

# **Sturton By Stow Youth Club Ltd Policies and Procedures**

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## **Review**

The Sturton By Stow Youth Club Ltd Management Committee will review these policies at least every 36 months.

Should legislation change, a risk assessment following an incident or good practice necessitate an earlier review then this will be carried out without delay.

Any reporting and monitoring incidents will be included on the agenda of the Management Committee meetings.

These policies were adopted on 13<sup>th</sup> March 2024

Signed .....

Chair to the Management Committee

## **Leaders and Management Committee Declaration**

I have been provided with a copy of the following Policies and Procedures. I have read them and agree to abide by them.

Name	Position	Signature	Date
Jack Walters	Youth Leader and Director		20.03.24
Libbie Woolley	Youth Leader		20.03.24
Eddy Gelder	Chair		20.03.24
Rebecca Andrews	Minutes Secretary and Director		20.03.24
Andy Gelder	Director		20.03.24
Katie Juggins	Treasurer		20.03.24
Dave Jakes	Committee member		20.03.24
Olly Gelder	Committee member		20.03.24
Emma Jakes	Committee member		20.03.24

# 1. Members

## Membership

All young people, aged 11 (and in their first year at secondary school – year 7) to 18 years from Sturton By Stow and the surrounding areas are welcome to join Sturton By Stow Youth Club.

Sturton By Stow Youth Club requires all members to fill in a membership/ registration card on their first visit to the club. The card forms part of the application form and requires the following information:

Name  
 Address  
 Postcode  
 Home Telephone  
 Mobile  
 E Mail  
 Date of Birth  
 Gender  
 School and Year  
 First Language  
 Ethnic background  
 Religion  
 Disabilities  
 Emergency Contact Name and Telephone Number  
 Details of any medical conditions that the club should be aware of in case of emergency

At the end of the evening the new member will be given a membership application form which includes some of the above information together with the Sturton By Stow Youth Club Conditions of Membership which all members must read and sign to say they agree to abide by.

This form also includes a section of parental stipulations which parents/guardians must read and sign that they agree to.

Failure to complete and return the above document on their next attendance at the Club will result in the young person's temporary membership being withdrawn.

All data held by Sturton By Stow Youth Club will remain confidential and only be used by Sturton By Stow Youth Club for statistical reporting purposes and necessary communication.

All information will be kept securely under the terms of the General Data Protection Regulations 2018 – see separate General Data Protection Policy number 8 on page 21 of this document

## Discipline

Sturton By Stow Youth Club has a code of conduct which is included on the Membership Application Form.

Disciplinary measures are at the discretion of the leaders and Management Committee depending upon the seriousness of the incident and could include

- A verbal warning
- A letter to parent/carer
- Suspension from the club

- The possibility of legal action

If either of the latter two are deemed appropriate, then the youth leader in charge will talk directly to the member's parent or guardian about the matter.

## **Photography**

Promotion of the positive activities carried out during our sessions are important for the continued growth of our organisation.

Parents are therefore asked to give written consent on the Membership Application form for their children to be photographed for Sturton By Stow Youth Club publicity which may include all social media, posters, flyers, websites and adverts.

All websites used for this promotion will belong to official youth groups such as LCVYS or Sturton by Stow Youth Club Ltd

## **Trips and Visits**

Interaction with other groups and experiencing new and varied activities is important to the development of our young people and may require members to go off site to enable this.

All trips, visits and activities taking place away from the club require parents or guardians to fill in a parental consent form.

No Youth Club meeting will be allowed to undertake activities requiring parental consent, without the form having been returned to Sturton By Stow Youth Club a minimum of one week prior.

All forms will be kept securely under the terms of the General Data Protection Regulations 2018 – see separate Data Protection Policy.

All off site activities will be risk assessed – see separate Health & Safety Policy.

## 2. Leaders and Volunteers

### Leader/Volunteer Recruitment and Vetting

The Sturton By Stow Youth Club Management Committee endeavours to provide sufficient leaders/volunteers to enable the Youth Club to function 44 weeks each year.

They will ensure that there are two Leaders/Volunteers (of which one shall be a Leader) each evening with a minimum ration of one leader/worker per 15 members.

Current guidelines from the Home Office advise that all Voluntary Organisations should take steps to Safeguard the children and young people entrusted to their care.

Therefore, all applicants will be asked to complete a comprehensive application form which, when received will be reviewed by leaders/management committee members as appropriate.

We will review and adopt Safer Recruitment practices as per Virtual College Learning link at this stage to ensure that current good practice is followed throughout this process.

This application form will include:

- Personal details
- Names of 2 independent referees
- Previous experience
- Relevant training and qualifications
- Signature and date

Applicants will be required to attend a short informal interview as soon as possible paying particular attention to previous Youth work experience.

If the applicant is deemed suitable references will be taken up and the applicant will be asked to complete a DBS check (see below)

Upon receipt of a clear Enhanced level DBS check and a satisfactory probationary period of 4 sessions a letter of appointment will be sent.

Until the DBS check is received and reviewed, the leader/worker will not be able to work in the club

All DBS checks will be renewed every 3 years, or earlier, if recommended by Insurers, local or national youth agencies.

Sturton By Stow Youth Club will keep contact records of all leaders/volunteers and retain them for 6 years after they have left.

