

KARIBU SUPPLEMENTARY SCHOOL

POLICY for staff during active sessions involving working with young people

Personnel are representatives of Karibu Supplementary School at all times, not just at work.

All workers, paid or unpaid, are expected to behave properly and be responsible for their actions.

Our Child Safeguarding Policy and its procedures are compulsory.

Smoking and consumption of intoxicating substances during sessions is not allowed.

Fighting or unreasoned violent behaviour can cause an immediate suspension.

Two adult staff members must be present for a session to start.

Emergencies are accepted, but public members, including parents, are not allowed to engage in a session without proper notice.

Personnel should avoid offering lifts to a young person. When it is unavoidable another member of staff should be informed and an entry made on the evaluation sheet stating the date and time.

One to one work should always be controlled and preferably done within the eyesight or earshot of another worker.

Should risk levels become unacceptable **stop the session**, especially if another member of staff is at personal risk or it is decided control may be at risk. If necessary send everyone home, but do check for lifts and others safety.

Workers should treat gossip or hearsay with caution and refrain from joining in. This should be challenged properly and sensitively.

Music played must be appropriate and in good taste ie no racist lyrics, excessive swearing, blasphemous, sexist, and the volume kept to a reasonable level.

KARIBU SUPPLEMENTARY SCHOOL

Young people attending their session should think of it as their safe space.

RESPECT IS A TWO WAY PROCESS!

- No one should feel threatened
- Personal opinion should be respected
- Individuality is not to be scorned
- Bullying is not acceptable
- Facilities and resources are to be respected and shared
- Confidences will be honoured
- Safeguarding – disclosures of sexual abuse must be reported to the appropriate authority. Pupils should be made aware that we must do this
- Harmful gossip is not acceptable
- Every young person has the right and opportunity to be listened to.
- Every young person has the right and opportunity to complain
- Offensive, gross or dangerous behaviour is not acceptable
- We respect the right to say no, often without question.
- Consumption of drugs or non-prescribed substances is not allowed on the premises (including alcohol).
- Weapons are strictly forbidden; especially BB guns and air powered pistols. All knives are a weapon, regardless of size and the law.

Whilst respecting these rights the staff can ask someone to leave if they feel threatened or if others are considered to be in danger.

Youth workers are not the Police and should not act like they are.

It is reasonable and sensible to call the Police when feeling threatened or witnessing illegal activities.

ANY thing that is considered a threat to the general safety of the session or others can be confiscated until the end of the session.

KARIBU SUPPLEMENTARY SCHOOL

Code of Conduct when working with young people

These following guidelines are to promote and protect the welfare of the young people we work with and to ensure that as staff working with young people we are professional in our conduct, thus minimizing risks that make us vulnerable to allegations of misconduct.

We will maintain a professional relationship with the young people we work with at all times. It is important that we are clear and understand our role as youth worker and not to confuse this role as a friend of a young person. In keeping to professional boundaries in our youth work practice we should always be clear as to whose needs we are meeting. At all times our actions should be meeting the needs of the young person and not our own.

Respect

Workers should treat all young people with dignity and respect in attitude, language used and actions. There should be respect for the privacy of young people and questionable activity should be avoided (e.g. rough/sexually provocative games or comments).

Jokes of a sexual nature may be offensive to others and should never be told in front of young people. Equally jokes or comments that are or could be interpreted as racially offensive or discriminative to others in any way should not be told.

Inappropriate language towards or with young people will not be accepted.

Restraint

Any form of physical response to misbehaviour is unlawful unless it is by way of restraint. On those occasions when it proves necessary for workers to restrain a young person physically to prevent him/her from inflicting injury to others or damage to property, only the minimum force necessary should be used.

Working/being alone with young people

Staff need to be sensitive to the potential risk to personal safety and false allegations which may arise when meeting alone with a young person in a room.

Never meet alone with a young person behind closed doors unless you can see into and out of the room. If the room has no windows looking into or out of it, then the door must be left open and a fellow colleague should be informed that the meeting is taking place. Where possible, a fellow colleague should always be informed that you are meeting alone with a young person.

