

# Urdd Gobaith Cymru



**Child Protection Policy Statement and Procedures**

**English translation – based on the Welsh document**

**Reviewed: March 2023**

## Child Protection Policy Statement and Procedures

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## 1. Policy Statement

Urdd Gobaith Cymru is committed to protecting children from harm. Staff and volunteers at this organisation accept and acknowledge their responsibilities to develop awareness of the issues that can cause harm to children.

### **We will endeavour to protect children by:**

- adopting child protection guidelines through procedures and code of conduct for staff and volunteers.
- sharing information about child protection and best practice with children, parents, carers, staff and volunteers.
- sharing information about concerns with agencies that need to know, and involve parents and children as appropriate.
- following the procedures for recruiting and selecting staff and volunteers carefully.
- providing effective management for staff and volunteers through supervision, support and training.

We are committed to regularly reviewing our policy and best practice.

Child Protection Policy

English translation

March 2023

Signed



**Sian Lewis**

**Chief Executive**

## 2. Designated Persons

Urdd Gobaith Cymru have designated persons responsible for dealing with any child protection concerns.

### Principal Designated Persons

The Urdd's Principal Designated Persons are responsible for centrally co-ordinating policies and training issues and the development of child protection procedures.

Chief Executive	02920 635689 07826 000704
Finance Director	01678 541010

### Designated Persons within Urdd departments

See below, the individuals identified as the designated persons for child protection policies within individual departments.

Department	Name	Phone number	Mobile number
Corporate / Central Services	Chief Executive	02920 635689	07826 000704
Community and Youth	Director	01745 818600	07494 775897
Eisteddfod	Director, Eisteddfod	01678 541014	07778 968163
Glan-llyn and Outdoor Services	Centre Director	01678 541000	
Cardiff	Centre Director	02920 635672	
Llangrannog	Director Director	01239 652140	
Sport	Director, Sport	02920 635686	07976 003356
Apprenticeships Department	Apprenticeships Manager	02922 405347	07966 403394 / 07930 964625

### Role of the Designated Person is:

- establishing contact with senior social services officers responsible for child protection in the Urdd's catchment area;
- providing information and advice on child protection within the Urdd;
- ensuring the Urdd's child protection policy and procedures are followed, and in particular informing social services regarding any relevant concerns about individual children;
- being aware of the Area/Regional Child Protection Committee and familiar with local procedures;

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- ensuring suitable information is available at time of referral and the referral is confirmed in writing, maintaining confidentiality;
- contacting social services and other agencies, as appropriate;
- ensuring relevant people within the Urdd, in particular the Urdd's Chief Executive, is informed of any action and further action required, for example, taking disciplinary action against member(s) of staff;
- ensuring that an individual case record is kept of the actions taken by the organisation, the contact with other agencies and outcome;
- advising the Urdd on child protection training needs.

### **3. Code of conduct**

A code of conduct and best practice must be for the benefit of children, parents, staff and the Urdd's volunteers in terms of limiting the scope for abuse and for allegations or false allegations to be made.

In following the code of conduct and best practice, you should always provide guidance and support to unexperienced assistants.

**See Urdd Gobaith Cymru's Code of Conduct – Appendix 2**

#### **Outdoor Activities**

No member of staff or volunteer has the right to organise outdoor activities for members in the name of Urdd Gobaith Cymru without suitable qualifications, a record of a risk assessment and contact with a member of staff entitled to give consent.

The Deputy Director of Glan-Ilyn is available to advise about field activities by initially contacting by phone: 01678 541000.

For example, outdoor activities include sailing, canoeing, boating, climbing, mountain walking, river walking, coastal walking and any activity in the sea, lake or river, walks, cycling trips.

#### **Planned Activities**

- Staff and leaders who can organise trips/visits should plan and prepare a detailed programme of activities for the children involved in the project.
- Organisers are responsible for the welfare and safety of children and young people for the entire time they are away from home.
- Young people should not normally be left to go on their own, for example to town for the evening or a shopping trip unless definite boundaries have been set and meeting arrangements made.
- Every child/young person should always be properly supervised and kept busy in suitable activities.
- In circumstances where planned activities were disrupted e.g. due to the weather, organisers should then have planned several different activities.
- Organisers should obtain written parental consent for children/young people to join an organised trip.
- Parents should be given full information about any trip, including details of the activities programme, the activities the children will follow and the supervision ratio.

