



Bridport Youth and Community Centre Trust
Safeguarding Summary for all Visiting Workers/Volunteers
Safeguarding is the responsibility of everyone.

Visitors are asked to sign in when they arrive and sign out at the end their visit. Visitors have the same duty of care that all staff have whilst on our site.

If you are an adult working directly with young people or vulnerable adults in this Centre you have a duty of care towards all. This means you must act at all times in a way that is consistent with their safety and welfare.

It is your responsibility to keep your Safeguarding training up to date; you might be asked for evidence of this.

You must follow the principles of safer working practice, which include use of technology – on no account should you contact or take images of young children/people and vulnerable adults on personal equipment, including your mobile 'phone. BYCC believes that best practice dictates that for colleagues and service users' permission should be sought before doing so

If the behaviour of another adult in the Centre gives rise to concern you must report it to the Youth Leader, Centre Manager or Safeguarding Trustee (Helen Farmer)

If you have a concern about a young person or vulnerable adult, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with your line manager or our Centre Manager/Lead Youth Worker. The following is not an exhaustive list, but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a young person or vulnerable adult which leads you to think his/her needs are being neglected
- A young person or vulnerable adult telling you that s/he has been subjected to some form of abuse

In any of these circumstances you must write down what you observed or heard, date and sign the account and give it to the Centre Designated Safeguarding Lead or your Line Manager

If a young person or vulnerable adult talks to you about (discloses) sexual or physical abuse you:

- Listen carefully without interruption, particularly if s/he is freely recalling significant events
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the young person/vulnerable adult in any way. Only, if necessary, ask non-leading questions to clarify information (T.E.D) **Tell** me more **Explain** that to me **Describe** what happened
- **DO NOT** • Promise to keep what is said a secret. Make it clear you are obliged to pass the information on, but only to those who need to know
- Allow the child/vulnerable adult to say what they need to say; do not stop them. The information you have may not be enough on its own for a Child Protection however, it will help your Designated Safeguarding Lead (DSL) to decide about the risk of harm to the child and how to move forward to protect and support.
- Tell the appropriate person without delay and write an account of the disclosure as soon as you are able (definitely the same day), date and sign it and give it to the appropriate person.

Do not ask the young person or vulnerable adult to repeat the disclosure to anyone else in Centre, ask him/her or any other person to write a 'statement', or inform parents. You are not expected to make a judgement about whether the young person or vulnerable adult is telling the truth.

Whistleblowing

If you are concerned about the BYCC's safeguarding practices then you can contact the Chair of Trustees.

Remember – share any concerns, don't keep them to yourself.