In accordance with guidance from the Disclosure & Barring Service a record will be kept of the disclosure number, completion date and whether or not the check is satisfactory.

All data held by Sturton By Stow Youth Club will remain strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment.

All information will be kept securely under the terms of the General Data Protection Regulations 2018 See Data Protection policy number 8, page 23.

## Training

Sturton By Stow Youth Club recognises its' responsibility to demonstrate best practice in all aspects of its' operations and this includes a commitment to training which will allow all leaders, volunteers and management committee members to develop skills, improve performance and reach their potential.

Sturton By Stow Youth Club accepts its' responsibility to support and develop the individuals and acknowledges that effective training benefits both individual workers and the whole organisation by enabling better service delivery.

Well-trained individuals will show confidence, motivation and a higher degree of job satisfaction, and they will feel valued by the organisation.

All training that is undertaken should be relevant to an individual's role and of benefit to Sturton By Stow Youth Club now and in the foreseeable future.

Individuals are expected to share the knowledge and skills they obtain from training by ensuring where possible that information is cascaded to colleagues, for example by sharing training notes/handouts or providing brief verbal presentations if required.

Details of forthcoming courses from various organisations will be circulated as and when they become available.

## Disciplinary Procedure

### 1. Purpose and scope

This procedure is designed to help and encourage all Leaders/Volunteers/Employees to achieve and maintain standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for all in the organisation.

### 2. Principles

- Informal action will be considered, where appropriate, to resolve problems.
- No disciplinary action will be taken against a Leader/Volunteer/Employee until the case has been fully investigated.
- For formal action the Leader/Volunteer/Employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary meeting.
- Leaders/Volunteers/Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.
- At all stages of the procedure the Leader/Volunteer/Employee will have the right to be accompanied by a trade union representative, or work colleague.
- No Leader/Volunteer/Employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice.
- A Leader/Volunteer/Employee will have the right to appeal against any disciplinary action.
- The procedure may be implemented at any stage if the Leaders/Volunteers/Employees alleged misconduct warrants this.

### 3. The procedure

#### First stage of formal procedure

This will normally be either:

- an improvement note for unsatisfactory performance if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is



required, the timescale, any help that may be given and the right of appeal. The individual will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for 6 months, but will then be considered spent – subject to achieving and sustaining satisfactory performance

**or**

- a first warning for misconduct if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the Leader/Volunteer/Employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after six months.

### **Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by the Leader in Charge or the Management Committee Chairperson but will be disregarded for disciplinary purposes after 6 months subject to achieving and sustaining satisfactory conduct or performance.

### **Dismissal or other sanction**

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action. Dismissal decisions can only be taken by the Leader in Charge or the Management Committee Chairperson, and the Leader/Volunteer/Employee will be provided in writing with reasons for dismissal, the date on which the employment will terminate, and the right of appeal.

If some sanction short of dismissal is imposed, the Leader/Volunteer/Employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the Leader in charge or Management Committee chairperson but will be disregarded for disciplinary purposes after 6 months subject to achievement and sustainment of satisfactory conduct or performance.

### **Gross misconduct**

The following list provides some examples of offences which are normally regarded as gross misconduct:

- theft or fraud
- physical violence or bullying
- deliberate and serious damage to property
- serious misuse of an organisation's property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- serious insubordination
- unlawful discrimination or harassment
- bringing the organisation into serious disrepute
- serious incapability at work brought on by alcohol or illegal drugs
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence.

If you are accused of an act of gross misconduct, you may be suspended from work, normally for no more than five working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, the organisation is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice.

### **Appeals**

A Leader/Volunteer/Employee who wishes to appeal against a disciplinary decision must do so within five working days. The Leader in Charge or the Management Committee Chairperson will hear all appeals and his/her decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

## **Grievance Procedure**

### **Dealing with grievances informally**

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with your Leader in Charge. You may be able to agree a solution informally between you.

### **Formal grievance**

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to your Leader in Charge. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against your Leader in Charge and you feel unable to approach him or her you should talk to the Management Committee Chairperson.

### **Grievance hearing**

The person dealing with this will call you to a meeting, normally within five days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting you will be given a decision in writing, normally within 24 hours.

If it is necessary to gather further information before making a decision you will be informed of this and the likely timescale involved.

### **Appeal**

If you are unhappy with the decision and you wish to appeal you should let the person who dealt with your complaint know.

You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by a more senior person. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting you will be given a decision, normally within 24 hours. This decision is final.

## **3. Whistle Blowing Policy**

### **Introduction**

Whistleblowing means the reporting of suspected misconduct, illegal acts or failure to act and it is often Leaders or Management Committee Members who are the first to realise that there is or may be something seriously wrong.

At Sturton By Stow Youth Club whistleblowing is viewed as a positive act that can make a valuable contribution to our efficiency and long-term success. It is not disloyal to colleagues or to Sturton By Stow Youth Club to speak up. We are committed to achieving the highest possible standards in all we do.

### **Aims and objectives**

The aim of this Policy is to encourage Leaders & Members of the Management Committee who have serious concerns about any aspect at Sturton By Stow Youth Club to come forward and voice those concerns.