### **Supervision of children and young people**

- Responsible leaders should be satisfied that employees and those adults accompanying group parties are fully competent to do so.
- Children and young people must be supervised in accordance with the activity guidelines, preferably by two or more adults.
- In accordance with the Risk Assessment, supervision arrangements should be in place. The level of supervision can vary depending on the age of the young people, the nature of the activity and the location of the activity.
- Employees should always know where the children and young people are and what they are doing.
- Staff should give constant supervision when dangerous equipment is being used.
- Children and young people should not be allowed to behave dangerously.

### **Risk Assessments** – see *Urdd's Health & Safety policies*

Assessing risk is at the heart of Health and Safety policy, which is a careful audit of the workplace to see what exactly could happen that would result in an employee or visitor being injured. Consideration needs to be given as to whether adequate safeguards have been or need to be done to prevent harm. The aim is to ensure that no one is injured or becomes ill. Don't over-complicate things.

**All Urdd staff are required to assess the risk of all activities and events. If there is a problem, the risk assessment document is the first document the court will require. If no risk assessment is available, the Urdd as an employer and an organisation, will be very susceptible to criticism, even if the outcome of the incident in question was not serious.**

Clear guidelines on how to complete a risk assessment can be found within the Urdd's Health & Safety policies and on the Urdd staff website.

Contact the camps individually for Llangrannog, Glan-llyn, Cardiff and Pentre Ifan risk assessments.

For the Eisteddfod department's risk assessments, contact the Eisteddfod department.

### **Staffing polices for activities and supervising children**

The guidelines below should be used as a minimum when completing the risk assessments. See <http://oeapng.info/about-ng/> for the latest advice.

- 1 adult per 6 children in year 1 to 3
- 1 adult per 10-15 children in year 4 to 6
- 1 adult per 15-20 children in year 7 and above.

The ratios should be considered when formulating a risk assessment for an activity by increasing the number of adults if the risk level of the activity increases, e.g. swimming, skiing, climbing etc.

Making arrangements for children and young people to be properly supervised is one of the most effective ways to reduce the opportunities for children to suffer any form of harm whilst in the care of the Urdd.

### **Arrangements for keeping young performers safe.**

Staff who organise performances, where a children's license is required, must arrange this with the relevant licensing authority to secure the welfare and safety of young performers.

This is relevant for organising children to participate in stage, television, film or other performances, as well as those taking part in paid sports or modeling activities,

<https://llyw.cymru/sites/default/files/publications/2019-08/cadw-performers-safe-safe-guidelines-i-gyd-from-and-regulations-2015-for-performations-children.pdf>

### **Urdd Apprenticeships**

Safety and welfare cases involving apprenticeships are recorded by a designated person in the Apprenticeship Department on a system called My Concern. This system feeds into the wider ACT Training data and is used to maximise the support of the apprentice.

An apprentice gives permission for this data to be kept in registers for the apprenticeship.

Reporting on the My Concern system does not replace the actions of this policy.



## 4. Responding to signs or suspicion of abuse

### General notes

Remember it is **not** the person who first comes across the allegation of abuse, or suspected abuse, who is responsible for deciding whether the abuse took place. This is the job of professional child protection agencies once they receive information if there is concern about the child.

Don't worry that you might be wrong.

You will always be taken seriously by Social Services.

It's better to have discussed the matter with someone with the experience and the responsibility to make an assessment.

## 5. Steps to be taken if someone tells you they or another child or young person is being abused.

See Appendix 2

### Introduction

Children and young people have the right to be safe and happy in the activities they or their parents or guardian choose, and parents have the right to believe that the organisations their children go to are safe.

Therefore, we have a duty to care for the children and young people.

