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IONA COMMUNITY SUMMARY OF SAFEGUARDING POLICY

(i) BACKGROUND

Although the Iona Community is not a dedicated children's service provider, we have a substantial commitment to working with children and young people – through our residential centres on the islands of Iona and Mull, as well as events on the UK mainland. The Community, through its Youth Team, is committed to engaging with and consulting young people about issues which affect them. This is reflected by our Youth Policy.

On Iona and Mull and on the mainland, the Community welcomes individuals and groups as guests from a variety of backgrounds, places and spiritual journeys. The Community also employs a substantial number of staff, paid and voluntary within these locations, who are greatly valued for the investment they make in helping guests and participants feel part of a welcome community. In particular, children, young people and vulnerable adults need to have positive, affirming experiences, in an environment where they feel cared for. The Community therefore believes in the importance of developing policies and practices which facilitate this.

(ii) PURPOSE OF SAFEGUARDING POLICY

The primary aim of the Iona Community Safeguarding Policy is **to protect children, young people, and vulnerable adults who participate in Iona Community events, from physical, sexual or emotional abuse**. The policy is also helpful, however, in clarifying roles and responsibilities of staff and protecting staff from false allegation and misunderstanding. Safeguarding is a relatively new term, which is broader than 'child protection' as it also includes prevention. Safeguarding has been defined as:

- All agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised; and
- Where there are concerns about children and young people's welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies. (*Safeguarding Children (2005), The 2nd Joint Chief Inspectors Report on Arrangements to Safeguard Children*).

In line with the standards of good practice set out for voluntary organisations, the Community's Safeguarding Policy draws on material from the *Church of Scotland* and *Methodist Church*.

The Community's Safeguarding Policy is kept in a ring binder folder in each island centre and on the Staff Section of the Website

For Schools and other organisations who bring groups of children, young people and vulnerable adults to Iona Community events, and have their own Safeguarding procedures, the Community's Policy does not replace their policy. Rather, if the School's or organisation's own Safeguarding procedures are sufficient and the group is accompanied by their own Safeguarding Officer theirs will take precedence, and the Community's procedures used only if they are not. This is explained in Section 2 of the Safeguarding Policy – 'Information for Group Leaders and Parents'.

Further details of the Iona Community Safeguarding Policy are available on request, by contacting:

The Support Services Manager,
Iona Community, 4th Floor, Savoy House
140 Sauchiehall Street, Glasgow, G2 3DH.
Tel: 0141 332 6343

SECTION ONE:
POLICY STATEMENTS AND DEFINITIONS

DEFINITIONS

CHILD – There is no single law that defines the age of a child across the UK. England, Wales, Northern Ireland, and Scotland each have their own guidance setting out the duties and responsibilities of organisations to keep children safe, but they agree that **a child is anyone who has not yet reached their 18th birthday**. The relevant age for this policy is therefore up to the age of 18.

ADULT AT RISK or VULNERABLE ADULT – As defined by the Adult Support and Protection (Scotland) Act 2007, an adult at risk is an adult who

- Is unable to safeguard their own well-being
- AND is at risk of harm
- AND as a result of being affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected

IONA COMMUNITY EVENT – An event, which is organised by Staff or Members of the Iona Community, where there are programmed activities for children or young people. For example, it could be a residential week at one of the islands centres, a youth event on the mainland, or a plenary (where for instance there is a crèche).

SAFEGUARDING OFFICER – A paid or voluntary worker of The Iona Community who has had appropriate training to take additional responsibility for safeguarding issues, and is on the designated list of Safeguarding Officers.

GROUP LEADER – The senior person in a different organisation who is bringing a group of children, young people, or adults at risk to an Iona Community Event

STAFF – includes paid staff and voluntary staff

EMPLOYEES – Paid Staff only

VOLUNTEERS – Unpaid staff only

GUEST – a person staying in one of the residential centres run by The Iona Community, while they are staying

PARTICIPANT – a person taking part in a non-residential Event

IONA COMMUNITY SAFEGUARDING POLICY STATEMENT

The Iona Community offers residential programmes on Iona and Mull and events throughout the UK, for individuals, families and groups from a wide variety of backgrounds – and every year there are many children, young people and adults who enjoy the experience these programmes and events have to offer.

All staff, paid or voluntary, who have substantial contact with children, young people and vulnerable adults have been carefully selected and trained to ensure their suitability. As is legally required, all such staff are required to be members of the Protection of Vulnerable Groups Scheme, which is a statutory method of checking on criminal or similar behaviour.

Everyone involved with the work of the Community has a responsibility to minimize the risk of harm to children, young people and vulnerable adults when attending Iona Community premises or events.

In most cases information shared with employees and volunteers working on behalf of The Iona Community is kept confidential. However, if we have concerns about the welfare or safety of a child, young person or vulnerable adult, we have a duty to take advice from Social Services about these concerns. Throughout this process, we will endeavour to provide support and advice to children, young people and their families, as appropriate.

We hope that families appreciate the fact we have procedures in place for ensuring the safety of children, young people and vulnerable adults, in order for them to continue to enjoy their involvement with the Iona Community

THE IONA COMMUNITY STATEMENT OF CONFIDENTIALITY

Principles

Since the Iona Community values each person with whom it has contact, her/his right to privacy and confidentiality of information is respectfully honoured. With this principle firmly rooted within the work and life of the Community, it is hoped that all people who come into contact with the Community will find it a place and space to share openly about whatever concerns, difficulties, ideas etc that they have, without worry that these might be ridiculed, judged or repeated.

Who gets to know what?

Normally personal information shared with Iona Community employees or volunteers will be held with that person alone. However, when there is concern or it becomes clear that someone in the situation is endangering him or herself, or other people, Iona Community staff must share that information with other staff who may have a part to play in addressing that situation or need to know in order to do their jobs responsibly.

If a young or vulnerable person discloses an incident of neglect, physical or sexual abuse or if such an incident is suspected at an Iona Community event, staff have a responsibility to share the information with Iona Community Safeguarding Officers and Social Services.

Keeping of Information

The Iona Community does keep limited information about guests in our residential centres and other people attending events. This will include potentially sensitive information about medical conditions. This information is kept securely and only shared with people who need it in order to provide hospitality or other activities to the individual concerned.

In addition, more detailed information about incidents of concern are kept by the organisation during the period of any investigation and for up to a year subsequently. These documents are kept securely by the Support Services Manager and shared only with Safeguarding Officers and the Safeguarding Committee.

If the Community is in possession of any document about a young person or adult, access to this information can be requested through the Support Services Manager.

Where Members or other people associated with the Iona Community wish to organise an event and are unsure about whether these policies apply, the Support Services Manager should be contacted for advice.

SECTION 2: SAFEGUARDING POLICIES

2.1 SAFEGUARDING STATEMENT

- a) The Iona Community's '*Safeguarding Statement*' (in Section 1) is a very important document as it forms the basis of the Safeguarding Policy: clarifying the Iona Community's commitment to Safeguarding as well as providing a clear message to children, young people, adults at risk, parents, carers, and group leaders that we have a duty to follow through any serious matters of concern raised about a child or young person's safety or welfare.

The Safeguarding Statement must be on clear public display at each of our Residential Centres, and shared with people attending Events when appropriate

- b) For Schools and other organisations with their own Safeguarding or Safeguarding procedures, an Iona Community Safeguarding Officer will discuss Safeguarding with the Group Leader prior to the residential or other event taking place and ensure that the School's or organisation's own procedures are used first if they are felt to be sufficient and the group is accompanied by their own Safeguarding/Safeguarding Officer. The Community's Safeguarding procedures will only be used if a school group's or other organisation's procedures are not adequate. (see Appendix 2a and 2b - Information for Group Leaders/Parents)
- c) All promotional material which is aimed at groups likely to include under 18s or adults at risk must contain a reference to the existence of our Safeguarding Statement.
- d) The Safeguarding Statement must be included in full within the information sent to parents/carers and group leaders prior to any Iona Community Event. For events at our residential centres this should be done at the Booking Confirmation stage.

2.2 CONFIDENTIALITY STATEMENT

- a) The Iona Community's *Confidentiality Statement* (also in Section 1) contains our policy on the principles of confidentiality, who needs to know information, and storage of information. It should be available for reading by anyone who asks for it whenever the Safeguarding Statement is displayed or referred to.
- b) For practical guidelines around private conversations with children and young guests/participants, see 2.7hi

2.3 COMMUNICATING THE SAFEGUARDING STATEMENT AT EVENTS

- a) At the start of certain programmed events, groups are reminded of the *Community's Confidentiality Statement* and *Safeguarding Statement*, by a relevant employee/volunteer (for an example of the wording that may be used, see Appendix 1).
- b) Those responsible for leading events decide at which events it is appropriate to share The Safeguarding Statement, in this way. They should also consider whether it is best done with everyone present or separately with children/young people and parents/carers

2.4 SAFEGUARDING COMMITTEE AND SAFEGUARDING OFFICERS

- a) The Safeguarding Committee will meet at least **once yearly** or as necessary and will be made up of the following employees: the Island Centres Director, Programme Coordinator, Camas Coordinator, Support Services Manager, Youth Worker and at least one Member/Associate Member of the Community, who has qualifications/experience within the childcare field (preferably with experience working with Child Protection/Safeguarding issues). Independent external expertise will be drawn on, if and when necessary.
- b) The Committee will be responsible to Council for updating, implementing, and monitoring the

Safeguarding Policy.