The Policy is designed to ensure that you can raise your concerns about wrongdoing or malpractice within Sturton By Stow Youth Club without fear of victimisation, subsequent discrimination, disadvantage or dismissal.

It is intended to encourage and enable you to raise serious concerns **within** Sturton By Stow Youth Club, rather than ignoring the problem or 'blowing the whistle' externally.

### **The policy aims to:**

- Encourage you to feel confident in raising serious concerns at the earliest opportunity
- Ensure you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- Reassure you that you will be protected from possible reprisals or victimisation if you have made a disclosure in good faith

This Policy is intended to enable those who become aware of wrongdoing at Sturton By Stow Youth Club affecting some other person to report their concerns at the earliest opportunity so that they can be properly investigated.

### **Sturton By Stow Youth Club's commitment to you**

Sturton By Stow Youth Club is committed to good practice and high standards and to being supportive of you as Leaders or Management Committee Members. We offer comprehensive whistleblowing training to all.

Sturton By Stow Youth Club recognises that the decision to report a concern can be a difficult one to make. If you honestly and reasonably believe what you're saying is true, you should have nothing to fear because you will be doing your duty to your Sturton By Stow Youth Club, your colleagues and those for whom you are providing a service.

Sturton By Stow Youth Club will not tolerate any harassment or victimisation of a whistleblower and will take appropriate action to protect you when you raise a concern in good faith and will treat this as a serious disciplinary offence which will be dealt with under the disciplinary rules and procedures.

### **Sturton By Stow Youth Club's support to you**

Throughout this process:

- You will be given full support from senior management
- Your concerns will be taken seriously; and
- Sturton By Stow Youth Club will do all it can to help you through any investigation

### **What should be reported?**

You should report any serious concerns you have, such as:

- Conduct which is an offence or a breach of law (a criminal offence that has been committed or failing to comply with any other legal obligation)
- Disclosures relating to miscarriages of justice
- Racial, sexual, disability or any other discrimination
- Health and safety of Leaders or anyone else who comes into our facilities
- Damage to the environment
- Unauthorised use of our assets
- Possible fraud or corruption
- Neglect or abuse of members
- Any other unethical conduct

### **Making a disclosure**

You should normally raise concerns with:

- The Leader in Charge or The Management Committee Chairperson

You may make your disclosure in person, by telephone or in writing. The earlier you express your concern, the easier it is to take action. You will need to provide the following information:

- The nature of your concern and why you believe it to be true
- The background and history of the concern (with relevant dates)
- And, any evidence you may have

You are not expected to prove the truth of your suspicion, but you will need to show to the person you raise your concern with that you have a genuine concern related to suspected wrongdoing or malpractice and that there are reasonable grounds for your concern.

### **What Sturton By Stow Youth Club will do**

Sturton By Stow Youth Club will respond to your concerns as quickly as possible. In order to be fair to all employees, including those who may be wrongly or mistakenly accused, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried out under terms of strict confidentiality (i.e. not informing the subject of the complaint until or if it becomes necessary to do so. In certain cases however, such as allegations of ill treatment of others, suspension may have to be considered immediately. Protection of others is paramount in all cases.

Within 10 working days of a concern being raised, the person investigating your disclosure will write to you:

- Acknowledging that the concern has been received
- Indicating how Sturton By Stow Youth Club proposes to deal with the matter
- Explaining what advice and support is available to you; and
- Telling you whether further investigations will take place and, if not, why not

### **Your legal rights**

This Policy has been written to take account of the Public Interest Disclosure Act 1998 which protects employees making disclosures.

The Act makes it unlawful to dismiss anyone or allow them to be victimised as a result of making an appropriate lawful disclosure in accordance with the Act.

### **Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that is your wish. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of your disclosure without your help, so you may be asked to come forward as a witness. If you agree to this, you will be offered advice and support.

### **Anonymous disclosures**

This Policy encourages you to put your name to your disclosure whenever possible. If you do not tell us who you are it will be much more difficult for us to protect your position or give you feedback.

Concerns made anonymously may be considered at the discretion of Sturton By Stow Youth Club, considering:

- The seriousness of the issue raised
- The credibility of the concern and
- The likelihood of confirming the disclosure from other sources

### **Untrue disclosures**

If you make a disclosure in good faith and honestly and reasonably believe it to be true, but it is not confirmed by an investigation, Sturton By Stow Youth Club will recognise your concern and you have nothing to fear. If, however, you make an allegation frivolously, maliciously or for personal gain appropriate action (that could include disciplinary action) may be taken.

## 4. Safeguarding Policy

Sturton By Stow Youth Club recognises that some children and young people today are the victims of neglect, bullying and of physical, sexual, and emotional abuse and are firmly committed to protecting them from this.

Sturton By Stow Youth Club believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to a practice which protects them.

It will also ensure that all risks which young people encounter, are carefully assessed and the necessary steps taken to minimise and manage them.

All adult leaders and volunteers will be provided with a copy of this policy and will be requested to indicate their commitment to it by completing a signed copy which will be kept on the club records.

### We recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### The purpose of the policy:

- To provide protection for the children and young people who are members or use the facilities of Sturton By Stow Youth Club.
- To provide leaders and volunteers with appropriate training and guidance on procedures they should adopt in the event that they suspect a child or young person may be a victim or perpetrator or be at risk of harm.

