- staff have the necessary knowledge and training;
- staff understand their duties regarding safeguarding and adhere to the provisions of this policy;
- procedures are in place for reporting and recording any concerns or incidents involving child welfare.

Staff shall:

- attend all training and review all updates to training provided by ABYYT in accordance with paragraph 3(a, p. 4);
- ensure that they understand the safeguarding requirements applicable to their job;
- seek help or guidance from the Child Protection Officer if they are unsure how safeguarding applies to their role;
- follow the principles and procedures described in this policy;
- use their best judgement consistent with the principles in this policy, when encountering any situation concerning young people that is not specifically covered by the policy.

Procedures

1) Visits to schools

- a. ABYYT will support schools and colleges in meeting their safeguarding obligations communicated in ['Keeping Children](#)

[Safe in Education 2018'](#) and staff shall comply with the provisions of safeguarding policies that apply to visitors.

- b. Staff shall prepare for visits in advance to anticipate the nature of any contact with students. On occasions when the staff member will be teaching or presenting to students, it should be established that a member of the teaching staff will also be present.
- c. Occasionally, it may be necessary to interview children individually. Staff shall request that a member of the school staff be present and, if this is not possible, should use their judgement on the advisability of proceeding. For example, conducting interviews with children in an 'open area' of the school, where they are clearly 'in view'.
- d. If engaging in longer term contact with a school or participating in any school trips requiring an overnight stay, staff shall request sight of the relevant provisions of the school's safeguarding policy applicable to visitors and volunteers.

2) *Hosting students at YLA conferences*

- a. Events shall be planned to ensure that there are sufficient staff in attendance and no staff member has sole responsibility for looking after students.
- b. Staff shall adhere to the Safeguarding and Health and Safety Policies of the hosting venue and ensure that visiting teachers and students are briefed accordingly.
- c. Wherever possible, staff will ensure that a 'consent form' is signed by the teacher/school representative *before* the beginning of the event, outlining that the teacher accompanying the children, is wholly responsible for the safeguarding and care of the children for the duration of the event

3) *Social media, photography and texting*

- a. Staff shall not provide their contact information to students.
- b. Staff shall not use their personal profile to engage in any direct contact with a student on social media (e.g., Facebook or Instagram), email, mobile phone or text messaging. If a student makes unsolicited contact with staff via the staff member's personal profile, this shall be referred immediately to the school without responding to the student. ABYYT may exchange messages with students and staff as part of its duty to moderate social media platforms but this shall only be from an account that has shared access within ABYYT.

- c. Staff may wish to take still photographs OR VIDEO of activities involving students. Wherever possible, this must be explicitly agreed with the school in advance and any policy or conditions in place with the school should be respected. This agreement is enacted by the following process: staff from the Trust ensure a 'consent form' outlining permissions to take photographs/videos of children during the event, is signed by the teacher/school representative *before* the beginning of the event.

4) *Responding to Concerns about Child Abuse*

- a. Child abuse is physical, sexual or psychological mistreatment or neglect of a child or children, especially by a parent or other caregiver. It may include any act or failure to act, by a parent or other caregiver, that results in actual or potential harm to a child and can occur in a child's home or in the organisations, schools or communities the child interacts with.
- b. If a staff member suspects or is witness to a child or children being abused, they shall raise their concerns immediately.
 - i. If the incident occurs whilst visiting a school or assisting in a school environment, the concern shall be raised with the lead contact at the school. It shall be made explicit that the concern being raised relates to the safeguarding of a child and a written account of the concern should follow within 24 hours. The ABYYT Designated Child Protection Officer shall also be informed as soon as possible.
 - ii. If the incident occurs whilst a child is attending a conference hosted by ABYYT, the concern shall be reported to the ABYYT Designated Child Protection Officer and the designated Child Protection Lead for the host facility (or senior member of the management team). It shall be made explicit that the concern being raised relates to the safeguarding of a child and a written account of the concern shall follow within 24 hours.
 - iii. Any incidents or concerns outside of a school or conference environment, including, for example, written material from students, shall be reported immediately to the ABYYT Designated Child Protection Officer.
- c. In response to the concern being raised, the ABYYT Designated Child Protection Officer shall follow up with the school and/or conference venue management and agree with them whether the concern should be referred to the Local Authority Designated Officer for that location and to Children's Services.

