

# **KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)**



## **POLICIES & PROCEDURES**

V.4, May 2023

## Contents

1. Anti-Bullying Policy	page 3
2. Child Protection Policy & Procedure	page 5
3. Code of Conduct	page 16
4. Complaints & Grievances Policy	page 19
5. Confidentiality & Data Protection Policy	page 20
6. Financial Policy	page 22
7. Health & Safety Policy	page 27
8. Health & Sickness Policy	page 32
9. Young Person Care Plan	page 33
10. Volunteer Disciplinary Policy & Procedures	page 35

## **ANTI-BULLYING POLICY**

**KMYC is committed to providing a caring, supportive and friendly environment where young people learn to value and respect each other and are challenged to reach their full potential through active participation.**

### **KMYC also:**

- Respects every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respects every individual's feelings and views.
- Recognises that everyone is important and that our differences make each of us special.
- Shows appreciation of others by acknowledging individual qualities, contributions and progress.

### **KMYC therefore has the following policy on bullying:**

- Bullying can include:
  - physical pushing, kicking, hitting, pinching or any other unwanted physical contact
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring or exclusion of individuals.
  - racial, sectarian or homophobic taunts, comments, graffiti and gestures.
  - sexual comments and /or suggestions.
  - threatening or unpleasant emails, photos/videos, text messages or posts on social networking sites, sexting.
  - verbal abuse or threats and derogatory gestures or comments.
- Bullying will not be accepted or condoned. All forms of bullying will be addressed.
- Young people from ethnic minorities, young people who are LGBTQ+, or those with additional support needs (ASN) can be more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to implement this policy and to work together to stop bullying - young people, parent carers and youth workers and volunteers.
- Anyone who reports an incident of bullying will be listened to carefully and informed of what actions will be taken. This should be done in appropriate timescales.
- Incidents will be recorded on the Session Evaluation sheets and if of a more serious level will be recorded on an Accident/Incident Form.
- Young people will be informed what is being recorded, in what context and why.

## **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)**

- Young people being bullied will be supported and assisted to ensure they feel safe in the youth club environment.
- Those who bully will be supported and encouraged to stop bullying.

### **Procedures**

Any reported incidents or suspicions of bullying should be reported to the Youth Club Leader

- Step 1

The Youth Club Leader will investigate the complaint objectively and will listen carefully to all those involved. Where possible, the parties will be brought together to see if the issue can be resolved. A warning may be issued to the young person. Discuss positive behaviours and anti-bullying policies and expectations with the young person.

If a young person participates in a review of their involvement in a programme as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member/volunteer.

- Step 2

If appropriate, parents of those involved will be informed and asked to meet with the Youth Club Leader to discuss the situation.

- Step 3

If a satisfactory solution cannot be reached, an up to 4 week exclusion may be enforced.

## KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)

### CHILD PROTECTION POLICIES & PROCEDURES

#### Child Protection Policy Statement

**KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC) is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. KMYC has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore we will endeavour to keep up to date with national developments relating to the care and protection of children and young people.**

KMYC will:

1. Ensure that all youth workers (paid and unpaid) understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation and undertake mandatory child protection and GIRFEC training before starting the role.
2. Develop best practice in relation to the recruitment of all youth workers (paid and unpaid) and volunteers.
3. Provide opportunities for all newly appointed youth workers (paid and unpaid) through the provision of induction training, which gives an overview of the organisation's purpose, values, structure and services.
4. Ensure that all youth workers (paid and unpaid) understand their responsibility to work to the standards and procedures detailed in the organisations Code of Conduct and Child Protection procedures.
5. Ensure that all youth workers (paid and unpaid) understand their obligations to report care or protection concerns about a child/young person, or a youth workers (paid and unpaid) conduct towards a child/young person, to KMYC's child protection officer (Insert Name here).
6. Ensure that the designated child protection officers understands their responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
7. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Protection of Vulnerable Groups (PVG) Act 2007
8. Provide opportunities for all youth workers (paid and unpaid) to develop their skills and knowledge particularly in relation to the care and protection of children and young people
9. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedures.
10. Endeavour to keep up to date with national developments relating to the care and protection of children and young people

## **CHILD PROTECTION PROCEDURES**

### **Section 1 - Introduction**

- KMYC is committed to providing a safe environment for young people. This Child Protection Policy and Procedures reflects this commitment and aims to ensure that all concerns about the care and protection of children and young people are effectively managed
- The KMYC Chairperson is responsible for developing and reviewing the organisation's Child Protection Policy statement and other care and protection policies and guidelines. However, all workers (paid or unpaid) for KMYC are required to implement the child protection procedures
- Section 5 of the Children (Scotland) Act 1995 states that "it shall be the responsibility of a person who is 16 or over and who has care and control of a child under 16, to do what is reasonable to safeguard the child's health, development and welfare". This places on KMYC a Duty of Care for the children and young people we work with. KMYC also recognises that all children and young people have the right to freedom from abuse as outlined in the UN Convention of Rights of the Child. KMYC will constantly strive to provide a safe environment, free from any forms of abuse, for all the young people in its care. KMYC understanding of abuse can be found in Appendix 2.
- KMYC has a commitment to children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions which directly affect them

### **Section 2 - Recruitment**

KMYC recognises that appropriate recruitment and selection procedures are a vital part in developing and maintaining a safe environment for children and young people. The following procedures are in place to ensure that only suitable applicants are accepted as volunteers or staff of KMYC:

- All applicants (staff and volunteers) will be asked to complete an application form
- All applicants (staff and volunteers) will be asked to complete a self declaration form
- All successful applicants (paid and unpaid positions) will be asked to provide suitable references
- All suitable applicants (paid and unpaid positions) will be asked to attend an interview
- A self declaration form will be used so that interviewed applicants can declare and discuss any convictions (and their context) with the organisation
- All successful applicants appointed into a 'regulated work' position, as defined by the PVG Act, will be required to become members of the PVG Scheme or, if already a member, provide their PVG Scheme Record and permit access to a PVG Scheme Record Update (via Youth Scotland).
- Any applicant found to be fully listed on the Children's List will not be appointed to a regulated work (paid or unpaid) position.

