



Safeguarding guidance for working with young people

This is taken from various sources and summarises child protection advice and statutory legislation for working with young people.

Checklist for good practice

- Ensure that there are a minimum of two leaders always present. In groups of more than 20 there should be one additional leader for every 10 (or part of 10) young people, maintaining the balance of gender. With activities away from the normal meeting place, the ratio should be 1;7. With children under 8 years of age, a ratio of 1;6 is encouraged.
- Leaders of the same gender as the young people need to be present.
- All volunteers should have completed the necessary CRB checks and have clearly defined roles.
- Leaders need to think and act carefully to avoid situations which could lead to difficulties of embarrassment, accusations or temptations. For example, a leader should never be alone with a young person.
- All leaders should be familiar with child protection guidelines and procedures and know what to do in the case of suspected or alleged abuse.
- The leader should ensure that there is adequate insurance cover, in particular for activities away from the normal meeting place.
- Keep a register of young people attending, keep session records and complete any incident forms if necessary.
- Ensure that for each young person, a consent form for membership has been completed and if it is an activity away from the normal meeting place, that a separate parental consent form has been received. The consent forms for membership should always be readily available in case contact information for parents and/or doctor is needed.
- Ensure that all premises are safe and well maintained, reporting any problems to the person responsible.
- Ensure that there is a first aid kit that is checked regularly.
- Be aware of where the nearest telephone is for emergencies and know where fire alarms and extinguishers are kept as well as the location of emergency exits.
- Ensure that where minibuses and/or private cars are used there is adequate insurance and any necessary permits.
- Plan carefully
 - Leaders need to clarify and agree objectives
 - Risks and safety factors need to be considered
 - Young people with special needs may need further consideration.