If a member of staff or volunteer is concerned that a child or young person has been abused or in danger of being abused, the following guidelines must be followed immediately: **See flowchart**

- Don't panic.
- Listen carefully to what is being said and show that you take the allegation seriously. Reassure the child/young person that they are doing the right thing telling you.

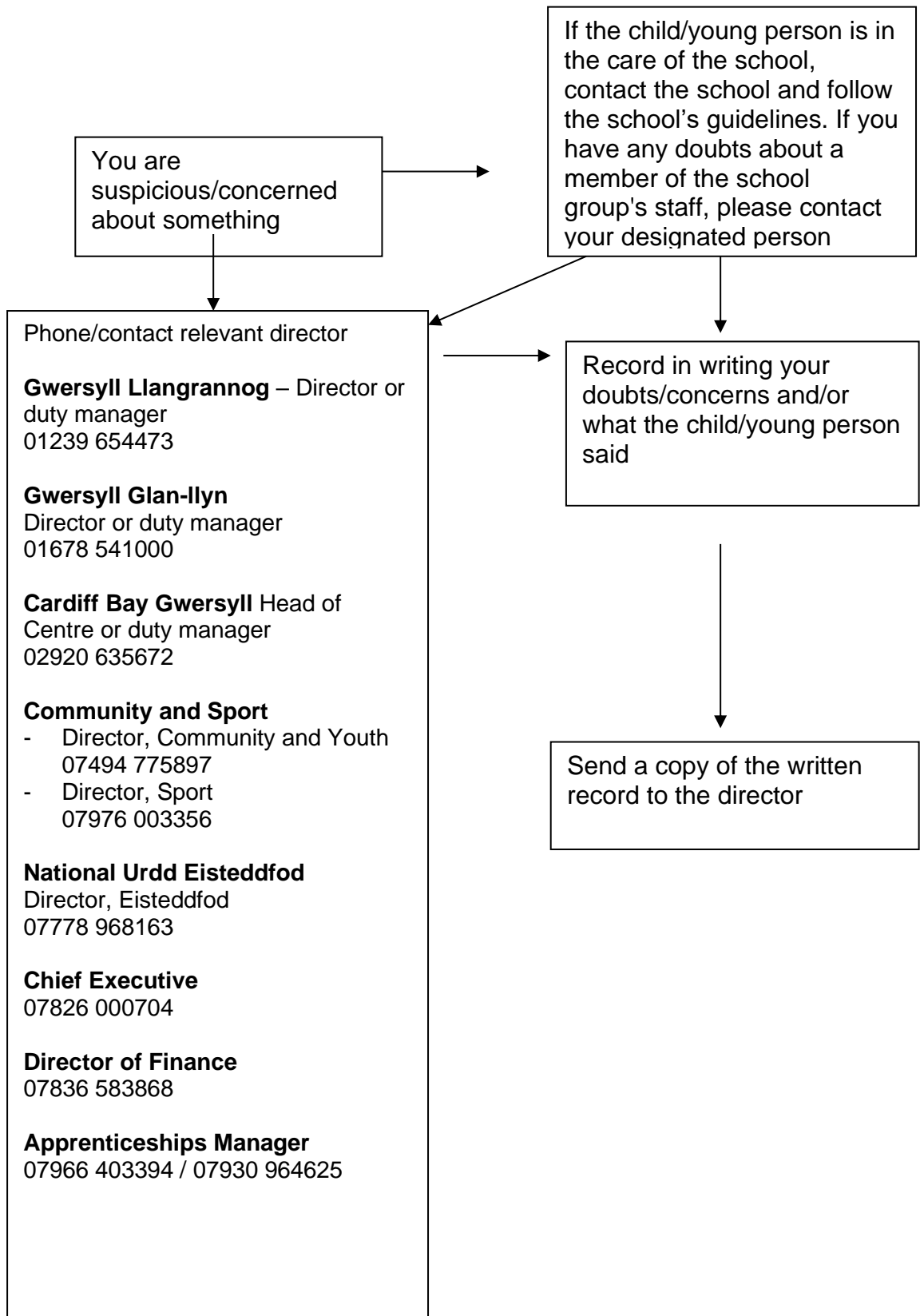
Encourage the child or young person to speak, without prompting or asking leading questions. Don't interrupt the child or young person when they recall significant events. Don't make the child/young person repeat the description of what happened.

