

Cheshire Federation of Young Farmers Clubs

Policy for the Safeguarding of Children and Young People



Policy statement

This policy on Safeguarding Children and Young People has been drawn up with close reference to the guidelines contained in the Home Office document 'Safe from Harm' and the National Council for Voluntary Youth Service document 'Keeping it Safe' and NSPCC. Cheshire YFC recognises and fully endorses the United Nations Convention on the Rights of the Child.

The policy recognises the obligations and duty of care on organisations working with children and young people as covered in the Children Act 1989. This Act defines children and young people as anyone up to the age of 18 years. This policy applies to all staff, members and volunteers involved in Young Farmers' Clubs and all those who are working with or on behalf of Cheshire YFC.

The policy is designed to encourage best practice and to prevent the neglect, physical, emotional and sexual abuse of young people and children while they are in the care of Cheshire YFC. It stresses the responsibility of all workers to be alert to signs of abuse and provides for a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse has taken place.

Cheshire YFC is committed to supporting clubs to access training from their local safeguarding board for staff and members to raise awareness of their responsibilities in safeguarding children and young people.

The policy also provides guidance to staff and members on safe working practice with children and young people to minimise the risk of false allegations of abuse.

Legal duty of care

The Law defines a child as a person who is under the age of 18 years.

Safeguarding Vulnerable Groups Act 2006 – Provides the legislative framework for the new vetting and barring scheme.

Criminal Justice and Court Services Act 2000 - Checking employees working with children. All volunteers involved with young farmers clubs who take positions of responsibility over and above that of an ordinary member are, for the purposes of child protection, employees. Having the responsibility for the supervision, training or being in charge of children and young people is a 'Regulated' position. It is therefore a criminal offence if an employer does not take sufficient steps to check any employee working with children and young people. This means that all volunteers must be checked at the Enhanced level of Disclosure from the Criminal Records Bureau.

Abuse of trust - The Sexual Offences (Amendments) Act 2003 introduces the offence of abuse of trust. This offence covers sexual relationships between a person over the age of 18 years and a person under that age where the adult is in a 'position of trust' in relation to the young person.

Sexual Offences Act 2003 – Abuse of Trust

Guidance for Club Officers and Leaders

The Sexual Offences Act refers to various actions which amount to sexual activities as being a breach of the Act. Where a person over the age of 18, who holds a position of responsibility, engages in sexual activity, such as physical contact 'touching', causing or inciting a child (under 18 years old) to engage in sexual activity, engaging in sexual activity in front of a child, or causing a child to watch a sexual act, then this is a breach of the Act.

A position of responsibility is where a member (over the age of 18 years old) looks after other members as part of their duties such as leaders of the Club.

The Act applies where a member receives education at an educational institution. However, the Act does not define what an educational institution is. As YFC provides informal educational activities and at times has links with formal educational institutions, such as colleges, the safest option is to assume the Act does apply to Young Farmers Clubs.

In the United Kingdom, a person who holds a position of trust over another may not engage in sexual relations with that person, as it is considered to be an abuse of trust, as defined by the 2003 Sexual Offences Act. Only after that person has left their position of trust may they pursue a sexual relationship with them. Abuse of a position of trust for sexual relations can also lead to criminal charges being raised against the abuser, especially when a minor is involved (statutory rape).

Exemptions:

1. Where both members are married to each other or
2. Where the members are in a relationship, pre dating one of the members taking up a position of trust at the Club (Elected at an AGM), then providing the relationship is lawful, they are exempt from the Act.

The Clubs practice is as follows not withstanding any criminal liabilities that may arise:

1. All club officers should be made aware of the Sexual Offences Act **before** accepting a position of responsibility and decide whether or not they wish to accept that position.

The club officers taking on a position of responsibility must ensure that they do not enter into a relationship with a member under 18 whilst they hold a position of responsibility. On the application form for club officer roles.

2. The adult member/leader in a position of responsibility must satisfy themselves as to whether or not the Sexual Offences Act applies to them (by contacting a legal adviser, the Citizens Advice Bureau (CAB), Cheshire YFC or your Local Safeguarding Children's Board (LSCB) for guidance).

If it does apply, there will be a breach of the Act. That breach will already have occurred and is a criminal matter; however, there is no duty to report it to the police authorities. As far as the Club are concerned, the conditions, as set out under section 4 below, apply to continued membership and continuing to hold the position of responsibility.

3. If an inappropriate relationship is internally reported or suspected then the Club has a duty of care to act and investigate such inappropriate relationships that appear to be in breach of the Act. Again the conditions of section 4 below apply.

4. Where:-

- a. An adult member (over 18) is in a relationship, sexual or otherwise, with a member who is aged 16 to 18, then providing both parties freely consent to that relationship and the adult member steps down from his/her position of responsibility no action will be taken by the Club against the members involved.

However, as above there may have been a breach of the Act before the adult member steps down and this will be a criminal matter and if reported will be outside of the Clubs dealings and powers.

- b. There is no free consent given by the under 18 year old member in a relationship, the adult member may be suspended or expelled. (If the club suspect that the adult member has influenced the child into being in a relationship with them).
- c. An adult member/leader enters into a relationship with a member who is under the age of 16 regardless of their knowledge of the actual age of the under 16, they will have their membership suspended and maybe expelled from the Club if a criminal offence has been committed. (In the eyes of the law, a child under 16 years old is not able to give consent to a relationship)

The Club owe a duty of care to all it's members. It has a duty to safeguard the best interests of its members at all times. The Club therefore retains overall discretion to interpret the Act and deal with members as they consider appropriate.

Charity Commission – In March 2009, the Charity Commission produced a guidance document for protecting children. This states that charity trustees are responsible for ensuring that those benefiting from, or working with, their charity are not harmed in any way through contact with it. They have the legal duty to take all reasonable steps within their power to ensure that this does not happen. Trustees are expected to find out what the relevant law is, how it applies to their organisation and to comply with it where appropriate. They should also adopt best practice as far as possible.

Recruitment procedure

By the very nature of YFC, the vast majority of our volunteer leaders are 'home reared' and invited by the members to undertake a role. We must recognise that when a member moves on to become a leader or take on additional responsibilities in a club or county they should be treated in exactly the same way as someone from outside of the organisation applying for a job or offering to help. All staff and volunteers are entitled to be treated in exactly the same way and share the same rights and responsibilities. The term STAFF is therefore used hereafter and applies to paid and voluntary personnel of Cheshire YFC and clubs.

The use of Criminal Records Bureau and the Independent Safeguarding Authority (**on hold as of June 2010**) checks are described in this policy; however, it should be remembered that DBS checks are not only used to protect children and young people. DBS checks also help us to identify those individuals who have been convicted of offences of dishonesty and help us protect our funds. A DBS check demonstrates that we are fulfilling our obligation to ensure that trustees of YFC are fit and suitable people.

We must all be aware that occasionally individuals may come forward who may have ulterior motives for wanting to work with young people and we cannot afford to put our young people, or the good reputation of our Clubs and County at risk. Therefore, in order to minimise the risk of potential abusers gaining access to the young people in Clubs, it is essential that the following procedures are followed:

For all new staff and officials

- All new or prospective staff members should be provided with a clear job or role description that details their responsibilities and highlights line management reporting structures.
- All applicants should be asked to complete an application form and provide at least two recent references, **one of which can be from a recent employer and one from a person outside of the YFC organisation**. Referees should be contacted to confirm that the information they have given about the applicant is accurate.
- In order for previous experience to be assessed and a decision to be made about the applicant's suitability to undertake the job or role, they should be interviewed **by at least two people**.
- Applicants should be asked to explain the reason for any gaps in employment or residency.
- All successful applicants should provide evidence of identity, at least two items of original documentation should be examined, for example, a passport, full UK driving licence or birth certificate, and a recent utility bill that details the individual's address. These details should be recorded in the individual's personnel file.
- All staff should receive induction training in their role.
- The offer of employment with YFC should be subject to the successful completion of a probationary period, which is normally three months. **There should be midterm and end of probationary period reviews to support the new staff member. Full time staff should receive monthly support and supervision by their line manager or an agreed nominated person. Part time staff and volunteers should also receive support and supervision on a pro rata basis and in a style agreed with their line manager.**
- As **all** convictions relating to children and young people must be disclosed (even 'spent' ones), all new members of staff should be given both the Declaration Form (to be signed) and the accompanying letter of explanation.
- All personnel with unsupervised access to children and vulnerable adults must be subject to an Enhanced Disclosure check to be undertaken through the offices of the Criminal Records Bureau and registration with the Independent Safeguarding Authority **(on hold as of June 2010)**.

All Club and County Officers and Trustees aged 18 and over (people in positions of trust)

- All new or prospective staff members should be provided with a clear job or role description that details their responsibilities and highlight line management reporting and support structures.
- All applicants should be asked to complete a nomination form and provide two recent references. The proposer and seconder can be the referees.
- All applicants will need to complete a Declaration form.
- Referees will be expected to complete a reference form to confirm that the information they have given about the applicant is accurate and in order to collect evidence about the applicant's suitability to undertake the role. Best practice is that one referee can be from within the YFC community and the other should be an external person. A copy of the nomination form and references should be held in the club records for the period of time the post is held. This should also be documented in the meeting minutes in line with normal practice.
- All club officers should receive induction training in their role from their predecessors and attend club officer training when offered.
- All roles with unsupervised access to children and vulnerable young people must be subject to an Enhanced Disclosure check to be undertaken through the offices of the Criminal Records Bureau and registration with the Independent Safeguarding Authority (from July 2010).

