

WRBC GUIDE FOR VOLUNTEERS 2018

WHAT DO I DO IF?

If you suspect a young person is being abused, a young person confides in you, someone has a concern or makes a complaint about any adult or about you, it is your duty to report it.

If a young person tells you they are being abused, you should do the following.

1. Allow them to speak without interruption and accept what they say.
2. Be understanding and reassuring but do not give your opinion
3. Tell them that you will try to offer support but that you must pass the information on
4. Tell your Designated Person for Safeguarding or Safeguarding Trustee immediately
5. Write careful notes of what was said, using the actual words wherever possible.
6. Pass your notes onto the Designated Person for Safeguarding or Safeguarding Trustee, making sure you date and sign them.

If you are concerned about a young person's safety and well-being, or there is a concern, complaint or allegation about an adult or yourself, you should do the following.

1. Tell the Designated Person for Safeguarding or Safeguarding Trustee immediately
2. Write careful notes of what you witnessed, heard or were told.
3. Sign, date and pass your notes to the Designated Person for Safeguarding or Safeguarding Trustee

If a young person is at immediate risk of significant harm, contact the police or social services. Tell the Designated Person for Safeguarding or Safeguarding Trustee that you have done this.

You **MUST** refer any concern or complaint to the Designated Person for Safeguarding or Safeguarding Trustee. **DO NOT** investigate. **DO NOT** promise not to pass on concerns

CODE OF BEHAVIOUR

Do keep to this code at all times

Do treat everyone with dignity and respect

Do set an example for others to follow

Do treat all young people equally – don't show favouritism

Do plan activities that involve more than one other person being present or be within sight or hearing of others

Do follow recommended adult-to-young person ratios

Do follow the WRBC Social Media Policy if contacting a young person

Do respect a young person's right to personal privacy

Do allow young people to talk about any concerns they may have

Do avoid being drawn into inappropriate attention-seeking behaviour eg tantrums, crushes

Do remember this code at sensitive moments eg helping someone who has been bereaved, bullied or abused

Do tell other leaders where you are and what you are doing

Do remember someone else may misinterpret your actions, even though you may mean well

Do take allegations or concerns of abuse seriously and refer them to the Designated Person for Safeguarding or Safeguarding Trustee

Do not trivialise abuse

Do not form a relationship with a young person that is an abuse of trust

Do not take part in inappropriate behaviour or contact whether physical, verbal or sexual

Do not make remarks that could be misconstrued or threats to a young person, even in fun

Do not use inappropriate language when writing, phoning, e-mailing or using the internet

Do not let allegations, suspicions or concerns about abuse go unreported

Do not rely on just your good name to protect you