- c) The Safeguarding Committee will appoint or confirm the appointment of Safeguarding Officers.
- d) Safeguarding Officers will receive training as required from an experienced childcare practitioner, which will include the process of dealing with disclosure or the discovery of abuse, referral to Social Services and the follow up procedure.
- e) Any event at which the involvement of children, young people, or adults at risk is likely must be attended by at least one of The Iona Community's Safeguarding Officers.
- f) Should there not be a Safeguarding Officer attending a Mainland event, an appropriate person will be designate as Safeguarding Officer for that event, subject to them receiving appropriate briefing in Safeguarding Officer's duties. A trained Safeguarding Officer must be 'on call' for the duration of the event.

2.5 EMPLOYEES AND VOLUNTEERS

- a) References are obtained for all employees and volunteers
- b) Prior to recruitment all employees are requested to complete a form disclosing unexpired criminal convictions.
- c) For posts which fulfil the relevant criteria, employees and volunteers are required to join the Protection of Vulnerable Groups Scheme.
- d) All islands resident employees will receive basic Safeguarding training at the start of each season and will be joined by Mainland youth employees, as appropriate. Further Safeguarding training will be carried out if identified as necessary.
- e) Employees and volunteers in key posts relevant to Safeguarding who are not able to attend the "start of Season" training will be given training as soon as possible after commencing work with the organisation.
- f) Volunteers at the islands centres (including 'Member In Residence' volunteers) and on the mainland, will receive "Summary of Safeguarding Guidelines" and sign the declaration form, indicating they have read and understood these, before starting work (see Appendix 3a).
- g) Volunteers are provided with basic Safeguarding information in the form of Safeguarding Cards (containing 'what to do if' abuse is disclosed) and are informed of the location of Safeguarding Policy Folder and procedure for contacting Safeguarding Officers.
- h) Safeguarding training is provided for Youth Festival volunteer leaders, Childrens' Worker Volunteers, and any other voluntary positions with substantial contact with children.
- i) All staff should:
 - a. Aim to ensure that events being run for children are planned so as to avoid situations where abuse may occur.
 - b. Report to a Safeguarding Officer any concern regarding the safety or welfare of a child, young person, or vulnerable adult, no matter how small, at the earliest opportunity.
 - c. Prioritise instructions given by a Safeguarding Officer, above normal duties, if requested.
 - d. Assist in maintaining minimum disruption to the rest of the group, by assisting with the programme, should the Safeguarding Officer and other staff be involved in dealing with a Safeguarding issue.
- j) There are regular opportunities for employees and volunteers to meet with their Line Managers, in order to review and plan their work, on a supportive basis, and this provides a setting for discussing care and welfare of children and young people. In addition, further supervision will be provided for staff who have received a disclosure or witnessed an incident of abuse.
- k) If any child appears to be receiving exceptional treatment, either being highly favoured or being treated unduly harshly, the Line Manager will, if appropriate, explore the relationship further with the employee/volunteer. If s/he is not convinced by this conversation that the child's welfare is secure, s/he will talk confidentially with a Safeguarding Officer. The Safeguarding Officer will then discuss this with the Chair of the Safeguarding Committee, who will advise on the best course of action. Line Managers may also create opportunities for observing the member of staff while s/he is in contact with children.

2.6 CHILDLINE SCOTLAND AND USE OF ADVOCATES

Employees and Volunteers who have sole supervision of children will be made aware during training of the role of Childline Scotland – a free, confidential Children’s Helpline (see section 4.7 for details). If a child or young person wishes to make a complaint (under the Iona Community’s Complaints Procedures) and does not have their own advocate or representative, Childline has also agreed to fulfil this role.

Copies of the Complaints Procedure and Childline Scotland’s leaflets are displayed in the centres and at events and are explained more fully during training.

2.7 REDUCING RISK AT IONA COMMUNITY EVENTS

- a) A Safeguarding Risk Assessment has been carried out for Camas and Iona Centres, identifying potential risk activities, higher risk spaces, supervision of children, sleeping arrangements, etc.
- b) A Risk Assessment checklist is also contained in Appendix 2g and 2h which should be referred to prior to any events involving overnight accommodation in other locations.
- c) It is the responsibility of the Centres Director and Camas Coordinator, alongside Safeguarding Officers, to review Safeguarding Risk Assessments annually, prior to the season commencing. These will be reviewed annually by the Safeguarding Committee.
- d) Carrying out Health & Safety Risk Assessments is not within the scope of this policy.
- e) If a week or group is mainly for children or vulnerable adults, consent forms (Appendix 2j) must be obtained in advance of the week.
- f) For mixed age group weeks, children must be signed in and out of children’s sessions, clearly demonstrating when the relevant staff are responsible for them and when they are primarily the responsibility of the adults who brought them.
- g) The Centres Director, Camas Coordinator and Mainland Youth Workers must ensure that the types of activities / children’s programmes are updated annually, prior to the season commencing, with the latest version sent to the Support Services Manager for the information of the Safeguarding Committee.
- h) It is not permitted for staff to have sexual relationships with guests or participants. Indeed, if a young person is under the age of 18 this could be deemed a criminal offence.
- i) Care must be taken when a ‘vulnerable’ or young guest/participant asks to have a private conversation, on a one-to-one basis. In this case, the member of staff must let another member of staff know they are going to have the conversation, and where it will take place (a suitable place must be chosen – where there is privacy but where other people can see you). If a member of staff does not feel comfortable about having a conversation with a guest on their own, it is quite acceptable to say, “Can I ask someone else to sit in with us – they will also do their best to hold any information, in confidence”. If a guest says, “Can I tell you something confidential” or “Can you keep a secret?” remember the Safeguarding Statement.
- j) While working for The Iona Community staff must only take any pictures of people under the age of 18 if this is a pre-arranged part of the programme or explicitly commissioned by senior staff of The Iona Community for publicity purposes.
- k) If any photographs are to be taken, explicit written consent must be obtained from the young person and their parent, and they must be appropriately clothed
- l) A staff member can assist a child or vulnerable adult with toileting when necessary. They should inform another adult before taking the individual to the toilet, and the same adult on their return.
- m) Mobile phone numbers must not be given out to guests under the age of 18, or to vulnerable adult guests during or after an Iona Community event. This also includes sending text messages.
- n) Personal email, instant email addresses, or social networking personal addresses must not be given out to any guests under the age of 18, or to vulnerable adult guests. Appropriate contact may, however, be made through the Iona Community Youth Networks or Camas Facebook pages, which are moderated by staff within these teams.
- o) No other personal contact details must be given by a staff member to guests under 18 or to vulnerable adult guests.

2.8 SANCTIONS PERMITTED BY STAFF

The following applies particularly to groups with individuals who are regarded as 'vulnerable' (e.g. statutory social services or voluntary organisations)...

In some circumstances during a residential or other event, parents/carers or group leaders may not be present and the children/young people may be under the supervision of Iona Community staff. In these instances, it is recognised that, at times, some form of sanction may be necessary for behaviour which would reasonably be regarded as unacceptable.

Any sanction to be used within the Iona Community will ideally be approved by a relevant senior member of staff and will be compatible with the ethos of the Iona Community. It should also be:- realistic and sensitive, enforceable and applied consistently by the staff team.

Sanctions to be considered within the above framework are listed below. There is no intention to imply that all these sanctions will be used at an event or that the list is exhaustive. Possible sanctions are:

- Reparation (the act of making amends).
- Restitution (the act of giving back something that has been stolen).
- Time out (within the building or in a planned and agreed fashion, outside the building).
- 'Talking through'.
- Increased staff supervision.
- In some circumstances, close night supervision may be required (i.e. staff member remaining awake within centres).

Physical Restraint

Physical restraint may become necessary but only in the following **extreme** circumstances, i.e. - if a child/young person is about to seriously harm him/herself or others or harm him/herself through damage to property. Only such effort as is needed to calm the situation will be employed. No elements of physical punishment will be used. Staff will need to make a professional judgement about whether or not to intervene. All use of physical restraint must be recorded through the Staff Incident Form (see Appendix 4e).

2.9 SAFEGUARDING RULES FOR OUR RESIDENTIAL CENTRES

- a) No young person under the age of 18, nor any adult who is vulnerable may stay in any centre without appropriate adult supervision. For large groups, we require a ratio of at least one leader to eight young people, although in mixed sex groups, leaders must ensure that there are two leaders present – one of each gender. For Camas guests, a much smaller ratio may well be necessary. Normally the ratio of supervision will be provided from the young people's home situation, but in weeks specifically organised by The Iona Community and aimed at young people (Youth Festival, Junior Youth Festival, Community Kids Week), the Youth Team or Camas Coordinator will ensure that sufficient suitably trained staff are available to allow young people to participate safely without adults from their home situation being present.
- b) Group Leaders and parents are fully responsible for the children/young people they bring to the centres. Whilst centre staff will take full responsibility for co-ordinating and leading sessions (& this may include having some sessions without a leader present), group leaders and parents need to be on hand (nearby in cases where groups are working without leaders present) in case an emergency arises.
- c) Group Leaders and parents are responsible for the young people outside planned activity times, including during the night. If a young person leaves their centre during the night, it is the responsibility of the Group Leader or parent to ensure his/her safety.
- d) Group Leaders do not share accommodation with the young people; they are likely to be sharing with other adults.