Disclosure and Barring record checks for YFC personnel

The Government has established the Disclosure and Barring Services as the agency to check the criminal records of people who are applying for both paid and voluntary work with vulnerable children and adults. The agency uses the brand name Disclosure for marketing its service to the public.

Disclosure checks are free for all voluntary roles at both Standard and Enhanced levels. The costs groups pay for DBS checks is for the administration and it helps to 'shop around' for good prices. Disclosures for paid employees are charged for; current rates can be viewed on the Disclosure web site at www.disclosure.gov.uk. Administration charges for DBS checks should be paid by the employer. All roles within YFC that have unsupervised access to children and young people must be subject to a Disclosure from the Criminal Records Bureau.

Frequency of DBS checks – all staff must be re-checked at intervals of not more than three years.

Portability of DBS checks – the Disclosure service recommends that organisations no longer accept DBS checks made by another organisation. The following is extracted from the Disclosure web site;

'The DBS took this decision as a direct result of the inherent risks associated with the re-use of a Disclosure. The DBS does not endorse the use of portability. Organisations that choose to accept a previously issued Disclosure do so at their own risk. Organisations that choose to continue with the practice of accepting a previously issued Disclosure should read the new portability framework.'

YFC accepts that DBS checks are not portable, but it is possible for one YFC to accept a DBS done by another YFC club or county should the need present itself. The accepted check should

be less than 12 months old or it is recommended that a new check is carried out.

There are 2 levels of Disclosure. CHESHIRE YFC recommends that all DBS checks are made at the Enhanced level

Standard Disclosure

Standard Disclosures are primarily for posts that involve working with children or vulnerable adults. Standard Disclosures may also be issued for people entering certain professions, such as members of the legal and accountancy professions.

Enhanced Disclosure

Enhanced Disclosures are for posts involving a far greater degree of contact with children or vulnerable adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a Teacher, Scout or Guide leader. Enhanced Disclosures are also issued for certain statutory purposes such as gaming and lottery licenses.

Enhanced Disclosures contain the same information as Standard Disclosures, but with the addition of local police force information considered relevant by Chief Police Officer(s).

Security of DBS disclosures

The DBS umbrella body, that is providing the checks, should provide the County Federation with information on the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

Independent Safeguarding Authority (ISA) - On hold as of June 2010

The Safeguarding Vulnerable Groups Act 2006 recognised the need for a single agency to vet all individuals who want to work or volunteer with vulnerable people. The ISA was created to fulfil this role by preventing unsuitable people from working with children and vulnerable adults. The ISA took over responsibility from the Secretary of State for barring decisions on referrals under the PoCA, PoVA and List 99 Schemes in January 2009. These lists will be replaced by two new lists, the Children's Barred List and the Adults' Barred List in October 2009, both of which will be centrally administered by the ISA. It will become a legal requirement in November 2010 for employees to register with the ISA and employers to check their status to ensure they are not barred from working with children. ISA flowcharts are available in Appendix E1 and Appendix E2 (omitted) along with a timeline of the 5 year phase-in for the vetting and barring scheme. More information is available from the ISA website (www.isa.gov.org)

Staff/volunteer	Volunteer/club
Job description	Club officer profiles/cards
2 references	One reference from within the YFC community and one other either internal or an external person i.e. teacher
DBS and ISA check (ISA on hold)	Free for volunteers
Induction	Given by the previous officer
Training	Club Officer Training
Supervision and appraisals	Regular support for club officer's e.g. quarterly telephone call

What should I have?

Reporting procedures

If at any time a member of staff or a volunteer has concerns about the safety or welfare of a child or young person they should consult with their line manager, **the County Child Protection Officer** for further information about the definitions of abuse).

There are a number of ways that staff and volunteers may become aware of or suspect abuse:

- A child/young person may tell them
- Someone else may report a concern to them
- A child or young person might show signs or physical injury for which there is no satisfactory explanation
- A child or young person's behaviour may indicate that they are being abused
- The behaviour of a staff member or volunteer may make them feel uncomfortable or indicate concerns
- They may witness abuse
- It is important that all staff and volunteers are aware of the reporting procedure shown and follow this without delay.

If a member of staff is in any doubt as to whether or not an incident should be reported, they must consult with their line manager or contact Cheshire YFC's Child Protection Officer for advice. In situations where a child or young person is in need of urgent medical attention, then the emergency services must be called and the reporting procedures in place should then be followed.

Complaints procedure

Cheshire YFC's Standards of Personal Behaviour policy and Cheshire YFC Constitution provide guidelines of how to deal with complaints about the actions of members and staff. Individual Club and County constitutions give powers to deal with complaints about members.

Procedures for managing allegations – supporting those involved

HM Government (2006) 'Working Together to Safeguard Children' introduced a new framework for managing allegations and concerns against people who work with children. Parents/carers of a child or children involved should be told about the allegation as soon as possible if they do not already know about it. They should be kept informed about the progress of a case and told the outcomes where there is not a criminal prosecution that includes the outcome of any disciplinary process. The employer should also keep the person, who is the subject of the allegation, informed of the progress of the case and arrange to provide appropriate support to the individual while the case is ongoing. If the person is suspended, the employer should also make arrangements to keep the individual informed about developments in the workplace. Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated/ considered.

'Whistle blowing' statement

Whistle blowing is described as the revelation of wrong doing, abuse or unethical behaviour by a member of staff within an organisation to those in positions of authority. Staff are encouraged to report to their line manager any suspicion, concern or allegation so that the matter can be investigated. The Cheshire YFC Constitution sets out the procedure for dealing with disputes. When a member of staff has reported suspicions about another member of staff, or the organisation itself, Cheshire YFC will protect that person from any harassment or unfair treatment.

Confidentiality

The privacy of children and young people should be respected at all times except where there are child protection concerns. Staff are responsible for ensuring that the children and young people they work with understand that we will not pass information about them on to anyone unless they tell us/we find out that they or another child is being harmed or are at risk of harm. This should be stated at the earliest possible point of contact.

The member of staff must discuss with the young person the implications of disclosing further information; thereby, giving the young person choice as to whether or not to continue to disclose information to the member of staff.

Should the individual wish to continue, then the guidelines set out should be followed.

Health and safety

Risk assessment

Risk assessment is an important factor in keeping children and young people safe from harm. Cheshire YFC Health and Safety Policy provides guidelines on assessing potential risks for all activities and should be followed on all occasions to ensure the safety of all members of Cheshire YFC and those in attendance at activities.

Training

Cheshire YFC is committed to the ongoing training and development of its staff and will ensure staff have regular access to Safeguarding Children and Young People training. The minimum standard for Safeguarding Children and Young People training is that all new staff will undertake appropriate training as part of their Induction training programme.

Cheshire YFC should commit to organising Safeguarding Children and Young People training at least every 24 months. Safeguarding Boards in each county are obliged to provide free training. A local safeguarding board contact for each county can be found in [Appendix E1](#).

Ratio of staff to young people

The actual number of staff to young people will vary depending on the activity undertaken. The DCSF recommends that there should be a minimum of 1 adult to 10 young people in a group situation, the ratio is reduced to 1:6 for young people with additional needs and disabilities. Ratios should be decided by the group's needs where residential trips are concerned. There should be at least two adults present at each YFC activity and it is preferable that male and female staff should be present. It should be recognised that each activity should be risk assessed and the staff ratio agreed accordingly.

Parental consent

Parental consent forms can be found at [Appendix C](#).

The parent or guardian of every member under the age of 18 years must sign a consent form for their child to participate in YFC activities.

- The purpose of the consent form is to ensure that the parent knows the details of the times, location and cost of the event planned.
- It tells them who is in charge of the event and gives a contact phone number.
- The form gives the parent the opportunity to inform the event leader about any health or dietary issues that affect their child.
- The form should explicitly request consent for the event leader to access medical advice and care for the child in the event of an emergency.
- It is therefore important that the consent forms are kept up to date with this personal information and contact details.
- It is good practice for the leaders of an activity to have in their possession the consent forms for members aged 18 and under, and the emergency contact forms for those 18 and over.

General consent forms

It is permissible to use a general consent form which covers normal meetings and covering a range of general YFC activities which should be notified to the parent either on the form or as an additional document. Such a general consent form could cover a single term or a Club

programme year. The general consent form should be completed annually as a minimum requirement.

Trips and Residential consent forms

For all other activities and events outside of the regular club programme, Trips and Residential consent forms should be used on each occasion.

Emergency contact and health forms for members aged 18 and over

It is good practice for all members and staff to provide Club Officers with emergency contact details and information about any medical condition they feel is important to share.

Confidentiality of consent forms

In all cases, the information provided should remain confidential and be kept by the leader of the activity in a secure place, such as a locked cabinet. After the activity, forms should be destroyed using a shredder to protect confidentiality.

