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| **Policy** |

**Introduction  
Bo’ness Networking Group [Bo’net]** aims to ensure that all children and young people are protected and kept safe from harm while they are with the volunteers of the organisation. In order to achieve this, we will ensure our volunteers are carefully selected, screened, trained and supervised.

**Bo’ness Networking Group [Bo’net]** will apply the same process to all prospective volunteers and will ensure that all volunteers who are involved in recruitment, training and supervision are aware of this policy and have received appropriate training and support to ensure its full implementation.

**Principles of statement**All successful volunteers who will be Disclosure checked at an appropriate level if the role requires one.

Screening – all volunteers will be asked to agree to an appropriate Disclosure. The Disclosure will be requested prior to the applicant taking up the post.

Training – The volunteers will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services, and structure. Relevant training and support will be provided on an on-going basis and will cover information about their role, and opportunities for practicing skills. Training on specific topics such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new volunteers, and regularly reviewed/updated.

Supervision – We have in place a designated Volunteer Coordinator who will provide regular feedback and support through formal Support and Supervision sessions, where their performance, skills, motivation and expectations will be discussed. These will be recorded, and copies made available to the volunteer.

**Protection of Children (Scotland) Act 2003   
Bo’ness Networking Group [Bo’net]** will comply with the requirements of Protection of Children (Scotland) Act 2003 (PoCSA) in that we will not allow anyone who is listed on the Disqualified from Working with Children List to volunteer within our organisation.

We will make a referral (in the form of a written report using the required Scottish Government Referral Form) to Scottish Ministers if an individual harms a child or puts a child at risk of harm and as a result of this, we take the decision to remove them or they leave of their own accord, come to the end of a contract, retire or have been made redundant.

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| **Guidance** |

Information about young person

* At first meeting, obtain records of young person – name, address, contact details.
* Details of parent(s), carers, or guardian.
* Details of support worker/agency if applicable.
* Permission slips signed e.g., taking part in activities, taking photographs, etc.

Contact details

* Ensure that you have up to date contact details of the young person’s home/land line telephone number and mobile.
* Contact details of parent(s), carers or guardians should also be recorded. together with an emergency contact number if they are unavailable.
* Carry these details with you when meeting young people in case of being delayed so the young person(s) can be informed.

Meeting young people

* Endeavour to always meet with young people in the presence of at least one other responsible adult. [ Parent/Carer]
* When meeting with young people ensure that they know where they are going and why. Encourage young people to let you know that they will be unable to volunteer or that they will be late.
* If the young person is more 15 minutes late, contact them to ensure that they are safe or to ascertain if there is a problem.
* If you are unable to contact the young person, check with the parent(s), carers, guardians, or support workers.

Accidents or incidents

* Make a quick note immediately after the accident or incident.
* Complete detailed report as soon as possible following the accident or incident.

Physical contact

* Do not make physical contact unless it is necessary to save the young person from harm.
* Comfort or reassurance, by appropriate physical contact, is acceptable if initiated by the young person.

In general if the young person is a volunteer [age 16 and over]

* Get to know the young people as a group and the individuals within the group
* Ensure that everyone is included, feels valued and welcome in the group.
* Acknowledge and welcome everyone’s contribution.
* Address any issues which give cause for concern e.g., excluding anyone, bullying, swearing, and have inappropriate behaviour.

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