

# Britain Yearly Meeting Children and Young People's Work

## Event and Activity Management Policy



This policy applies to all Britain Yearly Meeting centrally managed work with children and young people (see <http://www.quaker.org.uk/cyp-policies-procedures#eam>)

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- applies to all Britain Yearly Meeting centrally managed work with children and young people.
- covers both residential and non-residential events and activities.
- includes all-age gatherings and events where children and young people are present.
- is for all staff responsible for the management and operation of any such work.

In order to ensure safe and appropriate work with children and young people within the centrally managed work of Britain Yearly Meeting the following procedures and guidance must be in place.

### Procedures

- Emergency Protocol
- Disclosure process and guidance
- First Aid
- Head bump notification
- Insurance & Records Keeping
- Handling of Comments, Suggestions & Complaints
- Use of Images
- Risk Assessment & Form
- Pastoral Care Procedures & Pastoral Concern Form
- Anti-Bullying Procedures
- Consent & Information Form
  - Special Educational Needs information forms (ADD/ADHD, Autism/Asperger Syndrome, Dyslexia and General learning difficulties)
- Incident/Accident/Concern Reporting Form

### Guidance

- Event Aims & Intended Outcomes
- Boundaries
- Smoking Guidance
- Drugs & Prohibited Substances Guidance
- Appropriate Games & Activities
- Managing Behaviour Issues
- Appropriate Physical Contact, Personal Care & Restraint
- Provision of Medication
- Communicating with young people using social media
- Adult to Child Ratios
- Participant guidance on taking photos and videos
- Filming event videos
- Supporting Gender Diverse young people

These procedures and guidance ensure that we meet legal obligations, are in line with the requirements of the insurance company, follow good practice and take all reasonable care to work in safe ways as well as considering the physical, emotional and spiritual well-being of children and young people.

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Procedures detail measures that staff and/or volunteers are required to undertake, whether this is a legal obligation or an insurers requirement. Guidance reflects good working practice, is based on cumulative experience and seeks to address questions and issues that may arise in planning for and running events.

These procedures and guidance are operational and are necessarily reviewed and revised regularly by staff. The staff member with overall responsibility for the event, activity or area of work should ensure that procedures are in place, guidelines are followed and that staff and volunteers are aware of their responsibilities in relation to them.

Further details of these procedures and guidance can be found in the following appendix and in the complete procedures and guidance papers which are referred to in the appendix.

## **Procedures: Measures that staff and/or volunteers are required to undertake**

### **Emergency Protocol (E&A Procedures & Guidance 1)**

This details required and recommended action for managing major incidents and emergencies either at or outside an event and who is responsible for ensuring the action is undertaken. The emergency protocol contains information in relation to local healthcare facilities (A & E departments, doctors, dentists and pharmacies) and relevant safeguarding information. An emergency protocol must be completed for each event, and held by all staff at the event and by the Event Emergency Contacts together with the participants' information and consent forms.

### **Disclosure procedures and guidance (E&A Procedures & Guidance 2)**

These procedures relate to safeguarding at YM events with children and young people; in particular they describe what to do in the event of a disclosure of abuse being made. The document includes an overview of the different sorts of abuse and possible signs of abuse; the people involved with responsibilities and what their roles are; and, finally, the process to follow if a disclosure is made. They also outline some helpful ways to respond when someone makes a disclosure and guidance on confidentiality. Where a disclosure has been made there is guidance on when to make referrals and contact outside agencies. The procedures include templates of forms for recording information about disclosures.

### **First Aid & Provision of Medication (E&A Procedures & Guidance 3a)**

These procedures cover the provision of adequate and appropriate First Aid at events.

### **Head Bump (E&A Procedures & Guidance 3b)**

This form should be completed and given to parents if their child or young person has a head injury whilst attending an event or activity.

### **Insurance & Records Keeping (E&A Procedures & Guidance 4)**

These procedures detail records that are required to be kept for insurance purposes and other reasons, why particular records are held, the process of retaining this information, how information relating to the running of events is stored after the event, in both paper and electronic archives and the length of time that records need to be kept.

### **Handling of Comments, Complaints and Suggestions (E&A Procedures & Guidance 5)**

These procedures detail the mechanism for handling comments, complaints and suggestions in relation to events. It includes comments made after an event as well as complaints made during an event. There are separate guidelines regarding complaints in relation to staff and volunteer action and responsibilities (detailed in the Volunteer Involvement Procedures & Guidance 4).

### **Use of Images (E&A Procedures & Guidance 6)**

These procedures relate to the use of any images of participants and outlines the requirements under the Data Protection Act 1998, alongside best practice. Permission must be granted by the parent/guardians or participant (if over 18) before any images may be used. Permission should be obtained separately for use of images on printed material and on the internet.