It is also essential that sensitive information is stored in a secure place with access restricted to those who are entitled to see it as part of their duties. Careful consideration should be given regarding who is allowed to view personal information about members and all files should be password protected, or in a separate log-in if using a shared computer. Information should only be kept as long as necessary to ensure the welfare of the young person concerned.

Club records

It is essential that Cheshire YFC and each club maintains a record of its members and that such a record is readily available should an incident arise.

Use of photographs or recorded images of children and young people

Implicit within the Cheshire YFC Safeguarding Children and Young People Policy, is the commitment to ensure that all publications and media represent participants appropriately and with due respect.

- A photograph or image (website) of a child should not be published without written consent, and personal information of the individual, other than their name, should not accompany the image.
- Care must be taken to ensure that images of children who are under a court order are not recorded or published without permission.
- Simultaneous streaming of images onto a website should be avoided. (Simultaneous streaming is uploading pictures directly from a camera to a website without checking the suitability of each picture). The delayed streaming will provide an opportunity for editing inappropriate images.
- Computers containing photographs of members should be password protected and where laptops are used avoid storing images on laptops that are regularly taken out of the office.
- Websites should be carefully monitored to eliminate the use of inappropriate images or improper text.
- Any instance of the use of inappropriate images should be reported to Cheshire YFC who may then inform the appropriate authorities.
- Cheshire YFC parental consent forms should contain an informed consent statement that photographers may be present at YFC events and images may be

published. By giving consent for the child or young person to attend the event, there is acceptance that the child/participant may be photographed.

*For the purposes of this policy the word photography means both still and moving images.

Guidance checklist for clubs

✓ Clubs should have a **POLICY FOR THE SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE**.

✓ Appoint a **COUNTY CHILD PROTECTION OFFICER** who must attend child protection training.

✓ Establish **RECRUITMENT PROCEDURES** of all paid staff and volunteers.

✓ Establish a **PROCEDURE** for dealing with allegations of abuse.

✓ **PLAN ALL ACTIVITIES** to minimise situations in which abuse may occur. This protects the child and young person and also protects the adult from being accused of improper behaviour.

✓ Whenever possible, ensure that there is a balance of **MALE AND FEMALE LEADERS/HELPERS** to assist in activities regardless of whether the group is boys, girls or mixed.

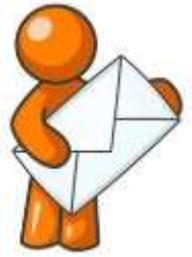
✓ Keep **UP TO DATE RECORDS** of attendance, parental consent and emergency contact details.

✓ Establish a **REPORTING PROCEDURE FOR ALL INJURIES AND ACCIDENTS**.

✓ Ensure that there are adequate **FIRST AID FACILITIES** and that someone in attendance has a recognised first aid qualification.

✓ Have a written **HEALTH AND SAFETY POLICY** and an **EMERGENCY ACTION PLAN**.

✓ Ensure that all **EQUIPMENT IS IN WORKING ORDER** and that the club leaders are familiar with all written **INSTRUCTIONS** on the use of specialist facilities and equipment.



APPENDIX A1: What is child abuse?

It is generally accepted that there are four main forms of abuse including physical, emotional, sexual and neglect. The following definitions are based on those from “Working Together to Safeguard Children” (Dept of Health, Home Office, Dept of Education and Employment, 2006) and Safeguarding Children: Working Together under the Children Act 2004 (Welsh Assembly, 2006[7])

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger

- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Recent guidance from agencies working with children and young people draws attention to other sources of stress for children and families, such as social exclusion, domestic violence, poverty, the mental illness of a parent or carer, or drug or alcohol misuse. All these areas may have a negative impact on a child's health and development and may be noticed by other members within YFC. If it is felt that the child or young person's well being is being adversely affected by any of these areas, then the matter should be reported to your Child Protection Officer. The YFC Child Protection Officer and/or County Organiser will then agree with the YFC Club Leader an appropriate course of action, following the procedure outlined above.

APPENDIX A2: Recognising child abuse

Recognising child abuse is not easy, and it is **not** your responsibility to decide whether or not child abuse has taken place. You do, however, have a responsibility to act if you have a concern or if you believe a child or young person is at risk of serious harm.

The following information will help you to be alert to the signs of possible abuse.

Recognising physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins.

Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

The physical signs of abuse may include:

- unexplained bruising, marks or injuries on any part of the body
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- cigarette burns
- bite marks
- broken bones
- scalds

Changes in behaviour which can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example wearing long sleeves in hot weather
- depression
- withdrawn behaviour
- running away from home

Recognising emotional abuse

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix / play with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other
- Circumstances, e.g. away from their parents' care
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm
- Fear of parent being approached regarding their behaviour

Recognising sexual abuse

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers.

Usually, in cases of sexual abuse, it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- pain or itching in the genital / anal areas
- bruising or bleeding near genital / anal areas
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults or other young people

Recognising neglect

Neglect can be a difficult form of abuse to recognise, yet has some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- constantly dirty or "smelly"

- loss of weight, or being constantly underweight
- inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and / or failing to attend appointments
- having few friends
- mentioning their being left alone or unsupervised

The above list is not meant to be definitive but a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring.

There may well be other reasons for changes in behaviour, such as a death, or the birth of a new baby in their family, relationship problems between parents / carers etc.

APPENDIX A3: Summary of the United Nations convention on the rights of the child

1. Everyone under 18 years of age has all the rights in this convention.
2. The Convention applies to everyone whatever their race, religion, abilities, whatever they think or say and whatever type of family they come from.
3. All organisations concerned with children should work towards what is best for each child.
4. Governments should make these rights available to children.
5. Governments should respect the rights and responsibilities of families to direct and guide their children so that, as they grow, they learn to use their rights properly.
6. All children have the right to life. Governments should ensure that children survive and develop properly.
7. All children have the right to a legally registered name, the right to nationality and the right to know and, as far as possible, to be cared for by their parents.
8. Governments should respect children's rights to a name, a nationality and family ties.
9. Children should not be separated from their parents unless it is for their own good, for example if a parent is mistreating or neglecting a child. Children, whose parents have separated, have the right to stay in contact with both parents, unless this might hurt the child.
10. Families who live in different countries should be allowed to move between those countries so that parents and children can stay in contact or get back together as a family.
11. Governments should take steps to stop children being taken out of their own country illegally.
12. Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.
13. Children have the right to get and to share information as long as the information is not damaging to them or others.
14. Children have the right to think and believe what they want and to practice their religion, as long as they are not stopping other people from enjoying their rights. Parents should guide their children on this matter.
15. Children have the right to meet together and to join groups and organisations, as long as this does not stop other people from enjoying their rights.
16. Children have the right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.
17. Children have the right to reliable information from the mass media. TV, radio and newspapers should provide information that children can understand and should not promote materials that could harm children.
18. Both parents share responsibility for bringing up their children and should always consider what is best for the child. Governments should help parents by providing services to support them, especially if both parents work.
19. Governments should ensure that children are properly cared for and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.
20. Children who cannot be looked after by their own family must be looked after properly, by people who respect their religion, culture and language.

21. When children are adopted the first concern is what is best for them. The same rules apply whether the children are adopted in the country where they were born or taken to live in another country.
22. Children who come into a country as refugees should have the same rights as children born in that country.
23. Children who have any kind of disability should have special care and support so that they can lead full and independent lives.
24. Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy. Rich countries should help poorer countries achieve this.
25. Children who are looked after by the local authority rather than their parents should have their situation reviewed regularly.
26. The government should provide extra money for the children of families in need.
27. Children have the right to a standard of living that is good enough to meet their physical and mental needs. The Government should help families who cannot afford to provide this.
28. Children have a right to an education. Discipline in schools should respect children's human dignity. Primary education should be free. Wealthy countries should help poorer countries achieve this.
29. Education should develop each child's personality and talents to the full. It should encourage children to respect their parents and their own and other cultures.
30. Children have a right to learn and use the language and customs of their families, whether these are shared by the majority of people in the country or not.
31. All children have the right to relax and play and to join a wide range of activities.
32. The Government should protect children from work that is dangerous or might harm their health or education.
33. The Government should provide ways of protecting children from dangerous drugs.
34. The Government should protect children from sexual abuse.
35. The Government should make sure that children are not abducted or sold.
36. Children should be protected from any activities that could harm their development.
37. Children who break the law should not be treated cruelly. They should not be put in prison with adults and should be able to keep in contact with their families.
38. Governments should not allow children under 15 to join the army. Children in war zones should receive special attention.
39. Children who have been neglected or abused should receive special help to restore their self respect.
40. Children who are accused of breaking the law should receive legal help. Prison sentences for children should only be used for the most serious offences.
41. If the laws of a particular country protect children better than these articles of Convention, then those laws should stay.
42. The Government should make the Convention known to all parents and children.

