

# James Ross Hunter Youth Support CIC

TNG Youth Centre, SE26 6AD | Office tel: 02086 983 150 | Mob tel: 07436 946 988 | Email: jamesrosshunterfoundation@gmail.com | Web: www.jamesrosshunteryouthsupport.org

## SAFEGUARDING POLICY

James Ross Hunter Youth Support's policy for the safeguarding of children, young people and vulnerable adults.

### 1. Context and Mission

James Ross Hunter Youth Support CIC (JRHYYS) is a limited company but has no paid employees. JRHYYS's work is managed by the company Director part-time, who utilises volunteers and partnerships to deliver a regular programme of activity. Since 2014 JRHYYS's aim has been to encourage positive social values in youths and communities. The company is based at TNG Youth and Community Centre at 111 Wells Park Road, Sydenham SE26 6AD. All JRHYYS' activities are community and family-based and are geared towards encouraging and creating positive social values in children and young people. James Ross Hunter Youth Support holds regular Workshops in schools with children and young people. The company Director also holds one-to-one mentoring sessions with young people and vulnerable adults at the TNG Youth Centre. Due to COVID-19 James Ross Hunter Youth Support has started to deliver activities online.

### 2. Definitions

For the purpose of this policy, the following definitions apply:

2.1. **Child / Children** – a person / people under the age of 16

2.2. **Young Person/People** – anyone aged 16 and 17 years old

2.3. **Vulnerable Adult/s** - people who are aged 18 or over, and who are or may be in need of community or residential care services by reason of mental or other disability age or illness and who are or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation. This policy considers the factors of a vulnerable adult to be:

- is elderly and frail due to ill health, physical disability or cognitive impairment
- has an additional need, for example, special educational needs
- has a physical disability and / or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness / condition
- misuses substances or alcohol
- is a carer, where the person meets the definition
- is unable to demonstrate the capacity to make a decision and is in need of care and support.

2.4. **Age of consent** – In the UK, a person can legally consent to sexual activity if they are 16 years old or over. However, it is illegal under the Sexual Offences Act 2003 for an adult in a position of trust to engage in sexual activity with a person under the age of 18. James Ross Hunter Youth Support staff and volunteers are in a position of trust when working with children, young people and vulnerable adults.



# James Ross Hunter Youth Support CIC

TNG Youth Centre, SE26 6AD | Office tel: 02086 983 150 | Mob tel: 07436 946 988 | Email: jamesrosshunterfoundation@gmail.com | Web: www.jamesrosshunteryouthsupport.org

## 3. Aim of the Policy

- 3.1. The welfare of the child, young person and vulnerable adult is of paramount importance. JRHYS believes that every child, young person and vulnerable adult, regardless of age, disability, gender, racial or ethnic origin, religious belief, sexual identity and economic disadvantage, has the right to be protected from abuse and harm at all times and in all situations. As such, JRHYS is committed to providing a safe environment when working with children, young people and vulnerable adults.
- 3.2. The purpose of this policy is to set out JRHYS's position on the protection of children, young people and vulnerable adults.
- 3.3. The aim of this policy is to ensure the safety of children, young people and vulnerable adults by outlining clear procedures and ensuring that all staff and volunteers are clear about their responsibilities.
- 3.4. Child, young people and vulnerable adult protection is the responsibility of every adult who has involvement with children, young people and vulnerable adults. It is the duty of all staff and volunteers working for JRHYS to prevent the physical, sexual or emotional abuse of all children, young people and vulnerable adults with whom they come into contact through the course of their employment.
- 3.5. Adults working with children, young people or vulnerable adults must also be provided with safeguards and made aware of best practice so they can be protected from wrongful allegations.
- 3.6. This policy applies to all staff, volunteers, collaborators and freelancers of JRHYS.

## 4. Communicating the Policy

- 4.1. All staff and volunteers will receive and be briefed on this policy during their induction with the company.
- 4.2. Should there be any change to the policy, all staff will be informed and provided with any necessary training.

## 5. Volunteer Recruitment Process

- 5.1. JRHYS recognises that anyone may have the potential to abuse children, young people and vulnerable adults in some way. All reasonable steps will be taken to ensure that unsuitable people are prevented from working with children, young people and vulnerable adults.
- 5.2. In every case of volunteer recruitment, JRHYS seek to obtain the following information: •  
Resume of previous work (paid or volunteer).
- 5.3. We recognise that abuse is facilitated when an abuser can find an opportunity to be alone with a child, young person or other vulnerable adult. The risk that abuse may occur increases where an abuser can maintain regular contact in order to build a relationship with the child, young person or vulnerable adult.
- 5.5. Therefore, any JRHYS volunteers with the opportunity for unsupervised access to children,

young people and vulnerable adults must undergo DBS (Disclosure and Barring Service) checks.

5.6. JRHYS is committed to ensuring any non-DBS checked volunteer is supervised by a DBS

MANAGING DIRECTOR: Collet Hunter A Company Limited by Guarantee (England and Wales) No. 09113518



## James Ross Hunter Youth Support CIC

TNG Youth Centre, SE26 6AD | Office tel: 02086 983 150 | Mob tel: 07436 946 988 | Email: jamesrosshunterfoundation@gmail.com | Web: www.jamesrosshunteryouthsupport.org

checked staff members at all times they have access to children, young people or vulnerable adults.

5.7. Should there be any evidence or confirmation (of facts) about any volunteer who has a background involving child, young person or vulnerable adults abuse, JRHYS may not accept that volunteer to work with.

