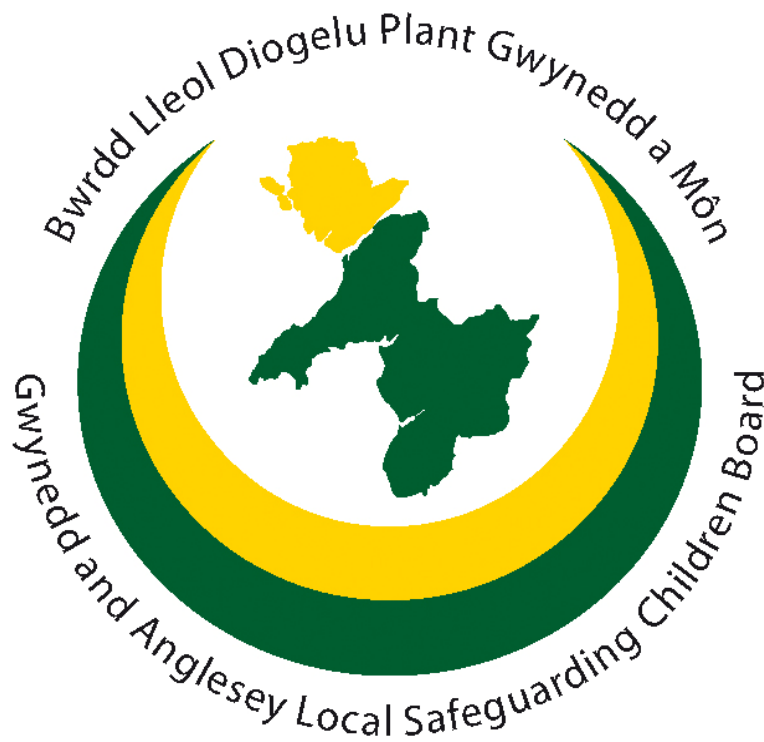


# Code of Practice: Participation and Safeguarding Protocol.



**[www.anglesey.gov.uk/safeguarding-children-board](http://www.anglesey.gov.uk/safeguarding-children-board)**  
**[www.gwynedd.gov.uk/safeguarding-children-board](http://www.gwynedd.gov.uk/safeguarding-children-board)**

## **Code of Practice :Participation and Safeguarding.** **Gwynedd & Anglesey LSCB**

The purpose of this document is to provide a simple and practical guide to safeguarding best practice in the organisation of participation activities. The protocol has been endorsed by Gwynedd's Local Safeguarding Children Board.

### **Protocol for Working with Children and Young People – Participation**

*The aim of the Protocols is to enable people to participate fully and not to prevent participation in activities. Events must be a balance between participation and health and safety and a full and comprehensive risk assessment must be undertaken for all events.*

Protocols are based on organising a local day event.

#### **Venue**

Needs to be appropriate and accessible to all children and young people.

#### **Transport**

*If minibuses are being used to transport participants there must be a minimum of 2 adults with the group, 1 driver and 1 escort. If taxis are being used only companies registered with the local authority should be used.*

#### **Support Workers**

For the purposes of this protocol a Support Worker is defined as any member of staff or volunteer that has been designated by the agency responding to the invitation to attend with the responsibility to accompany, supervise and support children or young people at the event . All Support Workers must be checked via the CRB and vetted by their organisation.

Care should be taken to clarify the role of parents attending such an event with their children .If their role extends to that of a Support Worker [ ie responsibility for children other than their own] the same requirement for a check via the CRB and vetting by the organisation is required.

Events should ensure that consideration is given to gender balance amongst staff and that this is consistent with the risk assessment.

Support Workers should know the members of the group that they are accompanying.

It is very difficult to confirm as a general rule the most appropriate ratio of workers to children/young people at the event. Much will depend on the nature of the activity undertaken, age of the children, level of disability/special needs [ if any], behavioural difficulties/challenges anticipated etc. **The actual ratio required should therefore be confirmed in the risk assessment undertaken prior to the event and arrangements made accordingly.**

### **Consent**

In order to participate in activities parents will need to complete Consent Forms, including a Medical Consent Form.

### **Confidentiality**

Confidentiality needs to be ensured and information about a young person should only be shared if there are issues relevant to their participation in a particular activity and with their knowledge. **All Wales Child Protection Procedures will be followed in the event of allegations/suspicions of abuse.**

Information shared by participants will remain confidential to the event unless children and young people agree for information to be shared with a wider audience.

### **Risk Assessment**

Risk Assessments must be undertaken prior to events taking place, which include a complete awareness of all risks. Risk Assessments need to be undertaken within an equal opportunities framework and promote anti discrimination. Training needs to be provided for workers undertaking Risk Assessments to ensure a standard approach is adopted.

Risk Assessments need to recognise that different children and young people attending different events will have different needs and support requirements which need to be addressed as part of the process.

### **Equal Opportunities**

Events should promote the full and active participation of all children and young people. Those involved need to agree acceptable and unacceptable boundaries that encourage challenging discrimination, perceptions and stereotypes without threatening people in the process.

### **Children and Young People Should be Able To:-**

- Be safe
- Feel protected
- Allowed to express themselves
- Be respected and have respect

### **Practically, Children and Young People Should Have:-**

- Breaks
- Food
- Facilitators
- Minimal disruption
- Flexibility
- Fun

- Preparations

### **Events**

All events need to have clear aims and objectives. There needs to be clear negotiated and agreed roles and responsibilities for staff. Staff, including Facilitators, need to be briefed. Mechanisms for reviewing the progress of each event should be in place and include the children and young people, the organisers, their line manager and other agencies as appropriate.

Events should be a combination of imaginative activities and opportunities for children and young people to express themselves.

### **Participation Activities**

Participation activities should include a wide range of different methods to ensure that all children and young people have an opportunity to engage in the process. These should include: -

- Satisfaction surveys, focus groups, peer led research, referendums, young people's juries, youth conferences, consultation documents, Q and A Sessions, service user forums, complaints / suggestions schemes, interactive website, visioning exercises, issue forums, opinion polls, questionnaires, ongoing forums, one off exercises, small group discussion, one stop shops and citizen education.

### **Information**

Children and young people need to have accessible and understandable information about the aims of the event and the activities to be held.

Information should also be given to participants on what to do if they are unhappy or do not feel safe at the event. **Complaints leaflets should be available and children and young people should know who to go to resolve any difficulties they may have.**

### **Evaluation and Review**

The outcomes of all events should be recorded. All events should include an evaluation and review process. Evaluation must include a children and young person participant perspective. Children and young people must also be given feedback on the outcomes of the event.

### **Individual Participation.**

This protocol deliberately concentrates upon an agreed and accepted code of practice when initiating events/ participation activities for or with a specific group/number of children.

This is not, of course, the only means by which children and young people participate in decision making.

There will obviously be circumstances [particularly within Children's Social Care] where children are involved in decisions that effect them directly and personally as individuals.

This requires a child centred approach and adherence to accepted good practice in social work.

.It implies taking into account their wishes and feelings and including the child's perspective in all matters. This is ongoing and requires continuous dialogue but may also be exercised around assessment processes, care planning and reviews, child protection conferences, care proceedings, Family Group Conferences and Complaints and Representations .

It is vital that outcomes from these activities are recorded systematically as an expression of the views of children and young people and as evidence of their involvement in decision making.

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