## **KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)**

### **Section 3 - Training**

All newly appointed staff and volunteers at KMYC will receive training, support, information and guidance to ensure they understand their role and responsibilities with regard to Child Protection. This will include:

- Details of the structure of the organisation will be provided, including the details of overall responsibility for child protection within the organisation
- Details of the organisations aims and objectives will be provided
- An assessment of staffs (paid and unpaid) training and development requirements will be completed
- The roles and responsibilities of staff and volunteers within the organisation will be clarified
- Clear details of the expectations, roles and responsibilities of all newly appointed staff and volunteers will be provided
- All staff and volunteers must agree and sign up to the organisations Child Protection and GIRFEC Policy and procedures
- Mandatory and ongoing Training, information and a copy of the organisations Code of Conduct will be provided
- The contact details and roles and responsibilities of the organisations Child Protection Officers, Out of hours Social worker and Police will be provided

### **Section 4 - Responding to suspicion or allegation of abuse**

Members of staff (paid and unpaid) have a duty to report any suspicions, allegations or disclosures to the Youth Club Leader. However, the first concern must be the reassurance of the child or young person and their protection from any potential risk. During the reporting process the young person should be protected from further contact with the individual involved in the allegation.

## KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

As a worker or volunteer your role in child protection is not to investigate or decide if abuse has taken place. Your role is to observe, record and report. The following steps should be followed in response to suspicion or allegation of abuse:

**Are you concerned about the safety of a child or young person?**

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**For example if:**

- A child/young person has alleged that they are being abused
- You see or suspect abuse
- The organisation has received a third party report that a child/young person is being abused/neglected
- There are signs and indicators which could point to abuse/neglect

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### **ACT IMMEDIATELY**

Discuss your concerns with the Youth Club Leader as soon as possible. If the allegation is about the Youth Club Leader, contact the KMYC Chairperson. These steps should be taken as soon as possible.

**Discussions should focus on:**

Nature of concerns; Risks to the child or young person; Action and next steps to be taken

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**In following the procedures below please bear in mind:**

**DO NOT INVESTIGATE** - Staff and volunteers should not attempt to investigate the situation any further or interview the child or young person regarding the situation.

**CONFIDENTIALITY** - Details of suspicion, allegations or disclosures should only be passed on to the Child Protection Officer. If responding to an allegation from a young person you must not promise to keep the information they disclose confidential.

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### **RECORD INFORMATION**

Detailed written records should be made of all events and what the young person or other individuals have said (where this applies). A form is supplied in Appendix 1 to help structure this. It can also be used to inform Social Work/Police of the events that have occurred. Above and beyond the facts, any opinions or personal interpretations of the facts presented can be recorded but it should be clear they are opinions, rather than facts. Records should be signed and stored in a secure place

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### **SEEK ADVICE and REFER TO APPROPRIATE AGENCY**

The Child Protection Officer should contact the Social Work Department and/or the Police and ask to speak to the Duty Officer about a child protection issue. If the report is received during an evening then the Social Work department Emergency Duty team and/or the Police should be contacted. Any further action should only be taken in line with the advice given by the Social Work Department. This includes whether the parent or carer of the young person should be informed of the child protection concerns.



## **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)**

Where an allegation is made against a KMYC youth worker (paid or unpaid), the above process still applies. A referral will be made to Disclosure Scotland 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. The form for referral to Disclosure Scotland is available on the Government website [www.scotland.gov.uk](http://www.scotland.gov.uk)

### **Section 5 - Responding when a child or young person discloses abuse**

It is likely that a child or young person who has been abused will have given a lot of thought as to whether they should disclose the abuse. It is highly likely that they will be nervous and afraid that they might be rejected, blamed or not believed. It is important that staff and volunteers follow the steps outlined below:

#### **Stay calm**

Remain calm and natural. You have been approached because you are trusted, not because you are an expert counsellor. Do not promise to keep the information secret; you may have to inform an appropriate person. You must take any disclosure seriously and reassure the young person that you believe them.

#### **Listen and take the allegation seriously**

Listen to what the child or young person is saying. Give them the time and opportunity to tell you as much as they are able and willing to. Do not pressurise them and allow them to disclose information at their own pace. You should not investigate, ask leading questions or ask specific or explicit questions. You should only clarify what they are willing to tell you in their own words. Try to do this in an appropriate place, such as a room where other people can see in through an open door or window. Whilst it's important to respect the young person's privacy it should not be at the expense of other child protection measures.

#### **Reassure**

Reassure them that you believe what they are saying and that you know it is not their fault. You should also give them some indication of what you will do next with the information that they have given you.

#### **Confidentiality**

Reiterate that you cannot promise to keep the information secret. You must take any disclosure seriously. Details of the disclosure should only be passed on to the Child Protection Officer, who should refer the case to the appropriate authorities

Wherever possible you should try not to discuss any concerns that you have about a child or young person in a way that may lead others to suspect that they are being abused.

