



**Worcestershire Council for  
Voluntary Youth Services**



**Keeping children and young people safe is the responsibility of every trustee of a charity or member of a management committee.** But you are not on your own. There is help for you and your group or organisation including:

- developing the policies and procedures that are appropriate for your group
- awareness sessions about safeguarding and child protection
- training courses, for example about e-safety
- advice and support for you and your organisation if concerns are raised
- accreditation schemes, such as Sound Systems and ClubMark, which show that you are operating within good practice guidelines.

**Worcestershire Safeguarding Children Board** has devised Inter-Agency Child Protection Procedures to Safeguard Children.

A Practitioner's Guide to Safeguarding and Promoting the Welfare of Children is available.

A regular training programme is delivered by WSCB.

WSCB also produces regular Board Bulletins and Newsletters.

All the above can all be accessed from the WSCB website: [www.worcestershiresafeguarding.org.uk](http://www.worcestershiresafeguarding.org.uk)

## **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, young people and their families.

Copies are available at no charge. It can also be downloaded from the website: [www.wcvys.co.uk](http://www.wcvys.co.uk).

WCVYS can be contacted by telephone on 01905 795098.

or by email at [office@wcvys.co.uk](mailto:office@wcvys.co.uk).

## **Keeping Children and Young People Safe**

### **An Information Leaflet for Charity Trustees and Members of Management Committees**

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**Worcestershire Safeguarding Children Board (WSCB)** was set up under The Children Act 2004. It is responsible for agreeing how partner agencies, including the voluntary and community sector, should cooperate to safeguard and promote the welfare of children and young people and to ensure the effectiveness of this partnership working. There are voluntary sector representatives on the Board and the Executive.

**The Voluntary and Community Sector (VCS)** plays an important role in delivering services and support to children, young people, their parents and carers. Under The Children Act 2004 and The Safeguarding Vulnerable Groups Act 2006 every VCS organisation/group has a responsibility to contribute to the safeguarding of children and young people.

**What does this mean?** Safeguarding is a relatively new term which is broader than 'child protection' as it also includes prevention. Your group or organisation must take all reasonable steps to ensure that the risks of harm to children and young people are minimised.

**As a trustee of a charity or member of a management committee you have a responsibility to:**

- devise policies and procedures which create a culture that safeguards children and young people. These include:
  - Ø Safeguarding
  - Ø Child protection
  - Ø Health and safety and risk assessment
  - Ø Safe recruitment, selection and retention of staff and volunteers
  - Ø Codes of conduct
  - Ø Management of complaints and concerns
  - Ø Management of allegations
  - Ø Disciplinary procedures
  - Ø Off-base visits and residentials
  - Ø Equal opportunities
  - Ø Diversity
- ensure that the policies and procedures are adhered to
- keep up-to-date with issues on safeguarding and child protection

- ensure that staff and volunteers are trained so that they know how to recognise concerns about children's welfare and abuse and neglect and what action to take
- appoint a Designated Person for Child Protection to receive information from workers, volunteers and others about concerns, to assess the information and take appropriate action. It is also their responsibility to monitor the effectiveness of safeguarding policies and procedures by keeping in regular contact with the activities of the group
- appoint from the management committee a Champion for Safeguarding and Child Protection who should report annually to the committee
- investigate allegations against senior staff or volunteers
- ensure that children, young people, their parents and carers are aware of how your group or organisation operates and what to do if they are not happy with any of the arrangements
- develop a culture of reflection and evaluation involving everyone in your group or organisation
- ensure that any outside activity leader or contractor has safeguarding and child protection policies and procedures in place

Many people working with children or young people never experience child abuse or disclosures about child abuse at first hand. Nevertheless everyone has a duty to be alert to signs of abuse. Should abuse be suspected or disclosed, regardless of the setting in which the abuse has taken place, you have a responsibility to act on your concerns.

## **Criminal Records Bureau (CRB)**

An enhanced CRB Disclosure is a key element of safeguarding practice. It is needed for all who are working with children and young people. The Charity Commission insists that trustees of all groups and organisations must also have enhanced CRBs. The possession of an enhanced CRB is not an automatic qualification. Every CRB disclosure needs to be seen by the appropriate person within the organisation and the data and reference number of the disclosure recorded. If there are any concerns raised by the disclosure the organisations procedures must be followed. CRBs can be obtained via registered bodies, including WCVYS ([www.wcvys.co.uk](http://www.wcvys.co.uk)). A list of registered bodies can be found on the CRB website: [www.disclosures.co.uk](http://www.disclosures.co.uk)