APPENDIX A4: Confidentiality policy

The principle of confidentiality is fundamental to the working of Cheshire YFC. Information should not be confidential to individual staff - the bounds of confidentiality are within the staff team. People working with children and young people treat personal information about young people with confidence, whether obtained directly or indirectly, or by inference. Such information includes name, address biographical details, and other descriptions of the young person's life and circumstances, which might result in their identification. Information concerning a young person will not be passed on to another young person except with their agreement. Where staff wish to communicate information about a young person outside the team, permission of the young person will be sought. Exceptional circumstances may arise where there is danger that a young person may cause physical harm to themselves or to a third party. In this case, agreement to consult with other agencies should be sought from the young person wherever possible, unless there are good grounds the young person is no longer able to take responsibility for his/her own actions. In situations where young people may be disclosing sexual, physical, neglect or emotional abuse, a worker/volunteer should never agree to confidentiality. **The member of staff must discuss with the young person the implications of disclosing further information thereby giving the young person choice as to whether or not to continue to disclose information to the member of staff.**

The nature of working with children and young people makes the practice of prescriptive guidelines difficult in some areas. Staff, therefore, need to be aware of different factors around confidentiality, which affect them in different working contexts, and make appropriate decisions. If a member of staff has any doubts whatsoever, they should seek advice from their line manager or contact Cheshire YFC Child Protection Officer for assistance.

When a young person discloses information to a member of staff which leads the member of staff to believe that the young person may be at risk of harm, it is essential that the information is recorded as soon as possible. It is also essential that sensitive information is stored in a secure place with access restricted to those who are entitled to see it as part of their duties. Information should only be kept as long as necessary to ensure the welfare of the young person concerned.

Practical application of confidentiality

The nature of our work with children and young people is such that trusting relationships develop between members and adult leaders. It is essential that all adults in Cheshire YFC understand the limits of maintaining a member's confidentiality. From time to time, a member will entrust confidential information to an adult leader.

In most circumstances, such information will be given to check out information, ask for advice or support, or simply to share something personal. In some cases, this information may be alarming or uncomfortable for the adult, but the nature of the information may be such that it does not lead the adult to believe that the young person is at immediate serious risk of harm. Examples of this would be where a member discusses risky sexual behaviour or issues about drug or alcohol use.

Where an individual discloses or is about to disclose information that leads the member of staff to believe the individual may be at serious risk of harm, the member of staff should warn the person that they have reached a point where further confidentiality cannot be guaranteed. Such a statement allows the individual to stop disclosing the information if they wish. Should the individual wish to continue, then the guidelines set out in Appendix D1 should be followed.

APPENDIX A5: Charity commission guidelines - safeguarding children and vulnerable adults

Charity trustees are responsible for ensuring that those benefiting from, or working with, their charity are not harmed in any way through contact with it. They have a legal duty to act prudently and this means that they must take all reasonable steps within their power to ensure that this does not happen. It is particularly important where beneficiaries are vulnerable persons or children in the community. Trustees are expected to find out what the relevant law is, how it applies to their organisation, and to comply with it where appropriate. Children are an especially vulnerable group and therefore the Charity Commission is concerned to stress the importance of charities having proper safeguards in place for their protection.

Safeguarding children is vital for charities as charity trustees have a duty of care towards the children with whom they have contact. Having safeguards in place within an organisation not only protects and promotes the welfare of children, but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public. These safeguards should include a child protection policy and procedures for dealing with issues of concern or abuse. For the purposes of child protection legislation, the term 'child' refers to anyone up to the age of 18 years. Safeguarding children is beneficial to a charity in many ways – protecting its reputation, helping to effectively meet its objectives and protecting its finances.

Although the Commission does not administer child protection legislation, it aims to increase public trust and confidence in charities and, as part of the registration process, it always asks organisations working with children for (a) information about the policies and procedures which they have in place for keeping children safe and (b) disclosure of Criminal Record Bureau (DBS) certificates in respect of trustees where the charity is legally entitled to obtain these.

The Charity Commission have produced a check list of what should be included in a Child Protection Policy and the Cheshire YFC Safeguarding Policy includes all of their points.

- the welfare of the child is paramount
- all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- the policy is approved and endorsed by the board of trustees
- who the policy applies to (i.e. all trustees, staff and volunteers)
- children and parents are informed of the policy and procedures as appropriate
- all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's services and in emergencies, the police
- a commitment to safe recruitment, selection and vetting
- reference to principles, legislation and guidance that underpin the policy
- arrangements for policy and procedures review
- reference to all associated policies and procedures which promote children's safety and welfare

e.g. with regards to: health and safety, anti-bullying, protection of children online, and photography.

The Charity Commission have also included child protection procedures and systems and again the Cheshire YFC policy includes all the guidance. The procedures and systems should include:

- A named person (and deputy) with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which s/he operates
- A description of what child abuse is, and the procedures for how to respond to it where there are concerns about a child's safety or welfare or concerns about the actions of a trustee, staff member or volunteer. Relevant contact details for children's services, police, health and NSPCC helplines should be available
- A process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified by your insurance company
- Guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of the child is the most important consideration
- A code of behaviour for trustees, staff and volunteers. The consequences of breaching the code are clear and linked to disciplinary and grievance procedures
- Safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (e.g. helpline, email) contact with children. In the case of trustees, because of their position within the charity, we take the view that whenever there is legal entitlements to obtain a DBS check in respect of such a trustee, a check should be carried out. This goes beyond circumstances where the trustee comes into contact with children
- A complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children
- Systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection in accordance with their roles and responsibilities
- Requirements for trustees, staff and volunteers to learn about child protection in accordance with and as appropriate to their roles and responsibilities

For more information visit the Charity Commission website: www.charitycommission.gov.uk

APPENDIX B1: DBS Checks

Cheshire YFC

It is likely that all staff of Cheshire YFC, County and Club Officials will be responsible for the supervision of members under the age of 18 years therefore **all members must be subject to a DBS check.**

All checks should
be at the
Enhanced level

All checks should
be subject to
renewal every
three years

Records should
be kept of when
DBS checks are
due for renewal

APPENDIX B2: Policy declaration

ACCOMPANYING LETTER TO BE ATTACHED TO DECLARATION – THIS SHOULD BE PRINTED ON HEADED PAPER

Dear

POLICY DECLARATION - WORKING WITH YOUNG PEOPLE

From news and media reports, you will be aware of the increasing numbers of children and young people being abducted and abused. This has raised so much concern that the Government has been looking for ways of better safeguarding the welfare of children and young people. The Disclosure and Barring services is now in place for checking all individuals who work with children and young people under the age of 18.

Cheshire YFC takes this matter very seriously. Many of our members are under the age of 18. It is therefore essential that we take every possible step to protect the welfare of these children and young people and also the good reputation of YFC.

The law requires that all adults placed in positions of responsibility with young people act in the best interests of these young people.

It is your duty to support us in this endeavour and we therefore ask that you read carefully and sign the attached declaration form. This will be treated in confidence and offers you the option of withdrawing your application at this stage, without prejudice, by completing the bottom section only.

Please note that in order to undertake the appropriate checks with the Disclosure and Barring Services we will require sight of **original** documentation (e.g. passport, birth certificate, full UK drivers licence and utility bill) that provide the following personal information about you:

- Details of your full name and address
- Length of time spent at your current address, and details of your previous address(es) if less than 5 years at your current address
- Your date of birth

We have not restricted this request just to those who are junior Club Leaders (or who have regular unsupervised access to under 18s), but to any adult who has regular contact with young people or who may occasionally accompany them on specific activities, in particular on residential activities.

We thank you for your assistance in this matter and your support to YFC in its child protection work.

Yours sincerely

APPENDIX B3: New staff declaration

DECLARATION TO BE SIGNED BY NEW STAFF AND VOLUNTARY WORKERS WORKING WITH YOUNG PEOPLE – TO BE PRINTED ON HEADED PAPER

I hereby declare and represent that, save as disclosed below, I have not at any time, either within the United Kingdom or abroad:

- been found guilty by a Court of any offence concerning children or young people under the age of maturity;
- been bound over;
- been placed on probation or discharged either conditionally or absolutely in relation to such offences.

I understand that because my voluntary work with Cheshire YFC will involve contact with persons under the age 18 years, any convictions involving minors that are 'spent' under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed. I also understand that failure to disclose in full the matters required to be disclosed by this Declaration will result in immediate suspension of my duties, with the likelihood of its termination.

I hereby consent to any reference being taken up by Cheshire YFC for the purposes of verifying the replies given in this declaration, including enquiries of the police, or any other relevant authority.

I understand that no application for duties involving young people will be considered if I withhold my consent.

Name: _____
Address: _____ _____
Date of Birth:
Details of all previous convictions, cautions or binding orders are as follows;
Date: _____ Offence _____ Penalty _____
.....
.....
Signed: _____
Date: _____
I wish to withdraw my application without prejudice.
Name: _____ Signed: _____
_____ Date: _____

APPENDIX B4: Reference Form

THIS SHOULD BE PRINTED ON YOUR OWN HEADED PAPER

Name of applicant

Address

Post code

Appointment applied for _____

Dear

The above named person has applied for the above position with Cheshire YFC and has given your name as someone who can provide a character reference.