#### **Record**

If you are able to, make brief notes during the initial disclosure, explaining to the young person why you are doing it. If it's not possible to do so at the time, record the details as soon as possible after the disclosure with as many facts as possible (dates, times, actual words used).

## KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

### Look after yourself

Being trusted with a disclosure of abuse directly from a young person can be emotionally draining, worrying and very stressful. Whilst it's essential that confidentiality is maintained at all times, it's important that you consider your own emotional feelings and discuss any anxieties you have with the Child Protection Officer. If appropriate, the Child Protection Office will arrange additional support for you.

### Section 6 -

#### Protection of Workers who report care and protection concerns

Deciding to report a colleague or volunteer you suspect of abusing or otherwise harming a child can be stressful and difficult and you may be worried about the person concerned taking action against you. The law does give you protection if you raise concerns or report a colleague as long as the report was not malicious or vexatious.

### Section 7 - Data Protection and management of confidential information

KMYC is committed to the safe and secure management of confidential information. All personnel information, including volunteer information, is kept locked and can only be accessed by those that require it to carry out their role. Only relevant information is kept and this is regularly reviewed and outdated information destroyed appropriately.

KMYC is also committed to the rights of children and young people to confidentiality and this will be respected by all workers. However, where a worker feels that the information disclosed by a child or young person should be referred to their line manager for investigation by an appropriate agency, the young person should be told that confidentiality cannot be kept.

### Section 8 - Review of Child Protection policy and procedures

This policy and procedures document will be reviewed annually at the Annual Policy meetings by the KMYC Chairperson and all staff and volunteers will be notified of any changes.

This policy has been approved by:

Date: 10/10/2022

Signed: 

 (Chairperson)

On behalf of: Kincardine and Mearns Youth Clubs

## APPENDIX 1

### Child Protection Concerns Form

- A report should be made by the person who has had the initial concerns about a child's welfare using this pro forma
- The report should be handed to the Child Protection Officer in a sealed envelope
- The Child Protection Officer should contact the appropriate Social Work Dept/Police

Name:

Date:

Who is putting the child/young person at risk? (eg staff member, family member)

Name and contact details of child/young person/s you concern relates to:

Outline your reasons for concern:

Key Points

## KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)

Brief outline of any action you have already taken to protect the child/young person:

Signature:

Designation:

Date:

Follow up action taken by Child Protection Officer

Signature:

Designation:

Date:

## APPENDIX 2

### KINCARDINE AND MEARNS YOUTH CLUBS - Understanding of Abuse

Abuse to children or vulnerable young people is described under the following headings:

#### Neglect

The persistent or severe neglect of a child or young person, whether wilful or unintentional, which results in serious impairment to physical health and development. For example:

- exposing a child to extreme weather conditions e.g. heat and cold.
- failing to seek medical attention for injuries.
- exposing a child to risk of injury through the use of unsafe equipment.
- exposing a child to a hazardous environment without a proper risk assessment of the activity.
- failing to provide adequate nutrition and water.

Signs which **may** raise concerns about physical neglect include:

- constant hunger
- poor personal hygiene and/or poor state of clothing
- constant tiredness
- frequent lateness or unexplained non-attendance (particularly at school)
- untreated medical problems
- low self-esteem
- poor peer relationships
- stealing

#### Physical Injury

Actual or attempted physical injury to a child or young person where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented, for example:

- Deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child.

Signs which **may** raise concerns about physical abuse include:

- refusal to discuss injuries
- aggression towards others
- improbable excuses given to explain injuries
- fear of parents being approached for an explanation
- running away

## **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)**

- untreated injuries
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- unexplained injuries, particularly if recurrent

### **Emotional Abuse**

The adverse effect on the behaviour and emotional development of a child or young person, caused by failure to provide for their basic emotional needs. For example:

- Persistent failure to show any respect to a child (e.g. continually ignoring a child)
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child, making them feel frightened.
- Acting in a way which is detrimental to the child's self-esteem (e.g name calling, sarcasm, constant criticism)

Signs which **may** raise concerns about emotional abuse include:

- low self-esteem
- significant decline in concentration
- running away
- indiscriminate friendliness and neediness
- extremes of passivity or aggression
- self-harm or mutilation

### **Sexual Abuse**

Any child or young person below the age of 18 may be deemed to have been sexually abused when any person, by design or neglect, exploits the child or young person directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person including organised networks. This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. Sexual abuse may involve physical contact, and non-contact acts such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways. For example:

- exposure to sexually explicit inappropriate language or jokes.
- showing a child pornographic material or using a child to produce such material.
- inappropriate touching.

## **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)**

The following signs **may** raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- social isolation - being withdrawn or introverted, poor peer relationship
- sleep disturbance (nightmares, bedwetting, fear of sleeping alone)
- running away from home
- drug, alcohol or solvent abuse
- display of sexual knowledge beyond the child's age

### **Other abusive behaviour towards children and young people**

Staff, volunteers and committee members should also be aware of other, perhaps less obvious, forms of abuse. These may be dismissed by perpetrators as 'just fun' or 'having a laugh' with young people but can have a serious impact and cannot be allowed or go unchallenged:

- Bullying of any form, including name calling or constant criticism
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism if any form
- Favouritism and exclusion - all young people should be equally supported and encouraged
- Abusive language or gestures

## KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

### CODE OF CONDUCT FOR YOUTH WORKERS (paid and unpaid)

#### (working with children and young people: promoting good practice and a safeguarding culture)

The following are a guide to helping create a safe and protective culture for young people, staff and volunteers. For full guidance in relation to child protection procedures please refer to the KMYC Child Protection Policy.

