



Faringdon Town Council Youth Services Policies and Procedures

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Child Protection and Safeguarding Policy

Faringdon Town Council Youth Services are firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognise their responsibility for child protection and to promote the welfare of children and young people. The safety and protection of all children and young people that Youth Services supports is paramount, and has priority over all other interests.

This Child Protection & Safeguarding Policy has been produced with particular regard to the March 2015 Working Together to Safeguard Children legislation, the 2014 Safe Network Standards guidance and the 2016 Keeping Children Safe in Education document. This policy and accompanying procedures take into account the services responsibilities under the July 2015 Prevent Duty and the October 2015 Female Genital Mutilation (FGM) legislation. Finally, throughout Youth Services Child Protection & Safeguarding policy, relevant policies and procedures have been informed and shaped by the very latest in best practice provided by the NSPCC as of March 2016.

Youth Services encourages a culture of listening where children can engage in dialogue with any staff member and where their disclosures are believed and acted upon immediately. Throughout Youth Services we have a fundamental belief that the views and wishes of children and young people are sought in ways that are appropriate to their age, culture and understanding.

“The Equality Act 2010 puts a responsibility on public authorities to have due regards to the need to eliminate discrimination and promote equality of opportunity. **This applies to the process of identification of need and risk faced by the individual child and the process of assessment.** No child or group of children must be treated any less favourably than others in being able to access effective services which meet their particular needs”

In practice this means that **ALL** children, young people and vulnerable adults irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, have a fundamental and universal right to be safe and not discriminated against through the decisions made regarding safeguarding and child protection.

The purpose of this Safeguarding Policy is to ensure, at all times, the maximum protection from any kind of harm for all young people involved in any way with Youth Services. For the purposes of this policy, Youth Services has defined harm as:

‘Harm’ means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

The Equality Act 2010 defines discrimination as;

- **Direct discrimination** - where someone is treated less favourably than another person because of a protected characteristic.



- **Associative discrimination** - this is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.
- **Discrimination by perception** - this is direct discrimination against someone because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.
- **Indirect discrimination** - this can occur when you have a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic
- **Harassment** - this is behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.
- **Victimisation** - this occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

In order to escalate a (series of) concern(s) to a Section 47 child protection referral to the local authority, significant harm should be evidenced clearly. It is important to remember that often, only when information held by a number of professionals and agencies is put together, that a picture of child abuse emerges.

Locally, please refer to guidance from OSCB and the Threshold of Needs document. A hyperlink to this document can be found below;

<http://www.oscb.org.uk/wp-content/uploads/Oxfordshire-Multi-Agency-Threshold-of-Needs-Matrix-updated-Nov-16.pdf>

Within the Keeping Children Safe in Education (2016) document, 22 specific safeguarding themes are identified. These are;

- Bullying including cyberbullying
- Missing Children and adult strategy
- Children missing education
- Child missing from home or care
- Preventing radicalisation
- Private fostering
- Child sexual exploitation
- Relationship Abuse
- Domestic violence
- Sexting
- Drugs
- Trafficking
- Fabricated or induced illness
- Faith Abuse
- Female genital mutilation
- Mental Health
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls
- Hate crime



RECOGNISING ABUSE AND NEGLECT

Abuse may occur to any child at any time in different forms. Child abuse can be direct, indirect (via the internet), active or passive and it can be committed by anyone, including adults and other children.

Abuse can be split into 4 main categories:

Physical Abuse

A form of abuse which 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.

Emotional Abuse

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber 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

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

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. It may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home and abandonment, failing to protect a child from physical harm or danger. Failure to ensure adequate supervision including the use of inadequate



care-takers; or Failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

When any of the above is suspected it is vital to take appropriate action immediately to safeguard the child/children. Consideration should be given to any other child that could potentially be affected by your decision. The decision should be discussed with the Designated Safeguarding Officer and/or Town Clerk in the first instance. If this is not possible or should you deem immediate action is required in the interest of the child's safety and welfare then escalate this to MASH on **0845 050 7666**

PREVENT

Prevent is part of the Government's counter-terrorism strategy CONTEST which aims to stop people becoming terrorists or supporting terrorism. The Prevent strategy addresses all forms of terrorism and prioritises according to the threat posed to national security.

Channel Panel:

Channel provides a multi-agency approach to protect people at risk of being drawn into extremism. Channel uses existing collaboration between the County Council (adults and children's services, youth offending service), district council (community safety partnerships), police, health sectors (NHS and Clinical Commissioning Group CCG) and probation services to:

- Identify individuals at risk of being drawn into terrorism;
- Assess the nature and extent of that risk; and
- Develop the most appropriate support plan for the individuals concerned.

As Oxfordshire is a low risk area, there is no regular standing Channel Panel. Once a referral has been made the panel meets every 6 weeks to provide early intervention to protect and divert the individual(s) away from extremism.

Making a referral to Channel Referrals to Channel are voluntary. If you think that someone may be vulnerable to radicalisation you can call 0845 050 7666 during office hours and ask to be put through to the Oxfordshire MASH (for a child) or the Social and Health Care Team (for an adult). Alternatively you could contact MASH directly on 0845 050 7666.

ROLES AND RESPONSIBILITIES

The role of the designated safeguarding officer is;

- Support the worker/volunteer who has raised the initial concern and report this to either LCSS or MASH
- Referring cases to the Disclosure and Barring Service as required.
- Referring cases where a crime may have been committed to the police as required.
- Understanding and supporting staff in regards to the requirement of the PREVENT duty to protect children from the risk of radicalisation.



- Obtaining access to resources and attending any relevant training or refresher courses.
- Encouraging a climate of listening to children and taking account of their wishes and feelings, among all staff, in any measures that may be put in place to protect them.
- Raising awareness of safeguarding policy and process.
- Ensuring annual safeguarding policy review.
- Ensuring policy is publicly available upon request.
- Maintaining links between Youth Services and Oxfordshire Youth to implement latest policies on safeguarding.
- Availability of the designated lead in the event of an emergency – alternative arrangements need to be made if there are exceptional circumstances and the Designated Lead cannot be contacted.

