

SAFEGUARDING CHILDREN

Child protection Advice for Volunteers and Visitors

Yuvanis Foundation warmly welcomes you.

We hope this leaflet will provide all the information you need to make your visit enjoyable and safe. As an organisation, we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and Information when working with children at Yuvanis Foundation.

What are my responsibilities as a volunteer or visitor?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

Disclosure and Barring Checks

All volunteers who work with children will require an enhanced Disclosure and Barring Certificate. This is to help ensure that unsuitable people are prevented from working with children. Applications are completed online. Please ask the Designated Safeguarding Lead for instructions and advice on which documentation is necessary for you to present for the check to be completed.

Yuvanis Foundation's Safeguarding Policy is available on yuvanis.org/safeguarding and you can view this policy at any time. If you need to request a copy, please see the office staff.

What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

1. Comments being made by a child
2. Marks or bruising on a child
3. Changes in the child's behaviour or demeanour

Please report these concerns to the staff member present who, if they feel it is appropriate, will pass the information on to the foundation's Designated Safeguarding Lead.

Record details of any disclosure from a child immediately. Use the exact words or phrases used by the child. Forms for the recording of information of this nature are available and should be completed and returned to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.

What should I do if the alleged abuser is a member of staff?

You should report such allegations to the Designated Safeguarding Officer.

What should I do if the alleged abuser is the Designated Safeguarding Lead?

You should report such allegations to a Senior Leadership member of staff, who will notify the Chair of Trustees and Local Authority Designated Officer.

**For further advice contact the NSPCC
Whistleblowing Advice Line
Call 0800 028 0285
Email help@nspcc.org.uk**

How do I ensure that my behaviour is always appropriate?

As a volunteer you may well be working closely with children, sometimes on a one-to-one basis. Avoid physical contact with children unless you are preventing them from immediately harming themselves or others. If you are working with a child on his/her own, always ensure that the door is left open or that you can be visible to others. We ask that visitors turn mobile phones off on arrival and refrain from using them on site. If you do need to use them, do so in an area that is not accessed by children, this includes corridors.

FIRE PRECAUTIONS

In the event of a fire alarm sounding continuously at any time, you must leave the building immediately using the nearest exit. Take time to ensure that you know where to go. The Assembly Point is in the car park at the side of the centre.

FIRST AID

In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. If you have a medical condition which you would like us to be aware of, so that we can offer some help should it be necessary, please inform a member of the office staff. If you have an accident, a form must be completed by the first aider treating you.

PERSONAL SECURITY

Please make sure you sign in and out using the screen in the main office entrance and wear your visitors badge at all times. Please keep your valuables with you at all times.

This leaflet has been given to you to make sure that you understand what is expected of you. Please ask the office staff if you are unclear about anything in it. Please keep this leaflet in a safe place so that you can read it again if you need to.

Safeguarding is of the utmost importance to us.



“Empowering People, Transforming Communities”

Safeguarding And Health & Safety Advice For Visitors & Volunteers

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