#### **Practise to be encouraged:**

- Treat all children and young people with respect and dignity
- Involve young people in the decisions that affect them
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with young people (e.g. not sharing tents, shower facilities or having an inappropriate or intimate relationship)
- When organising events and meetings for children and young people, or their attendance at events/meetings, the following information/documentation should be requested by KMYC staff in relation to each child or young person attending the event/meeting:
  - A Consent Form for all special events or specific activities;
  - Contact details for the family/guardians, including emergency contact numbers;
  - Information relating to any special issues, needs or requirements (e.g. medical, health, diet, language assistance)
  - Use a reporting form to keep a clear note of any incidents or concerns
  - If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another worker present.
  - Every activity, event or session should be risk assessed to maintain the safety of young people
  - When working with a mixed gender group there should be staff/volunteers of both genders, where possible to manage all activities



## KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

### Practice to be avoided:

- Workers (paid and unpaid) should not give lifts in their car to individual children or young people or travel alone with young people. Where not doing this would compromise KMYC Health and Safety Policy (e.g. leaving a young person alone at a venue) you should attempt to phone the parent/guardian of the young person to confirm what you will be doing. You should also ask the young person to sit in the back seat.
- Workers (paid and unpaid) should not take young people to their home or that of another worker
- Workers (paid and unpaid) should avoid situations where they are alone with young people. Where a private meeting with a lone child/young person is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting. If a young person participates in a review of their involvement in a programme as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member/volunteer
- Workers (paid and unpaid) should not use their own 'personal' electronic communications (e.g. mobile phones, social networking sites) for contacting young people, unless agreed by the management committee.

### Unacceptable practice:

- Invading the privacy of children and young people when they are toileting or showering, changing or dressing.
- Inappropriate physical or sexually provocative games
- Sharing sleeping accommodation with an individual child or young person
- Making sexually suggestive comments about or to a child or young person even in fun
- Inappropriate and intrusive touching of any form
- Scapegoating or ridiculing a child or young person
- Allowing inappropriate, foul, sexualised or discriminatory language to remain unchallenged
- Any form of physical punishment
- Illegal use of drugs
- Use of alcohol during a session or an event
- Bullying of any form, including name calling or constant criticism
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism of any form
- Favouritism and exclusion - all young people should be equally supported and encouraged

## **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)**

- Abusive language or gesture

### **If any of the following occur you must report it to the Child Protection Officer**

- A young person is hurt
- They/Them seems distressed in any manner
- A young person appears to be sexually aroused within the Youth Club setting.
- A young person misunderstands or misinterprets something you have done
- An allegation is made about you or a colleague

## **COMPLAINTS AND GRIEVANCE POLICY**

### **POLICY**

KMYC recognises that volunteers have the right to raise grievances about any matter related to their volunteering (this could be in relation to another volunteer, a member of the paid staff, or the manner in which they are being treated by KMYC, a parent/carer or young person). In addition, any other person is entitled to make a complaint about the organisation.

It is hoped that most issues can be resolved through regular communications, such as support and supervision sessions for volunteers and KMYC open evenings. However, where this is not possible, this complaints and grievance procedure is in place to ensure that all difficulties, issues or problems are dealt with in a prompt and fair manner.

### **PROCEDURE**

1. If a volunteer, young person, parent or member of the public has a complaint against a member of staff, a volunteer, a Parent/Carer or Young Person or the organisation in general they should first discuss this with the KMYC Local Youth Club Leader\*\*. An electronic or paper record of the meeting and any action agreed taken and kept in a secure place and a copy sent to the complainant. A digital copy should also be kept in the complaints folder in a secure place.

\*\*If the Youth Club Group Leader is the person whom the complaint is against then the matter should be referred straight to KMYC Board of Trustees

2. If the matter is not resolved at this initial meeting the complaint should be made in writing to the Local Youth Club Management Team. This will require a special meeting of the team. It will be dealt with within fourteen days and treated in a confidential manner.
3. If the grievance or complaint remains unresolved, the complainant has the right to request that the issue is referred to the KMYC Board of Trustees. This will require a special meeting of the Board of Trustees. It will be dealt with within fourteen days and treated in a confidential manner.
4. If the grievance or complaint still remains unresolved the complainant has the right to request that the issue be referred to a mutually agreed Third Party (e.g. Youth Scotland or YouthLink Scotland).

## **CONFIDENTIALITY AND DATA PROTECTION POLICY**

KMYC is committed to providing a safe environment for young people and volunteers. KMYC recognises that trust is essential for good youth work and is the foundation for all relationships within KMYC. Maintaining confidence is an integral part of building trust between young people, volunteers and the organisation and will be respected at all times, apart from where it conflicts with reporting child protection concerns.

In addition, the Data Protection Act 2018 places an obligation on all organisations to implement the 6 guiding principles when obtaining, handling and storing personal information.

KMYC therefore states:

### **Young People**

- KMYC is committed to ensuring that young people are able to share information with youth workers in a confidential manner.
- Young people can expect that any information they give to a worker is treated as sensitive and confidential and will not be shared UNLESS:
  - The worker believes that the young person, or another young person, is in danger or is at risk from harm. In this case the young person will be informed that the information has to be shared with the appropriate agencies and reassured that this is in the best interest of the young person.
  - The young person discloses that they are involved, or plan to become involved in acts of terrorism.

