

It is the responsibility of the Director, Clergy, Programme Leaders, Volunteers and all employed staff and all working in whatever capacity with the children and young people who use The Briars Youth Retreat Centre, to safeguard those children and young people.

It is the responsibility of the Director and Programme Leaders to safeguard the adults and young adults who work with the children and young people using the service.

This document aims to elaborate on the specific parts of the guidelines that are particularly appropriate to the activities at The Briars.

Our commitment to the safeguarding of children and young people flows from our common belief in the dignity and sanctity of every human life.

## **Code of Practice.**

- Any group of young people visiting the Centre must be accompanied by responsible adults and of the same gender as the visiting group, wherever possible.
- LEA guidance on the ratio of staff/leaders to children or young people should be followed. The general rule of thumb given by the DCSF is that for every ten or part of ten children or young people, there should be one adult.
- All those working with children and young people should be aware of potential risks in a situation which could lead to difficulties and/or embarrassment, accusations or temptations -remove. For example:
  - Members of the volunteer team and/or employed staff will always travel in pairs when their presence is required in and around the sleeping quarters of a residential group and the young people are known to be present on residential corridors. The request for the presence of staff or volunteers should always be initiated by an adult accompanying the group.
  - Under no circumstances will one adult (staff or volunteer) and one child or young person be together in private (for example in a one-to-one situation), driving someone in a car or during activities.
  - Any form of physical contact between an adult and a child or young person should be at the instigation of the child or young person only. Whilst each situation will be unique, all forms of physical contact must be appropriate to the situation and carry no element of risk to the safety and welfare of either party.
- Employed staff and volunteers need to remember that good practice is in place to protect themselves as well as the child or young person.
- All children and young people should feel free to talk to parents, leaders, employed staff or volunteers if they have any concerns.
- If a child or young person discloses abuse or if an employed staff member or volunteer is observed behaving inappropriately, the prescribed procedure should be followed. (see 'How to deal ....' section below)
- Safer recruitment requires that each member of staff or volunteer completes an application form, is interviewed, has at least one reference taken up (in the case of those who have direct contact with the children and young people this should be from a person who has experience of the applicant working

with children and young people), and is appointed only after an Enhanced DBS Disclosure is received. Confirmation of employment or volunteering position is only given on successful completion of a probationary period. The DBS Disclosure will only be taken up if the post fulfils the Enhanced DBS process criteria

- It is a requirement that adults leading visiting groups have DBS Disclosure at enhanced level.
- Adequate insurance cover is always held for activities at The Briars.
- For particular service led activities, an appropriate consent form has been received.
- First Aid kits are held on the premises and regularly and frequently checked.
- These Guidelines will be reviewed every year and each member of employed staff and volunteer is made aware of the code of practice and guidelines. Training in Safeguarding of children and young people is given to the Volunteer Team.

## **Section 1. Centre rules**

1. All young people staying overnight at The Briars are accommodated in dormitory style bedrooms. Visiting members of staff have their own rooms and may occasionally have to share with another member of staff. Male and female visitors are accommodated in single sex corridors where possible. Where this is not the case consent will be sought from all centre users and appropriate measures and risk assessments put in place.

2. No member of The Briars team or domestic staff may enter this accommodation except in the case of an emergency, under the direction of the Coordinator of the Retreat and in the company of appropriate staff from the relevant school, or another member of The Briars staff.

3. At no time should young people visiting The Briars be invited into the private areas of the centre without the express permission of the Director.

## **Section 2. What is expected from visitors and Users of the Centre**

1. Schools that book retreats at The Briars should ensure adequate and competent staffing. One free staff place is given for every 10 young people on the retreat. If female visitors are involved, then at least one of the accompanying staff must be female and vice versa for male visitors where possible.

2. The accompanying members of staff are ultimately responsible for safeguarding their group.

3. At no time should staff or young people be present in the sleeping areas of members of the opposite sex. There may be an exception to this in the case of an emergency, but in such a case a member of staff of the appropriate sex must also be present. If this occurs, a record of the incident must be kept on file and the matter reported to the Safeguarding Coordinator

4. At no time should visitors go into the private areas of the centre that are reserved for the resident community. These areas are clearly marked with "Private" signs.

5. Because The Briars welcomes pupils from multiple schools at any one time, accompanying staff need to be clear that their responsibility is confined to their group only.

## **Section 3. Procedures taken if disclosures or allegations are made at The Briars.**

1. If the disclosure or allegation is made about a member of the accompanying staff, then the Director shall be informed. In the first instance, the teacher will be required by the Director of the Centre to immediately withdraw from the Centre. The Headteacher will be informed and asked to send a replacement forthwith. The Centre will then co-operate with the school and the relevant agencies.