Cheshire YFC is an organisation committed to the protection of children and young people and we check to ensure that all adults are suitable for this type of work. I would be grateful if you would take the time to complete this form and return it to us so that we can continue the application process.

All information that you provide us with will remain confidential.

The application is for a person who will be working directly with children and young people and may involve the handling of charitable funds. I would be grateful for your complete honesty when answering the questions over the page.

Thank you for your assistance.

Yours sincerely,

Please return reference to:

APPENDIX C1: Practice guide

SAFEGUARDING CHILDREN AND YOUNG PEOPLE GOOD PRACTICE GUIDELINES FOR ALL STAFF AND VOLUNTEERS

These guidelines outline the code of conduct expected of Cheshire YFC, YFC staff, volunteers and staff from other organisations engaging with children and young people through Cheshire YFC and YFC projects or activities.

This code has been developed to provide you with advice which will not only help to protect children, but will also help you and your colleagues identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made against you. Good practice will also protect Cheshire YFC and YFC through reducing the possibility of anyone using their role within the organisation to gain access to children in order to abuse them. This is because all members of staff will be expected to report any breaches of this code by any other member they may observe, or of which they are made aware.

When you are working on behalf of Cheshire YFC or YFC, you are considered to be in a position of trust – and the highest standards of behaviour is expected. Staff/Officials should be aware that they may be seen as role models by children, and must act in an appropriate manner at all times. They should also remember that there are rules and legislation which apply. For example, those forbidding any sexual relationship with a child you have met through your role at Cheshire YFC or YFC, even if they are of or above the age of consent, and those regarding to the giving or receiving of gifts.

If in doubt, you should always consider how an action or activity may be perceived as opposed to how it is *intended*.

The code of conduct should guide all actions taken by Cheshire YFC/ YFC staff and volunteers.

1. Listen to and respect children at all times. Do this regardless of their age, gender, ethnicity, disability or sexual orientation. Don't discriminate or show signs of approval or prejudice. Always avoid favouritism, singling out 'troublemakers' and gossiping about children and young people.
2. Actively involve children and young people in planning activities wherever possible.
3. Never let allegations by a child go unreported, including any made against you, or trivialise child abuse or its effects.
4. The focus of your relationship with a child you have met through work should always remain on work. The aim should never be, or become, to develop the relationship into a long term friendship.
5. Be aware that children, can and do, develop both heterosexual and homosexual infatuations towards adults working with them. If you become aware of this happening towards yourself, you should inform your manager or child protection officer and then respond to the situation in a way which maintains the dignity of all concerned.
6. Do not engage in (or condone) any unlawful activity with or in front of children.
7. Never invite, or allow, a child you have met through Cheshire YFC into your home.
8. The use of mobile phones, email and social network sites for YFC work use

should always be used appropriately. If you have been given members details through YFC, then it should be used for YFC business.

9. Never offer to transport a child alone in your car, unless in an emergency, without parental consent.
10. Avoid unobserved situations of one to one contact with a child. If it is unavoidable, always ensure another adult knows where you are, with whom and why.
11. If you need to comfort a child who has become distressed, it is important that you do so in a way which is both age appropriate and respectful of their personal space. Never act in a way which may be perceived as threatening or intrusive. Check with them before you act.
12. Never agree to keep any information relating to the harm of a child confidential. Always follow the procedures for reporting concerns.
13. Never enter a child's private home unless there is a responsible adult present. Do not go in to wait for their return.
14. Never make sexually suggestive remarks or discriminatory comments to or in front of a child.
15. Don't engage in or allow any sexually provocative games involving or observed by children, whether based on talking or touching.
16. Don't engage in or tolerate any inappropriate physical activity involving children, or any bullying of a child by an adult or another child.
17. While the use of humour can help to diffuse a situation, the use of sarcasm, demeaning, or insensitive comments, to a child is never acceptable.
18. Mixed gender groups (especially residential ones) should always have mixed gender leadership.
19. Never take chances with young people's safety.
20. When organising events that require YFC members to change clothes (sports, performing arts etc), separate male and female changing/shower facilities must be provided for under 18s use only. Doors to be suitably guarded by chaperones outside.

If a young person wants to talk in confidence

21. Accept what they say, keep calm and give your undivided attention.
22. Do not promise confidentiality - tell them you may need to tell someone else.
23. Reassure them that you will not blame them, be shocked or judgmental.
24. Recognise their fears and feelings - they may have been threatened and not be telling you all they know.
25. Reassure them that they were right to tell you.
26. Discuss the options with them and agree a future action.
27. Make notes as soon as possible. Record dates and times of events and keep a handwritten record (typed ones can be changed).
28. Never physically examine a young person except in an emergency, eg an accident where severe injury is suspected or to prevent immediate worsening of a condition. Always make a written record of any action you take.
29. In this case, always have another person present. An examination starts when clothing is removed and the body is felt for signs of injury. A peep down a child's collar to spot signs of injury to neck or back would be observation rather than examination. If in doubt - leave well alone.
30. Never push for information. Leave this to a practitioner skilled in asking such

questions and aware of the sensitivities required in evidence gathering. Remember that you are not the investigator.

31. Always seek professional help with speed and in the best interests of the child.
32. Where a parent is not implicated, involve them as early as possible. If you return a child to a parent's care and fear that the allegations may go unreported, seek immediate professional advice from your local Children's Social Care Department, NSPCC or police.
33. Have the 'Childline' number (0800 1111) on display so that a worried child can ring this if they prefer.

FOR PROCEDURE GUIDELINES IF ABUSE IS DISCLOSED OR SUSPECTED PLEASE REFER TO [APPENDIX D](#) OF THIS POLICY AND REPORT THE MATTER TO YOUR COUNTY CHILD PROTECTION OFFICER.

APPENDIX C2: GENERAL ADVICE FOR RUNNING A SAFE CLUB

Key to running a successful and safe club is respecting each other, working together and ensuring unacceptable behaviour is challenged. An important part of this is ensuring policies and procedures are in place that support safe and fair behaviour, and that all members are aware of how to make a complaint if breaches or offences occur. It is all about creating a fun, safe environment that works in tandem with safeguarding children and young people.

It is important to be clear about the club's responsibilities when running activities for children and young people. This involves ensuring these responsibilities are well understood by others including parents and young people. It is also important that club personnel / volunteers understand what their 'duty of care' towards children and young people actually means and entails on a day-to-day basis.

In order for Club Leaders to achieve this it is important to follow these simple steps:

- a) Be clear about, and follow, the guidance set out in 'Role of Club Leader' [Appendix C3](#).
- b) Make sure you follow Cheshire YFC/ YFC's 'Policy for the Safeguarding of Children and Young and People'.
- c) Make sure you follow Cheshire YFC recruitment processes including the taking up of references.
- d) Ensure that you refer concerns about the welfare of a child or young person to the County Child Protection Officer in your area and /or to your local Children's Services Department, police or NSPCC Helpline.
- e) Ensure that you contact your Cheshire YFC / YFC Child Protection Officer for help, advice and support regarding safeguarding issues.

As we all know, there have been some tragic cases resulting from the wrong type of people working with children, both in wider society as well as within small voluntary and community organisations. Making sure everyone knows how to report concerns about a child's welfare is essential. Knowing how to deal with poor practice issues is also vital. Lots can be done very simply - but Cheshire YFC needs the support of club leaders and members like you. It is

important to remember that child abusers are often known to the child or young person and are in a position to gain their trust.

Helping your club members to understand how to report a concern can make a real difference.

It is essential that a designated DBS checked “responsible adult” is identified at each YFC activity at which members under the age of 18 are present – this may or may not be the Club Official depending on their attendance, but an adult must be clearly identified as taking responsibility for each of the club’s activities.

Another area of minimising risk is to ensure that the group works as a group, and opportunities for one to one contact are kept to a minimum.

Transporting younger members

Transport is another potential area of concern. The nature of YFC is that older members help younger members, and often do this by providing lifts for younger members to enable them to attend club meetings and events. It is appropriate for clubs to review their transport arrangements at regular intervals to ensure that any potential risk is minimised. Examples of such action could include:

- a) Parents / guardians of members under 18 giving their consent to transport being provided by another YFC member(s) by signing a consent form – It is good practice for the parents / guardians to be introduced to the driver(s).
- b) Involving parents / guardians in transport duties.
- c) Where possible it is good practice for there to be 2 adults in the car when younger members are being transported. Where this is not possible, point 1 above should apply and the younger member should sit in the back of the car.
- d) Children and young people wearing a seat belt at all times
- e) Transport being provided from door to door i.e. from the home to the YFC venue and back to the home – younger members should never be dropped off elsewhere without the knowledge and consent of the parents.

Club Safeguarding Children and Young People Checklist

It is advisable to have formal procedures and regulations in place to protect your members and also to protect staff, volunteers and the integrity of the YFC. All procedures should meet the requirements of the Cheshire YFC, LSCB (Local Safeguarding Children Board) procedures and be specific to the particular circumstances of your club.

