



Edinburgh Youth Gaitherin

22 Walker Street, Edinburgh EH3 7HR
Registered Charity No. SC030682

Protecting Young People

Protecting Young People and Youth Workers Policy Statement

Policy on the Recruitment of Youth Workers

Policy on the Recruitment of Ex-Offenders

Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information

Code of Conduct for Youth Workers

Edinburgh Youth Gaitherin is fully committed to safeguarding the welfare of all children and young people by protecting them from physical, emotional or sexual harm. This policy is to apply to all the participants *Edinburgh Youth Gaitherin* works with. Volunteers and staff should treat all young people with respect. They should encourage the development of an ethos that embraces difference and diversity and where the rights of all young people are upheld.

We seek to fulfil this aim by:

1. Putting the interests of young people at the centre of our organisation.
2. Developing clear child protection guidelines that are continuously monitored and reviewed. Our events will be planned with these guidelines and other relevant policies in mind.
3. Developing best practice in relation to the recruitment of paid staff and volunteers.
4. Having a Code of Conduct that all adults involved in *Edinburgh Youth Gaitherin* adhere to.
5. Having clear referral procedures to the statutory child protection agencies. All adults working with *Edinburgh Youth Gaitherin* at a particular event will be aware of who the appointed Child Protection Officer is.
6. Making sure that all tutors, volunteers and other youth workers are suitable to work with young people.
7. Providing training opportunities for adults involved with our events.
8. Making sure that young people are listened to and that adults know how to handle any concerns they may have about an individual's well-being or an actual disclosure of abuse.

1. *Edinburgh Youth Gaitherin* is committed to the development of best practice in relation to the recruitment of both paid staff and volunteers.
2. We aim to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm whilst they are with staff and volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected and screened, and have the necessary skills and support as detailed below:

Employees (Part/Full-Time) and Freelance Workers

Selection

- All applicants for posts in our organisation will complete an application form and a declaration in relation to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Short listed applicants will be asked to attend an interview.
- Short listed applicants will be asked to provide two references and these will always be taken up prior to the confirmation of an appointment.
- *Edinburgh Youth Gaitherin* will also ensure that all potential employees who will work with young people are provided with clear job descriptions which set out their duties and responsibilities

Screening

- The successful applicant will be asked to agree to an enhanced Disclosure check through the CRBS. Disclosures will be requested prior to the applicant taking a post.

Training

- Successful candidates will receive induction training, which will give an overview of *Edinburgh Youth Gaitherin* and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work.
- Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given to new staff as a priority, and will be regularly reviewed.

Supervision

- Successful candidates will have a designated supervisor who will provide regular feedback and support.

Sessional Tutors and Volunteers

Screening

- All tutors and volunteers who have not previously worked with *Edinburgh Youth Gaitherin* will be asked to agree to an enhanced Disclosure check through the CRBS and asked to complete a declaration in relation to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Tutors and volunteers will be asked to agree to an enhanced Disclosure check through the CRBS after a period of two years and biennially thereafter.

Training

- Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given to new tutors and volunteers as a priority, and will be regularly reviewed.
- *Edinburgh Youth Gaitherin* will also ensure that all potential tutors and volunteers who will work with young people are provided with clear job descriptions which set out their duties and responsibilities within the organisation.
- All new tutors and volunteers will be provided with the Code of Conduct and have access to *Edinburgh Youth Gaitherin's* child protection policy documents.

Supervision

- Successful candidates will have a designated supervisor who will provide regular feedback and support.

Policy on the Recruitment of Ex-Offenders

1. *Edinburgh Youth Gaitherin* complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for employment purposes, voluntary positions,

licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.
3. We are committed to equality of opportunity, to follow practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown relevant to performance.
4. *Edinburgh Youth Gaitherin* actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
5. We will request a Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where a Disclosure is deemed necessary for a post or position will be subject to a Disclosure and that *Edinburgh Youth Gaitherin* will request the individual being offered the position to undergo an appropriate Disclosure check.
6. Where a Disclosure is to form part of the recruitment process, *Edinburgh Youth Gaitherin* will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. Applicants will normally be requested to complete a criminal records self declaration form. We ask that this information be sent under separate, confidential cover, to a designated person within *Edinburgh Youth Gaintherin* and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
7. In line with the Rehabilitation of Offenders Act 1974, *Edinburgh Youth Gaitherin* will only ask about convictions which are defined as 'unspent' in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.

8. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject on any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We undertake to discuss any matter revealed in a Disclosure Certificate¹ with the subject of that Disclosure before considering withdrawing a conditional offer of employment.
10. We ensure that all those in *Edinburgh Youth Gaitherin* who are involved in the recruitment process have been suitably trained to identify and assess the

relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

11. We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH EDINBURGH YOUTH GAITHERIN. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY A POLICE FORCE.

¹ We are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by a police force.

Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information

General Principles

1. *Edinburgh Youth Gaitherin* complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997 ('the 1997 Act'), for the purposes of assessing applicants' suitability for employment purposes. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters. The policy is available to anyone who wishes to see it on request.

Usage

2. We use Disclosure information only for the purpose for which it has been provided. The information provided by an individual for the purposes of working within *Edinburgh Youth Gaitherin* is not used or disclosed in a manner incompatible with the purpose. We process personal data only with the express consent of the individual. We notify the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the data controller, the purpose for the processing, and any further relevant information.

