

TeenYoga Foundation Policy for Safeguarding, Child Protection and Prevention

The directors of Teen Yoga Foundation Charity recognise its responsibility for Safeguarding and Child Protection.

All adults employed by Teen Yoga Foundation will be provided with a copy of this policy and will be requested to indicate their commitment to it by signing a declaration to say that they have read it and will adhere to it. The declaration will be kept in Teen Yoga Foundation records.

This policy applies to all staff/volunteers, whether directly employed or working freelance and focuses on the following elements:

- Staff recruitment and selection – ensuring that all staff and volunteers who have unsupervised access to children/young people have been safely recruited and appropriately checked through the DBS (previously known as CRB) process.
- Staff training – ensuring all staff and volunteers attend a basic safeguarding course and
- Implementing procedures for identifying and reporting suspected cases of abuse.
- Establishing a safe and nurturing environment where children/young people feel safe and happy.
- Guidelines surrounding the current (2020) Coronavirus pandemic to ensure that staff, students and teachers are safe
- Establishing a safe, secure and nurturing online environment in which any online classes are run through a secure connection from a private, secure space

We recognise that staff/volunteers who work regularly with children/young people are well placed to notice changes in behaviour and/or physical injuries. We will therefore:

- Report any unusual / inappropriate behaviour to the Safeguarding Officer.
- Make themselves approachable so that children and young people feel they can talk to them if they are worried about something and that they will receive a consistent, supportive response.
- Ensure that the Safeguarding Officer in the school or other organisation with whom Teen Yoga Foundation works, is informed immediately of any concern by the Teen Yoga Foundation Safeguarding Officer.

We will also:

- Ensure that all staff/volunteers receive basic Safeguarding training every three years.
- Ensure that all staff/volunteers complete on-line Channel Training as part of the government's counter-terrorism strategy, Prevent.
- Ensure that all staff/volunteers have read this safeguarding policy and know who the Safeguarding Officer is in case they need to pass on concerns.

- Keep accurate written records of concerns for a child/young person, even in cases where a referral is not appropriate immediately.
- Ensure that all staff/volunteers are recruited safely and have had the appropriate checks, (e.g. DBS). Online safer recruitment training is available at: www.nspcc.org.uk.
- Ensure that all staff/volunteers are aware that they must refer any allegations against a member of staff/volunteer to the club Safeguarding Officer who will then report to the Local Authority Designated Officer (LADO)
- Ensure that all staff/volunteers follow and adhere to YiS and individual school guidelines, as well as government guidelines, surrounding CV-19
- Ensure that written permission is explicitly given by both staff and parents for any classes that need to run online

Recruitment

All staff/volunteers should complete an application form supplying the following information:

- Personal details
- Names of two independent referees
- Previous experience and relevant qualifications
- Any criminal convictions
- Competencies and areas of interest
- Signature and date
- Liability insurance

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 Officer.
- The Safeguarding Officer will assess the information and within **48 hours** contact the appropriate local statutory services, if necessary.

If abuse is reported/alleged

- The child/young person will be listened to and encouraged to speak without interruption, comment or judgement.
- Where possible, clarify what the child/young person means when using certain terms – do not take it for granted that their understanding of a term is the same as yours or of a legal definition.
- It will be explained to the young person that information may need to be shared in certain circumstances.
- Do not use leading questions. Think T.E.D. instead – Tell me... Explain that... Describe that....
- If the child/young person does not want to say anything further they do not have to.

The matter must not be investigated or discussed with anyone other than the Safeguarding Officer of the school or other organisation for whom Teen Yoga Foundation is providing yoga.

- A written account of the report or allegation will be made immediately, signed and dated and the information passed the Safeguarding Officer.
- The Safeguarding Officer will assess the information and within **48 hours** contact the appropriate local statutory services, if necessary. She will also contact the Safeguarding Officer at the school or other organisation for whom Teen Yoga Foundation is working.
- If the matter is regarded as critical it should be referred immediately and directly to the Safeguarding Assessment Team at Oxfordshire County Council (details below) by the Safeguarding Officer if neither of the other two can be reached.