This policy applies to all leaders, volunteers, committee members of Sturton By Stow Youth Club.

### We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting safeguarding guidelines through procedures and training and a code of conduct for leaders and volunteers
- recruiting leaders and volunteers safely, ensuring all necessary checks are made
- sharing information about safeguarding and good practice with children, parents, leaders and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for leaders and volunteers through supervision, support and training.
- Ensuring appropriate training for Leaders/Volunteers

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [Child protection system for England | NSPCC Learning](#)

Safer Recruitment – see separate Leaders and Volunteers policy number 2 page 6 of this document

## **Code of Conduct**

The Management Committee adheres to the following guidelines as to how young people and adults interact with each other.

- Abusive behaviour and language, violence, aggression, bullying or discrimination will not be tolerated. Leaders will respond quickly and effectively to any such reports which may result in the offender(s) being suspended from the club.
- No alcohol or other intoxicating substances will be allowed on the premises. Leaders/volunteers will refrain from consuming such substances prior to or whilst assuming responsibility for young people.
- At least one leader and volunteer must be present on each night of opening
- The appropriate ratios of leaders to young people will be applied:
  - 1:15 where the element of risk is similar to that encountered in everyday life
  - 1:10 for all trips
- Young people are free to leave the club activity when they wish but they must inform a member of staff
- Whilst club members are encouraged to stay until the end of club sessions, staff are not able to detain members should they wish to leave earlier. It is made clear to parents on the Membership Application form that Leaders are only responsible for the members whilst they remain on site
- Consequences will be considered and decided if anyone behaves inappropriately in accordance with the Code of Conduct set out in these policies and in the LCVYS volunteer handbook

**Photography – see separate section in the Members policy number 1 page number 5**

**Training Provision – in addition to separate Leaders and Volunteers policy page number 8**

The contents of this policy (and other club policies) will be included in the induction process for all members of the Management Committee, Leaders and volunteer leaders.

They will be required to undertake Safeguarding training courses regularly and at least once every three years to comply with our Insurance Policy.

The Management Committee has a legal requirement to provide these sessions which will help leaders/volunteers understand their responsibilities and provide information on identification and appropriate response to safeguarding issues.

Youth workers have a legal duty to participate in Safeguarding training.

## **Dealing with Allegations**

The following procedures will apply in the identification or suspicion of abuse towards a young person.

## **Abuse**

There are four types of abuse to which young people can be subjected:

- physical abuse
- neglect
- sexual abuse
- emotional abuse

If any of these occur, young people often display problems in the following areas:

- behaviour
- drugs and alcohol
- education
- physical evidence e.g. bruising
- mental health
- relationships
- financial

A young person may disclose that they are being abused; they may show signs of abuse; or they may speak about third party abuse.

#### **If abuse is suspected:**

Observations, conversations or concerns will be recorded, signed and dated.

- The matter must not be investigated or discussed with anyone other than the Safeguarding Lead or Club Leader.
- The Safeguarding Lead or Club Leader will assess the information and contact the Lincolnshire Safeguarding Childrens Partnership.

#### **If abuse is reported/alleged:**

- The young person will be listened to and encouraged to speak without interruption, comment or judgment.
- It will be explained that information may need to be shared in certain circumstances.
- The matter must not be investigated or discussed with anyone other than the Safeguarding Lead or Club Leader.
- A written account of the report or allegation will be made, signed and dated by two people and the information passed to the Safeguarding Lead or Club Leader.
- Safeguarding Lead or Club Leader will inform the Lincolnshire Safeguarding Childrens Partnership.

#### **Protecting Leaders and Volunteers**

The Management Committee recognises the importance of protecting its leaders and volunteers from possible allegations of abuse and recommends the following guidelines:

Leaders must not:

- Be alone with young people
- Lock and unlock premises without another adult if young people are present
- Transport young people in a car or mini bus without another adult being present
- Take young people to their homes
- Make inappropriate contact with young people i.e. develop relationships outside the club setting
- Add or contact members on social media whilst working at or within 12 months of ceasing to work in the club, unless they are direct family members



- Leave young people unattended
- Leave young people in the presence of adults who are not suitably trained
- Leave young people in the presence of adults not known to leaders
- Leave young people in the presence of adults who have not had relevant DBS checks
- Show favouritism to young people within the club

### **Allegations about Leaders/Volunteers**

If any allegation is made or suspicions emerge regarding any volunteer or leader of the club, these should be reported to the Safeguarding Lead and Club Leader.

If an allegation concerns either of these officers, the report should be made to the Club Chairperson or other nominated person.

If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

- A detailed factual record of the allegation and action taken will be made
- Information will be passed to the Club Chairperson or other nominated person who may contact the Lincolnshire Safeguarding Childrens Partnership
- Consideration will be given to the suspension of the person involved taking account of the risks to other young people and the leader concerned
- If the allegation involves a club member, contact will be made with the young person's parents to advise them of the process
- If it is determined that the Employee or Volunteer has posed a risk to our Young People whilst working with us, the relevant external bodies including the DBS will be advised

**Disciplinary and Grievance – see Leaders and Volunteers policy number 2 page numbers 8-10**

**Whistleblowing - see policy number 3 paragraph number 10-13**

### **Risk Assessments**

Risk Assessments should be carried and retained whenever Safeguarding Procedures are changed and following a concern or disclosure of abuse being raised.