KARIBU SUPPLEMENTARY SCHOOL

Never arrange to meet with a young person outside of club time unless under exceptional circumstances, and even then it must be in a public place where you can be seen. Other staff must be made aware of and given details of you meeting with the young person.

Don'ts in youth work practice

No sexual relationship between staff and young people is permitted.

Never give personal contact details or home addresses to young people you are working with.

Never invite a young person to your own home or meet with them at their home.

Staff must not borrow or give money to young people.

Staff must not arrange to meet with young people outside of school hours.

Staff must not accept gifts from young people in isolation from other staff. Any gifts received must be received and opened in front of other staff. Inappropriate gifts must not be accepted.

Staff must not buy from or sell goods to young people.

Never give a lift to young people in your own car.

To be aware

Staff should be sensitive to the possibility of becoming involved or spending a great deal of time with any one young person. It is important to be clear about the purpose and nature of your relationship with any young person.

Where a staff member has a concern about a particular relationship involving themselves or a fellow colleague with a young person, they should discuss it with a supervisor or experienced member of staff. Long-term 'helping' or 'support' relationships that arise in one's work situation should be reviewed on a regular basis.

KARIBU SUPPLEMENTARY SCHOOL

Safe Practice's in Youth Work

Touch

Physical contact between adults and young people can be quite healthy and encouraged in public settings and discouraged when an adult is alone with a young person. The following guidelines should be followed:

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be related to the young person's needs, not the worker's
- Touch should be age-appropriate and generally be initiated by the young person rather than the worker
- Avoid any physical activity that is, or may be construed as, sexually stimulating to the adult or young person, e.g. fondling, touching private parts of the body, etc.
- Young people are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when young children need medical attention.
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary.
- With some pieces of work it may be that the team involved decide to adopt a policy of non-touch, and this policy should be upheld by all staff and volunteers where implemented.

Karibu Supplementary School has a duty of care to ensure the physical safety and well-being of young people taking part. To this end, when organising and facilitating youth activities staff should check that:

- A First Aid Kit is available and well-stocked during all activities
- Fire extinguishers are available and fire drills are held periodically
- Clear instructions are posted in case of emergency
- Electrical sockets and appliances are safe
- Equipment and furniture is kept well maintained and safe, and no sharp edges are protruding
- All accidents are recorded in an Accident Record Book

KARIBU SUPPLEMENTARY SCHOOL

A register of young people attending a club or activity should be kept. This is also to include a register of workers/volunteers/visitors; a time of arrival and departure if any individual is not attending the whole session.

A record of each activity/session should be kept. Workers should record all incidents, with each leader recording what they witnessed.

A separate Accident Recording Book should be maintained.

Young people should never be left unattended, and leaders should be aware of young people's whereabouts, and what they are doing. All activity should have constant adult supervision.

Guidelines for Discipline

- Discipline is the education of a person's character. It includes nurturing, training, instruction, verbal rebuke, teaching and encouragement. It brings security, produces character, and prepares the young person for life.
- Work on each individual young person's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with young people and be a good role model, setting a good example. You can't expect young people to observe ground rules if you break them yourself.
- Take care to give quieter and well-behaved young people attention and don't allow some young people to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your programme – if young people are bored, they misbehave. Is the programme at fault?
- **NEVER** smack or hit a young person and don't shout – change voice tone if necessary.
- **Never discipline out of anger.** Call on support from other workers if you feel you may deal with the situation unwisely in your anger.
- Lay down ground rules e.g. no swearing, racism, or calling each other names, respect for property, and make sure the young people understand what action will be taken if not kept.
- Each young person is unique, special and individual, and each young person needs a different method of being dealt with. We need to ask why the young person is behaving that way.

KARIBU SUPPLEMENTARY SCHOOL

- Separate young people who have a tendency to be disruptive when together. Give them a chance, warn them, and only separate if they are disruptive as a last resort.
- Be proactive and encourage helpers to be proactive and not wait to be told to deal with a situation.
- Take the young person aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- If a young person's behaviour is constantly disruptive, seek advice and guidance from a Line Manager.

Signed: Brenda Maskell
20/07/2024

Reviewed By
21/07/2025