- e) Only those who have been assigned a bed in a particular room are permitted to enter the room, unless invited to do so. Such invitations must respect the wishes of all who share the room and the bedtime established for the event. Group leaders are asked to make sure that young people understand the restrictions that apply to dormitories and to encourage group members to gather for social activities in one of the common areas within the centre.
- f) In assigning bedrooms, Bookings will apply the following guidance
 - a. In normal weeks, no-one aged under 18 can come without a parent/guardian/youth group leader. If a youth group includes people of 18 or 19, they can share with the under-18s in the group if this is included in the Consent Forms for the whole group.
 - b. in normal weeks, if we can't give a family a room to themselves, dads and sons share a dorm with other males/dads/sons, and mums and daughters share a dorm with other females.
 - c. Children with no same-gender parent (e.g. 8 year old son with single mum, 12 year old daughter with single father) must have a same-gender loco parentis relative/friend of the opposite gender parent they came with to be with them in the dorm, otherwise they cant come/are encouraged to come to the Abbey where we have rooms for 2.
 - d. Children aged under 4 can share an opposite gender room with their parent (ie a 3 year old boy with his mum would be in a female dorm with mum), but any kid aged 4 or over is considered too old to share with opposite gender adults. So we wouldn't put a 4 year old girl in a male dorm with her dad.
 - e. In Youth Festival, we take kids aged 15-17 (with or without adult group leaders), but Youth Team can agree to have some 14 year olds and some 19 year olds if it makes sense for group dynamics. Children from different groups may end up sharing a room
 - f. In youth clubs/junior YF, we only take kids aged 11-14 with adult group leaders, (but Youth Team can agree to some 10 year olds and some 15 year olds if it makes sense for group dynamics) and again, they might end up sharing with same gender kids from other groups if we can't give them a room to themselves.
- g) Housekeepers or other staff must NOT reallocate the bedroom of anyone under 19 without consulting with one of the Safeguarding Officers.
- h) For young people under 18 years of age, all activities, whether supervised or unsupervised, need to have prior signed parental consent. Any young person who has not gained parental consent for activities will not be able to take part. Staff must ask at the beginning of the stay if parental consent has been given for activities. In addition, parents/guardians will be allowed to name particular activities they do not wish their child to participate in. (See Appendix 2j for Consent/Activities Exemption Form).
- i) For residential events on Iona and Camas, it is the responsibility of the relevant Bookings Secretary to ensure that the above forms are received prior to the children/young people attending the event. For mainland youth events, it is the responsibility of the Youth Team to ensure the forms are received prior to the event

2.10 IONA COMMUNITY EVENTS PLANNED BY MEMBERS OR ASSOCIATES.

Should there be a requirement for a children's programme at an Iona Community event on the mainland, it is the responsibility of those planning the event to contact the Community's Glasgow Office who will, along with the Youth Team, endeavour to arrange the provision of the programme, either through Youth Team staff or through an appropriate external registered provider.

Appropriate advice and guidelines will be issued, in the form of a 'Safeguarding Checklist' (see Appendix 2l)

2.11 LEGISLATION AND GOVERNING BODIES

The relevant legislation governing child protection in Scotland is The Children (Scotland) Act 1995 and the Protection of Children (Scotland) Act 2003 and for England and Wales, the relevant legislation is The Children Act 1989

2.12 OTHER RELEVANT PROCEDURES

Other Iona community procedures which may be relevant are:

The Complaints Procedure

The Whistle Blowing Policy informs staff how to communicate concerns which they feel are not being addressed by local management. This could include Safeguarding issues.

The Disciplinary Procedure

The Grievance Procedure

The Harassment and Bulling Procedure

The Recruitment Policy and Process details how we decide which posts require member of the Protection of Vulnerable Groups Scheme and how we ensure that relevant workers are members of that Scheme

Each of these is available to all employees on The Iona Community website, and to others on request from the Support Services Manager at the Glasgow Office or the Centres Resource Coordinator in the Iona Office.



SHARING 'SAFEGUARDING STATEMENT' AT AN EVENT

At the start of any event involving children or young people, the relevant Iona Community member of staff doing the introductory session may wish to share the important aspects of the Safeguarding Statement with participants. In the case of events where there are families from 'vulnerable backgrounds', this could be done during separate 'ground rules' sessions: one with children/young people; and one with parents.

The following wording may be used or the member of staff may wish to explain the Safeguarding Statement in their own way.

"We have a great programme planned for the week/weekend/day – and the idea is for us all to have a fantastic time! And I hope we will all help and look out for each other.

There may be times when some of you might find being on Iona/at Camas/at this event challenging and I am aware that sometimes we bring difficult stuff with us from home. So at any time during the week/weekend/day, should anyone wish to talk to a member of staff about a problem – I hope you will be able to do so - that's what we're here for. We will, of course, ensure that any information you share with us is kept confidential.

However, there is one area, which we would be unable to keep confidential – that is, if we have concerns about any child or young person's safety – we would have a duty to take advice about this from Social Services.

All this is explained within the Iona Community's 'Safeguarding Statement' – a copy of which is displayed on the notice board.

I hope you understand it's our job to make sure you are all safe - but it's also our job to make sure you all have a great time...so let's move on to hear what we've got planned for the programme..."*

By sharing the above, hopefully all the young people/parents know where they stand, should they decide to disclose any incident of abuse.

* For parents/carers, say: *"...I hope you understand it's all our responsibility to make sure children and young people are kept safe..."*

INFORMATION FOR GROUP LEADERS AND PARENTS BRINGING CHILDREN/YOUNG PEOPLE TO THE IONA CENTRES

Please read the following notes so that you are aware of what is expected when you bring a group/ or your children to any of the island centres (MacLeod Centre and Iona Abbey).

1. The Iona Community's Safeguarding Policy does not allow any young person under the age of 18 years of age, or an adult who is vulnerable to stay in any centre without appropriate adult supervision. For large groups, we suggest a ratio of one leader to eight young people, although in mixed sex groups, leaders must ensure that there are two leaders present – one of each gender. For smaller groups, please consult your own guidelines.
2. Group Leaders and parents are fully responsible for the children/young people they bring to the centres. Whilst centre staff will take full responsibility for co-ordinating and leading sessions (& this may include having some sessions without a leader present), group leaders and parents need to be on hand (nearby in cases where groups are working without leaders present) in case an emergency arises.
3. Group Leaders and parents also need to be aware that they are responsible for the young people outside planned activity times, including during the night (see below for a list of typical planned activities). The outside doors of the centres are not locked, and therefore, if a young person decides to leave the centre during the night, it is the responsibility of the Group Leader or parent to ensure his/her safety.
4. Accommodation in centres is in dormitories, and therefore groups need to ensure that everyone is aware that they will share their sleeping accommodation.
5. Bookings will apply the following guidance:
 - Children under 10 must share a dormitory with a same-sex parent or carer
 - No unrelated person 15 and over can share a room with children under 13 unless the child's parent/carer is also sharing the room
 - No unrelated person 19 and over can share a room with children under 16 unless the child's parent/carer is also sharing the room
 - For children over 10 these rules are waived for groups under the same Leadership where the Leaders have cleared the arrangement in writing with all parents/carers of group members.
6. Group Leaders will not share accommodation with the young people; they are likely to be sharing with other adults.
7. Bedrooms are intended for the purpose of sleeping and not for social activities. Only those who have been assigned a bed in a particular room are permitted to enter the room, unless invited to do so. Such invitations must respect the wishes of all who share the room and the bedtime established for the event. Group leaders are asked to make sure that young people understand the restrictions that apply to dormitories and to encourage group members to gather for social activities in one of the common areas within the centre.
8. For young people under 18 years of age, all activities, whether supervised or unsupervised, need to have prior signed parental consent. Any young person who has not gained parental consent for activities will not be able to take part. In the interests of safety, centre staff will ask at the beginning of the stay if parental consent has been given for activities. The activities that normally take place are:
 - Paddling at the beach
 - Beach Walks
 - Hill Walks (including a supervised walk, of around 8 miles, around Iona)



- Indoor & Outdoor Sports & Games
- Indoor & Outdoor Supervised Craft Work (including use of hot wax, craft knives)
- Swimming (only when qualified lifeguard present)
- Dancing

9. Meal times in the centres are an important part of experiencing community in the centre. Therefore, we ask that everyone arrives on time for meals and remains at the table until the meal is closed with a very short prayer.
10. The Iona Community wishes to create an atmosphere for all young people that is welcoming, empowering and enabling. Therefore, if for whatever reason a young person is unable to provide that same welcoming, empowering and enabling atmosphere for him/herself or others, s/he may be asked to leave the centre, in the last resort. It is the responsibility of group leaders or parents to facilitate a safe return home.
11. The use of alcohol or illegal substances is strictly not permitted within the Islands Centres. A young person found in possession of alcohol will be asked to turn it over to a group leader who will promptly dispose of it. After a first warning, if there is any further infringement of the 'no alcohol policy' the young person or guest will be asked to leave the centre. It is the responsibility of the group leader or parent to facilitate a safe return home for the young person in their care. Possession of illegal substances will be reported to the police.
12. Smoking within centre buildings is not permitted but designated smoking areas are provided outdoors.
13. The Iona Community's Safeguarding Policy includes a 'Safeguarding Statement' which accompanies this letter. This outlines the procedures taken, if a Safeguarding issue arises. Please share the content of this with the children / young people you are accompanying, if you feel this is appropriate.
14. For Schools and other organisations with their own Safeguarding procedures, a relevant person in the Community will discuss Safeguarding with the Group Leader at the start of the week and ensure that the School's or organisation's own Safeguarding procedures are used first if they are felt to be sufficient and the group is accompanied by their own Safeguarding Officer. The Community's Safeguarding procedures will also be used as appropriate.
15. If any photographs are to be taken, explicit written consent will be obtained from the young person and their parent, and they must be appropriately clothed.
16. As you may be aware, Iona is a beautiful island, which brings all kinds of weathers throughout the year. Therefore, please ensure that even during summertime, everyone brings some waterproof clothing, sun block, strong footwear & individual torches for night time.
17. The reception for mobile phones is limited on the island and their use within the centres is discouraged.
18. Because the centres are continuously used by many different groups, we encourage groups to clear rooms prior to departure.
19. Finally, please ensure that booking staff are aware of any allergies/special dietary needs/medication/health issues which any of your party has (through the Medical Consent/Activities Exemption Form).