**The Sturton By Stow Youth Club Safeguarding Lead is : Edward Gelder**

**The Sturton By Stow Youth Club Nominated Safeguarding Committee Member is : Emma Jakes**

### **Procedure to be adopted by leaders in cases of abuse**

#### **Actual or Alleged Abuse**

- |        |  |
|--------|--|
| Step 1 | Record concerns, sign and date by two people   |
| Step 2 | Discuss immediately with Safeguarding Lead/Club Leader   |
| Step 3 | Safeguarding Lead or Club Leader to report to Lincolnshire Safeguarding Children's Partnership on 01522 782111 (Mon to Fri 8am to 6pm) |

If you believe that a crime has been committed and there is an immediate risk to danger call the Police on 999 or 112, if there is no immediate danger call the Police on 101

Other Useful Contacts : Childline- 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)  
NSPCC Helpline- 0808 800 5000

## 5. Anti-Bullying Policy

### Aims

At the Sturton By Stow Youth Club we aim to provide a safe and welcoming place for ALL young people in the community. All staff are expected to challenge behaviour and attitudes which make individuals or groups of young people feel unsafe or unwelcome at the Sturton By Stow Youth Club. This includes all forms of bullying, such as physical aggression; threats; name calling; spreading rumours; purposely leaving people out.

### Anti-bullying Strategies

When dealing with bullying behaviour, staff will use a number of strategies:-

- **Warning the young person.**  
This should include a clear explanation as to why their behaviour is unacceptable, as well as the consequences of it continuing.
- **Time Out from an activity.**  
Removing the young person from the room or activity, showing them that their behaviour will not be tolerated, as well as protecting those who are being bullied.
- **Suspension from the Club.**  
If the bullying behaviour persists, despite warnings and Time Outs, the young person may be told not to attend the club the following week or, in particularly severe cases, for a number of weeks.
- **Informing Parents/Carers.**  
Parents/Carers of any young person under 18 will be informed if their child has been Suspended from the club. With younger members, it may be appropriate to involve parents at an earlier stage.
- **Return.**  
After suspension from the club, the young person, and their parent(s)/guardians(s), will be invited to meet with staff to discuss their return to the club.
- **Signposting.**  
When and where appropriate Young People and/or parent(s)/guardians(s) will be given contact details for appropriate support agencies or help lines – see below.

### Working with people who are bullies

The Sturton By Stow Youth Clubs policy is to 'condemn the behaviour, not the person'. We will continue to provide services to young people who bully. Where appropriate, we may be able to offer individual or small group support, to help address their behaviour and any issues which contribute to it. Wherever possible, we will support their return to the youth club, providing this is not detrimental to the safety and wellbeing of other club members.

### Inclusive Club

At Sturton By Stow Youth Club we recognise that bullying is often the result of individuals and groups being picked on for being seen as different in some way. As well as tackling bullying behaviour, all staff are responsible for challenging the discriminatory attitudes towards race, religion, gender, sexuality, disability, and appearance, which lead to bullying. This includes creating and taking opportunities to discuss issues of discrimination with young people in the club. In this way, we aim to promote an 'inclusive culture' in which bullying is challenged by other young people, as well as by staff.

## **Positive behaviour**

At Sturton By Stow Youth Club, we believe that rewarding positive behaviour is generally more effective than punishing negative behaviour. To this end, all staff should encourage and reward behaviour which promotes an 'inclusive culture', such as children and young people being friendly to new members or 'sticking up' for someone who is getting bullied.

## **Adults and Bullying**

Finally, we recognise that bullying behaviour can also be perpetrated by adults. At Sturton By Stow Youth Club, we expect relationships between the staff and young people to be based on mutual respect. We aim to promote a culture in which young people, as well as other members of staff, feel able to object if a member of staff is using their authority unfairly to target particular individuals or groups.

## **Useful Contacts**

Childline- 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

NSPCC Helpline- 0808 800 5000

[www.there4me.com](http://www.there4me.com) (an online service for young people)

Kidscape- 020 7730 3300 [www.kidscape.org.uk](http://www.kidscape.org.uk)

Parentline Plus [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

## 6. Equality and Diversity

Sturton By Stow Youth Club recognises that everyone has a contribution to make to our society and a right to live free of oppression and discrimination.

We aim to ensure that no member, leader, volunteer, applicant or management committee member will be discriminated against on the grounds of age, class, employment status, physical or mental disability, religion, race, colour, nationality, ethnicity, sexuality, national origin, unrelated criminal conviction, sex, marital status or caring responsibilities.

All leaders and volunteers will be given equal opportunity and access to training to enable them to progress both within and outside the organisation.

This organisation is committed to a programme of action to make this policy effective and will bring it to the attention of all volunteers.

All volunteers/leaders have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals.

Discriminatory behaviour by Leaders/Volunteers will not be tolerated.

Sturton By Stow Youth Club encourages all of its members to seek to practice equality amongst its leaders, volunteers and in the development of children and young people.

We aim to ensure that the organisations, to which Sturton By Stow Youth Club receives support or services, do not discriminate against anyone. Where this occurs, Sturton By Stow Youth Club commits itself to taking positive action against this discrimination.

