

## **Child & Young Persons Protection Policy**

**(Children are considered as anyone under the age of 18, unless they have special requirements either physically or mentally when a child is considered up to the age of 25).**

It is the policy of The Alliance for Bakery Students & Trainees (ABST) to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.

Accordingly The ABST is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people (up to the age of 18 and in special circumstances up to the age of 25);
- respecting the rights, wishes and feelings of the young people with whom it is working;
- taking all reasonable practicable steps to protect them from physical, sexual and emotional harm;
- promoting the welfare of young people and their protection within a relationship of trust.

**No person/s who are on the official “Sex Offenders Register UK” should have any contact with the young people (up to the age of 25) of the ABST organisation.**

The ABST ask all those that come into contact with its young members either through the organisations activities or any other areas of contact including social media follow the following code of behaviour.

### **Code of Behaviour**

**DO** put this code into practice at all times.

**DO** treat everyone with dignity and respect.

**DO** set an example you would wish others to follow.

**DO** treat all young people equally - show no favouritism.

**DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others.

**DO** respect a young person’s right to personal privacy.

**DO** avoid unacceptable situations within a relationship of trust e.g. a sexual relationship with a youth Member over the age of consent.

**DO** have separate sleeping accommodation for young people and adults.

**DO** allow young people to talk about any concerns they may have.

**DO** encourage others to challenge any attitudes or behaviours they do not like.

**DO** avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes.

**DO** make everyone aware of the Association’s child protection procedures including other helpers.

**DO** remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse.

**DO** keep other adults informed of where you are and what you are doing.

**DO** remember someone else might misinterpret your actions, no matter how well-intentioned.

**DO** take any allegations or concerns of abuse seriously and refer immediately **DO NOT** trivialise abuse.

**DO NOT** form a relationship with a young person that is an abuse of trust.

**DO NOT** permit abusive peer activities e.g. initiation ceremonies, bullying.

**DO NOT** purchase alcohol for or allow young people (under 18 years old) on ABST activities to drink or purchase alcohol.

**DO NOT** engage in inappropriate behaviour or contact - physical, verbal, sexual.

**DO NOT** play physical contact games with young people.

**DO NOT** make suggestive remarks or threats to a young person, even in fun, either verbally or through any type of personal or social media.

**DO NOT** use inappropriate language – writing, phoning, email or internet.

**DO NOT** let allegations, suspicions, or concerns about abuse go unreported.

**DO NOT** just rely on your good name to protect you.

If you have a concern about a young person's safety and well being:

1. Immediately tell a member of the ABST Council/Executive and if known a member of staff from the appropriate Training Center/College/University.
2. Write careful notes of what you witnessed, heard or was told
3. Sign, date and pass your notes to a Member of the ABST Council/Executive and if known a member of staff from the appropriate Training Centre/College/University.
4. Ensure that no ABST situation arises which could cause any further concern

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgment
3. Advise that you will try to offer support but that you must pass the information
4. Immediately tell a Member of the ABST Council/Executive, if known a member of staff from the appropriate Training Centre/College/University and if it is serious then contact the police immediately.
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to a Member of the ABST Council/Executive and if known a member of staff from the appropriate Training Centre/College/University.
7. Ensure that no ABST situation arises which could cause any further concern

**Note: In an emergency (young person at imminent risk of significant harm) contact the POLICE or social service/work department directly. Inform a Member of the ABST Council/Executive of the action you have taken.**

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell a Member of the ABST Council/Executive and if known a member of staff from the appropriate Training Centre/College/University.
2. Write careful notes of what you witnessed, heard or was told
3. Sign, date and pass your notes to a Member of the ABST Council/Executive and if known a member of staff from the appropriate Training Centre/College/University.
4. Try to ensure no-one is placed in a position which could cause further compromise

**Note: Any member of the ABST has the right to report any concerns, or suspicions about another Member in confidence and free from harassment.**

**You must refer; you must not investigate.**

## **Anti-Bullying Policy**

“Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm and they must be given proper care by those looking after them.” [The United Nations Convention on the Rights of the Child, Article 19]

The ABST is committed to this ethos and seeks to ensure, as far as is reasonably practicable, the prevention of all forms of bullying among members and from outside sources. To this end all ABST activities should have in place rigorous anti-bullying strategies.