The role of ALL workers/volunteers at Youth Services

- Read fully and understand internal and local safeguarding and child protection policy.
- Report any unusual/inappropriate behaviour to the Designated Safeguarding Officer.
- Share any relevant additional information in a timely manner.
- Commitment to upholding a climate where children are listened to, believed and their feelings and wishes accounted for in any actions that may be taken.

All workers/volunteers will be provided with a copy of this policy and will be requested to indicate their commitment to it by signing a declaration to say that they have read it and will adhere to it. The declaration will be kept in Faringdon Town Council records.

This policy applies to all staff/volunteers and focuses on the following elements:

- Staff recruitment and selection – ensuring that all staff and volunteers who have unsupervised access to children/young people have been safely recruited and appropriately checked through the DBS process.
- Ensuring the provision of a safeguarding officer
- Staff training – ensuring all staff and volunteers attend a basic safeguarding course and that the Safeguarding Officer attends the Oxfordshire Safeguarding Children Board (OSCB) Specialist Course.
- Implementing procedures for identifying and reporting suspected cases of abuse.
- Establishing a safe and nurturing environment where children/young people feel safe and happy.



POLICY PROCEDURES

We recognise that staff/volunteers who work regularly with children/young people are best placed to notice changes in behaviour and/or physical injuries. We will therefore:

- Report any unusual / inappropriate behaviour to the Safeguarding Officer.
- Ensure that children and young people know they can approach any of the adults who come into contact with the service if they are worried about something and that they will receive a consistent, supportive response.
- **Never assume that others are monitoring a child or young person. Others may have doubts but you could be the only person taking action.**
- If in any doubt about what action to take, employees must seek advice from the named Safeguarding Officer.

We will also:

- Ensure we have a designated lead staff member for safeguarding
- In our service that person is Rebekah Pugh
- Ensure that our Designated Safeguarding Officer receives Specialist Safeguarding training, refreshed every two years,
- Ensure that all staff/volunteers receive basic Safeguarding training every three years.
- Ensure that all staff/volunteers have read this safeguarding policy and know who the Designated Safeguarding Officer is in case they need to pass on concerns.
- Keep accurate written records of concerns for a child/young person, even in cases where a referral is not appropriate immediately.
- Ensure that all staff/volunteers are recruited safely and have had the appropriate checks, (e.g. DBS) which are re-checked every two years.
- All new staff and volunteers are supervised until references have been verified and DBS checks received.
- Ensure that all staff/volunteers are aware that they must refer any allegations against a member of staff/volunteer to the Designated Safeguarding Officer who will then report to the Local Authority Designated Officer (LADO) on 01865 815232.
- Ensure that this policy is reviewed annually and is line with county procedures.

Action to Ensure Security

Immediate action may be necessary at any stage when involved with families and young people.

IN EVERY CASE IT IS OF PARAMOUNT IMPORTANCE TO TAKE WHATEVER ACTIONS ARE NEEDED TO ENSURE THE SAFETY OF THE CHILD OR YOUNG PERSON INVOLVED

i.e.:



- If emergency medical attention is required, then either phone the emergency services or take young person to the nearest Accident and Emergency department
- If a child is in immediate danger the police should be contacted, as they alone have the power to remove a child immediately if protection is necessary.

PERSONNEL/RECRUITMENT

Safer Recruitment

Safeguarding the children, young people and vulnerable adults who Youth Services have contact with is an essential consideration at the recruitment stage. All staff and volunteers are required to attend interview and provide references. Key safeguarding related procedures during this process include;

- Taking all reasonable steps to prevent unsuitable people from joining our organisation
- to ensure that our recruitment and selection processes are consistent and transparent
- to ensure candidates are judged to be competent and suitable before we make them an offer of a job

We recognise that unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them. We minimise risks at the recruitment/induction stages by:

- involving more than one person to shortlist applicants for interview
- having at least two people conducting a face-to-face interview with anyone who seeks employment. This is wholly inclusive of volunteers also.
- incorporating the views and perspectives of children, young people, and families into the recruitment and selection process whenever appropriate
- obtaining two references, two pieces of identification and original copies of any necessary qualifications from candidates which are always verified
- requiring that all staff and volunteers have an up-to-date relevant DBS check where their post is eligible for this . In the event of employment, any failure to disclose convictions will result in disciplinary action or dismissal.
- For potential employees that are recruited and will be in 'regulated activity' a DBS with Barred list check must be carried out. DBS is only current up until the day of which it is printed. If potential employees are signed up to the update service, you can then conduct your own check otherwise a new DBS should be carried out.
- Staff have a duty to report any criminal investigation within one working day. Should no disclosures be made, DBS checks should be renewed for existing staff every 2 years.
- Overseas applications and checks should be referred to and must cover working or living abroad in one place for more than 6 months. Example 1- person leaving university and travels around America for 12 months and spends a month at a time in each place – no check required. Example 2 – person lives in Spain for 7 months and then returns to the UK then goes to



France for 6 months, that person would need to get an overseas check that covers both counties

- Applicants from overseas will not be able to obtain a DBS due to having not lived in the UK, they will have had to have lived in the UK for more than 3 months
- Safeguarding training appropriate to job role should form part of the induction process
- providing an appropriate induction for all new staff and volunteers
- ensuring that all staff are made aware, during their induction period, of how to keep children and young people safe in our organisation
- appointing all staff and volunteers on a probation period initially, with a review before they are confirmed in post
- ensuring a consistent procedure for recruitment, selection and induction.
- All employees/volunteers will need to provide a record of their full employment history and explain any gaps.
- All new employees are supervised until references have been verified and DBS checks received.

REPORTING ABUSE

If abuse is suspected:

- Observations, conversations or concerns will be recorded, signed and dated.
- The matter must not be investigated or discussed with anyone other than the Safeguarding Officer or Town Clerk.
- The Safeguarding Officer and or Town Clerk will assess the information and will contact the LCSS team for advice and guidance. (Phone number is on the Reporting Contact Sheet below).