## 7. Health and Safety

### In General

Sturton By Stow Youth Club is committed to provide a safe environment in which its leaders, volunteers and young people can operate, and will undertake the following:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our leaders and volunteers on matters affecting their health and safety;
- to provide and maintain safe equipment;
- to ensure safe handling, storage and use of substances;
- to provide information, instruction and supervision to leaders and to volunteers;
- to ensure all leaders and volunteers are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;

All individuals at every level within Sturton By Stow Youth Club have some level of responsibility for ensuring that this Policy is carried out.

Sturton By Stow Youth Club will ensure all available information, instruction, training and supervision is provided to all leaders and volunteers to ensure the health and safety of all and to increase the levels of competence of all with regard to health, safety and welfare.

Specifically Sturton By Stow Youth Club will provide or undertake the following:

- have a First Aid box that is regularly checked
- make sure that a First Aider is present each evening that the club is open
- make First Aid Training available to all leaders and volunteers
- have an accident book that is located in a safe place, the location of which is known to all leaders and volunteers
- carry out annual fire drills
- to make that there is a current Health and Safety Law poster
- visually check all interior and exterior equipment on a weekly basis
- ensure that leaders and volunteers undertake training relating to Health and Safety matters
- keep and maintain training record forms for leaders and volunteers
- inform Lincolnshire County Council if any equipment is obtained that requires PAT testing

The following are the responsibility of Lincolnshire County Council as Landlords of the building

- display Fire Instruction/Evacuation Notices in a prominent place
- ensure the fire fighting equipment is checked annually and a record kept
- carry out quarterly testing on the emergency lighting
- ensure that portable appliance testing is carried out annually
- ensure that the Periodic Electrical Inspection is carried out every five years

### Risk Assessments

Sturton By Stow Youth Club recognises that the premises, programme and activities have to be as safe as is reasonably practicable and is aware of the need to make risk assessments.

Premises and facility risk assessments will be carried out annually by two nominated persons from the management committee.

Activity risk assessments will be carried out for all medium and high risk activities by leaders as and when required.

Additional risk assessments to be carried out in respect of

- Manual Handling
- any others as deemed necessary

And finally, at the end of each session leaders will identify and record on the nightly record form any 'areas of concern'. These will be reviewed as part of the ongoing communications between Leaders, vounteers and committee members so that risks can be assessed and rectification/changes made in order that the risks can be minimised at forthcoming sessions.

### **Accident Reporting**

The organisation will keep an accident/incident record which will be filled in when an accident/incident occurs and if appropriate take statements from witnesses.

This book contains advice as to whether any of these accidents/incidents need to be notified to the HSE etc. and this advice will be followed by the leaders as soon as possible.

The above and any 'near misses' will be recorded on the nightly record forms and reviewed by the leaders to see if any corrective measures need to be undertaken to prevent these happening again.

All forms will be kept securely under the terms of the General Data Protection Regulations 2018.

**The Sturton By Stow Youth Club First Aiders are :** The Youth Leader for each club night

**The Sturton By Stow Youth Club Fire Warden is :** The Youth Leader for each club night

**The Sturton By Stow Youth Club H&S Controller is :** The Youth leader for each club night

## 8. General Data Protection Regulations Policy

The Data Protection Act 2018 regulates the processing of information relating to individuals. This includes the obtaining, holding, using or disclosing of this information and covers computerised records as well as paper filing systems.

We as data users, must comply with the data protection principles of good practice which underpin the Act. Personal data must be:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

The purpose and activities of Sturton By Stow Youth Club, as an organisation, means that we will need to collect and use information about groups of people that may come into contact with the group. This may include, but not be limited to, Members, Parents, Leaders, Committee Members and suppliers.

It is the policy of the Sturton By Stow Youth Club that all personal data will be held in accordance with the principles and requirements of the general data protection regulations and other relevant legislation, and that procedures will be put in place to that effect.

Sturton By Stow Youth Club defines personal data as both facts and opinions about an individual and where the information stored can identify an individual.

For the purposes of data storage, we will store details of all persons that may come into contact with our services, primarily via written consent, but in some transactions, this may be formal verbal consent.

The Sturton By Stow Youth Club will ensure that individuals know enough about how information, held about them, is used or disclosed. Information held about individuals will only be collected and recorded with good reason. It will be stored securely and for only as long as required.

We will ensure that we are able to evidence we have taken appropriate steps to ensure that a person under the age of 18 has the permission of their parent / legal guardian to enter into information sharing, and deem it best practice and preference to communicate with parents directly and not minors.

The Sturton By Stow Youth Club will not give out information about any individual over the telephone or by e-mail unless specific consent has been given, the information is already in the public domain or that there is an over-riding reason for the disclosure such as safeguarding the wellbeing of a child or young person.

We may occasionally require to pass on Members or Leaders personal data to the Lincolnshire Council for Voluntary Youth Services, who provide a service on our behalf, this is for the sole purpose of completing tasks and providing a service to you, and this is made clear in all service level agreements that we have with them.

Photographs, recordings, videos or DVDs in which any children or young people can be identified will only be used with explicit written consent from parents or guardians.