Have a very pleasant stay on Iona and we look forward to welcoming you.

The Iona Centres Staff



INFORMATION FOR GROUP LEADERS AND PARENTS BRINGING CHILDREN/YOUNG PEOPLE TO CAMAS

There is no vehicle access to Camas, which is reached by a walk of about 20 – 30 minutes across a moorland track. This lends itself to a sense of isolation, adventure and an appreciation of the simpler things in life. Groups come to Camas for an adventure that includes activities such as kayaking, abseiling and walks and for an experience of living as a small community in a beautiful, remote, simple setting.

Camas can accommodate up to 28 guests at any one time, who make Camas their home for the week alongside the Camas staff team (of up to 11 people). Groups of less than 28 people are also most welcome; where appropriate, 2 smaller groups may share the centre.

Camas has some electricity and hot water (provided by wind and solar energy) which provide mainly for a laundry and showers. The Camas lifestyle is still a basic one – light is most often provided by candles or lanterns; heat by wood and peat burning stoves. There is no electricity within the bunk rooms.

Staff

All Camas staff live at the centre; our working hours are from breakfast to 10pm and someone is always reachable in an emergency. Camas staff will be responsible for leading all the activities, but group leaders retain ultimate responsibility for the young people they bring and are expected to participate fully during the visit.

Food

Camas staff take it in turns to cook and we also eat all meals with the group. The food at Camas is vegetarian – please let us know of any special dietary needs in advance. Meal times are an important time for building community and sharing information so we ask that everyone arrives promptly for meals and waits for the end of meal announcements to be finished before leaving.

Accommodation

Camas has 4 bunk rooms, sleeping either 4 or 8 people, and 2 separate rooms for group leaders. Sleeping bags are essential. During the day we encourage guests to gather in the common areas of the centre rather than in the bunk rooms. Only those who have been assigned a bed in a particular room should enter that bunk room. Because the centre is continuously used by many different groups, we encourage groups to clear rooms prior to departure.

Chores

Everybody at Camas takes part in chores, which are done in small teams by rota. They include tasks such as washing up, cleaning toilets, cutting firewood and helping with the garden.

Reflections

The days at Camas are framed by morning and evening Reflections. These short times, generally led by the Camas staff, focus on the groups' experiences at Camas and allow the group to share their thoughts if they wish.

Programme

During a typical week the programmed activities on offer could include: kayaking, hill walking, abseiling, swimming, arts and crafts, raft building, gardening, games, a 'beach clean' in the local area and an overnight camping trip to Iona. It may also be possible to arrange a boat trip either to Staffa (a nearby island) or a trip on a wooden sailing boat; both of these can be booked by Camas in advance and are at an extra cost. A member of Camas staff will contact the group leader in advance of your visit to discuss expectations and plan the programme.



We require signed consent (parental for anyone under 16 years of age) and medical information for every guest.

Damages

The group is responsible for damage to buildings or equipment and will be liable for any costs incurred. Camas is unable to take responsibility for lost or damaged personal items.

Safety

Fire is an obvious risk at Camas, and all guests are expected to stick to the fire safety rules which will be explained on arrival; this includes not taking either paraffin lanterns or candles into any of the bunk rooms.

Smoking is not permitted in any of the Camas buildings.

Groups are not permitted to bring alcohol or non-prescribed drugs with them to Camas.

On arrival, groups will be given boundaries of places they can be around Camas during free time, and told which areas are not safe to explore.

Camas staff will lead all activities in line with our Adventure Activities License. The weather conditions will be a major safety consideration.

Anyone who does not adhere to our safety guidelines may, as a last resort, be asked to leave the centre. If this occurs the group leader will be responsible for arranging a safe return home.

Safeguarding

The Iona Community's Safeguarding Policy includes a 'Safeguarding Statement', a copy of which has been sent to the group leader. This outlines the procedures taken if any safeguarding issue should arise. If you have any questions about this, please contact us to discuss them.

What to bring

Waterproofs (jacket and preferably overtrousers)
Strong shoes (preferably walking boots, which are a necessity for some of the activities)
Warm clothing
Swimming costume/shorts
Torch (and sufficient batteries)
Warm sleeping bag
Towel and wash things
Rucksack (suitcases are not appropriate for the track)

You may also want to bring extras such as favourite games, fishing tackle and musical instruments. We do have spares of some items such as waterproofs, walking boots and sleeping bags – please contact us in advance to discuss your group's requirements.

There are not many opportunities to spend money at Camas! We have a limited tuck shop, selling fairly traded chocolate. Many groups choose to go to Iona overnight which can include stopping off in the local shops. Reception for mobile phones is limited at Camas and we are unable to provide internet access for guests.

We hope these notes will have answered some of your questions, but if you need any further information then please get in touch. We look forward to welcoming your group to Camas!

The Iona Community Children's Programme Isle of Iona

The Children's Programme on Iona welcomes children between the ages of 3 and 12 who are guests at both centres during specified times in the programme season. During the Christmas house party, Experiencing Easter, Community Week and summer school holiday periods in Scotland and England, the Children's Programme offers organised activities in morning and evening sessions that run parallel to those offered for adults and young people.

Staffing: The Children's Programme is managed by the Programme Coordinator who is the line manager for the children's workers. The Programme is led by the Programme Worker (Children) who is selected for their training and experience working with young children and also manages the Volunteer Children's Workers. There are always at least two children's workers leading the Programme. When more adult supervision is required, (e.g. when the Programme includes an excursion to the beach; when the number of children participating exceeds the 1:8 ratio of leaders to participants; when children with special needs participate) another member of the Programme team will join the Children's Workers. Parents are also welcome to join very young children on expeditions or in craft activities, functioning under the direction and in co-operation with the children's workers.

Purpose and Design: The Children's Programme provides occasions for children to enjoy themselves and each other in a wide variety of age appropriate activities. Sessions may include opportunities to explore the Abbey and the Island, play games, do arts and crafts, listen to stories, use rhythm, drama and music according to themes developed for the week. Children are offered opportunities to reflect on their visit to Iona and to express their imaginations, their questions and their faith. The design of each week varies according to the ages and interests of participants. Risk assessments are carried out on each activity to ensure the weekly programme is planned and led as safely as possible.

Registering Children: Parents register children to participate in the Children's Programme in a Sunday afternoon meeting when the week's programme is introduced. A Consent Form is filled in for each child who wishes to join in any or all sessions. There is no cost to participate. Children do not have to attend every session of the children's programme offered. A parent (or parent's designate) must accompany a child to the start of each session and sign the child in for that session. At the end of the session, the parent must sign the child out. During the session, staff assume responsibility for the child and the child must seek permission from staff if s/he needs to leave the room or activity for any reason.

Medication: Staff for the Children's Programme are not permitted to administer a child's medication. If a child needs medication during a session of the programme, the child's parent should arrange with the children's workers to accompany the child or to interrupt the session discreetly in order for the parent to administer medication.

First Aid: All Resident staff members have been trained in First Aid and can be summoned to assist a child who is injured during a programme activity in one of the Centres. If an activity is planned outside the vicinity of the Abbey or the MacLeod Centre, a Resident trained in First Aid will accompany the programme.

Safeguarding Information: When families with children who are eligible for the Children's Programme book into one of the Centres, they receive a summary of the Safeguarding Policy Statement, the names of Safeguarding Officers along with basic information about the Children's Programme. The Safeguarding Policy Statement is posted in the island centres, and information to help children access assistance from Childline is available in common areas.



**IONA PROGRAMME
LIST OF ACTIVITES FOR CHILDREN AND YOUNG PEOPLE**

Paddling at the beach
Beach Walks
Exploring rock pools
Creating and walking labyrinths
Hill Walks (including a supervised walk, of around 8 miles, around Iona)
Orienteering
Indoor & Outdoor Sports & Games
Indoor & Outdoor Supervised Craft Work (including use of hot wax, craft knives)
Swimming (only when qualified lifeguard present)
Dancing
Workshops/discussion groups
Worship preparation



**CAMAS PROGRAMME
LIST OF ACTIVITES FOR CHILDREN AND YOUNG PEOPLE**

Abseiling in Camas Quarry

Kayaking in Camas Bay

Raft-building in Camas Bay

Low Level Hill Walks on Ross of Mull

Overnight Camping expeditions on Ross of Mull

Overnight trip to Iona incl. Ceilidh and camping behind MacLeod centre

Swimming in Camas Bay

Arts and Crafts

Pool and Table Tennis

Garden sessions – eg, Peat cutting

Games session at Camas



MAINLAND PROGRAMME

LIST OF ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE

Direct youth work with young people and young adults aged 12 to 30.