If abuse is reported/alleged

- 1) If a child/young person asks to speak to you about a problem, DO NOT promise confidentiality, but explain that it may be necessary to consult a senior colleague. Explain this as soon as possible to the child/young person.
- 2) RECEIVE – Stop and listen if someone wants to tell you about suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief and take what is said seriously.
- 3) REASSURE – Stay calm and give reassurance to the child/young person. Explain to the child/young person that they have done the right thing by telling you and that what has happened is not their fault.
- 4) REACT – Establish the facts of what has happened but do not ask leading questions. Keep questioning open, e.g. 'Is there anything else you want to say?' or 'Can you tell me more about that?' Do not criticise the perpetrator. Explain to the child what you will do next, e.g. you will need to pass this information to your Safeguarding Officer.



- 5) **RECORD** – If possible, make brief notes about what the child/young person is telling you as they are speaking. If this is not appropriate, write down what was said, as soon as the child has left. Record the date, time, place, your name and role and what was said, (rather than your interpretation of it). Use the child's/young person's language wherever possible. **Note** - In most cases it is more appropriate to listen and record immediately afterwards.
- 6) **REPORT** – Report the incident to your Club Leader/ Designated Safeguarding Officer /Club Chairperson as soon as possible and do not tell any other adults or children/young people about it. Ensure that the lead person has your notes of what was said so that they can keep them in a safe place. If in any doubt what action should be taken, contact your Designated Safeguarding Officer. If the matter is regarded as critical it should be referred to MASH immediately – 0845 050 7666

The matter must not be investigated or discussed with anyone outside of Youth Services.

PROTECTING STAFF AND VOLUNTEERS

Youth Services recognises the importance of protecting its staff and volunteers from possible allegations of abuse and recommends the following guidelines:

Staff and Volunteers **should not:**

- Be alone with young people
- Lock and unlock premises without another adult present
- Transport young people in a car/minibus or other vehicle without another adult present
- Take young people to their homes
- Make inappropriate contact with young people, i.e. develop relationships outside the club setting, including via personal social media websites such as Facebook
- Leave young people unattended
- Leave young people in the presence of adults who are not suitably trained
- Leave young people in the presence of adults not known to leaders
- Leave young people in the presence of adults who have not had relevant DBS checks
- Show favouritism to young people within the club

Allegations about Staff/Volunteers

If any allegation is made or suspicions emerge regarding any member of staff/volunteer of Youth Services, this should be reported to the Safeguarding Officer who will contact the Local Authority Designated Officer (LADO) at Oxfordshire County Council on 01865 810603 within 24 hours.

If an allegation concerns the Safeguarding Officer, the report should be made to the Town Clerk.



If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

- A detailed factual record of the allegation and action taken to be written
- Consideration will be given to the suspension of the person involved, taking account of the risks to other young people and the member of staff/volunteer concerned

If the allegation involves a young person/young volunteer, contact will be made with the young person's parent/guardian to advise them of the process.

Relevant external bodies will be advised.

Photography

Since young people may be photographed while participating in club events and activities, written permission from parents/guardians will be obtained which will also allow photographic material to be used in the public domain.

Confidentiality

- Under no circumstances will any staff or volunteer keep confidential any information that raises concerns about the safety and welfare of a child or young person.
- This statement relating to confidentiality must be made known to all who access any provision of Youth Services.
- All staff and volunteers must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people. This is of particular importance should a safeguarding issue arise on school outreach. In this instance the worker must report to The Designated Safeguarding Officer of the Town Council and also the Designated Safeguarding Officer at the School.
- All staff must be aware that they cannot promise a child that they will keep secrets.



Reporting Contact Sheet

**SAFEGUARDING
CONCERN?**

**RESPOND
RECORD
REPORT**



**Assistant Youth Workers /
Volunteers in the first
instance please report to the
Senior Youth Worker**

**Senior Youth Worker please report to
Safeguarding Officer
Rebekah Pugh
01367240281 / 07771507720**

**If you cannot contact the Safeguarding Officer
please contact either LCSS (for advice and
guidance) or MASH for an IMMEDIATE Concern**

LCSS South - 0345 2412608

MASH - 0845 0507666

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Child Protection and Safeguarding Policy and agree to adhere to it at all times.

Signed:

Date:



Confidentiality Policy

Youth Services believes that the welfare of a young person is paramount and staff, volunteers and young people have a right to expect personal information to be treated as confidential and kept secure. Breaches of confidentiality are treated seriously. However, in certain circumstances, information received in confidence may need to be shared with the appropriate authority to ensure best care for the individual. Young people should, whenever possible, be informed when information is to be shared.

Information will always be treated with the utmost confidence and not divulged outside of Youth Services apart from the exceptions that follow, which may be shared on a “need to know” basis in the following circumstances:

- Physical, sexual or emotional abuse is suspected.
- If a young person reports or alleges abuse.
- If the life of the young person or another is at risk.
- If information is revealed about criminal activity.
- If a young person could cause harm to themselves or others.
- If staff or volunteers have reasonable cause to believe a young person is suffering or likely to suffer significant harm.

Personal data relating to staff, volunteers and young people should be kept secure. This means information relating to an individual from which they can be identified. If an adult or young person leaves the service, all records relating to him/her are securely archived for a period of 18 months.

Staff and volunteers will be made aware of the policy at induction and understand they are bound by confidentiality.

Both volunteer staff and the Communities and Partnerships committee will not discuss a young person with anyone who does not work in the service.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Confidentiality Policy and agree to adhere to it at all times.	
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Signed:	Date:
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Anti-Bullying Policy

Youth Services is committed to providing a caring, supportive and friendly environment where young people learn to value and respect each other and are challenged to reach their full potential through active participation.

Youth Services:

- Respects every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respects every individual's feelings and views
- Recognises that everyone is important and that our differences make each of us special
- Shows appreciation of others by acknowledging individual qualities, contributions and progress

Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include:

- Physical pushing, kicking, hitting, pinching or any other unwanted physical contact
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring or exclusion of individuals
- Racial, sectarian or homophobic taunts, comments, graffiti and gestures
- Sexual comments and/or suggestions
- Threatening or unpleasant emails, text messages or posts on social networking sites

Everybody has the responsibility to implement this policy and to work together to stop bullying - staff, volunteers, young people and parents.