### **Workers**

- All workers (paid and unpaid) at KMYC are expected to uphold the organisation's commitment to confidentiality. This means that youth workers are expected to:
  - Keep records, files and documents stored in a safe and secure manner
  - Not discuss any information given by a young person in confidence, unless they have a child protection concern or the young person gives their permission
  - Tell a young person when information cannot be kept confidential (ie. a child protection or welfare concern)
  - Encourage a young person to talk to other people (e.g. parents or guardians) or professionals where they feel it would be in the young person's interest

## **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)**

- Workers (paid and unpaid) can expect that the organisation will:
  - Provide them with a suitable means for storing confidential documents
  - Ensure that their own information (e.g. medical or emergency contact information, information contained in their PVG Scheme Record) is stored securely, is kept confidential and only seen by colleagues in relation to their role.
  - Safely destroy personal information when the worker ceases to work for the organisation
  - Take disciplinary action where the Confidentiality Policy is not upheld (unless due to child protection concerns or a court order has been issued)

### **Parents/Guardians**

- Parents/Guardians of young people attending Kincardine and Mearns Youth Clubs can expect that the information they provide (e.g. medical information, contact information) will:
  - Be kept in a secure, confidential manner and only used for the purpose provided (i.e. to safeguard the health and wellbeing of the young person)
  - Enable the club to ensure that parents receive information from the club that is necessary e.g. newsletters, letters and emails regarding information about upcoming events, fundraising activities, and club activities.
  - Not be sold
  - Will not be shown to other organisations without prior consent unless there is a child protection issue.

## **Financial Management Policy**

**KMYC is committed to good practice in financial management in order to:**

- assist in fund management ensuring that KMYC's accounts conform to sound charitable organisation accounting principles and practices
- ensure correct and accountable use of funds and other resources
- maintain open and transparent accounts and reporting
- allow ease of reporting to OSCR

### **Financial Records**

KMYC and the individual Youth Clubs will maintain good financial records in order for them to meet their legal and other Statutory obligations.

To meet this obligation KMYC and individual Youth Clubs will give written reports to the Trustees and Members Meetings.

Within these reports an account of all income and expenditure will be given, including restricted funds (as per OSCR guidelines). An example is given at Appendix 1.

When reimbursing volunteer expenses, an expenses claim form must be completed and submitted along with the relevant receipt.

The KMYC financial year will run from 6th April to 5th April each year.

An annual financial report shall be written to be filed with OSCR alongside the completed accounts.

### **Banking**

KMYC holds a Treasurer's Account with the Bank of Scotland (Sort Code: Account: )

FOUR Trustees are signatories and two are required for all expenditure transactions either on cheques or online banking

Each individual Youth Club holds its own bank account to manage its day to day running expenses.

KMYC and the individual Youth Clubs will reconcile their bank accounts with recorded accounts and will present to Trustees and Members meetings as and when requested.

### **Petty Cash**

Petty cash will be kept to a minimum with a float of £20 maintained for tuck shop, fundraising galas etc. Any monies to be paid out must be accompanied by a valid receipt and relevant expenses form.

Income in cash should be banked as soon as possible into the relevant Youth Club or KMYC bank account with an appropriate reference.

## **KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)**

### **Expenses**

All expenses claimed by volunteers and workers MUST be accompanied by an authorised expenses claim form (Appendix 2) and be reimbursed preferably by bank transfer so as to be authorised by two signatories.

Mileage can be claimed for pre-authorised journeys over 30 miles (round trip) at a rate of 45p per miles that are related solely to KMYC business. Only the distance over 30 miles will be reimbursed.

### **Expenditure**

All expenditure will be properly documented within KMYC or individual club accounts and should be referenced against receipts/invoices.

All KMYC and individual club expenditure should be made by the individual club's bank card or by bank transfer where possible to enable clear and transparent records.

All expenditure requires valid Invoices/Receipts and should be retained and filed in a clear and organised manner.

Expenditures should be approved by a majority at Trustee or Member meetings but it will be accepted that on occasion permission can be given via email / text with Trustees or individual club management teams.

KMYC expenditure on cheques and by online banking requires two signatories.

Any cheques to be signed should always have the Payee details inserted before any signature is applied and the stub should be completed in full.

### **Review**

The financial Policy will be reviewed annually.

## KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

### Appendix 1

Sample spreadsheets for Balance sheet / income / expenditure

SYC Expenditure 2022/23						
Total	Stationary	Tuck Shop	Equipment	Rent		
£915.44	£9.50	£421.34	£230.04	£254.56		
SYC Income 2022/23						
Total	Tuck Shop	Donations	Grants	Fundraising	Other	Bank Int
£2,765.72	£571.30	£587.14	£1,607.28	£0.00	£0.00	£0.00
Income	£2,765.72		Tuck shop profit			
Expenditure	£915.44		£149.96			
Delta	£1,850.28					