### 6. TNG Youth Centre Policy

6.1. JRHYS operates within a busy council-owned Youth Centre and activity delivered here is done so under the TNG Youth Centre's own Safeguarding Policy.

6.2. Support offered to Children and Young People by JRHYS at the TNG Youth Centre is carried out by a fully trained member of staff (the company Director).

6.3. If vulnerable adults take up a volunteer position with JRHYS, they will work with a DBS checked and fully trained member of staff.

### 7. Working Away Policy

The majority of JRHYS's work with children and young people, is based out in the community and at schools. This activity includes workshops, events, and fundraising. JRHYS works in conjunction with partners for some of these works. This clause identifies procedures for working away from the TNG Youth Centre.

7.1. Where relevant, all external collaborators and volunteers agree to follow JRHYS's procedures: ensuring that all documentation and sensitive information is treated confidentially and held and used in line with JRHYS's Data Protection Policy; ensuring that there is sensitivity to the content of activity, taking into account age, gender and abilities of the participants.

7.2. Children, young people and vulnerable adults and guardians/parents are informed of the policy and procedures as appropriate.

7.3. Only qualified staff and partners will lead events with children, young people and vulnerable adults.

### 8. Working with Commissioners and Collaborators

8.1. JRHYS works in partnership with collaborators. These organisations will have their own policies, structures and reporting procedures in place for managing safeguarding issues. 8.2. JRHYS will complete regularly update a comprehensive Risk Assessment for its activity which will be shared with collaborators.

8.3. JRHYS will work with collaborators to ensure additional procedures are in place when necessary and will, at all times, abide by the JRHYS Safeguarding Policy.

8.4. Any escalation process will involve the JRHYS Director.

## 9. Photography and Social Media Policy

9.1. Photography and video permission from parents and guardians of all children must be obtained whenever a photographer is present for JRHYS activity. Where a vulnerable adult

MANAGING DIRECTOR: Collet Hunter A Company Limited by Guarantee (England and Wales) No. 09113518



## James Ross Hunter Youth Support CIC

TNG Youth Centre, SE26 6AD | Office tel: 02086 983 150 | Mob tel: 07436 946 988 | Email: jamesrosshunterfoundation@gmail.com | Web: www.jamesrosshunteryouthsupport.org

is unable to consent due to mental capacity, then their advocate, parent or carer will need to consent. This will also grant permission to use images/video on appropriate JRHYS promotional platforms.

9.2. If a parent / guardian does not give permission for photography and video documentation, JRHYS must respect that wish and inform anyone wishing to take photos or film. 9.3. At the beginning of the session, the JRHYS team member will outline the rules of taking and sharing images in the group and giving everybody a chance to input and outline if they do not want their images taken.

9.4. No names of children/young people/vulnerable adults should be attached to images used within any public media unless required for a project and, in any case, only the first name will be used.

## 10. Responses to Allegations

10.1. All JRHYS staff and volunteers have a duty to identify abuse and report it to the designated safeguarding person (the company Director).

10.2. If there is an allegation or suspicion of abuse, staff and volunteers must promptly make a report in writing to the Director. The Director will ensure that staff reporting such incidents are given confidentiality and will not suffer a penalty for following their duty to report.

10.3. If a person is deemed to be in imminent risk of serious harm and / or requiring help from the emergency services, confidentiality will be broken and the designated safeguarding person will call the emergency services and notify the Director and collaborators, where appropriate. Once emergency aspects are handled, the safeguarding person will document the incident according to JRHYS's procedures.

10.4. If a person is upset by subject matter in a workshop/event, JRHYS will signpost the person to organisations that can offer them suitable care. Such organisations will be established in the Risk Assessment process and may include a referral to children's and/or adult services and in some instances, the Police.

## 11. Online Activity

JRHYS is now delivering some of its workshops at home online and will continue to do so for those without mobility..

11.1. JRHYS uses the Zoom platform to provide online workshops to children and young people in partnership with schools. The digital workshop space is password protected and only recognised personnel will be given access to the space.

11.2. The technical administration of the workshop will be carried out by a designated school member of staff so that the children and young people will not have direct access.

11.3. JRHYS will hold digital workshops in a quiet, safe place (most likely from the Director's home) so that unrelated personnel cannot walk in front of the camera.

MANAGING DIRECTOR: Collet Hunter A Company Limited by Guarantee (England and Wales) No. 09113518



## James Ross Hunter Youth Support CIC

TNG Youth Centre, SE26 6AD | Office tel: 02086 983 150 | Mob tel: 07436 946 988 | Email: jamesrosshunterfoundation@gmail.com | Web: www.jamesrosshunteryouthsupport.org

### 12. COVID-19

12.1. JRHYS will continue to reinforce this Safeguarding Policy in light of COVID-19. 12.2. We have adapted our current activity to be in line with the National Youth Agency guidelines for December 2020 to date.

12.3. JRHYS will check the National Youth Agency and government COVID-19 website guidelines for updates weekly.

12.4. It is safe to deliver in-person activity again, JRHYS will revisit this Safeguarding Policy and its Risk Assessment to amend as necessary so that we are operating in line with government guidelines.

**James Ross Hunter Youth Support is committed to reviewing its policy and good practice regularly.**

This policy was updated in December 2022 and will be reviewed in March 2024.

Signed by:

**COLLET HUNTER**

Collet Hunter  
Managing Director

MANAGING DIRECTOR: Collet Hunter A Company Limited by Guarantee (England and Wales) No. 09113518