Anyone who reports an incident of bullying will be listened to carefully and told what will be done with the information.

Young people will be told what is being recorded, in what context and why.

Young people being bullied will be supported and assistance given to uphold their right to a safe environment which allows their healthy development.

Those who bully will be supported and encouraged to stop bullying.



Procedures

- Any reported incidents or suspicions of bullying should be reported to the Senior Youth Worker or the Deputy Town Clerk.
- The Senior Youth Worker or the Deputy Town Clerk will investigate the complaint objectively and will listen carefully to all those involved. Where possible, the parties will be brought together to see if the issue can be resolved with a (genuine) apology.
- If appropriate, parents of those involved will be informed and asked to meet with the Senior Youth Worker or Deputy Town Clerk to discuss the situation.
- If the issue is not resolved the Town Clerk will bring together a small panel (Councillor, Chairman, Senior Youth Worker, Deputy Town Clerk) to meet with the parties, both together and separately, to try and resolve the issue.
- If a satisfactory solution cannot be reached, the small panel will decide on the course of action to be taken.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Anti-Bullying Policy and agree to adhere to it at all times.	
Signed:	Date:



Drug and Alcohol Policy

Youth Services is committed to the personal and social development of young people within its care.

We accept that some young people may have drug or alcohol use issues or may come from families where there are drug and alcohol problems. These young people may benefit from engaging in the activities that Youth Services provides.

However, drug or alcohol use or dealing will not be tolerated on any premises or during any youth activity organised or run by Youth Services.

Youth Services has a legal responsibility to ensure the health and safety of all its members and has a legal responsibility to adhere to laws pertaining to drugs and alcohol.

This policy has been produced to give Youth Services youth work staff and volunteers the necessary guidance to be able to deal with drug or alcohol related issues, which may arise as part of our work with young people.

This policy relates to illegal drugs (including cannabis) and alcohol. It excludes nicotine.

This policy applies to all youth work venues as well as activities and trips organised by Youth Services (including residential).

Responsibilities of staff and volunteers

- All staff and volunteers will receive a copy of this policy as part of their induction.
- Prior to and whilst on duty and responsible for young people, staff and volunteers are not permitted to consume drugs or alcohol. This includes any activities, residential or social activities where alcohol might be available.
- When staff are off duty yet are participating in a Youth Services event, Youth Services expects that they will maintain a professional appearance and conduct themselves in a manner conducive to that expected when representing Faringdon Town Council.
- When presenting themselves for work, all staff must be in a fit and responsible state and on no account be under the influence of drugs/alcohol.
- Youth Services expects all staff to adhere to a policy of total abstinence from drugs/alcohol prior to or whilst driving any vehicles during the course of their work.
- Any drug or alcohol related incidents which occur should be reported to the Deputy Town Clerk or the Town Clerk and should be recorded.
- If a young person is involved in a drug/alcohol related incident at Youth Services and the young person is under 18, a decision should be made whether the parents/guardians of the young person should be informed and involved.



- When under the influence of drugs or alcohol, young people can become unstable or difficult to manage. Therefore, young people must not bring drugs, alcohol or equipment to use drugs to any Youth Services activity or venue.
- Young people must not be under the influence of drugs or alcohol whilst taking part in any activity run by Youth Services.
- The Senior Youth Worker in charge should, as part of the session, regularly inform young people that drugs and alcohol are not allowed at sessions, and that anyone suspected of being under the influence of drugs/alcohol will not be allowed to access sessions or activities.
- In 2001, the Government passed an amendment to Section 8 of the Misuse of Drugs Act. The new amendment which made it a criminal offence for people to knowingly allow premises they own, manage, or have responsibility for, to be used by any other person for:
 - Administration or use of any controlled drugs
 - Supply of any controlled drug
 - The production or cultivation of controlled drugs, such as growing cannabis

Professionals could be prosecuted if they knowingly allow any of these things to occur on Town Council premises.

- The law requires that if staff become aware of the use or supply of illicit drugs on their premises, they must take reasonable action to prevent this continuing.
- If a young person attends a youth session and a member of staff has concerns about their drug/alcohol use, they should discuss these concerns with the Senior Youth Worker and a decision made about the participation of the young person.

Storage of prescribed medication

- Before taking possession of any medication belonging to a young person, staff should conduct a thorough risk assessment of the situation.
- Providing the risk assessment is satisfactory and depending on the medication and the issues surrounding the use of the medication, staff may take possession of prescribed drugs/medication on behalf of a young person in their care but they must not administer the medication.
- Prior to any trip away or residential, staff should determine whether any of the young people taking part in the activity are required to take any prescribed medication. A form should be completed prior to any residential where a young person requires medication to be held by staff. Staff should not take possession of any substances which have not been sourced and verified.
- Any medication held by staff on behalf of young people must be kept in a secure place at all times and only named staff members should have access. The Senior Youth Worker should ensure that there is a suitable secure storage place at any residential establishment.
- If staff suspect that a young person may have exceeded the stated dose of medication, they should contact the emergency services immediately.



Disposal of illegal substances

- If a member of staff or volunteer discovers a substance that they suspect to be drugs, they should inform their line manager and pass the drugs to the police for disposal.
- The incident should be recorded on the incident report form.
- Staff must not attempt to pick up any needles, syringes or paraphernalia which they suspect may have been used to administer drugs, unless they are wearing the appropriate protective gear (heavy duty gloves, tongs etc).
- Needles and syringes should be placed in sharps box and disposed of correctly in line with the Town Council policy.
- Staff should work in partnership with the police by handing in any drugs found or confiscated during Youth Services activities.
- Where a situation arises that cannot be resolved by staff safely, an emergency call should be made to the police for assistance.
- If the police are called to deal with an incident involving a young person under the age of 18, the parents/guardians of the young person should be informed.

Information, support and guidance

- General drug and alcohol information should be available to young people, including information about helpline numbers, websites and any local drug/alcohol support agencies.
- All staff and volunteers will have the opportunity to undertake basic drug and alcohol training. This will be discussed and arranged with their line manager during supervision.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Drug and Alcohol Policy and agree to adhere to it at all times.	
Signed:	Date:



Smoking Policy

Youth Services operates a strict No Smoking policy during activities, this includes the use of e-cigarettes. Where a youth worker discovers a young person smoking, they have a duty to work with that young person to help them understand the health risks and possible consequences for their future.