- Explain what steps you must take, in a way that's appropriate to the child/young person's age and understanding.
- Ensure that the young person has support either through the help of a youth worker, experienced staff, school staff or external support.
- Try to tell them as soon as possible that the information will have to be shared with others - don't promise to keep a secret. Reporting concerns does not betray trust.
- Record what was said on paper using the child's own words as soon as possible – make a note of the date, time, any names mentioned, to whom did the child say this, and ensure that the record is signed and dated.
- Don't talk to the alleged abuser.
- Following the disclosure or allegation of abuse, the concern should be passed immediately to any of the directors, or the camp duty managers listed below.

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Gwersyll Llangrannog – Cyfarwyddwr y Gwersyll	01239 652140
Gwersyll Glan-llyn – Cyfarwyddwr y Gwersyll	01678 541000
Gwersyll Caerdydd – Cyfarwyddwr y Gwersyll	02920 635672
Cyfarwyddwr Ieuencid a Chymuned	07494 775897
Cyfarwyddwr Adran Chwaraeon a Phrentisiaethau	07976 003356
Cyfarwyddwr Eisteddfod Genedlaethol yr Urdd	07778 968163
Y Prif Weithredwr	07826 000704
Cyfarwyddwr Cyllid	07836 583868
Adran Prentisiaethau – Pennaeth Prentisiaethau	07966 403394 / 07930 964625

## 6. A step by step guidelines flowchart for all Urdd Gobaith Cymru staff and volunteers



## **7. Action to be taken if you are concerned about the behaviour of any adult or colleague (including a member of the public) towards children or young people.**