SYC Income 2022/23									
No.	date	source	amount	Tuck Shop	Donations	Grants	Fundraising	Other	Bank Int
1	19/8/22	Tuck Shop	£5.60	£5.60					
2	26/8/22	Tuck Shop	£15.10	£15.10					
3	2/9/22	Tuck Shop	£13.60	£13.60					
4	9/9/22	Tuck Shop	£15.50	£15.50					
5	16/9/22	Tuck Shop	£21.00	£21.00					
6	25/11/22	Tuck Shop	£15.20	£15.20					
7	2/12/22	Dawn Black (tuck shop)	£80.25		£80.25				
8	2/12/22	KMYC : Rent Payments	£107.28			£107.28			
9	2/12/22	Tuck Shop	£8.40	£8.40					
10	9/12/22	Tuck Shop	£14.30	£14.30					
11	14/12/22	Movie Night provisions	£6.89		£6.89				
12	16/12/22	Tuck Shop takings	£22.40	£22.40					
13	6/1/23	Aberdeenshire Council KMAC	£1,000.00			£1,000.00			
14	6/1/23	Tuck Shop takings	£16.80	£16.80					
15	13/1/23	Tuck Shop takings	£29.40	£29.40					
16		Arnold Clark share	£500.00			£500.00			
17	20/1/23	Tuck Shop takings	£29.30	£29.30					
18	27/1/23	tuck shop takings	£33.60	£33.60					
19	3/2/23	tuck shop takings	£38.90	£38.90					
20	10/2/23	tuck shop takings	£8.95	£8.95					
21	17/2/23	tuck shop takings	£42.60	£42.60					
22	13/2/23	Stonehaven Lions	£500.00		£500.00				
23	24/2/23	tuck shop takings	£38.00	£38.00					
24	3/3/23	tuck shop takings	£39.40	£39.40					
25	10/3/23	tuck shop takings	£46.25	£46.25					
26	17/3/23	tuck shop takings	£63.20	£63.20					
27	31/3/23	tuck shop takings	£55.80	£55.80					
		Totals	£2,765.72	£571.30	£587.14	£1,607.28	£0.00	£0.00	£0.00



# KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

1	SYC Expenditure 2022/23							Restricted Funds					
2	No.	date	initials	invoice / receipt	method	details	amount	Stationary	Tuck Shop	Equipment	Rent	KMAC 2022/23 Fund	Stonehaven Lions
3	1	24/6/22	DB	Y	Cash	Tesco	£11.49		£11.49				
4	2	29/7/22	JL	Y	BT	LLA Rent Jul 22	£35.76				£35.76		
5	3	13/8/22	DB	Y	DC	Lidl	£2.97		£2.97				
6	4	17/8/22	DB	Y	CA	B&M	£22.28	£9.50	£12.78				
7	5	17/8/22	DB	Y	CA	Aldi	£6.76		£6.76				
8	6	19/8/22	JL	Y	BT	LLA Rent Aug 22	£71.52				£71.52		
9	7	28/8/22	DB	Y	CA	Aldi	£14.51		£14.51				
10	8	28/8/22	DB	Y	CA	B&M	£7.70		£7.70				
11	9	16/9/22	DB	Y	CA	Aldi	£10.14		£10.14				
12	10	16/9/22	DB	Y	CA	Home Bargains	£7.96		£7.96				
13	11	21/9/22	DB	Y	DB	Aldi	£5.94		£5.94				
14	12	20/11/22	DB	Y	D/C	Aldi	£16.99		£16.99				
15	13	20/11/22	DB	Y	D/C	B&M	£1.20		£1.20				
16	14	10/11/22	DB	Y	D/C	Home Bargains	£8.02		£8.02				
17	15	2/12/22	DB	Y	D/C	Argos - Games	£23.50			£23.50			
18	16	2/12/22	DB	Y	D/C	Matalan - Games	£7.20			£7.20			
19	17	16/12/22	DB	Y	CA	Asda - Xmas Movie night supplies	£7.00		£4.00	£3.00			
20	18	16/12/22	DB	Y	CA	Aldi	£25.60		£25.60				
21	19	23/12/22	DB	Y	D/C	LLA Rent Nov 22	£17.88				£17.88		
22	20	9/1/23	DB	Y	BT	LLA Rent Dec 22	£89.40				£89.40		
23	21	11/1/23	DB	N	BT	Training venue rental to KMYC	£40.00				£40.00		
24	22	13/1/23	DB	Y	D/C	Farmfoods - tuck shop	£14.35		£14.35				
25	23	20/1/23	DB	Y	cash	Aldi & Home Bargains - Tuck	£20.46		£20.46				
26	24	20/1/23	DB	Y	D/C	FarmFoods - tuck shop	£9.00		£9.00				
27	25	22/1/23	DB	Y	D/C	Hobbycraft craft supplies (KMAC)	£51.30			£51.30		£51.30	
28	26	23/1/23	DB	Y	D/C	Amazon craft supplies / lockable file box / games	£64.47			£64.47		£64.47	
29	27	30/1/23	DB	Y	D/C	Amazon Chess sets/dominos/speaker charger	£27.66			£27.66		£27.66	
30	28	1/2/23	DB	Y	D/C	FarmFoods - tuck shop	£18.80		£18.80				
31	29	10/2/23	DB	Y	D/C	Aldi - tuck shop	£19.99		£19.99				
32	30	10/2/23	DB	Y	D/C	Home Bargains - tuck shop	£5.94		£5.94				
33	31	10/2/23	DB	Y	D/C	B&M - tuck shop	£6.38		£6.38				
34	32	4/2/23	DB	Y	D/C	Amazon - First Aid Kit & Cash Box	£41.91			£41.91		£41.91	
35	33	12/2/23	DB	Y	D/C	Hobbycraft craft supplies (KMAC)	£11.00			£11.00		£11.00	
36	34	24/2/23	DB	Y	D/C	Aldi Tuck Shop	£30.69		£30.69				
37	35	24/2/23	DB	Y	D/C	Home Bargains Tuck Shop	£17.64		£17.64				
38	36	24/2/23	DB	Y	D/C	Asda Tuck Shop	£10.60		£10.60				
39	37	24/2/23	DB	Y	D/C	FarmFoods - tuck shop	£8.89		£8.89				
40	38	11/3/23	DB	Y	B/T	Tuck Shop stock Aldi & B&M	£58.00		£58.00				
41	39	22/3/23	DB	Y	D/C	B&M Tuck Shop	£35.03		£35.03				
42	40	22/3/23	DB	Y	D/C	Aldi Tuck Shop	£29.51		£29.51				
43													
44													
45						Total	£915.44	£9.50	£421.34	£230.04	£254.56	£196.34	£0.00
46												remaining =	remaining =
47												£803.66	£500.00
48													

# KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

## Appendix 2

### KMYC Expenses Claim Form

Name:

Youth Club:

Bank Name:

Sort Code:

Acc. No.:

#### General Expenses\*

Date	Description	Amount £
<b>Total £</b>		

#### Mileage\*\*

Date	Journey Reason & Description (incl. postcodes)	Total Journey Mileage	Claimed Mileage	Amount £
			<b>Total £</b>	

\* Please supply receipts.