Any databases containing contact information about children or young people will be password protected and passwords stored separately. Computer files containing sensitive information about individuals will be password protected, accessible only to the relevant staff.

Any manual files containing information about individuals will be kept in locked cabinets, accessible only to the relevant staff.

Information no longer required will be disposed of appropriately. In the main Member/ Parent data will be disposed within three years of the contact ceasing but Committee/Leader data will be retained as long as legally necessary.

The names and posts held by staff and Directors within the Youth Club are considered to be in the public domain and may be made freely available in any format to anyone.

Contact details of Committee/Directors are made available to Leaders and committee members only for the purpose of making contact in furtherance of the Youth Club's governance.

As we are a Limited Company we are required to record personal details of all directors on the Companies House website for legal reasons.

The Sturton By Stow Youth Club and all Committee members and Leaders who process, or use personal data must ensure that they abide by these principles at all times.

Under the General Data Protection Regulations 2018, individuals have the right to find out what information our organisation stores about them. This includes the right to:

- be informed about how their data is being used
- access personal data
- have incorrect data updated
- have data erased
- object to how your data is processed in certain circumstances

We understand that users have a choice as to how we share your information, and they may contact us at any time to withdraw your consent.

All persons have the right to access their information held by Sturton By Stow Youth Club. Any data held on them can be requested in writing to the Data Controller who will respond within 28 days upon receipt of any request. Please note that certain data is exempted from any release which may hinder any past, present or future, criminal, statutory or legal investigation.

All persons have the right to correct any information which they believe to be inaccurate. Data subjects must notify the Data Controller of any changes or additional notes they wish to add to their data, which will ensure this is added to any records that are still live within 28 days.

All persons have the right to be forgotten and have their data removed from Sturton By Stow Youth Club systems. All data can be requested to be "forgotten" in writing to the data controller who will ensure that data is removed from all appropriate systems. Please note that certain data is exempted from any release which may hinder any past, present or future, criminal, statutory or legal investigation.

Further information re GDPR can be found at [www.ico.gov.uk](http://www.ico.gov.uk).

**The Sturton By Stow Youth Club Data Protection Controller is: Katie Juggins**



## 10. **Financial Policies**

The Sturton By Stow Youth Club Directors are responsible for:

- Safeguarding the assets of the organisation
- Preventing fraud
- Avoiding mistakes
- Keeping financial records in accordance with relevant legislation (e.g. Charities Acts, Companies Acts etc).
- Preparing Annual Accounts and submitting Financial results in accordance with relevant legislation

The financial procedures have been developed so that we can manage our finances and resources effectively to enable us to succeed in delivering the aims of the Organisation.

All Leaders/Volunteers are expected to familiarise themselves with the sections that are relevant to their work, and to comply with the procedures. If for any reason procedures are not followed, the circumstances surrounding this must be reported to the Chair to the Management Committee as soon as possible.

### **Financial Objectives**

- The Sturton By Stow Youth Club aims to achieve a minimum of break even each year in order to be able to continue to provide a service to our members.

### **General Points**

The Financial Year runs from the 1<sup>st</sup> January to 31<sup>st</sup> December

Accounts will be drawn up after each financial year within two months of the end of the year. These will be presented, after audit, to the Annual General Meeting in the spring.

### **Reserves policy**

Sturton By Stow Youth Club maintains free unrestricted reserves:

- to provide a level of working capital that protects the continuity of our work
- to provide a level of funding for unexpected opportunities
- to provide cover for risks such as unforeseen expenditure or unanticipated loss of income.

The Management Committee will review the above criteria with reference to Sturton By Stow Youth Club's Plan and determine the target level of free reserves to meet these.

The Management Committee will at times designate funds from free reserves for significant project costs or replacement of major assets.

### **Conflict of Interest policy**

Directors have a legal duty to act in Sturton By Stow Youth Club's best interests when making decisions, and to declare a conflict of interest immediately they are aware that there is a possibility that their personal or other business interests could influence their decision making. Sturton By Stow Youth Club expects a similar obligation from Leaders and Volunteers.

## Financial Procedure

### **1. Annual Budget**

Income and expenditure is reviewed at every management meeting throughout the year.

### **2. Controls on Income**

The aim of this policy is to ensure that Sturton By Stow Youth Club receives the full amount of income due to us at the right time.

#### **Due diligence policy on accepting funds**

Sturton By Stow Youth Club must exercise due diligence prior to accepting significant donations and ensure that any funds accepted:

- fulfil our mission
- are not in conflict with our values
- do not present a risk to our reputation or independence.

To inform decisions, Sturton By Stow Youth Club will evaluate the profile of the funder or donor, taking into consideration the original sources of their funding, the purpose of the funds and whether any conditions attached are reasonable, ethical and achievable.

#### **Grants**

New opportunities for grant funding may be identified by any member of staff. The Chair and Treasurer will determine whether an application is to be made.

All applications must be approved by the Chair, and the Treasurer must approve the financial elements.

The Secretary and Treasurer are responsible for ensuring that reports are submitted to grant funders in accordance with grant conditions.

