

WELCOME GUIDE

SAFEGUARDING AND HEALTH & SAFETY

at Positive Youth Foundation



At **Positive Youth Foundation** we work with young people and organisations to raise aspirations and outcomes. We recognise the high importance of ensuring the welfare and safety of all young people, staff, volunteers and visitors to our organisation.

We expect all staff, volunteers and visitors to share this commitment and follow our Safeguarding and Health & Safety policies and procedures at all times.

All staff or volunteers working with young people "unsupervised" or on a regular basis **must** have an Enhanced **Disclosure and Barring Service Check** logged and/or completed by PYF.

A copy of our **Lone Working Policy** is available upon request.

ID badges must be worn visibly and we promote wearing **logo'd** uniform which makes you identifiable and differentiates you from service users.

Reporting Concerns






If you are concerned about a young person, staff member or volunteer when attending our sessions or venues you should:

Approach or contact the staff member supporting you on the session or if this is not appropriate, contact the

Designated Safeguarding Lead (DSL) as soon as possible.

What to do when receiving & reporting a disclosure*

(something a young person, staff member or volunteer has told you directly*)

-  **React Calmly**
-  **Listen Carefully**
-  **Do Not Promise Confidentiality**
ensure the young person is aware that anything they tell you will be shared if it puts them/anyone else at risk.
-  **Reassure**
-  **Record**
take detailed notes including names, actions, locations, dates & times.

Pass on this information to a staff member or the DSL immediately.

Conduct

If you are concerned about the conduct of staff member, volunteer or young person, you must report this as soon as possible to PYF's **Senior Leadership Team**.

Your own conduct is also expected to promote inclusivity and equality.

Child Protection

Any concerns regarding young people must be reported to the **DSL** and/or **Senior Leadership Team**.

A copy of our Safeguarding Policy & Procedures available upon request.

Confidentiality

Confidential information regarding a young person & their family must not be discussed outside of PYF and only shared on a need to know basis.

Social Media & Personal Information

There should be no sharing of personal contact information including phone numbers, social media handles or any other contact details between young people, visitors, volunteers and other professionals other than legitimate business signposting.

Recording Media

Unless there has been consent collected prior to the session, you **must not** record any media including photos, video's or audio. This includes any live social media streaming and tagging in posts.

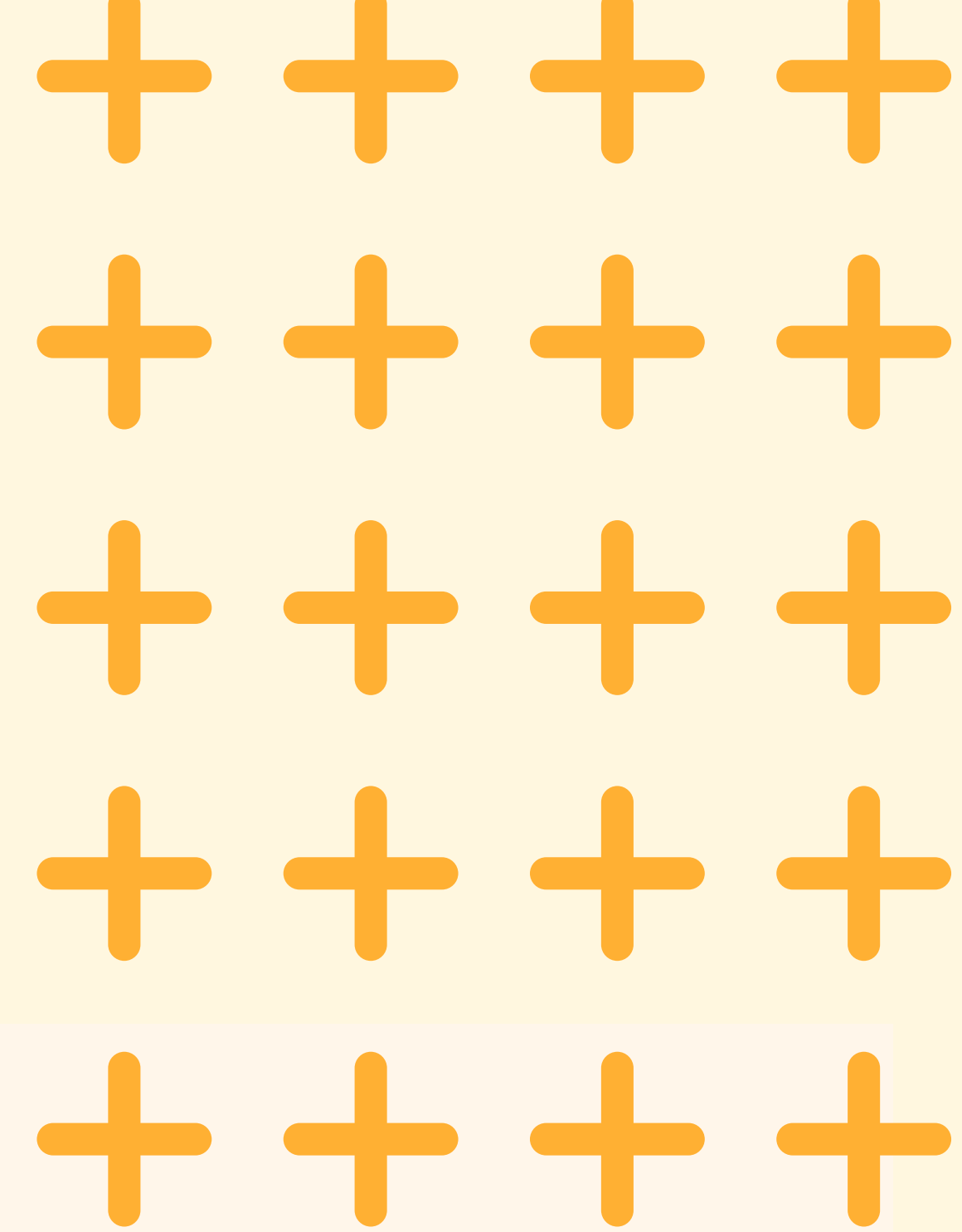


Accidents & Illness

If you have an accident whilst on site with us or feel unwell in any way, please notify a member of PYF staff and follow the advice & support given.