Regular visits to Primary Schools delivering art and craft based workshops.

Regular visits to Secondary Schools delivering workshops on a range of relevant topics.

Regular visits to youth clubs/church youth groups, often leading workshops.

Workshops within various venues, with young people and Youth Workers.

Residential trips to Iona, Camas and other centres throughout the UK, with young people and young adults.

Examples of activities include: low level and hill walks, bowling, skating, arts and crafts.

Engagement in national and international campaigns and events, including travel to these events.

'DO'S AND DON'TS' OF WORKING WITH YOUNG PEOPLE

When working with young people under the age of 18, Employees and Volunteers are reminded of the following guidelines. Parents are also welcome to read these too.

DO

- Praise children and young people at every opportunity.
- Encourage children and young people to participate in the programme.
- Make every effort to participate in the programme yourself.
- Interact with children and young people.
- Treat all children/young people with respect.
- Challenge all forms of discrimination.
- Provide an example you wish others to follow.
- Plan activities, which involve more than one person being present, or at least which are within sight or hearing of others.
- Ensure that, when contact sports or physical games are being played, inappropriate physical contact with children/young people is avoided.
- Respect a young person's right to privacy (if going into a young person's room, only enter if you are the same gender, try to ensure you are with another leader, leave the door open and always knock before entering their room).
- Provide the opportunity for young people to talk about any concerns they may have (although if this is on a 'one-to one' basis, make sure someone knows you are having the conversation and where you will be).
- Remember the 'Child Protection Statement' during sensitive conversations with children and young people.
- Share any concern, no matter how small, with your line manager.
- Work as a team with the rest of the group leaders.

DO NOT

- Permit abusive peer activities (e.g. ridiculing, bullying or verbal abuse).
- Tolerate any form of discrimination.
- Have any inappropriate physical or verbal contact with other Staff in front of children/young people.
- Jump to conclusions about a child/young person, without checking the facts first.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour such as tantrums and crushes.
- Exaggerate or trivialize child-abuse issues.
- Show favouritism to any individual child/young person.
- Make suggestive remarks or gestures.
- Spend more time with group leaders than with children/young people.

If a member of staff thinks that the behaviour of a young person is not in accordance with the spirit of the Iona Community, s/he has the responsibility of reporting the behaviour to the person responsible for the young person.



IONA COMMUNITY RISK ASSESSMENT FORM

LOCATION: CAMAS

ACTIVITY OR SUBJECT: SAFEGUARDING

Date of Assessment:

Review Date:

Updated By:

Signature:

1) Hazards What could cause harm?	2) People Who might be harmed?	3) Severity of Harm How badly could they be harmed? (Choose one only, assuming a worst case scenario)	4) Likelihood of harm occurring with present controls	5) Risk Level	6) Controls What controls are currently in place?	7) Further Action Are the present controls adequate? If not, what else needs to be done, by whom and by what date?
Sleeping Arrangements (physical or sexual abuse)	Children, vulnerable adult guests	Major injury. Emotional trauma	Remote	Low	Camas has 2 dorm areas and visiting young people are split into male and female dorms. Group leaders have a separate room adjoining the dorms. Camas staff only enter a dorm if essential – ie, first aid or searching for someone missing – and if possible with another member of staff, leaving the door open. When camping young people and adults do not share tents.	
One to One Activities (eg Arts & Crafts, Pool and able tennis & private conversations) (physical or sexual abuse, Physical neglect)	Children, vulnerable adult guests	Emotional Trauma	Remote	Low	Code of Behaviour states employee or volunteer should let another member of staff know when they are doing a one-to-one activity. A suitable place should also be chosen – ie where other people can see the staff member. One-to-one conversations in quiet areas are discouraged.	
Photography (sexual abuse)	Children & Staff	Emotional Trauma	Remote	Low		

Quiet Locations (eg – Woodshed, kayak shed, Craft room, Chapel of nets, Games room) physical or sexual abuse, Physical neglect)	Children, vulnerable adult guests	Major injury, emotional trauma	Remote	Low	Staff are discouraged from being in these areas alone with a child, as they are less visible to the rest of the group. Staff are advised to remove themselves from the situation or let another member of staff know in advance if they are to be on their own with a child in these areas, ensuring there are other adults 'nearby'.
Staff Accommodation and staff areas (physical or sexual abuse, physical neglect)	Children, vulnerable adult guests	Major Injury, emotional trauma	Remote	Low	These areas are 'out of bounds' from guests (children and adults). Young people are asked to respect staff privacy as we respect theirs in the dorms. Morning meetings are held in staff common room with group leaders and the room is used if private conversations or phonecalls are needed but with 2 staff present.
Beach Activities/ Swimming sexual abuse or physical neglect)	Children	Emotional Trauma	Remote	Low	Children should change in the dorms. If off site areas should be designated for changing – ie behind rocks at Market Bay. Staff to be aware of body contact which could be misinterpreted during beach activities.
Bathing & Toileting physical or sexual abuse, physical neglect)	Children	Major Injury, emotional trauma	Remote	Low	Children are encouraged to use the toilet on their own and to lock the door. Younger children or disabled children to be accompanied by their parent/carer or by two members of staff.
Disabled children & young people physical or sexual abuse, physical neglect)	Children	Major injury, emotional trauma	Remote	Low	Toileting, Administering of medicine, invasive care procedures to be carried out only by parent/carer or group leader in loco parentis, since staff are not trained in these areas.



Allegations against Employees or volunteers (physical abuse, sexual abuse, emotional abuse, physical neglect)	Employees and Volunteers	Emotional Trauma	Remote	Low	Employees receive basic Safeguarding Training once a year. Volunteers sign 'Summary of Safeguarding Guidelines' before they commence work. This includes awareness of Code of Behaviour and 'Do's & Don'ts of Working with young people. This Risk Assessment is also a useful tool for training employees and volunteers re protecting themselves from allegations. Should an allegation be made against a member of staff, the Iona Community's Disciplinary Procedure would be invoked. This includes the use of suspension of staff as well as support, as appropriate.	
Incident (physical abuse, sexual abuse, emotional abuse, physical neglect)	Children, vulnerable adult guests	Major	Remote	Low	The Iona Community have Safeguarding Procedures with clear guidelines for calling on authorities as necessary. All relevant employees and volunteers are police checked and are trained in Safeguarding Procedures. All Camas resident staff trained as Safeguarding Officers.	
Activities involving safety equipment – kayaking, abseiling, raft-building (physical or sexual abuse)	Children, vulnerable adult guests	Major	Remote	Low	Staff trained to check life-jackets, harnesses, helmets openly where other staff are present and to clearly explain what they are doing and why.	



IONA COMMUNITY RISK ASSESSMENT FORM

LOCATION: IONA CENTRES

ACTIVITY OR SUBJECT: CHILD PROTECTION

Date of Assessment:

Review Date:

Updated By:

Signature:

1) Hazards What could cause harm?	2) People Who might be harmed?	3) Severity of Harm How badly could they be harmed? (Choose one only, assuming a worst case scenario)	4) Likelihood of harm occurring with present controls	5) Risk Level	6) Controls What controls are currently in place?	7) Further Action Are the present controls adequate? If not, what else needs to be done, by whom and by what date?
Bedrooms and sleeping arrangements (physical or sexual abuse)	Children, vulnerable adult guests	Major injury. Emotional trauma.	Remote	Low	Although some rooms are dormitory accommodation, rooms are carefully allocated with consideration given to age and gender of participants. CP Policy states that staff members should only enter guest room if they are the same gender, they are with another adult, they knock before entering and door is left open whilst in the room.	
One to one activities (e.g. arts and crafts and private conversations) (physical or sexual abuse, physical neglect).	Children, vulnerable adults guests	Emotional Trauma	Remote	Low	Code of conduct states staff should let another member of staff know when they are doing a one-to-one activity. A suitable place should also be chosen – i.e. where other people can see the staff member. One-to-one conversations in quiet areas are discouraged.	Training

Photography (sexual abuse)	Children / young people	Emotional trauma	Remote	Low	The staff code of conduct states that staff should obtain children's agreement before taking photographs and to avoid photographs which may be misinterpreted (e.g. photographing children in swimming costumes)	
Quiet locations (e.g. drying rooms, laundry rooms, quiet room, craft room cupboard, library, etc.) (physical or sexual abuse)	Children, vulnerable adults	Major injury, emotional trauma	Remote	Low	Staff are discouraged from being in these areas alone with children, young people and vulnerable adults, as they are less visible to the rest of the group. Staff are advised to remove themselves from the situation or let another member of staff know in advance if there are to be on their own with a child in these areas, ensuring there are adults 'nearby'.	
Staff Flats / accommodation (physical or sexual abuse, physical neglect)	Children, vulnerable adults	Major injury, emotional trauma	Remote	Low	These areas are 'out of bounds' from guests (children and adults). Should staff members' children invite children who are guests into these areas, it is the responsibility of the staff parents to seek guest parents' permission. It is the responsibility also of staff parents to supervise.	
Beach Activities / Swimming	Children	Emotional Trauma	Remote	Low	Should children need help to change out of wet clothes, they should be helped by parents or group leaders. Spare clothes and large towel should be taken to provide privacy for child when changing. All children should remain in sight of group. Staff to be aware of body contact which could be misinterpreted during beach activities.	