\*\* Mileage paid at rate of 45p per mile over a 15 mile radius from home postcode (= over 30 miles per round trip)

Authorised by:

Position:

Date Paid:

## **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)**

### **HEALTH AND SAFETY POLICY**

KMYC is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors. To ensure this, KMYC is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers (paid and unpaid) on matters affecting their health and safety
- providing and maintaining safe premises and equipment.
- ensuring information, support and guidance is provided on the safe handling and use of substances
- ensuring all workers (paid and unpaid) are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

### **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC) Board of Trustees / Leadership Teams**

The KMYC Board of Trustees/and local Youth Club Leadership Teams are ultimately responsible for the Health and Safety policy and practice of KMYC. Their role is to:

- Ensure a policy is in place.
- Ensure policies and procedures implemented within the youth work setting.
- Monitor and review the policies annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

## **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)**

### **Employees and volunteers**

All workers (paid and unpaid) have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with KMYC with respect to health and safety matters. Workers (paid and unpaid) are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to the Youth Club Leader.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment provided.
- Not bring into KMYC, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their Youth Club Leader all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.
- attend any mandatory training

### **Accident Reporting**

It is the responsibility of the Youth Club Leader to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an Accident/Incident Form and kept in a secure location and kept in the Policies Folder.
- All accidents will be investigated by the Youth Club Leader and a note of the investigation will be made on the relevant Accident form.
- Preventative action is taken to prevent a recurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

# KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

## Procedures and Guidelines

Whilst the KMYC Board of Trustees has overall responsibility for Health and Safety, the Youth Club Leader(s) is responsible for coordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

- Regularly discussing with the first aiders to discuss issues
- Ensure the First Aiders are adequately trained and supported to carry out their roles
- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health and Safety issues or incidents to the Trustees Board
- Report any concerns around the venue or setting to the venue's caretaker/keyholder.
- Ensuring that Health and Safety information is included in new volunteer and youth club staff (paid and unpaid) inductions.

## First Aid

- In every session there will be a visible First Aider on site.
- The First Aid kit will be regularly checked and restocked.
- The First Aid box is kept in \_\_\_\_\_
- The Accident Forms are available from the Group Leader or in the policies folder.

## Fire Safety

- The Fire Safety Officer is \_\_\_\_\_
- The Fire Safety Officer will ensure that all workers (paid and unpaid) receive information about Fire regulations and Fire drills are held regularly
- The Fire Alarms are located \_\_\_\_\_
- The Fire Extinguishers are located \_\_\_\_\_
- Fire Drills will be held: \_\_\_\_\_
- The Fire Exits are located \_\_\_\_\_
- The Emergency assembly point is located at \_\_\_\_\_
- Each youth club setting will adhere to the fire safety policies and procedures of the venue.
- All workers (paid and unpaid) will be made aware of venues policies and procedures.

## KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

### Insurance

The group has appropriate insurance for its needs. This is:

**Towergate - underwritten by Ansvar Insurance (Youth Scotland Scheme)**

Phone Number: [REDACTED]

Policy Number: [REDACTED]

### Risk Assessment

KMYC's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by a minimum of two workers (including worker supervising activity) and kept by the Youth Club Leader and regularly reviewed and updated. The risk assessment template can be found in Appendix 1.

- Whilst every risk assessment is different, it is likely that they will cover the need for:
- Consent and Information forms for young people
- Information and emergency contact details for workers
- Continuous implementation of KMYC Child Protection Policy and Procedures
- Regular checking of all equipment (including First Aid Kits) and premises used by the club
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities
- If required, request a copy of the venue's buildings insurance and risk assessment.
- A risk assessment or a copy of the Insurance may need to be provided by third parties if they are providing a service.

## KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)

Hazard	Risk (how serious x how likely) 1 = low (not serious/unlikely) 5 = high (serious/ likely)	Who is likely to be harmed	Control Measures	Risk after control measures
Weather conditions: <ul style="list-style-type: none"> <li>● blizzard</li> <li>● Flooding</li> <li>● very hot sun</li> </ul>	5 (serious e.g. fatal) x 2 (not very likely) = 10  (depending on location and the dependability of the weather conditions etc)	<ul style="list-style-type: none"> <li>● Young people</li> <li>● Leaders</li> </ul>	<ol style="list-style-type: none"> <li>1. obtaining the forecast beforehand and cancelling the activity if the weather expected to be extreme</li> <li>2. take sun block for the young people to apply</li> <li>3. ensure all young people have adequate water supplies</li> <li>4. check all young people have suitable clothing</li> <li>5. ensure a home contact knows the route you will be taking and has contact details and an estimated time of arrival back to base</li> <li>6. group leader has a hill walking or mountain leader qualification</li> <li>7. the group leader has a map, GPS, charged mobile etc</li> <li>8. group leader First Aid trained</li> </ol>	5 x 1 = 5  (likelihood of fatality decreased by control measures in place)

## **KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)**

### **KMYC Sickness & Health Care Policy**

All young people and volunteers (paid and unpaid) should not attend any Youth Club setting if they have had vomiting or diarrhoea within the previous 48 hours, have a rash, temperature, flu/ cold symptoms or symptoms of Covid 19 (new continuous cough, sore throat, temperature, shortness of breath, new loss of taste or smell, fatigue).

