



***Worcestershire Council for
Voluntary Youth Services***



Keeping Children and Young People Safe Information Leaflet

What do you tell Parents and Carers?

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Information for Parents and Carers

Parents and carers have the right to ask questions of clubs and organisations that provide activities, sessions or programmes for children and young people. It is good practice to provide information for them in written form and on a website, if your organisation has one.

What Information?

Among the information your group/organisation can/should provide is:

- Name, contact details and the purpose of the group
- Main activities of the club
- A statement about safeguarding children and young people
- The values by which your group/organisation operates eg. Respect for all
- Recruitment and selection practices for workers including enhanced CRBs
- Workers, paid and volunteers, undertake training
- Codes of conduct
- Assessing risks
- Equality and diversity policy
- Behaviour policy
- The varied programme you offer
- Transport
- Photographs
- Use of computers
- Data protection of information about the children or young people
- Whom to talk to, the named person if possible, if you have any concerns or if you are unhappy or worried about anything

The information can be included in the leaflet given to new members, on the membership form or on the sheet giving details of the monthly, termly or annual programme. This information could also be put up on the club notice board and on a website.

Sample Parent / Carer Statement (1)

(Name of group)is committed to keeping children and young people safe while they are taking part in our activities whether in the club or during outside visits.

We will take all reasonable steps to ensure that through our policies, procedures and training there is a caring environment which respects children, young people and adults.

A full pack of our Policies and Procedures including the Safeguarding and Child Protection Policy is available upon request.

We want the children and young people who attend our activities to enjoy themselves, feel safe and feel that their views and feelings are respected.

If you have a complaint, concern or suggestion about the service we offer please contact us.

Sample Parent / Carer Statement (2)

Name of group/organisation)takes safeguarding and child protection really seriously.

We have policies and procedures in place which apply to all our activities and everyone who works with us must follow these policies.

Our workers, paid and volunteers, follow clear child protection and safety guidelines and undertake training appropriate to their role.

We ensure that everyone who comes to the centre is treated with respect and listened to carefully. The way we work, which is guided by our values and policies, aims to keep children and young people safe from harm.

If you have concerns about any aspect of the way the club operates please speak to either the leader (insert name)..... or the chair of the management committee (insert name).

Sample Parent / Carer Statement (3)

(Name of group/organisation)is fully committed to safeguarding the welfare of all children and young people by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. Paid staff and volunteers will at all times show respect and understanding for the rights, safety and welfare of children and young people and conduct themselves in ways that reflect the principles of our group.

We will do this by:

- ensuring that all of our workers, paid and volunteers, are carefully selected, trained and supervised
- assessing all risks carefully and taking all necessary steps to minimise and manage them
- letting parents, children and young people know how to voice concerns or complaints about anything about which they are not happy
- giving parents, children, young people and workers information about what we do and what can be expected from us
- responding to allegations appropriately with full investigation and, if appropriate, implementing the disciplinary and appeals procedures
- regularly using our monitoring and review system to ensure compliance with our Child Protection Policy and Procedures

Name of group/organisationhas adopted policies and procedures for workers, paid and voluntary, to ensure the safety and well-being of children and young people. These are available if you would like to see them.

Support to Develop Policies and Procedures

WCVYS workers are available to assist your group/organisation in preparing the information you make available for children, young people, parents or carers. They can be contacted on by phone on 01905 795098 or email at office@wcvys.co.uk. Useful information to help you can be found on our website: www.wcvys.co.uk and on the Safeguarding Children Board website at: www.worcestershiresafeguarding.org.uk

Useful Contacts for parents and Carers:

- Worcestershire Social Care Access Centre 0845 607 2000
- NSPCC - free 24 hour helpline on 0800 800 500. You can email help@nspcc.org.uk for advice and they will reply within 24 hours.
- Frank - www.talktofrank.com for information about drugs
- Sexual Health Education and Information 01905 681744, www.sexualhealth.org.uk