Bathing and toileting (physical or sexual abuse, physical neglect)	Children	Major injury, emotional trauma	Remote	Low	Children are encouraged to bathe and toilet on their own and lock the door. Younger children or disabled children to be accompanied by their own parent / carer or by two members of staff.
Disabled children and young people (physical or sexual abuse, physical neglect)	Children and young people	Major injury, emotional trauma	Remote	Low	Toileting, administering of medicine, invasive care procedures to be carried out only by parent / carer, since staff are not trained in these areas.
Allegations against employees or volunteers (physical or sexual abuse, emotional abuse, physical neglect)	Employees and volunteers	Emotional Trauma	Remote	Low	Employees receive basic CP training once a year. Volunteers sign 'Summary of CP Guidelines' before they commence work. This includes awareness of Code of Conduct and 'Do's & Don'ts of Working with Young People. This Risk Assessment is also a useful tool for training staff re protecting themselves from allegations. Should an allegation be made against a member of staff, the Iona Community's Disciplinary Procedure would be invoked. This includes the use of suspension of staff as well as support, as appropriate.
CP Incident (physical abuse, sexual abuse, emotional abuse, physical neglect).	Children, vulnerable adults	Major	Remote	Low	The Iona Community have Child Protection Procedures with clear guidelines for calling authorities as necessary. All relevant employees and volunteers are police checked and are trained in CP Procedures.



CONSENT/ACTIVITIES EXEMPTION FORM

Name/location of event:

Date(s) of Event:

Name of child/young person

Date of birth

Address of child/young person

Telephone number for contacting you during event, in case of emergency:

DAYTIME TEL NO:

EVENING TEL NO:

Name of alternative emergency contact (in case of emergency and you are unavailable):

DAYTIME TEL NO:

EVENING TEL NO:

Name/address of GP & Tel No.

Details of any medication required during the Iona Community residential/event (prescribed or non prescribed (all medication must be labelled correctly and clearly, with the name and dose required daily)):

Details of any medical condition (e.g. asthma, epilepsy, diabetes), allergies or special dietary needs

During the residential or event, the child/young person may be involved in outdoor activities, under the supervision of trained personnel. Please detail any activity you do NOT wish your child to take part in (See '**Information for Group Leaders & Parents**' for examples of activities).

PARENTAL CONSENT

- I give permission for my child, as named above, to take part in the normal activities of this residential/event.
- I give permission for my child to be photographed as part of the creation of a shared record of the week together. If you have any objections to photographs being used in this way please tick here:
- I understand that while involved in the activities of this residential/event, he/she will be under the control and care of the group leaders approved by the Iona Community and that, while the staff in charge of the group will take reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment, including an anaesthetic, as considered necessary by the medical authorities.

Yes No

Signature _____ Date _____
(parent/adult with parental responsibility)



The Iona Community Island Centres Consent Form

Please ensure a form is completed for each person under 18.

PARTICIPANT DETAILS				
Name of Participant:				
Address:				
Date of Birth		Age at time of visit:	Staying at Abbey/ Mac/Camas	
EMERGENCY CONTACT DETAILS				
Name of parent/ guardian to be contacted in the event of any emergency:				
Relationship to participant:				
Contact address during this week:				
Contact Phone Number(s):	Home Phone Number		Mobile Phone Number	
Email Address:				
DIETARY REQUIREMENTS				
Any special diet or known food allergies?	Yes / No			
If yes, please give details:				
MEDICAL DETAILS				
Name of GP (family doctor):				
Address of GP:				
Phone Number:				
1. Medical conditions including physical/emotional conditions that may				



impact participation in the programme	
2. Any medication required (for participants under 18 we require Group Leaders to be responsible for any medication):	
3. Any known allergies:	
<p>CONSENT TO TREATMENT In the event of accident or illness requiring medical treatment I give permission for my child to receive emergency dental, medical or surgical treatment as considered necessary by the medical authorities present, including an anaesthetic.</p> <p>Signature: _____ Date: _____</p>	
<p>CONSENT TO PHOTOGRAPHS/VIDEOS During your stay, photographs or videos may be taken which we would like to use in publicity and promotional materials for The Iona Community. If you have any objections to photographs being used in this way please tick here: <input type="checkbox"/></p>	
<p>CONSENT TO PARTICIPATE IN ACTIVITIES During any week the activities on offer at Iona may include: Paddling at the beach (up to their knees. Swimming is not permitted), Beach Walks, Exploring rock pools, Creating and walking labyrinths, Hill Walks (including a supervised walk, of around 8 miles, around Iona), Orienteering, Indoor & Outdoor Sports & Games, Indoor & Outdoor Supervised Craft Work (including use of hot wax, craft knives), Dancing, Workshops/discussion groups, Worship preparation.</p> <p>I understand that while involved in the children's programme my child will be under the supervision of the Iona Children's workers and/or resident members of the Iona Programme Team and that while these leaders will take reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of the activity. Please tick here: <input type="checkbox"/></p>	
<p>If your child is over the age of 12. I give permission for my child to walk between the Abbey and Macleod Centre on their own to attend sessions. Please tick here: <input type="checkbox"/></p>	
<p>ACCOMMODATION: On Iona, young people in youth groups share dormitory accommodation with other young people of the same gender. {Delete following if not applicable} I accept that my child may be sharing a dormitory with people from the same group who are over 18. Please sign below to confirm that you have read and accept the above information:</p> <p>Signature: _____ Date: _____</p> <p>Print Name: _____</p>	

**SAFEGUARDING CHECKLIST FOR ISLANDS CENTRES**

Please Note: this form only requires to be completed for weeks where an organisation is bringing a group of children / young people. If any issues of concern arise, these should be discussed with the centre manager prior to filing this checklist.

NAME OF GROUP:**GROUP LEADER:****TEL NUMBER:****SAFEGUARDING CONTACT (if relevant):****GROUP HAS OWN SAFEGUARDING PROCEDURES: YES / NO**

Please tick the box and initial, once each of the following have been completed:

PRIOR TO GROUP ARRIVING

- On a regular basis, Programme Coordinator/Centres Director checks that names of current Safeguarding Officers are listed on centre notice boards along with Safeguarding Statement, and staff have had Safeguarding training / induction.
- At the booking stage, the Booking Secretary sends a copy of the Safeguarding Statement and Information for Parents/Carers and Group Leaders, to the organisation, along with a letter explaining these.
- Prior to arrival, the Programme Coordinator has a discussion with the Group Leader to establish whether there are any individuals or concerns which would need noting, not to exclude the individual but to ensure that their situation is understood.

WHEN GROUP ARRIVES

- Programme Coordinator/Centres Director checks with group leader at the initial group leader meeting whether there are any Safeguarding issues or information, not previously identified, which need to be shared with Safeguarding Officers or others on a “need-to-know” basis.
- The Safeguarding Statement, is explained at introductory session, if appropriate.
- If any other general concerns, please note with this checklist.
- Please store this form in a suitable central location, which can be accessed during the week by any other Safeguarding Officer.

Please ‘sign off’ at the end of the week, to indicate closure.

SIGNATURE: _____

DATE: _____



SAFEGUARDING CHECKLIST FOR MAINLAND EVENTS

Please Note: this form only requires to be completed for events where a group of children/young people will be attending. If any issues of concern arise, these should be discussed with the Support Services Manager prior to filing this checklist.

NAME OF EVENT:

ORGANISER:

NAME OF GROUP:

GROUP LEADER:

TEL NUMBER:

SAFEGUARDING CONTACT (if relevant):

GROUP HAS OWN SAFEGUARDING PROCEDURES: YES / NO

Please tick the box and initial, once each of the following have been completed:

PRIOR TO THE EVENT

- Check that names of current Safeguarding Officers are listed on a notice boards along with Safeguarding Statement, and staff have had Safeguarding training / induction.
- At the booking stage, ensure that a copy of the Safeguarding Statement and Information for Parents/Carers and Group Leaders, has been sent to the organisation, along with a letter explaining these.
- Prior to the event, the event organiser / Safeguarding Officer has a discussion with the Group Leader to establish whether there are any individuals or concerns which would need noting, not to exclude the individual but to ensure that their situation is understood.

AT THE EVENT

- event organiser / Safeguarding Officer checks with group leader on arrival whether there are any Safeguarding issues or information, not previously identified, which need to be shared with Safeguarding Officers or others on a "need-to-know" basis.
- The Safeguarding Statement, is explained at introductory session, if appropriate.
- If any other general concerns, please note with this checklist.
- Please store this form in a suitable secure central location, which can be accessed during the event by any other Safeguarding Officer.

Please 'sign off' at the end of the event, to indicate closure.

SIGNATURE: _____

DATE: _____

SECTION THREE

ROLES AND RESPONSIBILITIES

3.1 Council

Council's responsibility will be to ensure that:

- A Safeguarding Policy, which aims to protect children, young people and vulnerable adults who participate in Iona Community events, from physical, sexual or emotional abuse, is adopted and maintained by the Community.
- A Safeguarding Committee is appointed as a sub-group to oversee the management and development of the Safeguarding Policy
- A suitable budget is made available for all necessary training.
- A report is received annually from the Safeguarding Committee on its work.

