

Out and About!



When taking juniors to activities here are a few things to think about.

- It is advisable to have more than one adult in the car when transporting under 18's or at least parental consent
- Is the car roadworthy and does the driver have adequate car insurance and a driving licence?
- Are seat belts being worn?
- Medical consent forms to hand are good practice, in case of an emergency where you may all be unconscious.
- Transport under 18's in the back seats of your car to prevent allegations being made.

Keep it Legal!

Please remember that sexual activity between adults and children under the age of 16 is a criminal act.

Worcestershire Federation of Young Farmers' Clubs

Shires Farm
Hawford
Worcester WR3 7SG

Phone: 01905 621616
01905 621617
07967 857656

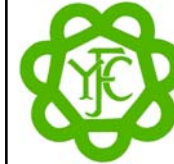
Email: countyoffice@worcsyfc.org.uk
serena.marshall@worcsyfc.org.uk
Website: www.worcsyfc.org.uk

For more advice and guidance please contact your County Youth Worker tel; 07967857656 or Child Protection Officer tel: 07828939541

or
refer to

The WFYFC Child Protection policy which can be found on
www.worcsyfc.org.uk
or

The Child Protection Club Officers Guideline Card on the NFYFC website
www.nfyfc.org.uk



WORCESTERSHIRE
FEDERATION OF YOUNG
FARMERS' CLUBS

Keeping It Safe



Some common sense guidelines on ensuring that when working with under 18's that you are keeping them safe and are working within the law.



Good practice guidelines

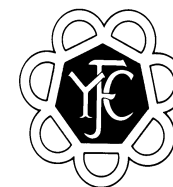
At Worcestershire FYFC we aim to encourage best practice in YFC activities and to ensure the safety and welfare of members under the age of 18. Not only is this fundamental in safeguarding the young people in our care, it is necessary to protect yourself as a Club Officer as you could be at risk of accusations of unacceptable behaviour towards young people.

These, therefore, are some common sense examples of how to create a safe environment for both yourself and our members.

1. Do treat all members equally, and with respect and dignity. Do not take part in or tolerate behaviour that frightens, embarrasses or demoralises a member or that negatively affects their self esteem.
2. It's important to plan a good programme which:
 - informs members of what's happening when and where etc.
 - allows for activities to be properly planned and risk assessed beforehand.
 - ensures an adequate number of officers attending to help with the activity.
3. Always try to plan activities that take place in an open environment or which involve more than one other person being present or at least which are within sight or hearing of others. Encourage open communication with no secrets.

4. Encourage parents to know what their child will be taking part in YFC (copy of Club programme). Make them aware of Club start and finish times, destination and venues.
5. Ensure that you have parental consent form for each member under 18 which should also contain permission for photos/filming.
6. Never engage in inappropriate physical or verbal contact with young people.
7. If you are feeling emotionally distressed or you feel an inappropriate affection for a young person, withdraw from the situation and discuss the matter with a trusted member.
8. If you notice one of your colleagues is risking accusations, draw this to his or her attention and suggest that they adhere to the guidelines.
9. Be aware that young people can and do fabricate stories that may place you in a bad light. Do not allow circumstances to develop where by a young persons story can be given additional credence.
10. Do not for one moment believe "It could never happen to me".
11. Do not jump to conclusions about others without checking the facts.
12. Be prepared to intervene if a child or young person under 18 is being abused or neglected.
13. Refer to the NFYFC Club Officer Guideline card or Child Protection for more ways to protect yourself from allegation.

NFYFC Safeguarding Children and Young People procedure to be followed in the event of an allegation or suspicion of child abuse
February 2006



Action to be taken as soon as possible or in any event within 24 hours

If a member tells you something which leads you to believe -
That they are or may be at serious risk of harm from someone else or themselves
or
Someone else is at serious risk of harm from the member

YOU MUST -
Tell the member that you cannot keep the matter confidential. Give them the choice to continue telling you or to stop.

Follow these guidelines

County Child Protection Officer
Laura Chapman

Mobile
07828939541
Email
laurasmile73@hotmail.com

If you leave a message make sure that you get a confirmation that it has been received

Confidentiality
Please respect the confidentiality of all parties involved in the incident and keep the matter private to only those who need to know.

Report the matter to your County Youth Worker or Child Protection Officer as soon as possible or in any case within 24 hours.

Write down notes as soon as you can. (Keep the original notes even if you type them up)

Dates, times, what is alleged to have happened, what have you seen or heard, who was involved. Record the facts, Use actual speech used if possible. Try to record the incident in chronological order

If you are at any time unsure of what to do contact NFYFC immediately
Office number 024 7685 7200

Ensure that the following details are available;

Names, addresses, dates of birth of - the young person .
Parents or carers.
the person who the complaint is about.
Witnesses to the incident.