

# Young Enterprise

## The Care and Welfare of Vulnerable People Policy (Incorporating Child Protection)

### 1 Policy Statement

- 1.1 The primary concern of Young Enterprise is to safeguard the wellbeing of children, young people and vulnerable adults engaged in our activities. This means we ensure appropriate arrangements to provide a safe and secure environment, and to deal effectively with issues concerned with suspected or reported abuse regarding children, young people and vulnerable adults.
- 1.2 Young Enterprise seeks to ensure that its policy and procedures comply with statutory duties and reflect available guidance on good practice in safeguarding children, young people and vulnerable adults, and that safeguarding arrangements are proportionate to the risks involved.
- 1.3 Young Enterprise recognises that it has a duty to help staff and volunteers (through guidance, support and training), to promote safe working practices in order to minimise risk to vulnerable individuals.
- 1.4 An important aspect of this policy is the emphasis on prevention where abuse could occur. Young Enterprise expects all staff and Volunteers to abide by the relevant Codes of Conduct which have been developed for the protection of Students, Staff and Volunteers. Young Enterprise will strive to create a safe and secure environment where Students, Volunteers and Staff can work together confidently in mutual respect.

### 2 Scope

- 2.1 This policy applies to all members of Young Enterprise Staff, Volunteers and Students.
- 2.2 This policy is intended to protect Students either engaged in Young Enterprise activities or Students coming into contact with Young Enterprise Staff or Volunteers. The policy will be particularly relevant where a position of trust exists between a Student and a Volunteer or Staff member.

### 3 Definitions

- 3.1 **Students:** Students refers to all participants in Young Enterprise activities including Children, Young People, and Vulnerable Adults. This policy also applies to Students who are attending educational settings in which Young Enterprise operates but who are not directly involved in Young Enterprise activities.
- 3.2 **Child:** In this document, as in the Children Acts 1989 and 2004, a Child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'Children and Young People' throughout. The fact that a Child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989 and 2004.
- 3.3 **Vulnerable Adult:** The definition used in *No Secrets* and taken from *Who Decides?* Lord Chancellor's Office 1997 refers to a Vulnerable Adult as anyone who is over 18 who;
  - Is or may be in need of community care services by reason of mental or other disability, age or illness; and
  - Is or may be unable to take care of himself or herself; or

- Is unable to protect themselves against significant harm or serious exploitation
- 3.4 **Vulnerable Person:** For the purposes of this policy the definition of a Vulnerable Person is the same as the definition of a Student. The definition of a Vulnerable Person therefore includes Children, Young People and Vulnerable Adults.
- 3.5 **Volunteer:** In this document, as in the Criminal Record Bureau Glossary of Terms 2009, a Volunteer is a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative. For the purposes of this policy this encompasses but is not limited to Business Advisors, Board Members, Company Secretaries and Trustees/Directors.
- 3.6 **Staff Member:** A Staff Member is anyone employed by Young Enterprise. For the purposes of this policy this encompasses but is not limited to Permanent Staff, Casual Staff, Paid Deliverers, Associates, and Secondees.
- 3.7 The *Working Together to Safeguard Children* paper, HM Government 2006 provides the following definitions for Abuse and Neglect, Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect:

**Abuse and Neglect:** Abuse and neglect are forms of maltreatment of a Student. Somebody may Abuse or Neglect a Student by inflicting harm, or by failing to act to prevent harm. A Vulnerable Person may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an Adult or Adults, or another Child or Children.
- 3.8 **Physical Abuse:** Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a student.
- 3.9 **Emotional Abuse:** Emotional Abuse is the persistent emotional maltreatment of a Student such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a Student that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the Student's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the Student from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing Students frequently to feel frightened or in danger, or the exploitation or corruption of Students. Some level of emotional abuse is involved in all types of maltreatment of a Student, though it may occur alone.
- 3.10 **Sexual Abuse:** Sexual Abuse involves forcing or enticing a Student to take part in sexual activities, including prostitution, whether or not the student is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving students in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging them to behave in sexually inappropriate ways.
- 3.11 **Neglect:** Neglect is the persistent failure to meet a Student's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Once a child is born, neglect may involve a parent or carer failing to: 1. provide adequate food, clothing and shelter (including exclusion from home or abandonment) 2. protect a child from physical and emotional harm or danger 3. ensure adequate supervision (including the use of inadequate care-givers) 4. ensure access to appropriate medical care or treatment. It may also include Neglect of, or unresponsiveness to, a Child's basic emotional needs.

- 3.12 **Position of Trust:** A position of trust, for the purposes of this policy, is one where a member of Young Enterprise Staff or a Volunteer is in a position of power or influence over a Student by virtue of the work or nature of the activity being undertaken.