3.2 Safeguarding Committee

The Safeguarding Committee will meet at least once yearly or as necessary and will be made up of the following employees:

the Island Centres Director, Programme Coordinator, Camas Coordinator, Support Services Manager, Youth Worker and at least one Member/Associate Member of the Community, who has qualifications/experience within the childcare field (preferably with experience working with Child Protection/Safeguarding issues).

Independent external expertise will be drawn on, if and when necessary.

The Safeguarding Committee's responsibilities will include the following:

- To monitor, review, update and communicate the Safeguarding Policy to all relevant parties.
- To appoint Safeguarding Officers.
- To oversee the procedures for recruitment and selection, training and supervision of staff who are working with children.
- To keep up-to-date with legislation and good practice issues relating to safeguarding.
- To be responsible for implementing and monitoring procedures for dealing with known Schedule 1 Offenders (see Section Five).
- To deploy suitable trainers for staff and organise 'training for trainers' for relevant employees
- To review Safeguarding-related incidents from the period since the last meeting.

3.3 Safeguarding Officers

The following employees will act as Safeguarding Officers:

Iona

Iona Centres Director
Deputy Centres Director
Musician
Programme Coordinator

Camas

Camas Resident Employees

Mainland

Youth Resource Workers
Support Services Manager

Additional Safeguarding Officers can be appointed should they be deemed to have the relevant skills.

Prior to an event, Safeguarding Officers will be responsible for ensuring that:

- The *Safeguarding Statement* is explained by a relevant member of staff at the start of the event (if necessary) and that the statement is displayed at all times, within the Centres and at Mainland youth events.
- A copy of the full Safeguarding Policy (folder) is readily accessible at all times.
- All relevant staff understand and adhere to the Safeguarding Policy.
- Should there not be a Safeguarding Officer attending a Mainland event, an appropriate person will be designated Safeguarding Officer for that event, subject to them receiving appropriate training in Safeguarding Officer's duties. A trained Safeguarding Office must be 'on call' for the duration of the event.

During an event, Safeguarding Officers will also hold responsibility for:

- Immediately dealing with a disclosure or alleged incident of abuse.
- Referring to the relevant authorities, should this be appropriate, according to the guidelines in Section Four.
- Should an organisation bringing children/young people to an event have their own Child Protection or Safeguarding Procedures, the Safeguarding Officer will liaise with the Leaders of that group as to who will make a referral. Should there be a discrepancy, then the Iona Community Safeguarding Officer has a responsibility to make a referral.
- Following the referral up, in writing, within 24 hours, if possible.
- Completing the Safeguarding Incident Form (see Appendix 4e) and confidentially sending the form to the Support Services Manager for monitoring purposes by Safeguarding Committee once a year.

3.4 Paid and Voluntary Staff

All Iona Community Staff (paid and voluntary), will:

- Aim to ensure that events being run for children are planned so as to avoid situations where abuse may occur.
- Report to a Safeguarding Officer any concern regarding the safety or welfare of a child, young person, or adult at risk, no matter how small, at the earliest opportunity.
- Prioritise instructions given by a Safeguarding Officer, above normal duties, if requested.
- Assist in maintaining minimum disruption to the rest of the group, by assisting with the programme, should the Safeguarding Officer and other staff be involved in dealing with a Safeguarding issue.
- Follow the procedures set out in Section Five, should a relevant conviction become apparent in relation to a current or potential employee, volunteer or guest/participant.

3.5 Staff Co-ordinator/Support Services Manager

The Staff Co-ordinator and Support Services Manager are responsible for ensuring that:

- Volunteers at the islands centres (including 'Member In Residence' volunteers) and on the mainland, receive "Summary of Safeguarding Guidelines" and sign the declaration form, indicating they have read and understood these, before starting work (see Appendix 3f).
- Volunteers are provided with basic Safeguarding information in the form of Safeguarding Cards (containing 'what to do if' abuse is disclosed or discovered and 'Do's & Don'ts' of Working with Young People), informed of the location of Safeguarding Policy Folder and procedure for contacting Safeguarding Officers
- All PVG Checks and Reference Checks are obtained for relevant employees and volunteers.
- Procedures are followed, set out in Section Five, should a relevant conviction become apparent, in relation to a current or potential employee or volunteer.

3.6 Iona Centres Operations Team and Camas Coordinator

Iona Centres Operations Team and Camas Coordinator are responsible for ensuring that:

- Line Management meetings are used as a way of protecting children and young people, as set out in Section 2.5..
- Ensure at the Booking Stage that the Safeguarding Check list/Pro Forma is initiated
- Relevant groups are contacted at least 1 month prior to arrival to establish, that they have their own Safeguarding Procedures
- an individual is identified from each Group, as a contact for Safeguarding issues this is recorded on the Safeguarding Checklist/Pro forma for Island Centres (Appendix 2k)
- any specific Safeguarding concerns as above are shared with the Community's Safeguarding Officers as necessary, recorded and attached to the Safeguarding Checklist/pro-forma.
- when group arrives the Safeguarding check list (Appendix 2k) is followed

3.7 Islands Bookings Administrators

The Bookings Administrators are responsible for ensuring that:

- At the Booking stage, they initiate the Safeguarding Checklist (Appendix 2k)
- The *Safeguarding Statement*, *Consent Form* (if the child/young person is not accompanied by a parent), *Information for Parents/Carers/Group Leaders* are sent, along with booking confirmation.
- Consent forms are received prior to an event and available at all times during an event on Iona or Mull.
- Procedures are followed, as set out in Section Five, should a relevant conviction become apparent, in relation to a current or potential guest.

3.8 Mainland Youth Team

In addition to responsibilities as Safeguarding Officers, the Youth Team will ensure that:

- Volunteers are trained in relevant aspects of Safeguarding Policy, prior to mainland events.
- Volunteers are supervised at mainland events as a way of protecting children and young people, as set out in Section 6.4.
- In relation to mainland events, the Safeguarding Statement and Consent Form (if the child/young person is not accompanied by a parent) are sent to parents and group leaders, along with confirmation, with a paragraph explaining purpose of each.
- Consent forms are received prior to events and available at all times during an event.
- Procedures are followed, as set out in Section Five, should a relevant conviction become apparent, in relation to a current or potential Volunteer or participant.

3.9 Parents/Carers and Group Leaders Accompanying Children to an Iona Community Event

For any Iona Community event, where children or young people are accompanied by parents/carers or group leaders, the prime responsibility for the children lies with the parents/carers or group leaders.

During any 'non-programmed' parts of events, parents/carers and group leaders will be expected to be responsible for the supervision of the children they are accompanying (see Appendix 2a – 'Information for Group Leaders & Parents').

During 'programmed' parts of events, however, it is the responsibility of those staff leading the programme to supervise those children taking part. The definition of 'programmed' events should be clearly defined and communicated with parents/carers, so there are no misunderstandings around who is responsible and when.

Prior to the event parents/carers, or group leaders will be responsible (if appropriate) for explaining The Safeguarding Policy to the children for whom they are responsible.



Appendix 3a

SUMMARY OF SAFEGUARDING GUIDELINES FOR IONA COMMUNITY VOLUNTEERS

(i) INTRODUCTION

The Iona Community employs a substantial number of Volunteers in our residential centres on Mull and Iona, as well as on the mainland and we greatly value the investment you make in enabling guests and participants to feel part of a welcome community. In particular, children, young people and vulnerable adults need to have positive, affirming experiences, in an environment where they feel cared for. The Community therefore believes in developing policies and practices that facilitate this.

As an organisation which works with a significant number of children, young people, and vulnerable adults, the Iona Community has a clear commitment to protecting children, young people and vulnerable adults from abuse or neglect and we have clear guidelines for such matters, contained in our **Safeguarding Policy**.

(ii) CODE OF GOOD PRACTICE

A copy of Safeguarding Policy is kept in each islands centre (for islands volunteers) and in the Community's Glasgow Office (for mainland volunteers).

All employees whose jobs involve working with children receive Safeguarding training and are required to have a good knowledge of the Community's Safeguarding procedures. Although Volunteers are not expected to have such detailed knowledge, we do ask that you familiarise yourself and comply with the most important aspects of these procedures, whether or not your role involves direct contact with children and young people.

These procedures are summarised below. Please read the points carefully, then sign the attached declaration and return with your acceptance of your post (for islands volunteers) or to the person leading the mainland event (for mainland volunteers) as an indication that you understand and agree to comply with these procedures. It is important that we receive your signed declaration before involvement with an event or before you start work.

We would like to point out that we rarely have to use these procedures but we hope you appreciate the need for the Community to have such procedures in place.

(iii) SUMMARY OF SAFEGUARDING POLICY

Confidentiality

The Community has a strict Confidentiality Statement which means information about children, young people and families is not passed to anyone without their permission. There is one exception to this rule. All staff have an obligation to protect children and young people who they believe to be at risk of abuse or neglect.

Safeguarding Officers

The Iona Community has a number of designated Safeguarding Officers whose role it is to deal with any Safeguarding concern and ensure procedures are followed. If a Volunteer has concerns about a young person's welfare or safety, they are required to pass on these concerns, no matter how small, to a Safeguarding Officer. S/he will then take responsibility for dealing with the matter in as sensitive a way as possible, whilst also endeavouring to provide the Volunteer with support.

Details of who Safeguarding Officers are and how to contact them are provided prior to involvement with an event or during the Volunteer's induction.