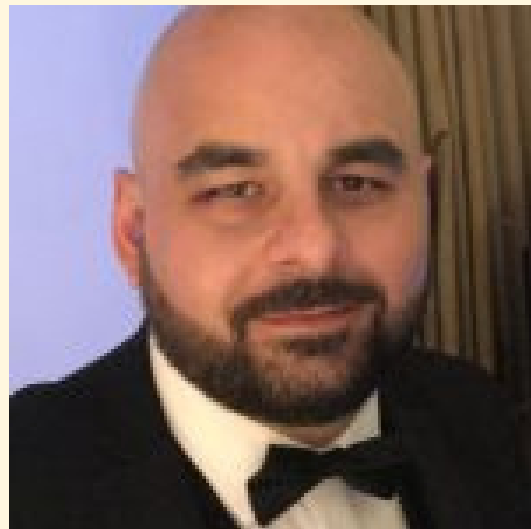
Fire Safety

In the event of a fire, please follow the evacuation guidance given by staff and leave through the highlighted Fire Exits. Please do not leave site without notifying a PYF staff member and only return into the building once told it is safe to do so.



We hope you enjoy your time spent with Positive Youth Foundation and that you feel welcome, comfortable & supported.

KEY CONTACTS



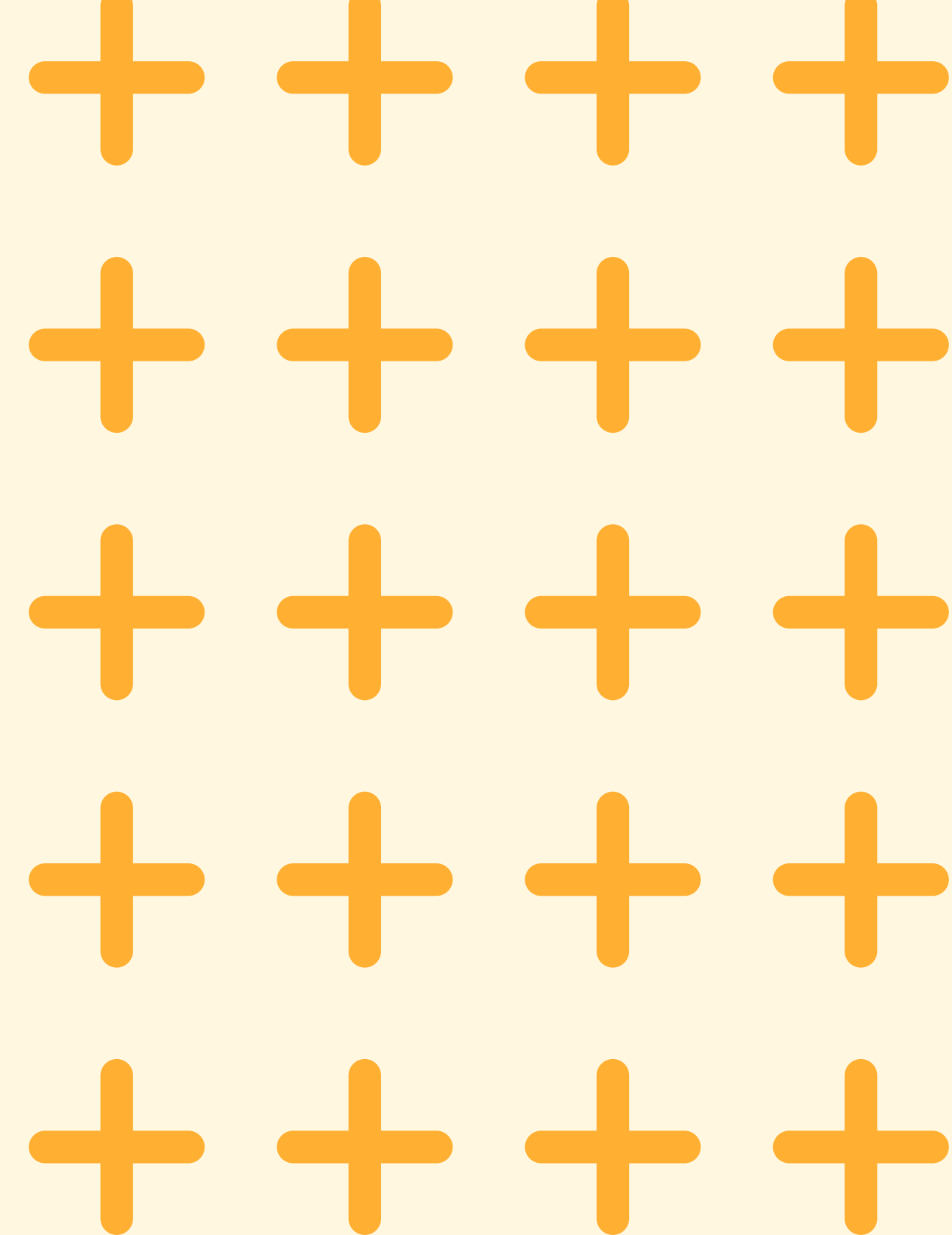
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