**Glossop Labour Club Activities for Children and Young People**

**Safeguarding Policy - June 2016**

The purpose of this policy:

* to protect children and young people who attend Glossop Labour Club Activities
* to provide volunteer leaders and helpers with the principles and procedures that guide our approach to safeguarding and child protection

We believe that a child or young person should never experience abuse of any kind, that they should be supported to feel comfortable and confident when participating in our activities and the wider society.

We will not tolerate any behaviour which may harm children or young people emotionally, physically or psychologically. Such behaviour includes physical, emotional, verbal or sexual abuse, bullying, harassment, undue or harsh criticism or violence directed towards individuals or groups. We will take serious measures against any volunteer found in violation of this policy.

We strive to maintain a culture of honesty and openness, supporting children and young people to work co-operatively with adults to identify what they consider likely to affect them and their safety.

We recognise that:

* the welfare of the child is paramount, as enshrined in the Children Act 1989
* all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
* some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
* working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

Our underlying safeguarding principle is that all members (children, young people and adult volunteers) should be protected at all times from behaviour and attitudes they find uncomfortable.

To achieve this aim:

* The needs of the children and young people are central to all activity planning
* Open communication with members of all ages and effective planning will support safeguarding of children, young people and adults
* Anyone has the right to speak out about behaviour and attitudes they find uncomfortable, they know who they should speak to in advance and be confident they will be listened to
* Groups of children and young people should be supervised by a minimum of two adult members
* Physical contact should be instigated by the child or young person, and should be relevant to their needs or safety
* Appropriate screening and checks need to be undertaken by all adult leaders working with children, but these are only effective when supported by good communication, training and ongoing observation
* All Leaders and volunteers will receive appropriate safeguarding information and training relevant to their role
* Risk assessments must be completed for all activities
* Personal details of members, children and young people must be held securely in accordance with our data protection policy

We are committed to reviewing our policy and good practice annually

The Leaders are jointly responsible for:

* Being familiar with safeguarding policy and child protection procedures and ensuring they have up to date training in child safeguarding areas such as child protection and first aid
* Ensuring parents, carers, children and young people are aware of our safeguarding policy and procedures
* Acting as the first point of contact for volunteers concerned about the safety and welfare of a child
* Contacting children’s social care in cases where a child is at risk of harm
* Ensuring that all helpers, parents and carers know where they can find the safeguarding policy, safeguarding plan and child protection procedures
* Supporting helpers after they have shared their concerns about a child
* Liaising with appropriate local agencies for support and advice and keeping a list of local contacts
* Keeping accurate records of concerns about children and actions taken
* Ensuring that the requirements of the insurers are met regarding safeguarding activities

Safeguarding Plan

Definition of Terms

Leader                                     An adult who organises and is in charge of activities

                                                It is a requirement that all leaders have an enhanced DBS check

Helper – category A               A parent or other adult who helps with the activities and has had an enhanced DBS check (seen by Gwyneth, Angela or Joy who will be the designated Approved Persons)

Helper – category B               A parent or other adult (over 16) who helps with the activities but has not had an enhanced DBS check.

Procedures

A short document about child safeguarding to be given to parents and carers when they register on the first day.

Category B helpers not be on their own with children or young people.

Risk assessments to be done for every activity and shared with adults and children as appropriate.

Planning meetings to be held by Leaders before the Activity takes place. Risk assessments to be considered by Leaders at the planning stage.

Leaders also to consider after the activity any safeguarding issues which may have arisen.