

Policy for the Protection of Young People

Aims and Objectives

The DJ School Association believes that the security and welfare of young people is a responsibility of all adults who work for The DJ School Association whatever their official role.

It is the policy of The DJ School Association to safeguard the welfare of all young people involved in its programmes by making every reasonable effort to protect them from physical, sexual and emotional harm.

Our programmes are committed to:

- Taking into account the interest and wellbeing of young people
- Respecting the rights, wishes and feelings of young people with whom we are working
- Taking all reasonable practicable steps to protect them from harm or abuse
- Promoting the welfare of young people and their protection within a relationship of trust
- Promoting the education of young people
- Understanding and presenting the issues affecting young people's lives
- Ensuring best health and safety practice

We will:

- Hold a register of every young person taking part in projects and have a contact name and number close to hand in case of emergencies, wherever possible
- Treat everyone with respect
- Remember that some issues are confidential
- Provide an example we would wish others to follow
- Where possible structure activities which involve more than one adult being present or at least within sight and hearing of others
- Be aware that, someone else might misinterpret our actions even if they are well-intentioned
- Respect a young person's right to personal privacy
- Provide time for young people to talk to us
- Encourage young people to respect and care for others
- Take action to stop any inappropriate verbal or physical behaviour
- Remember to refer not investigate any suspicions or allegations of abuse

Only share concerns and seek support from those identified in The DJ School Association Policy for the Protection of Young People

Ensure that all employees, all workshop leaders and artists working directly with young people read The DJ School Association Policy for the Protection of Young People and are vetted appropriately

- Communicate the relevant contents of the Policy to young people as appropriate

Procedures for Referral

There is a Designated Person (DP) Sam Tomas (Youth Worker) who has agreed to monitor child protection issues, and in their absence. The School's Youth Worker

All staff are encouraged to share concerns with the DP. If the situation is clearly an urgent case, the young person is too frightened to go home or the staff member has very serious doubts about their safety, the staff member will contact Social Work Services or the Police immediately. If their concerns are more general about a child's welfare, then he/she will discuss these with the DP, who would then make a referral to Social Work services who will make the necessary arrangements. It is important that all staff communicate concerns accurately and follow the procedures below:

- Upon the receipt of any information from a young person or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs
- Share their concerns with the DP and agree to take action
- Always refer, never investigate any suspicions or allegations of abuse
- Give the young person the number of the NSPCC Child Protection Helpline on 0800 800 5000

Procedures for Recruitment and Selection

We accept that it is our responsibility to check that all adults who may have substantial access to young people have been appropriately vetted:

1. We will ensure that every new member of staff, workshop leader or artist working with young people will complete a Personal Profile Form if such information has not already been supplied on an Application Form
2. We will ask for the names of two referees who will be prepared to provide a written reference if required
3. Where appropriate, we will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with young people. A record of this discussion will be kept in the applicant's file
4. We will interview all prospective staff and will note at interview all previous experience of working with young people where appropriate
5. We will carry out a probationary period for all staff of at least 3 months
6. We will undertake a Criminal Records Office Check for staff who will have substantial access to young people