### **Risk Assessment Guidance & Form (E&A Procedures & Guidance 7)**

Risk Assessment is an important process in ensuring that children and young people are kept safe. Safeguarding and promoting the general safety of children and young people involves more than just having policies and procedures in place, these procedures must be incorporated into everyday working practices. Risk Assessing activities and work practices provides an opportunity to enable wider safeguarding to be established. Undertaking a Risk Assessment involves evaluating the risks involved in working in buildings, using activities, within situations and through people. It should ensure that all potential dangers are identified and made safer.

- Staff and volunteers are under legal obligation to take all reasonable care to ensure a child's or young person's safety. This applies to all activities, both within and outside BYM premises. A Risk Assessment is a careful examination of potential dangers or vulnerabilities (hazards) in the arenas in which work takes place in (premises, activities and situations) that could cause people harm. Potential hazards are mitigated by taking adequate precautions in order to minimise the risk of harm.
- All events and activities will undertake Risk Assessments of venues, facilities and activities where these are not already in place. It is not necessary to write Risk Assessments for venues that have already gone through this procedure; however it is recommended that they are checked to ensure that they are appropriate for the particular event bearing in mind the particular needs of individuals involved.
- It is good practice to involve children and young people in the Risk Assessment process. This enables them to learn skills and develop awareness, encouraging a sense of responsibility for themselves and others.

### **Pastoral Care Procedures & Pastoral Concern Form (E&A Procedures & Guidance 8)**

Pastoral Care is about participant's social, spiritual, mental and physical well being and supporting particular needs in relation to, or exhibited at, the event. Participants often find Quaker events a safe space and may bring their needs into their interactions with other people at the event. Pastoral Care is about how these needs are managed appropriately and supportively, ensuring that both participant and others are supported. These procedures detail how pastoral care is managed in the planning, preparation and running of events.

- Before accepting participants onto events staff should identify the team's ability to manage any identified needs, and evaluate the possible impact on the wider event and team.
- At each event there should be a staff member with designated responsibility for participant pastoral care. This person and their role should be clearly identified to participants and team members.
- Team members (including staff) should be clear with the participant and themselves about the boundaries of their role – providing in-depth counselling and/or ongoing support outside the event is not appropriate and it is important that team members do not promise participants a level of support which we are unable to provide. The role of team members in supporting participant needs is limited to that particular event.
- Concerns relating to the pastoral care of participants should be recorded on a pastoral concern form in order to ensure that the team at an event is aware of any such issues – forms should be kept securely and checked by the staff member with designated responsibility for participant pastoral care.

The Policy on Safeguarding and the Disclosure Procedures are also relevant to pastoral care.

### **Anti-Bullying Procedures (E&A Procedures & Guidance 9)**

At BYM events for children and young people we aim to create a safe and trusting community, where participants, volunteers and staff are enabled to interact with each other positively. Negative behaviour towards others whether intentional or otherwise is unacceptable. How these issues are responded to will either condone or condemn the behaviour. Targets of negative behaviour should be enabled to have the confidence that their concerns will be dealt with, that their needs are paramount and that they will be listened to. Reported incidents and concerns raised should be taken seriously, investigated, and responded to. Such incidents should be recorded on an incident form.

### **Consent & Information Form (E&A Procedures & Guidance 10)**

An Information and Consent form must be completed for all those participating in events. This form covers information required for insurance purposes (as BYM and its staff are responsible for the care and safety of participants) and to enable effective planning and running of events. The form should be completed by a parent/guardian or the participant if they are aged over 18. In the case of foster carers, the consent sections should be signed by the person with parental responsibility.

Because important information can change and travel details will always be different, an updated form should be completed for each event a participant attends. Participants should not participate in an event unless an Information and Consent form has been completed at least two weeks prior to the event. The forms are duplicated and given to the event emergency contacts before the event starts.

### **Special Educational Needs information forms (E&C Procedures & Guidance 10a)**

A Special Educational Needs information form should be completed by the parent/guardian of a child or young person who has indicated on their Consent and Information form that they have a Special Educational Need and is required to give additional information. There are four forms covering the following areas: ADD/ADHD, Autism/Asperger Syndrome, Dyslexia and General learning difficulties.

### **Incident/Accident/Concern Reporting Form (E&A Procedures & Guidance 11)**

BYM's insurers require records of accidents and incidents that may result in a claim. Incidents that may be recorded on this are: accidents, issues of inappropriate behaviour, incidents that relate to the breaking of event boundaries or concerns about the individual. These forms should be completed by the person reporting the incident or a first aider where first aid treatment has been given and should be stored confidentially. There are separate forms for recording concerns relating to the pastoral care of participants and disclosures.

