

Youth Collective pilot project Safeguarding Policy

Purpose and aim of the policy statement

The University of Cambridge has a duty, both in law and as a responsible organisation, to take reasonable care of children and adults at risk coming onto its premises and engaging in its programmes. This policy statement applies to the co-led Youth Collective Pilot Project, run by the University Public Engagement team (PE) and University of Cambridge Museums (UCM).

The University is fully committed to meeting the requirements of safeguarding, both in relation to children and adults at risk, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential.

Scope of the policy statement

All staff, students and volunteers involved in the co-led Youth Collective Pilot Project are subject to this policy. The project team recognises that it has a duty to have arrangements in place to safeguard and promote the welfare of the project participants.

Participants are aged between 16 - 22 and may include adults at risk. Details of the policy related to child protection relate to children up to the age of 18 who are a subset of participants.

Participants who are over the age of 18 will also be subject to this policy and will receive support in understanding and following the guidelines surrounding how they interact with other participants who are under 18.

Policy statement

This document states the project team's policy on preventing and reducing harm to those participating in the Youth Collective Pilot Project. The document should be seen alongside and as an addition to the University of Cambridge's [Children and Adults at Risk safeguarding policy](#), which sets out the procedures in full.

We believe that:

- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- Children and young people should be able to access opportunities to learn and discover. These opportunities should exist within spaces that are free from discrimination and abuse.

We recognise that:

- The welfare of children and young people is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep children and young people participating in the Youth Collective safe by:

- Valuing, listening to and respecting them
- Following best practice and the policy and procedures outlined by the University of Cambridge's safeguarding policy
- Following best practice when engaging with individuals of the group digitally, ensuring that all communication occurs through work devices and shared accounts.
 - With particular attention paid to Code of Practice found in Appendix B of [University of Cambridge Children and Adults at Risk Safeguarding Policy](#):
 - Staff, apprentices, students and volunteers should remember that inappropriate behaviour can also occur over the telephone, email, social media or internet.
 - Only official University or department/institution social media should be used for engaging with the wider community. Inappropriate or abusive comments should be removed swiftly and abusive individuals blocked/reported to the social media concerned. Facebook instant chat and other similar functions should not be used to interact with children or vulnerable adults. Wherever possible, communication should only be on public pages and avoid colloquial language/abbreviations which may be misinterpreted (e.g. LOL).
- Following best practice when representing the group digitally by:
 - acquiring signed permission forms as per University of Cambridge Safeguarding policy for any photographs taken during the project.
 - Not disclosing any identifiable information such as surnames.
 - Communicating all plans to share the project on social media or elsewhere (such as blogs) with all participants and if under 18, their parents.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance [[University of Cambridge data protection policy](#)]
- Ensuring all key project staff are DBS registered
- Ensuring that all sessions and meetings with participating young people are conducted in a group setting with at least two project staff present; avoiding the need for staff to work on a one-to-one basis with young people. Where extra support is required, staff should ensure that they are not alone with a young person by meeting in a relevant public space (such as the Museum of Zoology gallery or cafe) and/or by including other project staff and young people
- Ensuring all other staff and volunteers are supported through supervision and training so that they know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made

- Sharing information about safeguarding and good practice with participants and allowing them to create their own behaviour codes for participating in the Youth Collective
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Making sure that the children, young people involved and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

We are committed to reviewing our policy and good practice annually.

Supporting documents

This policy should be read in conjunction with:

- [University of Cambridge Children and Adults at Risk Safeguarding Policy](#)
- [Data Protection Procedures](#)
- [Equal Opportunities Policy](#)
- [Whistleblowing Policy](#)
- Project Code of Conduct: created by Youth Collective participants

Contact details

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This policy was last reviewed on: 24/08/2022 (date)

Signed:

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References used to create document:

University policy:

<https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-adults-risk-safeguarding-policy>

<https://learning.nspcc.org.uk/safeguarding-child-protection/children-from-black-asian-minorities-and-ethnic-communities#heading-top>

<https://learning.nspcc.org.uk/safeguarding-child-protection/working-with-young-volunteers>

<https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups>