Staff and Volunteer Responsibilities

Staff and volunteers are not allowed to smoke in front of young people and should be aware that even outside of Youth Services activities their actions can influence young people and should also not smoke in front of them in these situations.

Staff and volunteers should discourage young people from smoking and actively support them in their efforts to give up.

Staff and volunteers are responsible for ensuring any visitors to sessions adhere to the smoking policy.

Staff and volunteers must not provide any cigarettes, matches or lighters to young people or give money, at any time to young people wanting to purchase cigarettes. They must also not leave any cigarettes or lighters in areas where young people could access them.

Staff and volunteers should communicate the smoking policy to young people upon joining Youth Services and at regular intervals such as the expectations are clear.

Young People

Whilst at Youth Services sessions/activities, young people are not allowed to smoke anywhere on the premises.

If appropriate, young people can be referred to support services.

Any young person caught smoking must be asked to stop or move off the premises.

Persistent smokers should have the serious consequences of smoking explained to them and all staff and volunteers should access relevant resources to support in the education of young people regarding dangers to health from smoking.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Smoking Policy and agree to adhere to it at all times.	
Signed:	Date:



Health & Safety Policy

Youth Services is committed to providing activities in a safe environment without risk as far as is reasonably practicable. The overall responsibility for the implementation of this policy rests with Faringdon Town Council. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Senior Youth Worker.

All staff and volunteers will be made aware of the contents of this policy as part of the induction process and be encouraged to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions.

Faringdon Town Council will:

- Take out and maintain adequate insurance to cover all possible liabilities and display this information publicly.
- Provide equipment that is maintained in a safe condition at all times and provide instruction in its safe use.
- Make sure that fire drills are undertaken on a regular basis.
- Establish and display prominently on the premises emergency procedures to be taken in the event of fire, incidents, accidents and illness.
- Make Emergency First Aid Training available to all staff and volunteers.
- Ensure the safe storage, handling & labelling of any hazardous materials.

The Senior Youth Worker will:

- Ensure that assessments are carried out in accordance with the Risk Assessment Policy.
- Maintain necessary health and safety records including an Accident Book.
- Make sure that a First Aid box is regularly checked and its location known to all staff and volunteers.
- Ensure that a qualified first aider is present at all sessions and those present know who it is.
- Provide relevant information and encourage staff and volunteers to undertake training relating to Health and Safety matters.
- Investigate accidents promptly.

Emergency procedures for:

Fire

- A staff member or volunteer is delegated responsibility to take a register and ensure the premises is completely evacuated.
- Staff, volunteers and young people assemble at the fire assembly point where a register is taken.

The fire assembly point for session venues is marked and is highlighted regularly as well as during induction.



Incidents

If an incident occurs during a session where the site may require evacuating the fire procedure is followed.

The Senior Youth Worker is responsible for ensuring full reports are written and distributed to the relevant people.

Accidents

An accident will be dealt with following the relevant procedure. The Senior Youth Worker is responsible for ensuring the accident is recorded in the accident book and full written reports logged and distributed to the relevant people if necessary.

Illness

Information regarding pre-existing medical conditions is required during induction. Individual risk assessments are carried out surrounding that condition if deemed necessary. All records are referred to in the event of an incident.

If staff or volunteers suspect that a contagious illness has been brought into the service advice will be sought immediately.

Young people with infectious or contagious diseases will be excluded for certain periods. If staff suspect that a young person has an infectious or contagious disease, they will request that parents consult a doctor. We cannot admit sick young people. If a young person becomes ill at the setting, staff will inform parents or an emergency contact. While awaiting the arrival of parents, the staff will ensure the comfort of the young person, taking appropriate action, which would include seeking medical advice if necessary. If the young person is in danger, the staff will seek medical advice immediately.

The Senior Youth Worker is responsible for ensuring full reports are written and distributed to the relevant people in the event of an incident.

A List of first aiders is available from the Deputy Town Clerk.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Health and Safety Policy and agree to adhere to it at all times.	
Signed:	Date:



Equality & Diversity Policy

Faringdon Town Council is committed to equality and diversity. Youth Services is open to all regardless of age¹, colour, disability, ethnic origin, gender, HIV status, marital status, family situation, nationality or national origins, race, religious or political beliefs, responsibility for dependents, or sexual orientation. We will not tolerate attitudes and behaviour that amount to discrimination on these grounds.

Equality and diversity is about accepting people's differences and creating an environment in which all can thrive and contribute.

Youth Services is committed to ensuring that all feel valued, that the skills and talents of individuals are recognised and fully utilised and that the environment in sessions/activities is productive and rewarding. Youth Services sessions are a place where there is respect for difference in culture and experience.

All staff and volunteers will be made aware of the contents of this policy as part of the induction process.

Youth Services will be active in making sure all its policies and procedures are fair and no member is disadvantaged when participating in Youth Services sessions/activities. Youth Services is also aware of how people can be subject to harassment on a wide variety of grounds and which can take many forms. Harassment is a physical, verbal or non-verbal action which is unwelcome, unwanted and offensive to the recipient and has the effect of violating their dignity and creating an intimidating, hostile, degrading, humiliating or offensive atmosphere for that person. This can include embarrassing or offensive jokes, unwelcome physical contact or sexual advances, the expression of racist, homophobic, etc views, lewd comments and innuendo, and the sending of offensive text and email messages or offensive use of social media. The Senior Youth Worker is responsible for implementing this policy and upholding its principles in everything Youth Services does.

Procedures

We will make sure that:

- We promote respect for other people and treat everyone fairly.
- Young people and adults are able to meet together in a positive and accepting environment where they are safe from harm, abuse, harassment and intimidation.
- Young people and adults recognise and challenge prejudice and discrimination.
- Everyone has an equal opportunity to be considered as a volunteer.
- All staff and volunteers will have equal access to training opportunities.
- All young people will have equal access to activities and training opportunities.

