



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



Keeping Children and Young People Safe Information Leaflet

Managing Allegations Against People (paid workers and volunteers) who work with Children and Young People

Worcestershire Council for Voluntary Youth Services
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Funded by
The logo for CWDC (Children's Welfare Development Centre) features the letters 'cw' in a light purple color and 'dc' in a dark purple color, with a stylized purple wave or line above the letters.

Introduction

Safeguarding children and young people is so important it is continuously developing. Working Together 2006 stated that all groups and organisations that provide services or work with children and young people must have procedures for dealing with allegations of abuse against members of staff including volunteers.

What does this mean?

Your group or organisation must have an agreed procedure in place to deal with a situation when you know or have reasonable cause to believe that a person who works with children or young people may have:

- Behaved in a way that has harmed or may have harmed a child or young person
- Possibly committed a criminal offence against or related to a child or young person
- Behaved towards a child or young person in a way that indicates he or she is unsuitable to work with children or young people.

There is a new offence '**Breach of Trust**' which means it is illegal for someone in a '**Position of Trust**' to have a sexual relationship with a young person under 18 which is fair and transparent.

What must we do?

Agree a procedure for your group or organisation.

Decide on which trustee or individual will be responsible for managing allegations. This could be the person who is the Safeguarding Champion.

Ensure there is a culture where any concerns about the behaviour of an individual are spoken about and addressed.

Make sure all workers know what is expected of them in how they work with children and young people.

Let children and young people know what to do if they are not happy about the behaviour of an adult.

Ensure support is in place for workers, parents and young people.

Sample Statement and Procedure

This group/organisation is fully committed to Safeguarding the welfare of all children and young people. In the event of any allegation being made against any worker, paid or voluntary, we will follow these procedures.

- If an allegation is made to you (no matter how insignificant it may seem or when or where it occurred) you must treat the matter seriously. Do not investigate. (If a child or young person is at risk then Child Protection Procedures should be followed).
- Write down dates, times, facts (verbatim if possible) and sign and date it.
- Contact, if possible, the person responsible for managing allegations.
- Contact the appropriate LADO as soon as possible.
- The Line Manager will liaise with the Management Committee about whether a suspension is needed. (Suspension should be seen as a neutral act without prejudice).
- The Line Manager or member of the Management Committee will inform the named individual as soon as possible and support him/her or advise him/her on how to access support.
- Following discussion with the LADO, the parents or carers should be informed and support offered.
- Every effort will be made to maintain confidentiality.
- The nature and circumstances of the allegation and the evidence will determine the outcome, with the advice of the LADO.
- Even if the individual resigns as a result of the allegation, it must still be followed up.
- A record must be kept of any allegation made and how it was followed up and resolved. This must be kept for at least ten years. A copy will be given to the individual.
- If a reference is provided for an individual against whom an allegation has been made, then it must clearly state this even if it was found to be false or unproven.
- Following an allegation process, we will review our policies and procedures to help prevent similar events in the future.
- We will cooperate with the LADO with regard to any strategy meeting.

Local Authority Designated Officers (LADO)

North Worcestershire

John Hancock and Sue Haddon - 01905 752800

South Worcestershire

Stuart Richards and Peter Morris - 01905 752800

New Referrals

Contact the Children's Services Access Centre if you have urgent concerns about a child or young person.
01905 768054 (24 hours)

Remember:

Most groups or organisations who work with children and young people never come across such an allegation but, if something does happen, you are not on your own. You can contact your local LADO or WCVYS for advice and support.

Worcestershire Safeguarding Children Board (WSCB) delivers training courses, workshops and seminars.

See www.worcestershiresafeguarding.org.uk for details

VCS Support and Guidance

WCVYS will meet and support your group or organisation to assist you in fulfilling your responsibilities.

WCVYS, in partnership with WSCB, have produced a guidance document for all those in the voluntary and community sector working with children and young people.

Copies of the guidance and this leaflet are available at no charge. They can also be downloaded from the website: www.wcvys.co.uk.

WCVYS can be contacted by telephone on 01905 795098 or by email at office@wcvys.co.uk.