APPENDIX C3: CHILD PROTECTION IMPLEMENTATION AT CLUB LEVEL

The abuse of children is most easily concealed, and therefore perpetuated, where there is confusion amongst adults and children and young people about roles, responsibilities and accountability. Therefore risks are minimised if all Club Officers have clear roles, outlining their tasks and responsibilities, thus allowing each adult to continually check on the actions of others. Openness and honesty in all dealings with young people are always to be encouraged. Club Officer Profiles are available on the website and a Club Officials guide to Safeguarding Children

and Young People can be found in Appendix D1.

The duties of a Club Officer with under 18s recognise that parents have placed young people under 18 in his/her care, and that this responsibility carries the expectation that the Club Officer will always act in the best interests of those young people.

In terms of YFC activities, Club Officers are expected to exercise such reasonable care as would be taken by a reasonable parent. Club Officers have a responsibility to ensure that:

- Issues relating to health and safety such as broken windows, damaged equipment etc. should be dealt with and reported promptly.
- Activities are planned and equipment checked so as to minimize any risks whilst retaining the sense of adventure and achievement that the activity sets out to provide.
- Club Officers should exercise good judgement and common sense ensuring a high standard of care at all times while still maintaining the group's enthusiasm and fun.
- Risk assessments are conducted for each YFC activity in accordance with the Cheshire YFC Health and Safety Policy.
- Parental/Guardian Consent Forms are completed, and signed, for each member of YFC under the age of 18 years (see Appendix C7 and C8).

It is important for Club Officers to know who to turn to for help and advice in running their Club. **Remember...SILLY QUESTIONS ARE BETTER THAN SILLY MISTAKES!**

Training

It is important that all Club Officers receive regular safeguarding training sessions to enable them to keep up to date with current legislation affecting young people, and in particular Child Protection issues. (This will mostly take the form of Club Officer training or the Club or County Chairman exercising supervision through the management guidelines laid down in the Cheshire YFC Staff Development Policy). Club Officers should discuss any incidents or issues that arise with their Child Protection Officers to enable learning and to ensure best practice is established and maintained.

APPENDIX C4: CHILD PROTECTION IMPLEMENTATION AT COUNTY LEVEL

As a voluntary youth organisation, it is essential that Cheshire YFC is linked into their Local Safeguarding Children Board LSCB (formally Area child protection committee [ACPC]). The LSCB is the key statutory mechanism for agreeing how relevant organisations in each local area will co-operate to safeguard children and promote their welfare. Some of the statutory members are Children's Services Departments (formally Social Services), the Education Dept, the Youth Offending Service, Connexions, Primary Care Trusts (PCTs) and Strategic Health Authorities, Probation and the police – although membership from other organisations is also likely such as voluntary organisations, housing providers and district councils.

The LSCB is responsible for ensuring a member of the Board has lead responsibility for ensuring there is effective inter-agency safeguarding training available in their area. YFC Club and County Leaders working with young people under the age of 18 will be able to get help with

training, and ongoing advice and support from their LSCB. They are a valuable source of information and help in and will work with Cheshire YFC to ensure that YFC is working to best practice in respect of Child Protection issues. Most LSCB have websites that contain useful resources and information.

It is strongly recommended that Cheshire YFC identifies a lead person who will take responsibility for ensuring that the County and Clubs within the County operate to best practice in line with their LSCB procedures and guidance. A model job description for this role, of County Child Protection Officer, outlining key responsibilities, is given in [appendix C6](#).

It is further recommended that an annual programme of training in Child Protection issues is held for all newly elected Club Officers.

Appendix C5: Safeguarding Planner

PLAN	ACTION		DO		REVIEW	PLAN AGAIN
AIM	ACTION FOR COUNTY	ACTION FOR CLUBS	WHO	WHEN	NOTES	RENEWAL DATE
Have a working safeguarding policy	Contact the county safeguarding board	Take action for members as directed by county				
Have a chart of DBS checks on a 3 year rotation	Record DBS checks and chase up clubs that are not fully checked	Clubs to submit DBS documents at the earliest opportunity				
Employ correct safe recruitment procedures	Ensure officers are completing application forms and references are being sought	Return complete application forms and references to the county office for safe storage				
Comply with all safeguarding legislation and aim to operate to standards of best practice	Appoint a child protection officer and source appropriate safeguarding training at level 1 and 2.	Appoint a child protection officer in your club Ensure officer roles have DBS checks Adopt the CHESHIRE YFC Safeguarding Policy Attend training when offered				
Ensure you have the correct consent for working with young people	To provide clubs with correct consent for activities paperwork and assistance with risk assessments	Collect consent forms for club program activities Collect a separate consent form for each member under 18 going on a trip or residential Collect a photographic consent form for each member of your club				

APPENDIX C6: MODEL JOB DESCRIPTION FOR A COUNTY CHILD PROTECTION OFFICER

Key Tasks:

1. To work with clubs to ensure that an up to date Parental / Guardian Consent form is completed for each YFC member under the age of 18 and that this information is stored in a secure place, such as a locked file.
2. Attend meetings / training sessions of the LSCB in order to keep up to date with Child Protection issues within the County.
3. Arrange for DBS checks to be conducted on all YFC personnel as recommended by the "Policy for the Safeguarding of Children and Young People".
4. Arrange training in Child Protection issues for all Club Officers and County Officers in partnership with your LSCB.
5. Work with the County and Club Officers teams to ensure that a DBS checked designated "responsible adult" is identified at each YFC event at which members under the age of 18 are present.
6. Work with Club and County Officers to ensure that the behaviour of adult members at Club and County events minimises the risk to younger members, and protects the reputation of all members, for example, reviewing Club and County activities and transport arrangements to ensure their compliance with Cheshire YFC policy, procedure and guidance.
7. Ensure that all YFC members under 18 have information on who to turn to if they need to talk. The NSPCC booklet "Worried? Need to Talk?" is useful in this respect, but your own LSCB may also produce helpful literature.
8. Deal with any concerns regarding possible abuse in a confidential manner, ensuring procedures are followed and those referrals are made to the appropriate authorities within timescales.

APPENDIX C7: PARENTAL CONSENT FOR UNDER-18 YEAR OLD MEMBERS ATTENDING CLUB MEETINGS/EVENTS

Sections 1 and 2 of this form are to be filled in by the Parent or Guardian of the boy/girl named below who is under 18 years of age. It gives consent for that member to attend the YFC Club Meetings/Events and also gives the responsibility for the supervision of that member to an individual in a position of responsibility and authority for him/her to sign, on your behalf, any papers needed by the medical authorities in case of emergency hospital treatment. The club programme is attached.

XXXXX Young Farmers' Club will take responsibility for ensuring the safe running of all its events. When YFC members under the age of 18 are invited to attend, their attendance should be in accordance with the Safeguarding Children and Young People Policy, which has been produced by Cheshire YFC.

SECTION I – Details of under-18 year old member

(This section to be completed by the parent/guardian)

Full name of under 18 year old YFC member:		
Date of Birth:		
Address of young person:		
YFC Membership Number:		
MEDICAL HISTORY		
Name of Doctor:		Tel:
Has the named participant ever suffered from any of the following conditions: Diabetes, Asthma, bad period pains, Migraine, Epilepsy, or any other illness?	YES / NO	If yes, give details:
Is the named participant allergic to anything (e.g. antibiotics, penicillin, elastoplasts, aspirin or any such medicines, any particular food etc.)?	YES / NO	If yes, give details:
Is the named participant receiving any medical treatment or on any prescribed medication?	YES / NO	If yes, give details:
Does the participant have any disabilities and/or behavioural difficulties?	YES / NO	If yes, give details:

Details of any medication to be taken, include frequency and any relevant side effects?	
Does the participant have any other special needs? (dietary, wheel chair access, etc).	
Any other relevant information	

SECTION II - Declaration & Emergency Contacts

(This section to be completed by the parent(s) or guardian(s))

DECLARATION	
<p>The medical information overleaf is correct as far as I know and in the event of illness or accident requiring hospital treatment, I give my consent for the Club Leader or equivalent to sign on my behalf any written form of consent required by the hospital authorities, if the delay to obtain my own signature is considered inadvisable by the doctor/surgeon concerned.</p> <p>I have read and understood the attached information and hereby give my consent for my son/daughter to take part in this event. I understand that the insurance policy made available to me via the county office or Cheshire YFC and understand the extent and limitations of the insurance cover provided. I understand that while the adults in charge of the event will take all reasonable care of the young people, they cannot necessarily be held responsible for any loss, damage or injury suffered arising during, or as a result of, the activity.</p>	
<p>Signed (*Parent/Guardian) Date:.....</p>	
<p>Full Name (BLOCK CAPITALS)</p>	
<p>Address:</p>	
EMERGENCY CONTACTS	
<p>Name: (Parent(s)/Guardian(s))</p>	<p>Tel (home): Tel (work): Mobile:</p>
<p>Name: (Parent(s)/Guardian(s))</p>	<p>Tel (home): Tel (work): Mobile:</p>

APPENDIX C8: Photographic Consent Form for Members

XXXXX Young Farmers' Club

Occasionally, we may take photographs of the members at our Young Farmers' Club activities; these may be used by ourselves for promotional purposes, displays or scrapbooks. They may also be supplied to the Cheshire YFC for use in newsletters, on the website or the Toplink publication.