¹ Set age limits exist for access to Youth Services and to specific sessions.



- The policy is applied when recruiting volunteers.
- We monitor what we do to meet any legal requirements and that this policy is implemented properly and understood by all.
- We take incidents, including those of harassment and bullying, seriously.
- Any issues of inequality, harassment or discrimination are reported to the Senior Youth Worker or the Deputy Town Clerk and the Town Clerk who will enable the parties involved to give their version of events before considering further action.
- Youth Services respond quickly and impartially to such issues after consulting with the Communities and Partnerships Committee.

The procedures laid out in this policy are with regard to legislation defined by: the Sex Discrimination Act 1975 (amendments 1986 & Gender Reassignment Regs 1999); the Race Relations Act 1976 and the Amendment Act 2000; the Equal Pay Acts 1970 (amended 1974 & 1983) & 1975; the Disability Discrimination Act 1995; the Employment Protection Act 1978; the Employment Rights Act 1996; the Employment Relations Act 1999; the Employment Act 2002; the Employment Equality (Religion, Belief, Sexual Orientation) Regulations 2003 (Age) 2006; the Disability Equality Duty 2006; the Equality Act 2010; the Gender Equality Duty 2007; the Trade Union and Labour Relations Act 1992; the Asylum and Immigration Act 1996 and 1999; the Human Rights Act 1998; and the Protection from Harassment Act 1997.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Equality and Diversity Policy and agree to adhere to it at all times.	
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Signed:	Date:
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Risk Assessment Policy

Youth Services recognises that the Youth Services programme and activities should be as safe as is reasonably possible. This includes identifying hazards and quantifying any associated risks.

Youth Services will:

- Identify the risk assessments to be undertaken and delegate responsibility for carrying out those assessments to the Deputy Town Clerk and Senior Youth Worker.
- Make sure staff and volunteers are trained appropriately.
- Make sure improvements to premises/activities/events/trips are made when needed.

Once risk assessments have been completed, preventative measures should be evaluated and implemented, if necessary.

The Deputy Town Clerk and Senior Youth Worker will make sure that:

- Risk Assessments are carried out at regular intervals and for all new activities
- The completed assessments are stored securely
- Staffing ratios of Youth Workers / Volunteers to young people are adequate
- DBS checks are in place
- Staff are briefed about any risks, and general health and safety in sessions

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Risk Assessment Policy and agree to adhere to it at all times.	
Signed:	Date:



Social Media Policy

Social media proves to be useful for engaging with young people in youth work practice. Online engagement is often accompanied by fear around boundaries. However, fundamentally, the fears/risks surrounding social media use are similar to those encountered in everyday youth work, and can be overcome by applying the same ethical principles.

What are the risks?

- 1) Risk of Youth Worker 'hearing' things about young people, mainly through 'news feeds'
- 2) Risk of young person feeling like youth worker is violating their privacy
- 3) Risk of youth worker being 'on shift' with young people outside of work hours
- 4) Risk of informality confusing young people about boundaries
- 5) Risk of young people sharing personal information to staff members
- 6) Risk of witnessing safeguarding incidents
- 7) Risk of safeguarding disclosures
- 8) Risk of misinterpretation of language, including symbols and abbreviations by young people and parents/carers

How do we manage these risks?

In practice, a thorough risk assessment will be carried out for work with young people. The same applies online. By following simple steps staff will be managing these online risks. Before Youth Services join any new social media sites, the Deputy Town Clerk will assess the risk and make appropriate decisions in line with this social media policy.

Staff behaviour guidelines

When using social media, staff should maintain professional communication. Language should be managed in the same way that it would be when working directly with young people and staff's role is always to be a positive role model.

Staff should not use their personal profile to communicate with young people.

Staff should make it clear to young people that Youth Services accounts are professional profiles, and if young people make contact with staff regarding anything outside their project work they should reply to explain that they are only able to discuss Youth Services related issues.



Staff and volunteers should not set up Youth Services social media pages/profiles outside of the official Town Council page.

Facebook

For general Facebook use:

- Any young people who approaches you on your personal profile must be declined.
- Staff are discouraged from 'friending' fellow colleagues, although this can be done at their discretion.
- Staff must avoid any discussions about personal matters about themselves and the young people that they are interacting with.
- Staff members will not 'trawl' through young peoples' news feed looking for information. New staff and volunteers will 'unfollow' young people that they are friends with, and all staff and volunteers will 'unfollow' young people who start to access the service, to avoid their information appearing in the young people's newsfeed.
- Staff will not tag young people in posts or photographs.
- The same language that you would use face to face with young people is appropriate online. For example, do not include 'x' on any of your messages and use no terms of endearment such as 'hun' and no abbreviation or text talk such as 'lol'. Emojis such as '😊' should be used with caution as they can be misinterpreted.
- Do not 'like' or comment on young peoples' posts or news feeds with the exception of post and comments that mention or contains a tag of the session or groups name or names projects or staff.
- Do not ask young people about information that you have seen online.
- If a young person engages you in a personal conversation that is more than 'small talk' you must state the 'confidentiality statement' as you would in a face to face setting with young people.
- Contact with young people via Facebook should be treated with the same level of vigilance as your face to face work. Any concerns or issues that arise should be discussed with the Deputy Town Clerk.

Twitter

- Photographs may be posted with the aim of promoting projects but you must have the permission of the young people for their photographs to be used in this way. If the young person is under the age of 18, parental consent is



required. For those over the age of 18, staff can obtain oral consent. Always ensure that the photo subjects are aware that their image will be posted onto Youth Services Social Media outlets.

- Staff will not tag (@) young people in posts via Twitter.

Cyber Bullying

Please refer to the Oxfordshire County Council Cyber Bullying Toolkit

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/antibullying/cyberbullying/Oxfordshire_Cyberbullying_Toolkit.pdf

For more information, Twitter, Facebook and Pinterest have thorough help pages that are full of information about security and privacy.

<https://support.twitter.com/>

<https://www.facebook.com/help>

<https://help.pinterest.com/en/articles>

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Social Media Policy and agree to adhere to it at all times.	
Signed:	Date:



Volunteer Policy

Youth Services ensures its volunteers are clear about what their roles and responsibilities are. It is committed to ensuring fairness and consistency so that volunteers are treated equally and fairly and supported well.