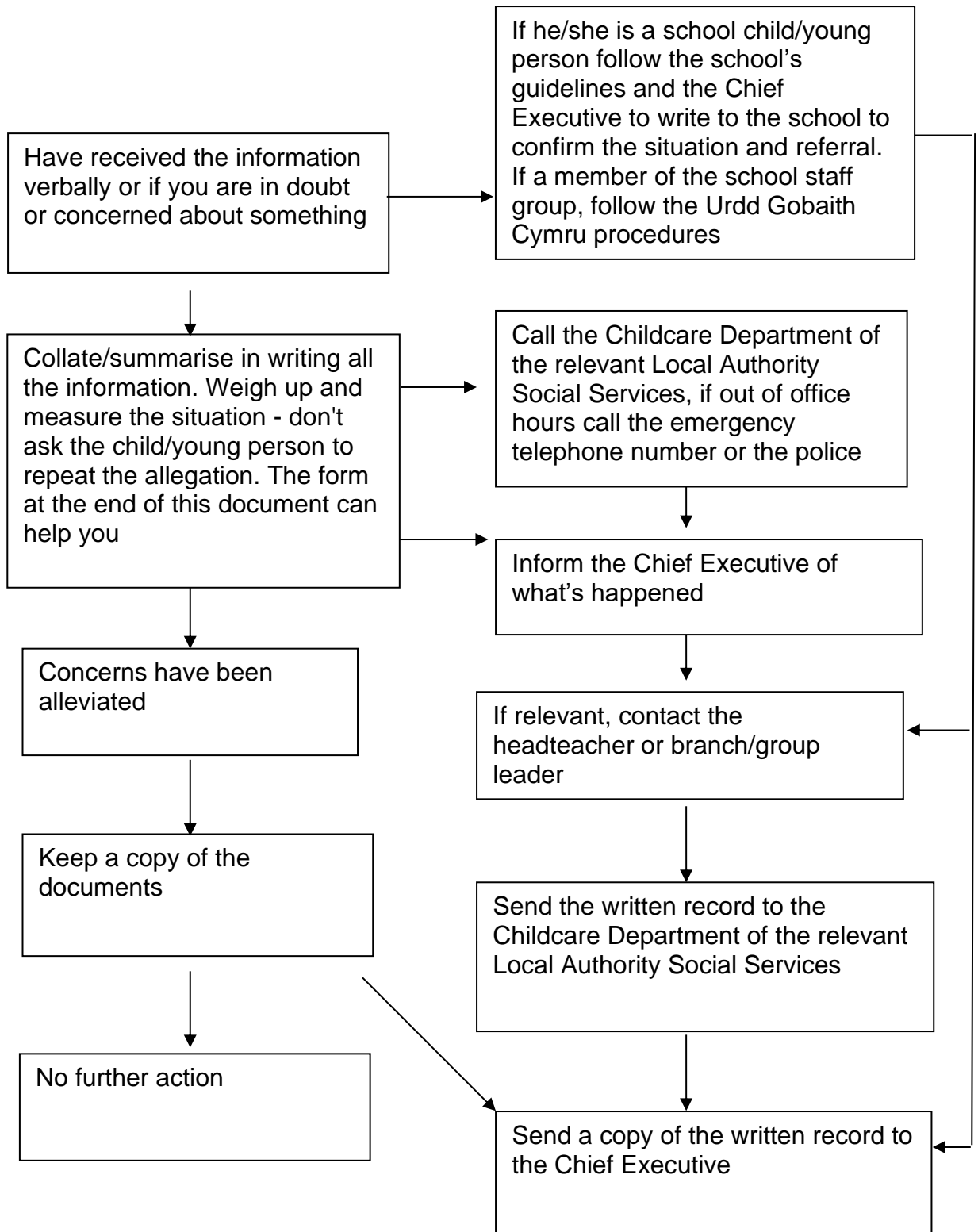
- Don't dismiss your concerns.
- Don't raise the issue with the person you have concerns about.
- It is very important that you do not ignore or dismiss doubts about another employee.
- If the person is employed by the Urdd or volunteers for the Urdd, discuss your concerns with that person's Director. If you feel that is inappropriate, or if you are dissatisfied with the response, contact the Urdd's Chief Executive.
- If the person isn't employed by the Urdd or volunteers for the Urdd, discuss your concerns with your Director or Chief Executive.
- See clause 35 of the Urdd's Staff Handbook – on disclosure of professional misconduct.

FAO Directors – Next steps to be taken

**Steps to be taken to report allegations or suspicions of abuse and referrals**

- Referrals should be made by phone to the relevant Local Authority Social Services department as soon as a problem, suspicion or concern becomes apparent, and certainly within 24 hours.
- Out of office hours, referrals should be made to the emergency or out of hours telephone number of the relevant Local Authority or Police.
- **All telephone referrals should be confirmed in writing within 2 working days using a standard form – Appendix 1.**
- No one should question the child/young person any further about the abuse.
- The following information should be given to the duty social worker that receives the referral:
  - the reason for concern;
  - full name, address and date of birth (or age) of the child;
  - names, addresses and dates of birth/age of family members, along with any other names they or other people use for them;
  - names of all those with parental responsibility;
  - names of other professionals involved with the family, including the name of the child's school and GP; and
  - any relevant information for staff safety.
- Information should be given to the headteacher or Urdd branch leader (whichever is relevant) about the Social Services department's consultation process. **This should be done following the referral and should not slow down the referral process.**
- If the child/young person needs urgent medical treatment and there are suspicions that it derives from the abuse, the following steps should be followed:
  - Contact the Ambulance emergency services.
  - The Local Authority Social Services Department should be contacted immediately, as they may want the child/young person to be examined by a children's doctor on arrival at the hospital.

## 8. Guidelines flowchart for Directors and Chief Executive



## 9. Statement on taking photographs and creating video clips

The aim of the Urdd's statement on taking photographs and creating video clips is to strike a balance between the desire to draw attention to members' successes and our desire to protect our members from the misuse of images of them. The statement will form part of our Safeguarding Children and Young People Policy.