Protecting staff/volunteers

The Directors recognise the importance of protecting its employees from possible allegations of abuse and recommends the following guidelines:

Teen Yoga Foundation staff **should not:**

- Be the only worker in a building when they are working with young people
- Lock and unlock premises without another adult present
- Transport young people in a car/minibus or other vehicle without another adult present
- Take young people to their homes
- Make inappropriate contact with young people, i.e. develop relationships outside the context of teaching yoga, including via personal social media websites such as Facebook
- 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 the school or other organisation for whom Teen Yoga Foundation is working
- Leave young people in the presence of adults who have not had relevant DBS checks
- Show favouritism to individuals or groups of young people within a particular group
- **Run classes online unless this is specifically requested by the school via a platform deemed secure and acceptable by the individual school. Parents and staff must both give their explicit consent to any online classes that run on Zoom, a school-managed platform or any other online meeting room. Any YiS teacher teaching from their home space must do so in a space secure from any other adult and sign a consent form that they are using a private, secure computer and that each meeting will not be recorded. The home teaching space must be kept private with no other adults in the teaching room. If the school does not have a preference as to the platform used, the YiS teacher must seek written consent from relevant staff and parents, contact each to outline the possible risks of running classes via that platform, reassuring them that each online meeting room will be password protected as well as the security of the computer being as outlined above.**

Allegations about Staff/Volunteers of Teen Yoga Foundation and allegations about Staff/Volunteers in the school or other organisation for whom Teen Yoga Foundation is working.

If any allegation is made or suspicions emerge regarding any member of staff/volunteer of Yoga is Schools, this should be reported to the Safeguarding Officer.

Should an allegation be made about a member of Teen Yoga Foundation staff, a freelance worker for Teen Yoga Foundation or a Teen Yoga Foundation volunteer, Teen Yoga Foundation directors will provide supervision to ensure that colleague's well-being is protected.

If any allegation is made or suspicions emerge regarding any member of staff/volunteer at the school or other provider for whom Teen Yoga Foundation is working, this will be reported to the Safeguarding Officer in the school or other organisation immediately.

If any allegation is made or suspicions emerge regarding the way in which any member of staff/volunteer of Teen Yoga Foundation, a freelance worker for Teen Yoga Foundation or a Teen Yoga Foundation volunteer run any online classes, Teen Yoga Foundation's directors will..... (Charlotta, please check)

Following investigation and reporting, 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 to be written
- Consideration will be given to the suspension of the Teen Yoga Foundation staff member involved, or discontinuation of their being employed as a freelance worker, taking account of the risks to other young people and the member of staff/volunteer concerned

If the allegation involves another young person the Safeguarding officer will make contact with the young person's parent/guardian to advise them of the process. Relevant external bodies will be advised.

Photography

Since young people may be photographed while participating in Teen Yoga Foundation events and activities, written permission from parents/guardians will be obtained by the school or other organisation which will also allow photographic material to be used in the public domain.

ALL STAFF have a responsibility for action in cases of suspected child abuse. The following procedure should be followed if you have concerns about the safety of a child/young person or if a disclosure is made.

Guidance:

- 1) If a child/young person asks to speak to you about a problem, DO NOT promise confidentiality, but explain that it may be necessary to consult a senior colleague. Explain this as soon as possible to the child/young person.
- 2) RECEIVE – Stop and listen if someone wants to tell you about suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief and take what is said seriously.

- 3) REASSURE – Stay calm and give reassurance to the child/young person. Explain to the child/young person that they have done the right thing by telling you and that what has happened is not their fault.
- 4) REACT – Establish the facts of what has happened but do not ask leading questions. Keep questioning open, e.g. ‘Is there anything else you want to say?’ or ‘Can you tell me more about that?’ Do not criticise the alleged perpetrator. Explain to the child what you will do next, e.g. you will need to pass this information to your Safeguarding Officer.
- 5) RECORD – If possible, make brief notes about what the child/young person is telling you as they are speaking. If this is not appropriate, write down what was said, as soon as the child has left. Record the date, time, place, your name and role and what was said, (rather than your interpretation of it). Use the child’s/young person’s language wherever possible.
Note - In most cases it is more appropriate to listen and record immediately afterwards.
- 6) REPORT – Report the incident to your Safeguarding Officer as soon as possible and do not tell any other adults or children/young people about it. Ensure that the lead person has your notes of what was said so that they can keep them in a safe place.

I declare that I have read this policy and that I will adhere to it.

Name..... Signature..... Date.....

Teen Yoga Foundation employees should email signed form to info@teenyogafoundation.com