This policy sets out and explains:

- How we recruit, induct and train volunteers
- Where volunteers stand so that they know what they can expect
- Where they can turn to if they feel things are going wrong

Recruitment of Volunteers

- We will draw up a description of the tasks or role that we need the volunteer to perform. This will help identify the skills, experience or qualifications (if relevant) that are needed. It will help volunteers understand how they fit into the services and activities Youth Services provides.
- We will use this information when we advertise and recruit volunteers to make sure applicants are aware of what is expected.
- We will use our Equality & Diversity Policy to make sure the role and tasks are appropriate.
- We will use appropriate means to advertise for volunteers locally that take into account the principles of our Equality & Diversity Policy.
- The potential volunteer will be asked to complete a short application form. Help can be given with this if necessary. The form is designed to be as simple and accessible as possible.
- The potential volunteer will be interviewed (by the appropriate person) and, if this is successful, the two references asked for on the application form will be taken up.
- A criminal records check with the Disclosure and Barring Service Check (DBS) will be undertaken for every volunteer. DBS checks will be repeated every two years. It is the responsibility of the Safeguarding Officer to see the certificate. Until it is seen, a volunteer should not have responsibility for, or be left alone with, any young people.

Data Protection

The Data Protection Act refers to the holding of information on living persons, which can include both paid staff and volunteers. It gives people the right to know what information is held about them and sets out rules to make sure that this information is handled properly. Only relevant information about a volunteer will be held.

Records held for the purposes of recruitment of volunteers should be destroyed either as soon as a decision has been taken on whether or not to take the person on or within six months.

Appropriate information regarding the DBS check is added to the volunteer's file.



In general, the information acquired from the application form is transferred into the volunteer's file.

Retaining Records

We keep records of volunteers who have left for a period of 18 months.

Non-starters

We follow-up all registrations where the volunteers 'disappear', i.e. does not start volunteering. If we get no response from a letter or telephone call, it is our policy to dispose of these records 3 months after the registration date.

Induction and Training

There will be an induction prepared and delivered by the Senior Youth Worker.

This will include:

- Tour of the venue(s) and explanation of health and safety instructions, reporting of accidents, first aid procedures and fire evacuation procedures.
- The role of the volunteer – their duties and responsibilities.
- Meeting staff, volunteers and other appropriate stakeholders.
- Copies of all the relevant policies including this Volunteer policy, Confidentiality, Health & Safety, Equal Opportunities and Diversity, Safeguarding and Conflict Management.
- Codes of conduct for volunteers and members.
- Essential procedures, i.e. timekeeping, rota etc.
- Other information as appropriate.

For permanent volunteers there will be a trial period of 26 weeks to give both Youth Services and the volunteer time to discover if they are suited to each other. A review will be made midway through this period and also at the end.

Expenses

We value our volunteers and want to make sure that there are no barriers to their involvement. All out-of-pocket expenses, if required, will be reimbursed, including expenses for travel, and meals if volunteering for a period of 6 consecutive hours or more. In order to claim expenses, an expenses form must be completed and given to the Town Clerk.

Support

The Senior Youth Worker and other staff members will offer support to the volunteer. This involves having regular meetings to discuss any problems or issues that may arise.



Insurance

Faringdon Town Council has a valid insurance policy which everyone is advised to read.

Confidentiality

Volunteers are required to read and sign the confidentiality policy and observe it at all times.

Resolving Problems

Youth Services is committed to maintaining agreed standards when working with young people and also in making sure that everyone who volunteers enjoys making their contribution to this service.

If an individual's role as a volunteer does not meet with the services' standards, it will be dealt with in the following way:

- Initially with a meeting with the Senior Youth Worker who will explain the concerns.
- If this does not resolve the concern, then a meeting with the Deputy Town Clerk will be convened.
- If the work still does not meet with our standards, then we shall have to stop using the volunteer's services.
- At all times a volunteer will be able to freely state his/her case and can have a friend to accompany him/her.

If a volunteer is dissatisfied with any aspect of his/her work, he/ she should: Initially explain the dissatisfaction to the Senior Youth Worker or Deputy Town Clerk. If that does not resolve the concern, then a meeting with the Town Clerk should be convened. If that does not resolve the issue, then a formal meeting with the Chairperson of the Communities and Partnerships Committee should follow.

If, after this, the dissatisfaction remains unresolved and we are unable to resolve the grievance, then it would be inappropriate for the individual to continue to be a volunteer. At all times a volunteer will be able to freely state his/her case and can have a friend to accompany him/her.

Volunteer Code of Conduct

- Respect the dignity, rights and worth of every person within Youth Services.
- Treat everyone equally regardless of age, gender, sexual, orientation, religion, race, nationality or disability.
- Not allow any form of discrimination to be condoned or go unchallenged.
- Hold paramount the well-being and safety of young people which should be placed above everything else.
- Know and adhere to at all times the guidelines laid out in Youth Services' Safeguarding Policy.



- Develop an appropriate relationship with young people which should be based on mutual respect and trust.
- Not engage in any form of sexually-related contact with a young person. This is strictly forbidden, as is sexual innuendo, flirting or inappropriate gestures and terms.
- Not use, possess or be under the influence of alcohol or illegal drugs at any time.
- Respect young people's opinions when making decisions about their participation in activities.
- Respect confidentiality and uphold the trust placed in you.
- Not use profane or abusive language.
- Have high standards of language, manner and what you wear.
- Follow safe practices, including reporting accidents, injuries, and unsafe situations.
- Assist in the delivery of activities that are safe, fun and enable everyone to have the chance to participate.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Volunteer Policy and agree to adhere to it at all times.	
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Signed:	Date:
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Youth Participation Policy

Young people need a chance to develop. They also need the opportunity to have their voices heard and to make decisions for themselves. Youth Services is committed to listening to young peoples' opinions and concerns and involving them in the running and organisation of the service so that we can ensure that our services meet their needs and that our community can benefit from their contributions.