2. If the disclosure or allegation is made about the Director, then the Trustees and the Diocesan Safeguarding Officer shall be informed either by the Director or the Chaplain. The Director will have no further contact with the work of the Centre. This matter will be referred to the Diocesan Safeguarding Co-ordinator and the Trustees. The Director will be required to withdraw immediately from the Centre pending an investigation.

3. If the disclosure or allegation is made about the Programme Leader or Chaplain, then the Director and the Diocesan Safeguarding Co-ordinator shall be informed. The Programme Leader or Chaplain will have no further contact with the young person, and will be required to withdraw immediately from the Centre pending an investigation. This matter will be referred to the Trustees.

4. If a disclosure or allegation is made about a member of the Resident Community, then the Director and the Diocesan Safeguarding Co-ordinator shall be informed. The person involved will have no further contact with the young person. They will be required to withdraw immediately from the Centre pending an investigation. This matter will be referred to the Trustees.

5. If the disclosure or allegation is made about any other member of the Staff, then the Director and the Diocesan Safeguarding Co-ordinator shall be informed. The Person involved will, for the time being, have no further contact with the work of the Centre. They will be required to withdraw immediately from the Centre pending an investigation. This matter will be referred to the Trustees.

6. If the disclosure or allegation is made about another young member of any visiting group, then the Director and the Diocesan Safeguarding Co-ordinator will be informed. They, in turn, will inform the school's named Safeguarding Officer. The person named will be immediately returned to his/her school pending an investigation. The Centre will then co-operate with the school and the relevant agencies.

7. The Director of the Centre, along with the Diocesan Safeguarding Co-ordinator, will ensure that the person named receives all the support and guidance that the Centre and charity are able to offer.

8. In general, if a disclosure or allegation is made while a group is undertaking any activity at The Briars the Director or Safeguarding Co-ordinator will inform only those of the visiting staff and staff of the Centre who need to know and this will be done under the advice of the school's named Safeguarding Officer.

9. In the event that a disclosure of abuse, which does not relate to the Centre, is made by a retreatant while at The Briars, the person receiving the disclosure will report it immediately to the Co-ordinator of the retreat. It is then to be reported to the Director as soon as possible, and to the Diocesan Safeguarding Co-ordinator.

10. The person must then record on paper the events as they happened - this is to be done as soon as possible, is to be signed and dated and given to the coordinator of the Retreat. This document will be kept in a locked filing cabinet.

11. A copy of all reports will be given to the Safeguarding Officer of the visiting school which the young person attends.

For any advice needed if inappropriate behaviour is suspected or a disclosure or allegation has been made, whether it is inside or outside The Briars Youth Retreat Centre, contact can be made with:

- Director of The Briars: Tom Baptist 01773852044
- Safeguarding Co-ordinator, Clare McKenzie 0115 9539850
- Trustee of NDCYS, Yvonne May 07870306108

Notices are prominently displayed giving details of contacts for Safeguarding matters.

A copy of this leaflet is given to all school staff accompanying retreat groups and to leaders of other groups of young people visiting The Briars.

## How to deal with the disclosure or discovery of abuse

- Reassure the child or young person that they are in no way to blame for what has happened and that they have done the right thing in telling someone.
- Do not promise to keep things secret, but do promise to share the information only with those who need to know.
- Do not press the child or young person into giving more information but allow them to speak freely. Do not ask for more details than they are willing to give.
- As soon as is practicable afterwards, write down what has been disclosed in a clear and detailed way. Include the names as given by the child or young person of anyone involved and dates, times and places. Sign, date and record the time the document is written.
- These and other relevant records will be kept in a secure file.
- Do not make anyone else aware of the disclosure except those named below in the following point.
- Immediately speak to the Programme Leader who is co-ordinating the Retreat.(If a volunteer, speak to the Programme Leader; if a Programme Leader, to the Director ; if a member of domestic staff, to the Director.
- Following this, contact will be made with the school's named Safeguarding Officer. Police and/or Social Services will be contacted if there is any immediate danger to anyone .
- In all cases the Diocesan Safeguarding Officer will be contacted if action has to be taken.
- The Diocesan Safeguarding Officer, Clare McKenzie can be contacted on 0115 9539850
- Anyone who receives a disclosure of abuse will be offered professional support and help.

### **Confidentiality**

An abuser will often use threats to ensure the silence of the victim. Any child or young person therefore who discloses abuse has taken a risk and broken the barrier of secrecy. By re- assuring them and offering appropriate action you will be the means by which help can be found to prevent further abuse. Any allegation of abuse will be treated with the utmost sensitivity and seriousness. Even if it seems that the disclosure or discovery is trivial, malicious or frivolous, it must be reported.

Additional information, including the types of abuse and how to recognise the signs of abuse is covered during Safeguarding Training in Induction weeks.

Approved by Trustees            2018  
To be reviewed annually.