The club may also be visited by the media who will take photographs or film footage of high profile events. Members may appear in these images which could appear in local or national newspapers, or on televised news programs.

Please complete the details below to indicate your consent to be photographed and for these images/films or audio to be used by your young farmers club and at a national level. Parents, guardians, carers or legal representatives please sign for people under the age of 18. We will use the name of the young person to accompany images unless you state otherwise.

Name of member.....
 Membership Number.....
 Date of Birth.....
 Address.....

 Young Farmers Club.....

If under 18, please ask your parent or guardian to complete the details below:

May we use your child's photograph in Young Farmers printed publications that we produce for promotional purposes?	Yes/N o
May we use your child's image on our website?	Yes/N o
May we record your child's image on our video?	Yes/N o
Are you happy for your child to appear in the media?	Yes/N o
Are you happy for your child's name to accompany any of the above?	Yes/N o

Parent/Guardian name.....

Address (if different from above).....

Relationship to the young person.....

Signature..... Date.....

APPENDIX D1: Safeguarding Procedures for County Child Protection Officers, County Staff and County Chairmen

Essential procedures to follow in cases of suspected or alleged child abuse

Adults in YFC have a responsibility to protect members from harm. Our Safeguarding, Anti Bullying and Health and Safety Policies give us clear guidance on how we should work in a way that ensures the safety of both young people and adults.

From time to time incidents occur or allegations are made which may lead us to believe that an adult may have committed an offence, or that a child or young person has been the victim of abuse. Such incidents are, thankfully, rare, however we need to ensure that we know what to do should an incident arise. Abuse can take a variety of forms, physical, sexual, emotional and neglect.

All incidents, allegations or suspicions must be reported, however insignificant they may appear to be, and when and where they occurred. YFC is a close knit community and in spite of friendships, relationships or positions of responsibility, we must remember that the protection of children and young people, together with the reputation of YFC, is paramount.

As a general rule, if you suspect that a child or young person is at risk of harm you have a duty to report it, to either your line manager, or Cheshire YFC Child Protection Officer, or directly to the police, Children's Social Care or NSPCC. Any incident reported directly to the police, Children's Social Care or NSPCC must be further reported to the Cheshire YFC Child Protection Officer. It is not the role of any member of YFC to investigate such incidents or to question any party to such an incident and doing so may jeopardise a later investigation.

It may be necessary, in view of the nature of the allegation, to temporarily suspend the member who is subject of the allegation. This is a decision that is taken by Cheshire YFC to protect members while the authorities undertake any investigation which may be necessary. Any such suspension will be regularly reviewed by Cheshire YFC. The role of the Cheshire YFC Child Protection Officer will be to support County Officers and County Staff in the management of the incident in line with the policies and procedures of Cheshire YFC.

These guidelines have been produced to help manage incidents. The point of contact for reporting incidents will vary from county to county, but there will be Police Child Protection Teams, Children's Social Care Duty Teams or NSPCC offices in most parts of England and Wales. Please look up the local contact numbers and write them on the following page.

Clubs must follow the procedure on the following page to ensure the incident's proper management.

Cheshire YFC Safeguarding Children and Young People procedure to be followed in the event of an allegation or suspicion of child abuse

Action to be taken as soon as possible or in any event within 24 hours

If a member tells you something which leads you to believe that -

They are or may be at serious risk of harm from someone else or themselves

or

Someone else is at serious risk of harm from the member

YOU MUST -

Tell the member that you cannot keep the matter confidential. Give them the choice to continue telling you or to stop.

Follow the guidelines on this card

Confidentiality

Please respect the confidentiality of all parties involved in the incident and keep the matter private to only those who need to know.

Report the matter to your County Child Protection Officer as soon as possible or in any case within 24 hours.

If you are at any time unsure of what to do contact

Coordinator immediately

Office number

County Child Protection Officer

Name _____

Telephone _____

Home _____

Mobile _____

Email _____

If you leave a message make sure that you get a confirmation that it has been received

Write down notes as soon as you can. (Keep the original notes even if you type them up.)

Dates, times, what is alleged to have happened, what have you seen or heard, who was involved - record the facts.

Use the actual speech used if possible and try to record the incident in chronological order

Ensure that the following details are available;

Names, addresses, dates of birth of -

- the young person
 - parents or carers
 - the person who the complaint is about
- witnesses to the incident

APPENDIX D2: DEALING WITH AN ALLEGATION ABOUT A YFC MEMBER

This advice details actions to be taken at the conclusion of an investigation by the authorities.

Advice should be sought immediately from the investigating authority as to when it would be appropriate for the YFC member under investigation to be spoken to by a representative of Cheshire YFC. It is crucial that no member of Cheshire YFC compromises any investigation by the authorities.

No member of Cheshire YFC should investigate the circumstances around any incident of alleged abuse until such time as the outcome of any formal enquiry is known.

It is not the job of Cheshire YFC to investigate any allegation of abuse against a child or young person. However the circumstances surrounding an allegation may be such that it is suspected that the Cheshire YFC Safeguarding Children and Young People Policy may have been breached.

Initially allegations should be dealt with by the County Child Protection Officer. The Cheshire YFC Child Protection Officer must be kept fully informed throughout.

In any case where there is a conflict of interest between the County Child Protection Officer and the individual who is subject of the allegation, the County Chairman must nominate another suitable person to deal with the matter or request the services of the Cheshire YFC Child Protection Officer.

Where further action is to be taken by the investigating authorities, the County Child Protection Officer must keep in contact with the authorities and monitor the progress of the investigation. The outcome of the investigation must be notified to Cheshire YFC Child Protection Officer as soon as it is known. If an individual is charged with an offence, it is good practice to suspend the person's membership pending the outcome of the case. Suspension of membership does not place a judgement on the circumstances of the case, or the individual involved, it simply serves to protect the good name of Cheshire YFC and protects its members from any possible risk of harm.

Where the authorities have decided that no further action can be taken

No further action is taken for a number of reasons;

- The allegation is discovered to be malicious
- There is no formal complaint from the alleged victim or their parents
- There is no evidence of early complaint from the victim to corroborate the complaint
- The case is dismissed by a Court

In such cases, it may well be possible that the individual may still have contravened Cheshire YFC Policies and placed themselves and/or a member at risk of harm.

In most cases, Cheshire YFC would wish to ensure that the individual learnt from the

experience and received appropriate training to prevent any further incidents.

In some cases, it may be considered that the contravention of Cheshire YFC Policies is so serious that the individual may be subject of internal disciplinary procedures.

County Constitution provides the necessary disciplinary procedures for dealing with members who may be in contravention of rules.

Investigating a breach of Cheshire YFC rules or policy

Wherever possible, the individual should be interviewed by a County Officer. Cheshire YFC's Child Protection Officer will support with advice and technical information. In some circumstances, Cheshire YFC's Child Protection Officer may be requested to deal with an incident directly.

A discussion should take place where the nature of the allegation should be put to the individual and the individual should be given the opportunity to respond to it.

Confidentiality

Names of complainants and victims should, as far as possible, remain confidential throughout any investigation.

Further questions may be asked to ascertain whether or not the individual placed themselves in a position which left them vulnerable to an allegation being made, or acted in a way, which contravened Cheshire YFC Policies, working alone with a young person and no other adults present or an incident of bullying for example.

Further to the interview with the individual, it may be necessary to interview any witnesses, other adults or members and record their version of what occurred.

This evidence should then be examined by the nominated County Officer and a decision made as to whether or not disciplinary action is to be taken against the individual. At this point, the rules for dealing with disciplinary matters within the County Constitutions should be followed.

Reporting and recording

It is essential that careful records are kept of all conversations and communications relating to the allegation. Copies of the records should be kept in a confidential file at the relevant county office and must be sent to the Child Protection Officer at Cheshire YFC for safe keeping and future reference.

APPENDIX D3: INCIDENT / DISCLOSURE FORM (CONFIDENTIAL) TO BE PRINTED ON YFC HEADED PAPER

All allegations, complaints or suspicions of abuse should be recorded as close to the time of the incident as possible. Details of incidents should be recorded in as much detail as possible, and as accurately as possible. Any disclosures of abuse being made by children / young people should be a reflection of what was actually said. Do not try and interpret any of the information, just record what was said / witnessed.

Date	Time	Place of disclosure

Details of person raising the concern or making the allegation

Name	
Address	
Post code	
Home phone	mobile
Relationship to child (e.g. friend, family member etc)	

Details of the young person involved:

Name	Age	Date of birth
Address		
Post code		
home	phone	
mobile		

Names of parents / guardians, address and telephone numbers of person(s) involved:

Name	Telephone number

Names, ages, telephone numbers and addresses of any witnesses:

Name	Age	Date of birth
Address		
Post		
code		

Name and details of person the complaint is about (if known)

Name	Age	Date of birth
Address		
Post code		

Position in YFC (if applicable)	Employment status (if known)
Are they aware of the complaint?	
Important – advice must be taken from Children’s Services Department, police or NSPCC before allegations are shared with <i>any</i> alleged perpetrator	

Name, role and contact details of person completing this form:

Name	
Address	
Post code	Telephone

Details of what happened / disclosure of allegations (*do not interpret information – use the same language that was used by the young person*).

