



The Access Project: Safeguarding Children Document, Code of Conduct and Terms and Conditions for Volunteer Tutors

Safeguarding Children Document, Code of Conduct and Terms and Conditions for Volunteer Tutors

Name: _____

1. Summary/Overview

- All those in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns. Regrettably, there are occasions where child abuse is alleged or suspected. All such situations must be taken seriously.
- It is the policy of The Access Project to safeguard the welfare of children and all others involved in The Access Project's activities by protecting them from physical, sexual and emotional harm, and neglect.
- It is the responsibility of each adult to ensure that his/her behaviour is appropriate at all times. A Code of Conduct is included in this document to give positive guidance for all adults. It is essential that all adults follow the Code of Conduct whether they work with children, young people or adults. Details of the steps to take if abuse is alleged or suspected are also included in this document, although more detailed Safeguarding Children Guidelines are also available upon request. It is important to remember that The Access Project staff are **not** investigating officers.
- If there is an allegation or you have identified signs and indicators of abuse then this information **must** be passed immediately to the Designated Child Protection Officer. If it is an emergency - and the child is at risk - you **must** contact the police or NCPCC first and then inform the Designated Child Protection Office at The Access Project.
- If the allegation or indicators of abuse are passed on to The Access Project, it is the to the Designated Child Protection Officer responsibility to collect all relevant information and make decisions on how to proceed, (this may include contacting the Children's Social Care or police, who are the investigative agencies). At all times, the welfare of the young person is paramount. Swift reporting will enable the investigative agency to give advice and take appropriate action. You have a legal duty of care to pass on all relevant information regarding any allegations of abuse, or identified signs and indicators of possible abuse.
- These procedures exist not to discourage adults from being involved in the life of this service but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so.
- The Access Project also has a responsibility to safeguard and protect the personal data

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of young people. Any personal information relating to under 18s needs to be treated sensitively and confidentially.



2. Complying with The Access Project's Safeguarding Child Policy

All adults coming into contact with children and young people through The Access Project must comply with the Safeguarding Children Policy and Code of Conduct.

As one such person, you are required to sign a copy of this document. By signing, you agree to comply with the policy and follow the Code of Conduct. You need to read and understand the form prior to signing it. If you have any queries, please speak to a member of staff at The Access Project who will be happy to support you. Once the form has been completed, retain a copy for your reference and return the other to The Access Project.

If you have identified any signs or indicators that a child/young person is being abused:

1. Immediately contact the Designated Child Protection Officer;
2. Record the known facts in writing on the safeguarding form provided and include any other information you feel is relevant, and pass on this written information as soon as possible to the above person.
3. In the event of an emergency - and the child is at risk -inform the police or NSPCC first and then the Designated Child Protection Officer at The Access Project.

If a child or young person discloses information relating to abuse

1. Allow him/her to speak without interruption, encouraging them to tell you only what they feel comfortable telling you, and be accepting of what is said;
2. Advise him/her that you will offer support, but that you **MUST** pass information on to the Designated Child Protection Officer.
3. If they refuse to tell you anything unless you promise to keep it a secret, inform them that you want to help and that there is one person you have to tell. If they then refuse to tell you any more, please respect their decision and report this incident.
1. Immediately after a disclosure, contact the Designated Child Protection Officer. In the event of an emergency – and the child is at risk – inform the police or NSPCC first and then the Designated Child Protection Officer.
4. Record the facts as you know them in writing, including the account given to you by the young person using the words that they used as well as including any other information you feel is relevant.
5. Provide this written information to the Designated Child Protection Officer as soon as you are able.

If you receive an allegation about any adult or about yourself:

2. Immediately tell the Designated Child Protection Officer.
3. Record the facts as you know them in writing and give them to the Designated Child Protection Officer.
4. In the event of an emergency – and the child is at risk – inform the police or NSPCC first and then the Designated Child Protection Officer.

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If you deal with the personal data of young people:

1. Handle all information with sensitivity and confidentiality.
2. The information should be kept securely and not be made available to others without the authority of the Programme Coordinator.
3. Where necessary, dispose of data relating to under 18s in a confidential manner.
4. Do not use the information inappropriately, especially if it will cause harm to the young person concerned.

5. Training

As an Access Project volunteer tutor, you must attend The Access Project's Safeguarding Children training and pass the Safeguarding assessments. You must also be retrained every three years and refresh your DBS check every three years. This training covers detailed information in addition to this document.

6. Code of Conduct

You must:

- ✓ Report any incidents or concerns that a child may be at risk. This includes a requirement under the Prevent duty to report if you suspect that a child or adult at risk may be under the influence of radicalisation or extremism
- ✓ Operate within The Access Project's Safeguarding Children Procedures in the event of any disclosure/concern
- ✓ Encourage young people and adults to feel comfortable and be caring enough to point out attitudes or behaviour that are inappropriate.
- ✓ Treat all young people with respect
- ✓ Be sensitive to the needs of young people
- ✓ Respect a young person's right to personal privacy.
- ✓ Treat all information and data (including photographs and video footage) pertaining to a young person with sensitivity.
- ✓ Avoid being alone with a young person. All tutorials must happen in a public place or in an office meeting room with a door open
- ✓ Remember that someone else might misinterpret your actions, no matter how well intentioned.
- ✓ Be aware that any physical contact with a young person can be misinterpreted and should always be avoided.

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✓ Recognise that special caution is required when discussing sensitive issues with young people.

You must not:

- ✗ Engage in, or attempt to engage in, sexual or inappropriate relationships with a young person on The Access Project.
- ✗ Make suggestive or derogatory remarks in front of young people or via electronic communication
- ✗ Communicate with a young person on The Access Project by social media, which includes 'WhatsApp'.
- ✗ Give special rewards or privileges to build up an inappropriate relationship with a young person. Gifts may only be given and received in line with our gift giving policy.
- ✗ Be under the influence of alcohol or other substances when working on activities involving young people.
- ✗ Take photographs of young people without permission from relevant Access Project staff.
- ✗ Transfer the personal data of young people to third parties without express permission from relevant Access Project staff, the young person or their family.
- ✗ Reveal excessive personal details to a young person on The Access Project (for example, your address).
- ✗ Either exaggerate or trivialise child abuse issues.
- ✗ Rely on your good name or that of the organisation to protect you.

Volunteers who breach this code of behaviour may be barred from The Access Project with immediate effect. Any serious breaches may result in a referral being made to the police or the relevant Local Authorities Designated Officer.

7. Terms and Conditions Intellectual Property

You must not share The Access Project's intellectual property with any other persons or organisations, and must not use them if undertaking tutoring for any other organisations besides The Access Project, or as an individual working independently of any other organisations.

Press

You must not speak to the press about The Access Project or your involvement with The

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Access Project without the express permission from The Access Project. If such permission has been granted, and you are communicating with the press, you must take all reasonable steps to ensure the accuracy of the statements you make to the press relating to The Access Project, and the work you have done through your relationship with The Access Project.

Questions

1) Please can you explain your reasons for wanting to volunteer your time supporting young people?

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2) As a TAP tutor, what do you consider to be the most important factors regarding the safeguarding of the young people you will be working with?

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I have read and understand all four pages of this document; agree to adhere to The Access Project’s Safeguarding Children Policy, and to follow the Code of Conduct and the Terms and Conditions for Tutors; and have completed The Access Project Safeguarding Children Training.

Print Name:

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Organisation:

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Position held:

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Signed:

Date:

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