Involving young people in running the service and the activities we provide and in the decisions we make is important because:

- The decisions we make will impact on them.
- The participation of everyone is essential to a healthy, happy, enjoyable programme and atmosphere.
- We are making sure we apply equality of opportunity and commitment to promoting diversity.
- Activities and projects will be more effective when young people are involved in the planning and management – they will be relevant as they are based on young people's reality as opposed to an adult's perceptions.
- It helps develop their skills and abilities – young people can gain a huge amount of confidence from seeing their opinions and experiences valued and directly contributing to positive change in the service.

We will:

- **Engage** young people actively in Youth Services including planning activities and contributing new ideas.
- **Involve** young people in all aspects of our decision-making and planning and by doing so help them develop & grow in confidence.
- **Promote** the role of young people in the contribution they can make to Youth Services and this community, giving them opportunities to take responsibility for themselves and other Youth Services members.
- **Provide** positive and purposeful activities that are safe and that young people enjoy and have had a hand in shaping.
- **Act** as an advocate for young people as a service so that young peoples' voices can be heard and so they are seen as positive active citizens in their community.
- **Find** ways to enable young people to represent their views informally and formally, such as through meetings, activities committees, presentations to the Communities and Partnerships Committee and club consultation events.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Youth Participation Policy and agree to adhere to it at all times.	
Signed:	Date:



Parental Consent Policy

For General Sessions:

- As part of our general ethos Youth Services will endeavour to build good relationships with parents and guardians.
- Staff will seek to obtain parental consent where possible, however, lack of parental consent will not exclude a young person from attending a general session.
- All young people must sign in and out and provide emergency contact details and allergy information for all one off sessions.
- Staff are responsible for the safety of young people whilst they are at Youth Services sessions. As soon as a young person leaves the session parents and guardians reassume responsibility.

Parental consent is essential for trips, off site activity and specialist sessions.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Parental Consent Policy and agree to adhere to it at all times.	
Signed:	Date:



Subs Policy

Subs are charged for various sessions at a rate of between 50p and £1, staff have are able to use discretion on this fee to ensure inclusion.

All subs are put directly back into services for young people.

Subs are collected by a staff member or volunteer at sign in.

Subs are counted and recorded at the end of every session.

The Senior Youth Worker is responsible for passing the subs to the Town Clerk.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Subs Policy and agree to adhere to it at all times.	
Signed:	Date:



Tuck Shop Policy

No untrained young people are allowed in any food preparation areas.

A staff member or volunteer is responsible for the tuck monies tin at all times. This will be locked in a secure location when not supervised.

The tuck takings are counted at the end of every session and recorded.

The Senior Youth Worker is responsible for passing the subs to the Town Clerk.

The Tuck shop is used:

- To create the opportunity to discuss healthy eating.
- To generate a small income with funds put back into the Service; for example to go on trips.

Some sessions include free snacks for young people.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Tuck Shop Policy and agree to adhere to it at all times.	
Signed:	Date:



Session Cancellation Policy

Where possible Youth Services will always run an advertised / regular session, however, sometimes circumstances beyond our control occur and despite our best efforts to rectify a problem we may need to cancel a session. The following procedure will be followed when this is necessary:

Senior Youth Worker (or person/s running the session / event) will consult with the Deputy Town Clerk and or The Town Clerk.

The Deputy Town Clerk and or the Town Clerk will ensure every effort has been made to rectify an issue / alternatives arrangements can not be made and if not give consent to cancel the session. The Deputy Town Clerk / The Town Clerk will inform the members of the Communities and Partnerships Committee as soon as is reasonably possible.

The Deputy Town Clerk and or Senior Youth worker will inform all staff and volunteers who were due to work the session.

The Senior Youth Worker will try their best to inform all young people / parents who are likely to attend the session. We will also put out a post on our social media channels and a poster will be placed (if possible) on venue door where the session was due to take place.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Session Cancellation Policy and agree to adhere to it at all times.	
Signed:	Date:



Outside Agency Session Provision Policy

As part of the work Youth Services provides we aim to work in partnership with other agencies and session providers. As such we often invite outside agencies to run sessions. Every effort is made to ensure these session run within our policies and Youth Services staff will also be present.

The Senior Youth Worker will ensure that for a session that involves an outside agencies input we will obtain and file a copy of the following documents:

- DBS numbers for all involved (if no DBS numbers are available at the discretion of the Deputy Town Clerk and or the Town Clerk a risk assessment will be put in place to ensure the situation is managed appropriately)
- Public Liability Insurance Details (if applicable)
- A detailed risk assessment from the outside provider
- Contact Details of the session provider
- Written confirmation of the session details

A Youth Services risk assessment will also be put in place for the session.

This policy was adopted at the Communities and Partnerships Committee Meeting on 05/07/2017 and will be reviewed annually.

I have read and understand the Outside Agency Session Provision Policy and agree to adhere to it at all times.	
Signed:	Date:



Policy	Date Adopted	Review Date
Child Protection and Safeguarding Policy	5 th July 2017	4 th July 2018
Confidentiality Policy	5 th July 2017	4 th July 2018
Anti-Bullying Policy	5 th July 2017	4 th July 2018
Drugs and Alcohol Policy	5 th July 2017	4 th July 2018
Smoking Policy	5 th July 2017	4 th July 2018
Health and Safety Policy	5 th July 2017	4 th July 2018
Equality and Diversity Policy	5 th July 2017	4 th July 2018
Risk Assessment Policy	5 th July 2017	4 th July 2018
Social Media Policy	5 th July 2017	4 th July 2018
Volunteer Policy	5 th July 2017	4 th July 2018
Youth Participation Policy	5 th July 2017	4 th July 2018
Parental Consent Policy	5 th July 2017	4 th July 2018
Subs Policy	5 th July 2017	4 th July 2018
Tuck Shop Policy	5 th July 2017	4 th July 2018
Session Cancellation Policy	5 th July 2017	4 th July 2018
Outside Agency Session Provision Policy	5 th July 2017	4 th July 2018

On behalf of Faringdon Town Council:

Signed:..... Date:.....

These policies will be reviewed annually by the Communities and Partnerships Committee