



## **GUIDANCE: Safeguarding and Child Protection Policies**

### **Context**

The Education Authority Youth Service is open for registrations of Regional and Voluntary Youth Organisations. An essential element of the registration criteria is the provision of a Safeguarding and Child Protection Policy. Some youth organisations will fall under the governance of larger organisations, such as local churches or uniformed organisations and others will have their own safeguarding arrangements and reporting structure.

This document provides youth organisations with essential information that should be included in their Safeguarding and Child Protection Policy. This information is informed by and in line with the EA Child Protection and Safeguarding Policy (2019) and DE Circular 2017/04.

### **Child Protection and Safeguarding Policies**

The information below is a guide for organisations to ensure the key heading and information that EA would expect to be in each policy.

### **What is expected in a Child Protection Policy?**

#### **Ethos**

- A statement about the purpose of the club/group and why safeguarding children is important

#### **Definition of Abuse**

- This should name categories of physical, emotional, sexual abuse, neglect and CSE
- Signs and symptoms should be outlined

#### **Safe Recruitment**

- Outline of the policy the group/ club follow on Access NI for regulated activity
- There should be information on interview processes and how references used

#### **Role of Safeguarding Lead**

- Information on named person responsible for advice/guidance/action regarding any Child Protection or Safeguarding concerns
- This should mention linking in with PSNI and or social services
- This should outline governing body with overall responsibility for example management committee or church leadership

#### **Reporting Processes**

- Outline of a flowchart or explanation provided on how to report a concern
- There is information on how safeguarding matters are recorded
- Information on how records being held securely in line with data protection and GDPR principles

## **Parental Complaint**

- Outline how a parent can contact you with any concerns
- Outline of a separate complaint's procedure

## **Code of Conduct**

- Clear outline of what is expected of youth leaders who undertake the role

## **Preventative Practice**

- Information of what club or group do that promotes safeguarding. Examples of this could be health promotion, anti-bullying programmes, teamwork, self-esteem

## **Specific issues**

- This might be residential/outside activities. These should be outlined in policy. This might include a risk assessment for these times

## **Review of Policy**

- Policies should be reviewed at least on a 3-year cycle

Some groups may have a specific focus for their youth work, and this may be reflected in their submitted Child Protection and Safeguarding Policy. While this may be relevant and appropriate for their needs and setting, it is important that what is listed above is included in the policy.

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