### **3. Controls on Expenditure**

The aim of this policy is to ensure that expenditure is only incurred where it is:

- in pursuance of Sturton By Stow Youth Club's operational purposes
- an effective use of Sturton By Stow Youth Club's resources
- in compliance with any requirements relating to funding

Any spending of an exceptional nature must be authorised by the Chair and Treasurer to the Management Committee and recorded in the Management Committee Meeting minutes.

#### **Procurement**

In order to ensure value for money for significant purchases, research should be carried out on the goods or services in question and a relevant specification drawn up. Generally written quotes should then be obtained dependent on value as follows:

#### **Value of Purchase**

£	Action Required (minimum)
£1,000 - £1,999.99	One written quote
£2,000 - £2,999.99	Two written quotes
£3,000 plus	Three written quotes

Where two or three written quotes are specified, but a specialist item or service is required for which it is not possible to obtain more than one quote within a reasonable amount of time, a business case must be made and signed off by the Treasurer.

Where the supplier chosen is not the cheapest, the reasons for this choice must be recorded in the Minutes of the relevant Management Committee Meeting.

#### 4. Financial Assets & Record Keeping

Money is one of Sturton By Stow Youth Club's main assets. Our policies and procedures are set up to ensure that it is safeguarded and only used for genuine expenditure.

##### Bank account policies

- Bank accounts in Sturton By Stow Youth Club's name must only be used for Sturton By Stow Youth Club business, they must not be used to receive or transfer money for the private benefit of individuals or third parties.
- The opening or closing of bank accounts, and the approval/removal of signatories on bank accounts is determined by the Management Committee and recorded in the minutes.
- Cheques, online payments, standing orders, direct debits and other withdrawals from bank accounts are authorised by two signatories
- The Treasurer is responsible for keeping records of all bank accounts and ensuring that the bank mandate is kept up to date.

##### Bank account procedures

##### Making Payments

There are 4 signatories to the bank accounts who are able to sign cheques and authorise online payments, standing orders and direct debits, these are:

Name	Position	Limitations
Rebecca Andrews	Director	None
Andy Gelder	Director	None
Katie Juggins	Treasurer	None
Edward Gelder	Chairman	None

- No person can authorise any payment involving themselves or any related party.
- Cheque books will be kept securely and no blank cheques should be pre-signed.
- The Treasurer is responsible for keeping documents, setting up payments by direct debit or standing order, and for monitoring arrangements so that Sturton By Stow Youth Club can ensure that they are cancelled when Sturton By Stow Youth Club stops using the goods or services being supplied.

- When signing a cheque, or making a payment, the person authorising must have sight of the invoice or similar evidence.
- The above and any 'near misses' will be recorded on the nightly record forms and reviewed by the leaders to see if any corrective measures need to be undertaken to prevent these happening again.

### **Cash handling policy**

Cash is the asset most obviously at risk of misappropriation and fraud. In order to ensure the security of our cash and the protection of our staff, our procedures are set up with the following criteria:

- Cash received is counted by at least two unrelated people.
- Cash received is paid into the bank as soon as possible.
- The use of cash for payments is kept to a minimum, and is properly controlled.
- All cash is kept securely.

### **5. Reimbursement of Expenses**

Sturton By Stow Youth Club wants to ensure that Leaders, Directors and volunteers are not out-of-pocket for the work they do for us, while also looking to get the best use of limited funds.

HM Revenue & Customs expenses and benefits rules recognise that reimbursement of standard business expenses (such as travel) are not taxable.

Sturton By Stow Youth Club's policy is guided by these rules and we do not pay expenses that will give rise to tax or National Insurance.

In order to comply, any amounts claimed must be for actual costs incurred by staff 'wholly, exclusively and necessarily in the performance of the duties of their employment', and that adequate records are submitted with each claim.

#### **General rules**

- Expenditure incurred by Leaders, Directors or Volunteers of Sturton By Stow Youth Club should be necessary to achieve our goals and represent good value to the organisations that fund us.
- Each staff member is responsible for familiarising themselves with these rules and understanding the limits of their authority, as Sturton By Stow Youth Club may not reimburse any expenses considered unreasonable or outside this guidance.
- All expenses should be itemised, with supporting receipts attached.
- Sturton By Stow Youth Club will decline to reimburse an expense claimed with no supporting receipt.

### **6. Accounting records policy**

Sturton By Stow Youth Club will keep accounting records which are sufficient to explain all transactions and show the Club's financial position at any time. These will include:

- cashbook
- bank statements

All accounts files will be kept for the statutory period of six years from the end of the accounting period in which they were generated.

**Bank reconciliations**

Reconciling the entries in the cashbook to the bank statements is a central financial control. Bank reconciliations will be carried out promptly after receiving each bank statement and will be independently checked.

**7. Financial Reports**

The treasurer will report to each meeting the following:

- The balances on the Bank Accounts at the time of the meeting
- Any non utility payments made since the last meeting in excess of £30
- Any Grants or Donations received since the last meeting
- And if appropriate, a Profit and Loss account highlighting where we may be at risk of exceeding or not meeting budget by the Year End

**8. Insurance**

Appropriate Insurance policies will be maintained to cover:

- Liability Insurance
- Building and Contents Insurance
- Charity Director Insurance
- Group Personal Accident Insurance

An inventory of all physical assets of the organisation will be compiled in due course including wherever possible source, current location and original cost.

Once completed it will be maintained and securely stored for future reference.