What action was taken? (if no action taken please explain why)

Is the child / young person aware of the referral?

Have the child’s parents / carers been informed?

Remember – only inform parents and carers in situations where there is no likelihood that this will impact on the safety or wellbeing of the child or young person. If in doubt take advice from child protection officer, local children’s services department, police or NSPCC

To whom did you report this incident?

Name and contact details of YFC Child Protection Officer

Name	
Address	
Post code	Telephone
Date	

Name and contact details of YFC County Organiser

Name	
Address	
Post code	Telephone

Signed Dated

On completion this form must be sent to your County Child Protection Officer in an envelope marked ‘CPO confidential’

APPENDIX E1: YOUR LOCAL SAFEGUARDING CHILDRENS BOARD CONTACTS

County	Safeguarding Board Website	Link to Training Offered
Bedfordshire	http://www.bedfordshirelscb.org.uk	http://www.bedfordshirelscb.org.uk/training.php
Berkshire (West)	http://www.westberks.gov.uk/index.aspx?articleid=7513	http://www.westberks.gov.uk/CHttpHandler.ashx?id=15338&p=0
Berkshire (East)	http://www.bracknell-forest.gov.uk/living/liv-children-and-families/liv-localsafeguarding-children-board.htm	http://www.bracknell-forest.gov.uk/east-berkshire-lscb-training-calendar2008-to-2009.pdf
Brecknock	http://lscb.powys.gov.uk/index.php?id=2266&L=0	http://lscb.powys.gov.uk/index.php?id=2267&L=0
Bukinghamshire	http://www.bucks-lscb.org.uk/	http://www.bucks-lscb.org.uk/Inter%20Agency%20Training.htm
Cambridgeshire & Peterborough	http://www.cambslscb.org.uk/index.shtm	http://www.cambslscb.org.uk/publications_training/publications.shtm
Camarthenshire		http://www.awcpp.org.uk/whatwedo/training/index.html
Ceredigion	http://www.ceredigionlscb.org.uk/	
Cheshire	http://cheshirelscb.org.uk	http://cheshirelscb.org.uk
Clwyd		
Conway	http://www.conwy.gov.uk/section.asp?cat=5505&Language=1	http://www.conwy.gov.uk/doc.asp?cat=6497&doc=24401&Language=1
Denbighshire	contact jodie.stirrup@Cheshire_YFC.org.uk	
Flintshire & Wrexham	http://www.flintshire.gov.uk/	
Cornwall	http://www.safechildren-cios.co.uk/	http://www.safechildren-cios.co.uk/index.cfm?articleid=28510
County Durham	http://www.durham-lscb.gov.uk/	http://www.durham-lscb.gov.uk/documents/Training/2009/Level%201%20-%20Safeguarding%20Children%20e-Learning.pdf
Cumbria	http://www.cumbrialscb.com/	http://www.cumbrialscb.com/pagesall.aspx?id=451
Derbyshire	http://www.derbyshirescb.org.uk/	http://www.derbyshirescb.org.uk/training_development/training_programme/default.asp
Devon	http://www.devon.gov.uk/index/cyps/child-protection/devonlscboard.htm	Download available on website
	http://www.vysdevon.org.uk/	http://www.vysdevon.org.uk/page/training_overview
Dorset	http://www.dorsetforyou.com/index.jsp?articleid=354854	Download available on website
East Riding of Yorkshire	http://www.erscb.org.uk/ccm/navigation/home/	http://www.erscb.org.uk/ccm/navigation/category.jsp?categoryID=21189
Eryri	Contact jodie.stirrup@Cheshire_YFC.org.uk	
Essex	http://www.escb.co.uk/	Download available on website
Glamorgan	http://www.valeofglamorgan.gov.uk/living/social_care/children_young_people/safeguarding_children.aspx	http://www.valeofglamorgan.gov.uk/living/social_care/care/services_children_families/safeguarding_children/training_and_staff_development.aspx

Gloucestershire	http://www.gscb.org.uk/	http://www.gscb.org.uk/training/Pages/t05aCourses1.htm
Guernsey	Guernsey Youth Service	01481 715363
Gwent	http://www.blaenau-gwent-lscb.org.uk/index.html	http://www.blaenau-gwent-lscb.org.uk/training.html
Hampshire	http://www.4lscb.org.uk/	http://www3.hants.gov.uk/learningzone/
	http://www.hants-alliance.org.uk/	http://hants-alliance.myzen.co.uk/web/node/127
Herefordshire	http://www.herefordshire.gov.uk/health/social_services/2465.asp	Contact Jodie - jodie.stirrup@CheshireYFC.org.uk for training calendar and booking form
Hertfordshire	http://www.hertsdirect.org/caresupport/childfamilyprotection/acpc/	http://www.hertsdirect.org/caresupport/childfamilyprotection/acpc/hs_cbtrainingdocs/
Isle of Man	http://www.gov.im/dhss/services/family/ch_pro.xml	Download available on website
Jersey	contact jodie.stirrup@CheshireYFC.org.uk	
Kent	http://www.kscb.org.uk/	Download available on website
Lancashire	http://www.lancashire.gov.uk/education/safe_child_board/	http://www.lancashire.gov.uk/education/safe_child_board/training_unit/
Leicestershire and Rutland	http://www.lscb-llr.org.uk/	http://www.lscb-llr.org.uk/index/training.htm
Lincolnshire	http://www.lincolnshire.gov.uk/section.asp?catid=11182	http://www.lincolnshire.gov.uk/section.asp?catid=11182&docid=50828
Meirionnydd	http://www.gwynedd.gov.uk/gwy_doc.asp?cat=6004&doc=21396&Language=1	http://www.gwynedd.gov.uk/gwy_doc.asp?cat=6007&doc=21195&Language=1
Montgomery	http://lscb.powys.gov.uk/index.php?id=2266&L=0	http://lscb.powys.gov.uk/index.php?id=2267&L=0
Norfolk	http://www.lscb.norfolk.gov.uk/	Download available on website
Northampton Town & County	http://www3.northamptonshire.gov.uk/NACPC/acpc_home.htm	Download available on website
Northumberland	http://www.northumberland.gov.uk/default.aspx?page=3808	http://www.northumberland.gov.uk/default.aspx?page=4702
Nottinghamshire	http://www.nottinghamshire.gov.uk/nscb	http://www.nottinghamshire.gov.uk/home/learningandwork/socialcareandhealth/nscb/nscbtraining.htm

Oxfordshire	http://www.oscb.org.uk/wps/wcm/connect/OSCB/Home/	http://training.oscb.org.uk/view_wel_tr.php
Pembrokeshire	http://www.pembrokeshire.gov.uk/content.asp?nav=1210,1211,1227&parent_directory_id=646&id=14214&d1p1=1	
Radnor	http://lscb.powys.gov.uk/index.php?id=2266&L=0	http://lscb.powys.gov.uk/index.php?id=2267&L=0
Shropshire	http://www.shropshire.gov.uk/childrenfamilies.nsf/open/FBB9B17E03E6B45F8025753D0050A4C5	http://www.shropshire.gov.uk/childrenfamilies.nsf/open/980AC758A246EAA98025753D0050A4C5
Somerset	http://www.somersetssafeguardingchildrenboard.org.uk/	http://www.somersetssafeguardingchildrenboard.org.uk/v.asp?level2id=5742&depth=1&rootid=5742
Staffordshire	http://www.staffsscb.org.uk/	http://www.staffsscb.org.uk/Inter-Agencytraining/

Suffolk	http://www.onesuffolk.co.uk/scb/	http://www.onesuffolk.co.uk/scb/Training/
Sussex (East)	https://czone.eastsussex.gov.uk/partnershipsinitiatives/childprotection/Pages/main.aspx	https://czone.eastsussex.gov.uk/partnershipsinitiatives/childprotection/Pages/training.aspx
Sussex (West)	http://www.westsussex.gov.uk/ccm/navigation/social-care-andhealth/children--young-people-and-families/child-protection/west-sussex-local-safeguarding-children-board/	http://www.westsussex.gov.uk/ccm/content/social-care-and-health/children-young-people-and-families/child-protection/west-sussexarea-child-protection-committee/local-safeguarding-children-board-training-framework.en
Warwickshire	http://www.warwickshire.gov.uk/acpc	http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/F8BB2E9B5EC96D0980256AD4003A9C84
Worcestershire	http://www.worcestershiresafeguarding.org.uk/	http://www.worcestershiresafeguarding.org.uk/training.html
Wiltshire	http://www.wiltshirescb.org/	http://www.wiltshirescb.org/Training/
Ynys Mon	http://www.gwynedd.gov.uk/gwy_doc.asp?cat=6004&doc=21396&Language=1	http://www.gwynedd.gov.uk/gwy_doc.asp?cat=6007&doc=21195&Language=1
Yorkshire (North)	http://www.safeguardingchildren.co.uk/	Download available on website
Yorkshire (South)	http://www.safeguardingsheffieldchildren.org.uk/index.asp?pgid=114364	http://www.safeguardingsheffieldchildren.org.uk/welcome/sheffieldsafeguarding-children-training