## 4 Protection/Safeguarding Measures

- 4.1 Young Enterprise aims to ensure the safeguarding of Students through implementing the measures in this section.
- 4.2 Safe recruitment practices are utilised to prevent unsuitable people working with vulnerable individuals, including the use of the following disclosure checks for Staff members and Volunteers:
- Criminal Records Bureau Disclosure (CRB) Certificate checks administered by the Criminal Records Bureau for England and Wales.
  - The Central Registered Body in Scotland (CRBS) disclosure checks administered by Volunteer Development Scotland for Scotland.
  - Disclosure checks administered by AccessNI for Northern Ireland.
- 4.3 Vetting & Barring Schemes:
- Checks under the new Vetting & Barring scheme through the Independent Safeguarding Authority (ISA) which will be administered by the CRB. The Vetting and barring scheme will cover England, Wales and Northern Ireland.
  - Checks under the new Protecting Vulnerable Groups Scheme (PVG Scheme); A Vetting and Barring Scheme for Scotland.
- 4.4 Careful attention to Staff & Volunteer selection and the recruitment of Staff and Volunteers will encompass:
- 4.5 Volunteer Recruitment & Selection:
- The completion of Volunteer Registration forms including an application form and 'D3' form to inform us of whether or not they have a criminal record and to provide details of any offences.
  - A disclosure check at enhanced level. This will be with the Criminal Record Bureau for England and Wales, The Central Registered Body in Scotland or AccessNI in Northern Ireland.
  - From 12 October 2009 an additional safeguarding check will be carried out under the new Vetting & Barring Scheme through an enhanced CRB disclosure check.
  - An informal interview with the relevant Staff member/Board at Regional level to determine suitability
- 4.6 Staff Recruitment & Selection:
- A disclosure check at standard or enhanced level depending on the nature of the role.
  - At least two written references from previous employers including the most recent employer.
  - A formal interview process.
- 4.7 Young Enterprise will place an emphasis on training Staff members and Volunteers:
- Induction training will give an overview of the organisation and ensure staff and volunteers know the purpose, values and structure of Young Enterprise.
  - Relevant training and support will be provided on an ongoing basis.

- Training on specific areas such as care and welfare of vulnerable people, identifying and reporting abuse, and confidentiality of personal information will be given as a priority to new staff and volunteers and will be regularly reviewed.
- 4.8 Safe and Secure working environment where Volunteers, Staff and Students can work in mutual harmony and respect:
- All Young Enterprise programmes are designed to be delivered to groups of people with the involvement of a Link Teacher/Lecturer and at least one Business Volunteer. Young Enterprise volunteers are required to abide by the Young Enterprise Code of Conduct.
  - Staff members may be present within schools when liaising with school contacts or helping occasionally with programme delivery. All staff members must adhere to the Young Enterprise Code of Conduct to minimise risks or potential misunderstandings.
  - Staff and Volunteers must recognise that they are placed in a position of trust with regard to all Students, and must undertake to uphold that trust all times.
- 4.9 Student guidelines:
- Students will be given behaviour Guidelines to enable them to avoid placing themselves in vulnerable situations, or circumstances which could lead to misunderstandings. The information contained in these Guidelines is adapted to suit the age group and ability of the people at whom it is aimed.
- 4.10 Maintaining our Policies and Procedures in line with government legislation and Best Practice:
- Young Enterprise will ensure that the Codes of Conduct, Student Guidelines and the organisation's child protection and vulnerable adult procedures are continually monitored, developed and maintained and are appropriately communicated throughout the staff and volunteer network.
  - Volunteers and staff throughout the organisation are responsible for ensuring that they are familiar with the Codes, Guidelines and procedures of the organisation, and that new staff and volunteers are appropriately inducted.
- 4.11 Multi-Agency Approach:
- Young Enterprise is committed to working in partnership with public agencies and other organisations where in the extremely rare event that an abuse of trust would be reported to an agency, for example, the local authority and therefore requires cooperation and assistance from a Young Enterprise representative.
  - Representation at multi-agency meetings will be decided on an individual basis.
- 4.12 Consequences of non-compliance:
- Staff and volunteers working for Young Enterprise are placed in a position of trust with regard to the Students taking part in Young Enterprise activities. Anyone who abuses that trust may be subject to disciplinary action.
- 4.13 Clear Reporting Guidelines:
- It is the responsibility of the staff and volunteers of Young Enterprise to report a potential abuse of trust of a vulnerable person. The procedure for this is detailed in The Care and Welfare of Vulnerable People Procedure.