- d. If the concern relates to a child's immediate safety, the staff member shall use his or her best judgement to secure the safety of the child in the context of the incident at hand, including whether to notify the emergency services.

5) *Reporting*

Whenever concern is raised about a child's welfare, a full written record will be kept. The ABYYT Designated Child Protection Officer shall open a file and ensure that a paper copy of all correspondence, together with any relevant file notes, will be kept on the file. The file will be kept in a secure location and made available to the authorities to assist in their investigations.

6) *Physical contact*

- a. It is advisable to avoid all physical contact with children.
- b. Inappropriate physical, verbal or written contact with a child by staff will be considered gross misconduct and result in disciplinary proceedings and could lead to dismissal.

Training and Recruitment

1. *Safe Recruitment*

- a. As any employee may be required to assist in supervising children, ABYYT will conduct enhanced DBS checks on all new appointees and Trustees. DBS checks will be renewed every five years.
- b. References obtained for all new staff will include an opinion about the candidate's suitability for working with children.
- c. Interview panels will include one member who has completed the S1 Safer Recruitment module.

2. *Supervision*

Regular Staff supervision procedures shall include a discussion on Safeguarding to ascertain whether an employee has any concerns about safeguarding procedures or requires additional training.

3. *Training*

- a. All staff at the ABYYT shall receive appropriate safeguarding and child protection training. This includes: (i) completing the C0 and C1 safeguarding courses that are administered by the Church of England, and (ii) every 3-years, all staff must complete refresher/comparable safeguarding training provided by the Church of England.

- b. On an annual basis, all staff at the Trust are required to read (and sign that they have read and understood) Part 1 of the government guidelines, '[Keeping Children Safe in Education 2018](#)'. Any necessary interim updates shall be provided via email, e-bulletins or staff meetings, as appropriate, by the ABYYT Designated Child Protection Officer

The ABYYT Designated Child Protection Officer and any deputies shall undergo training to provide them with the knowledge and skills required to carry out the role. Any necessary interim updates shall be provided via email, e-bulletins or staff meetings, as appropriate.

The current ABYYT Designated Child Protection Officer, Dr Nick J. Watson, has completed the C0, C1, C2 and S1 safeguarding courses in 2019, which are administered and delivered by the Church of England.

APPENDIX 1: LIST OF USEFUL CONTACTS AND INFORMATION SOURCES

Key Contacts

Dr Nick J. Watson
Designated Safeguarding Lead
Tel: 01904 231012 or 07871496924

Dan Finn
Deputy Designated Safeguarding Lead
Tel: 01904 231012 or 07714481443

Justin Wilson
Safeguarding Representative, Board of Trustees
Tel: 07960060659

Anna Flower
Church of England Provincial Safeguarding Adviser (Bishopthorpe Palace
Offices)
Tel: 01904 707021

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| City of York Children's Front Door (advisory service) | 01904 551900 |
| City of York Children and Family Services (office hours) | 01904 554141 |
| Emergency duty team- (out of office hours) | 0845 034 9417 |
| Local Police (Fulford Road, York) | 01904 618691 / 101 / 999 |
| City of York Safeguarding Advisor: Caroline Williamson | 01904 555694 |
| Educational Psychologist: Claire Elsdon | 01904 554345 |
| Primary Mental Health Worker: John O' Brian | 01904 551250 |
| Education Welfare Officer: Mark Smith | 01904 555187 |
| City of York Safeguarding Section (office hours) | 01904 555691 |
| www.saferchildrenyork.org.uk | cyscb@york.gov.uk |

Training

Church of England safeguarding training/resources used by ABYYT staff:
<https://www.churchofengland.org/more/safeguarding/training>

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