As we have a Duty of Care to all young people and all volunteers (paid & unpaid) within the Youth Club setting, who may have underlying health conditions, we must take precautions accordingly to protect all young people and volunteers (paid or unpaid) within the setting. Accordingly, if a member of the young person's or volunteer's (paid or unpaid) household has Covid 19, where possible, please take a Covid Test prior to coming to the Youth Club to ensure they are negative, so not passing it on to anyone in the Youth Club setting who maybe vulnerable. This negative result should be shared via email to the Youth Club email address as proof of the negative result.

All young people who have a long term medical condition such as asthma or diabetes, which may require on-going support, should be declared on the KMYC registration form and fully discussed with the individual Youth Club Leader and a Care Plan completed.

In certain cases, specific training of staff about a young person's treatment may need to be given. In addition, some young people have conditions which may require occasional staff intervention e.g. severe allergic conditions such as anaphylaxis.

If a young person or volunteer (paid or unpaid) requires medication such as an Asthma Inhaler, it is the parents and young person's responsibility to ensure that it is brought to the Youth Club setting every time they attend.



# KMYC - Young Person Care Plan

Young Person's name .....

Date of Birth .....

## Medical / Learning Needs Details

.....  
.....  
.....  
.....  
.....  
.....

## Management Plan

What are the needs / symptoms / triggers?

.....  
.....  
.....  
.....  
.....  
.....

## Emergency Care

What constitutes an emergency ?

.....  
.....  
.....

What action must be followed to support your young person in an emergency ?

.....

**KINCARDINE AND MEARNS YOUTH CLUBS (KMYC)**

.....  
.....  
.....

**More Information**

Are there any other health conditions / medical / learning conditions we should be aware of?

YES / NO

If yes, please explain in more detail

.....  
.....  
.....  
.....

Parent signature

.....

Date .....

KMYC YW Signature

.....

Date .....

Care Plans to be reviewed every 6 months. Review date:

.....

## **VOLUNTEER DISCIPLINARY POLICY & PROCEDURES**

### **Policy**

KMYC recognises that the object of the disciplinary procedures is to give clear guidelines to the organisation's workers (paid and unpaid) in the establishment of standards of conduct, and in the effective operation of the services provided by KMYC. This Policy should be read alongside the KMYC Code of Conduct, Child Protection Policy and Health and Safety Policy as these Policies establish the behaviour expected of workers (paid and unpaid). In addition, point 5 (below) of this Policy outlines actions that are considered serious misconduct. This list is not exhaustive.

The procedures aim to ensure that the standards are adhered to and that those involved in the disciplinary matter are dealt with in a fair and consistent manner.

### **Procedure**

1. If someone; workers (paid and unpaid), an organisation or member of the public) has a complaint about a volunteer they should first discuss it with the Group Leader of the Local Youth Club. If the complaint is about the Group Leader of the Local Youth Club then the complaint should be discussed with the Chair of the KMYC Board of Trustees.
2. A meeting will be held with the worker (paid and unpaid) and the complaint will be discussed. The complaint might indicate a training need for the worker (paid and unpaid), extra support or supervision. The Group Leader of the Local Youth Club will suggest this to the worker (paid and unpaid) and provide appropriate support or training if applicable. A confidential written report and any actions agreed should be recorded on the workers (paid or unpaid) personnel record, signed by the Group Leader of the Local Youth Club and volunteer and stored in a secure place.
3. If the matter cannot be resolved in this manner, or is not resolved by the informal meeting above, then the complaint should be put in writing to the Group Leader of the Local Youth Club and another meeting with the worker (paid or unpaid) held. Following this, the complaint and any expected changes in behaviour is given in writing to the worker (paid or unpaid). The worker (paid or unpaid) has the right to put their case to the Group Leader of the Local Youth Club, including support from witnesses, and to be accompanied to any meetings by a colleague, friend or advocate.
4. If the complaint has not been resolved within four weeks, the Group Leader of the Local Youth Club or a Leadership Team member will issue a written warning of suspension pending a decision of the Local Youth Club Leadership Team. This should be dealt with at the first Local Youth Club Leadership team meeting after the written warning of suspension.

## **KINCARDINE AND MEARN'S YOUTH CLUBS (KMYC)**

5. If a worker (paid or unpaid) is found to have committed serious misconduct (for example theft, an act of violence, malicious damage, deliberate falsification of documents, harassment, bullying or discrimination, child protection issue) the organisation has the right to suspend them immediately while the case is being investigated and inform any external agency (e.g. Police or Social Work) if appropriate. The worker (paid or unpaid) will have the right to put their case to the appropriate senior person, and to be accompanied by a colleague, friend or advocate. The worker (paid or unpaid) will be informed of the organisation's decision within fourteen days of suspension.
6. The worker (paid or unpaid) has the right to appeal and a panel of 3 Local Youth Club Group Leader members and a KMYC Trustee will deal with any appeal. The worker (paid or unpaid) will make the appeal in writing. The panel will meet within one month of receiving the written appeal. The worker (paid or unpaid) may attend the appeal panel. All workers (paid or unpaid) have the right to advice and guidance from a person of their choice who may also accompany them to the panel. The panel will make the final decision.