Best practice and policies of other relevant bodies are followed if they exist, and as a result we:-

- 1) Allow photographs to be taken and video images to be created by staff, press and professional photographers for television or press use.
- 2) We will also use pictures of children and young people, or video clips, which are sent to us for inclusion in our magazines or as content elsewhere. Where possible, parental permission will be obtained if we take photographs or create video clips for promotional use.
- 3) Allow Urdd staff and professional photographers to take photos and create video clips for use on the Urdd's website. We will not name individual members or use photos or video clips of our members in inappropriate costumes. Where practicable, parents will be asked to confirm through a visits form, their permission for us to take photographs and create video clips of their children for use on the web whilst on visits and taking part in activities.
- 4) Allow photos to be taken by cameras, mobile phones and video cameras, by the public in swimming competitions in accordance with local authority policies and individual swimming pools. This can vary from introducing a system of registering cameras in swimming competitions to banning them completely.
- 5) Encourage parents and supporters to use our service which provides stage photos and videos of performances at the Urdd Gobaith Cymru National Eisteddfod Pavilion in fairness to competitors and in accordance with best practice in theatres.
- 6) As Urdd members register to compete in eisteddfodau and sports competitions, they agree to have their photos taken and video clips made, unless they specify otherwise.
- 7) Urdd Gobaith Cymru have no control over any photos and/or video clips once they appear in the public domain.
- 8) Urdd Gobaith Cymru will keep all photos and video clips for a considerable time for historical purposes.



## 10. Summary – Example of a summary

### **Child Protection is everyone's business**

#### **Child protection advice for Urdd Gobaith Cymru staff and volunteers**

Working for Urdd Gobaith Cymru, as employees or volunteers, we all have a duty to protect children.

In exceptions you may come across cases of abuse, and you have a duty to keep them from harm.

You must take care that your behaviour does not cause a child to worry or is in danger of being misinterpreted.

If you suspect a child is being abused, or if a child tells you they are being abused or if you receive information of an adult abusing a child, you must follow the guidelines on this card.

#### **It's important to remember:**

- We all have a responsibility to ensure that children at risk are protected from harm.
- Don't assume someone else will recognise the signs and report a child at risk.
- Those people who raise their concerns are entitled to confirmation that the matter will be properly investigated.

If you not satisfied with the response you receive, or if the child continues to be at risk or any unexplained sign, try discussing your concerns with the person dealing with the case.

#### **Contact telephone numbers to discuss or report possible cases of abuse**

Gwersyll Llangrannog – Cyfarwyddwr y Gwersyll	01239 652140
Gwersyll Glan-llyn – Cyfarwyddwr y Gwersyll	01678 541000
Gwersyll Caerdydd – Cyfarwyddwr y Gwersyll	02920 635672
Cyfarwyddwr Ieuencid a Chumuned	07494 775897
Cyfarwyddwr Adran Chwaraeon a Phrentisiaethau	07976 003356
Cyfarwyddwr Eisteddfod Genedlaethol yr Urdd	07778 968163
Y Prif Weithredwr	07826 000704
Cyfarwyddwr Cyllid	07836 583868
Pennaeth Prentisaethau	07966 403394 / 07930 964625

**If someone tells you they or another child or young person is being abused:**

- Show that you believe what they say, and that you take their allegations seriously.
- Encourage the child to speak, but don't suggest anything or ask any leading questions.
- Explain the steps that must be taken.
- Do not promise complete confidentiality as staff and volunteers have a responsibility to disclose information to those who need to know.
- Record what you have been told using the exact words if possible.
- Make sure you raise your concerns immediately with the relevant Director.
- Do not discuss the matter with the accused.

**If you are concerned about the behaviour of a colleague or member of the public towards children or young people:**

- Do not put your concerns to one side.
- Do not discuss the matter with the person causing you the concerns.
- If you are concerned about a colleague's behaviour, then you should discuss your concerns with your manager/director/Chief Executive and agree the next steps.
- Do not hesitate to discuss your concerns with someone who is in a position to do something about the situation and ensure an appropriate investigation.
- Do not worry that you have misunderstood. It is better to discuss the matter with someone who has experience and responsibility to assess a case.