**Guidance:** Good working practice for CYP events and activities.

### **Event Aims & Intended Outcomes (E&A Procedures & Guidance 12)**

Each event should have a set of aims, including if appropriate an overall aim. There should also be intended outcomes for participants, peer facilitators and adult volunteers. Those responsible for planning and running the event should be aware of these aims and intended outcomes and the event may be evaluated against them.

### **Boundaries (E&A Procedures & Guidance 13)**

All BYM events will have boundaries that participants aged 11 and over are required to sign as a condition of their participation in the event. For those aged under 11 there will, if appropriate, be boundaries which a parent will be required to sign.

- Boundaries are designed to ensure that there is a safe and inclusive community at events. They are important for enabling everyone to consider what impact their behaviour might have on others. Respecting the boundaries will ensure that all individuals within the community have a safe and happy time.
- Boundaries may include: the use of alcohol, tobacco and illegal substances; acceptable and appropriate language and behaviour; boundaries relating to the venue; boundaries relating to the programme and participation in activities. This is not an exhaustive list.
- It is likely that there will be different sets of boundaries for different age groups at the same event (see E&A Procedures & Guidance 12 for examples of these).
- Upholding boundaries is the responsibility of all those at an event, including participants, volunteer team members and staff. Managing incidents of boundary breaking is the responsibility of staff or, where applicable, under 20 team members supported by staff.

### **Guidance on Smoking (E&A Procedures & Guidance 14)**

All events will have guidance relating to smoking which reflects legislation, health education advice and Quaker guidance regarding the use of habit forming drugs (Advices & Queries 40). Event smoking guidance aims to

- Protect non-smokers from passive smoking and from being pressured to start smoking
- Prevent non-smokers being offered cigarettes
- Provide appropriate support and information for those who want to give up smoking
- Provide appropriate smoking areas for those addicted to smoking

### **Drugs & Prohibited Substances Guidance (E&A Procedures & Guidance 15)**

This guidance relates to managing incidents relating to illegal drugs and other prohibited substances (such as alcohol and, dependent on age group, tobacco). Any incident also has implications in relation to the event boundaries and participant pastoral care.

### **Appropriate Games & Activities (E&A Procedures & Guidance 16)**

These guidelines seek to enable those planning and facilitating BYM events for Children and Young People to plan games and activities that are appropriate for the group.

### **Managing Behaviour Issues (E&A Procedures & Guidance 17)**

Britain Yearly Meeting events for Children and Young People will follow a model of positive behaviour management using practices designed to encourage appropriate behaviour and will follow certain guidance and procedures when behaviour occurs that threatens the wellbeing of participants, volunteers and staff and the functioning of the group. These guidelines aim to:

- To encourage consistency of response to inappropriate behaviour
- To ensure the expectations and strategies are widely known and understood

### **Appropriate Physical Contact, Personal Care & Restraint (E&A Procedures & Guidance 18)**

Guidance for volunteers on when and how physical contact with children and young people is appropriate. This guidance includes the provision of personal care to children and young people and details the circumstances in which it is appropriate to use physical restraint on children and young people.

### **Provision of Medication (E&A Procedures & Guidance 19a)**

These guidelines cover the provision of permitted and prescribed medication that may be administered at events and includes forms for recording medication administered to participants.

### **Communicating with young people using social media (E&A Procedures & Guidance 20)**

This document gives guidance on best practice when using social media with young people along with thought provoking questions around contact with young people in this way.

### **Adult to Child Ratios (E&A Procedures & Guidance 21)**

This document gives the recommended adult to child ratios as outlined by the CCPAS and NSPCC.

### **Participant guidance on taking photos and videos (E&C Procedures & Guidance 22)**

This document gives guidance to participants about taking photos and videos at events and asks them to think about who has control of the images if they were to upload to social media.

### **Filming event videos (E&C Procedures and Guidance 23)**

This document is for those taking footage for event videos and helps outline how to take good footage along with suggestions of interview questions to use with participants.

## **Supporting Gender Diverse young people (E&C Procedures and Guidance 24)**

In order to respond to the needs of young people who attend these events it is necessary to consider the best ways to support their needs. All young Quakers have an equal right to participate in Quaker events and experience belonging in their Quaker community. It is important to ensure young people are not prevented from participating based on their gender needs.

### **Related Documents**

There are other specific policies approved by BYM Trustees, Quaker Life Central Committee or Quaker Employment and Services Central Committee that govern the work done with children and young people.

- Policy on Volunteer Involvement
- Meeting Safety (current edition)
- Policy on Safeguarding (Child Protection & Vulnerable Adults)
- Participation Policy
- Equal Opportunities Policy