Handling

3. *Edinburgh Youth Gaitherin* recognises that, under section 124¹ of the 1997 Act, it is a criminal offence to disclose Disclosure information to any unauthorised person. We, therefore, only pass Disclosure information to those who are authorised to see it in the course of their duties. *Edinburgh Youth Gaitherin* will not disclose information provided under subsection 113(B)(5)² of the 1997 Act, namely information which is not included in the Disclosure, to the applicant.

Access and Storage

4. We do not keep Disclosure information on an individual's personnel file. It is kept securely, in lockable, non-portable storage containers. Access to the storage units is strictly controlled to authorised and named individuals, who are entitled to see such information in the course of their duties

¹ The Serious Organised Crime and Police Act 2005 ('the 2005 Act') Schedule 14, Paragraph 12 amended section 124

² Subsection 163(2) of the 2005 Act inserted subsection 113B into the 1997 Act. Subsection 113B(5) of the 2005 Act replaces subsection 115(8) of the 1997 Act.

Retention

5. We do not keep Disclosures of Disclosure information for any longer than is required after a recruitment (or any other relevant) decision has been taken. In general, this is no longer than 90 days. This is to allow for the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances which justify retention for a longer period. The same conditions relating to secure storage and access will apply during any such period.

Disposal

6. Once the retention period has elapsed, we will ensure that Disclosure information is immediately destroyed in a secure manner i.e. by shredding, pulping or burning. *Edinburgh Youth Gaitherin* will ensure that Disclosure Information which is awaiting destruction will not be kept in any insecure receptacle (e.g. in a waste bin or confidential waste sack). We will not retain any image or photocopy or any

other form of the Disclosure information. We will, however, keep a date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken.

Umbrella Bodies

7. Before acting as an Umbrella Body (i.e. a body which countersigns applications for Standard or Enhanced Disclosures on behalf of another organisation), *Edinburgh Youth Gaitherin* will take all reasonable steps to ensure that the organisation on whose behalf we are acting will comply with the Code of Practice, and in full accordance with this policy. We will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure in full compliance with the Code of Practice, and in full accordance with this policy. We will also ensure that any body or individual at whose request applications for Disclosures are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Code of Conduct for Youth Workers

To be made available to and followed by all employees, volunteers and committee members

The Edinburgh Youth Gaitherin is committed to taking all reasonable measures to ensure the welfare of all participants, volunteers, tutors and staff, protecting them from physical, emotional or sexual harm.

We have clear Child Protection guidelines and procedures, which are continuously monitored and reviewed. All staff, volunteers and tutors should make themselves familiar with the requirements of our Child Protection policy, a summary of which is contained on this card for reference. If there are any aspects that need clarification, please do not hesitate to contact our Child Protection Officer or a committee member.

Our code of conduct sets out a code of behaviour we expect all employees, volunteers and committee members to adhere to. It includes guidance for all employees, volunteers and committee members as to what action should be taken in the event abuse is disclosed or discovered.

Code of Conduct

You should

- respect everyone as an individual
- respect everyone's right to personal privacy
- actively encourage young people to be involved in decisions which affect them
- listen carefully and sensitively to the view and ideas of all young people
- encourage young people to speak up if they are not happy taking part in an activity (i.e. if they feel fear or discomfort of any kind)
- ensure that your actions cannot be misinterpreted or cause offence
- provide a good example of acceptable behaviour
- plan activities so that there are 2 or more adults (tutors, volunteers, committee members) present – if this is not possible, ensure that there is at least one other adult within sight and hearing of the activity
- reflect constantly on your own attitudes and values

You should not

- have inappropriate physical, verbal or electronic (e.g. via text, social networking website) with others
- permit abusive behaviour (e.g. bullying, ridiculing)
- jump to conclusions about others
- make suggestive remarks or actions, even in jest
- show favouritism to any individuals
- deliberately or knowingly place yourself in a compromising situation
- believe that child abuse cannot happen in youth organisations like the Edinburgh Youth Gaitherin
- believe it could never happen to you

What you should do if abuse is disclosed or discovered:

- do not act alone or start to investigate
- do not ignore a disclosure or suspicion of abuse in that hope that it will go away, or assume that someone else will know about it or act on it
- tell the Child Protection officer immediately (their name will be made available to you at the commencement of your employment by *Edinburgh Youth Gaitherin*)
- record any facts which support your suspicions and give them in writing to the Child Protection officer

What you should do if a young person tells you that he or she has been abused:

- advise the young person that you will try to offer support but that you must pass on the information
- show acceptance of what the young person says
- keep your reaction neutral
- do not press for information or ask leading questions (e.g. "Was it [named person] who abused you?")
- record the facts as you know them
- tell the Child Protection Officer immediately

In the event of disclosure or discovery of abuse, confidentiality must be a priority but under no circumstances should any individual, or the organisation itself, attempt to deal with the problems of abuse alone.

[Name and contact details for the Child Protection Officer relevant to the event]

Our full policy, and further information is available from
The Edinburgh Youth Gaitherin
22 Walker Street
Edinburgh
email enquiries@eyg.org.uk

Edinburgh Youth Gaitherin
Workers

Code of Conduct for Youth