Safeguarding Officer's Instructions

Volunteers will prioritise instructions made by a Safeguarding Officer, above normal duties, if requested. This will include assisting in maintaining minimum disruption within the rest of the group participating in the residential or other event, should the Safeguarding Officer and other staff be involved in dealing with a Safeguarding issue.

Disclosure

If a child or young person discloses some form of abuse, the Volunteer will follow the Community's 'Guidelines for Handling Disclosure'. These guidelines will be supplied at the Volunteer's Induction.

'Do's and Don'ts' of Working with Young People

When working with children and young people, Volunteers are expected to follow safe guidelines which will protect both themselves and young guests/participants. These guidelines, are known as 'Do's and Don'ts' of Working with Young People' and are provided at the Volunteer's Induction.

Safeguarding Cards

All Volunteers will be provided with 'pocket sized' Safeguarding Cards to carry with them, containing a summary of what to do if a child/young person discloses abuse or you discover or hear about abuse.

Concerns About Another Employee or Volunteer

If a Volunteer has concerns about another employee or volunteer's practice in relation to their work with children, you have a responsibility to share your concern with a Safeguarding Officer. Full details of this (known as the 'Whistle Blowing' Policy) are contained within the Safeguarding Policy.

Complaints by Children or Young People

If a child or young person wishes to make a complaint, Volunteers are expected to pass this on to a member of the Management Team or person in charge of the event, who will enable the child or young person's complaint to be dealt with fairly as well as providing appropriate supports.

Support

There are regular opportunities for Volunteers to meet with their supervisors, in order to review and plan their work, on a supportive basis, and this provides a setting for discussing care and welfare of children and young people. In addition further support is provided for volunteers who may have received a disclosure or witnessed an incident of abuse.

DECLARATION

I have read and understood the Summary of Safeguarding Guidelines produced by the Iona Community for safeguarding the welfare of children and young people. I understand that it is my duty to protect children, young people and vulnerable adults with whom I come into contact. I agree to comply with all aspects of the Safeguarding Guidelines listed above and provided to me at my induction.

Signature _____

Name _____

Date _____



SECTION FOUR:

GUIDELINES FOR DEALING WITH DISCLOURE AND DISCOVERY OF ABUSE

The following guidelines will be communicated with all employees, volunteers, Members in Residence volunteers, and those organising mainland events. For training in the procedures, see Section Six.

4.1 Guidelines for Dealing with a Disclosure or Discovery of Abuse

Guidelines for staff dealing with a disclosure or discovery of abuse by a child or young person are contained in Appendix 4a.

4.2 Guidelines for Safeguarding Officers Following Disclosure or Discovery of Abuse

Guidelines are outlined as follows:

- Islands Centres – see Appendix 4b.
- Mainland Event – see Appendix 4c.

4.3 Procedures for Contacting Safeguarding Officers

4.3.1 Iona Centres

All staff should contact immediately any of the Safeguarding Officers concerning a disclosure or incident. The names of current Safeguarding Officers are listed on the Centre notice boards. If a Safeguarding disclosure or incident occurs during part of an event taking place outside the vicinity of the Centres, the person in charge, should use the 'activities' mobile phone to contact the Front Office and locate one of the Safeguarding Officers. The procedure for Safeguarding Officers are determined by the Iona Management Team, and Safeguarding issues are a regular item on the Team's agenda. Should an islands Safeguarding Officer be unable to carry out their Safeguarding duties (e.g. because (s)he is off the island, unwell, outside the near vicinity of the Centres, etc.), it is his/her responsibility to inform the Management Team so that arrangements can be made to ensure that another Safeguarding Officer is on duty if needed.

4.3.2 Camas

The Camas Team operates a similar system, appropriate to their particular setting.

4.3.3 Mainland

Should a member of staff from the Youth Team not be attending a mainland youth event, a Volunteer Youth Leader can be designated as a Safeguarding Officer for that event, subject to them receiving appropriate training relating to Safeguarding Officer's duties. The Youth Development Coordinator or another Safeguarding Officer will also be 'on call' for the Youth Leader to contact, should this be required.

4.4 Safeguarding Cards for Staff

As well as receiving training in the above, staff are provided with 'pocket sized' Safeguarding Cards to carry with them, containing 'What To Do If a Young Person Discloses' and 'Do's & Don'ts' of Working with Young People' (see Appendix 4d for text of card).

4.5 Recording a Safeguarding Incident

Following a member of staff reporting a disclosure or an incident, it is the responsibility of the



Safeguarding Officer to whom the report is made to ensure a Safeguarding Incident Form is completed (see Appendix 4e). The form should be sent to the Support Services Manager, within 48 hours, and the Safeguarding Officer and Support Services Manager should discuss the incident with the Chair of the Safeguarding Committee as soon as possible, to ensure policy and procedures have been followed. A copy of the Incident Form should be securely held on file for review on a yearly basis by the Safeguarding Committee. Forms should then be destroyed.

4.6 Communication with Social Services & Police

These procedures have been notified to Social Services and Police in Oban/Mull, who are the point of referral for events on the islands (telephone numbers are provided in guidelines – see Appendix 4b). For events on the mainland, the 'West of Scotland Out of Hours Social Service' in Glasgow is the initial point of contact in order to determine the relevant social services team in Scotland, England or Wales (telephone numbers are provided in guidelines – see Appendix 4c).

4.7 Role of Childline Scotland

Childline is a free national helpline for children and young people in trouble or danger. It is open 24 hours a day, every day of the year. They have two lines that are appropriate for children/young people attending an Iona Community residential or other event:

- **“The Line”:** 0800 88 44 44
For children living away from home (this includes children who are at residential events). This would be the most appropriate line for Safeguarding incidents or if the child/young person wishes an independent advocate.
- **Bullying Line:** 0800 44 11 11
For a bullying issue or any other enquiry, this would be the most appropriate line.
- **In writing:** Childline Scotland, Freepost 1111, Glasgow G1 1BR
The child/young person can correspond with Childline through the above address.

Posters, leaflets and cards for the above are displayed in each island centre and at Iona Community Mainland events, as appropriate. ***New posters and leaflets can be obtained by phoning the Childline Training & Outreach Officer on 0870 3362910.*** Relevant staff will consider whether children from countries other than Scotland are aware of the role of Childline and explain this at the start of the event, if necessary.

Childline have branches throughout the UK and Childline Scotland is open during the following hours:

Mon-Fri 3.30 – 9.30pm
Sat & Sun 2 – 8pm

However, if a child phones outside these hours, s/he will automatically be connected to another branch of Childline in the UK and will still receive a service. Unless it is absolutely urgent, Childline Scotland recommend phoning within the opening hours for the Scottish branch (see above).

Childline Scotland have agreed to provide the following service to the Iona Community:

Safeguarding

Should a child or young person disclose abuse or should a member of staff discover a child/young person has been abused, the Iona Community has clear procedures for passing this information on to Social Services. The child/young person will be offered the opportunity to telephone Childline Scotland to talk through any anxieties, in confidence.



Anything the child/young person says to the Childline counsellor will be in confidence. Childline's policy is to advise the child/young person of their options – taking into account the age of the child.

Advocate

A Childline counsellor will also be able to act as an advocate, in order to help the child understand the Iona Community's Complaints Procedure (should this be necessary) and ensure the child/young person's rights are represented throughout the process. It is likely that a specific counsellor from the Childline Scotland office will be allocated to see the whole process through with the child, so the opening hours for the Scottish branch will therefore apply.

4.8 Support for Safeguarding officers

It is recognised that the Safeguarding Officers carry a weight of responsibility for making a referral. This is never easy and can be stressful and difficult for the individual concerned – particularly on top of an already pressurised job. It is therefore important that Safeguarding Officers have the opportunity to talk through issues at any time. Support & Advice can be sought through a variety of sources including Safeguarding Officers, Support Service Manager, Youth Development Co-ordinator, Chair of the Safeguarding Committee.

GUIDELINES FOR HANDLING DISCLOSURE OR DISCOVERY OF ABUSE

Please note: It is important to share any concern you have about a child, young person or vulnerable adult with a Safeguarding Officer, no matter how small it may seem – even if it is just a 'gut feeling'. You can speak with any of the Safeguarding Officers on Iona, at Camas or on the mainland (names are displayed in the relevant offices).

DISCLOSURE OF ABUSE

If a young person discloses some form of abuse:

1. Listen to the young person, showing concern and empathy. Try not to interrupt the young person – let them talk, without putting words into their mouth.
2. Do not investigate – i.e. do not ask the child, young person or vulnerable adult any questions about details of the disclosure or incident
3. Explain to the young person that you have a responsibility for their safety, reminding them of the Safeguarding Statement. Explain you are unable to hold on to this information and will need to pass it on to your supervisor, in order to ask for advice.
4. Try to reassure the young person that you are there to help. Try to allay any fears the young person might have by saying they will not get in to trouble with you or your supervisor.
5. If the young person asks if you will tell their parents, and/or the alleged abuser, try to reassure the young person that s/he has a right to privacy but you will need to take advice.
6. Write down what the young person has said, as soon as possible.
7. If a young person gives you information about another child/young person's welfare or safety, it is quite appropriate to say, "If you give me any information, which identifies that child/young person, I have a duty to pass the information on".
8. If a young person asks, "Can you keep a secret?" advise them that there are certain things you cannot keep confidential, reminding them of the Safeguarding Statement. Tell them you are on their side.
9. Report the disclosure **immediately** (day or night) to any of the Safeguarding Officers listed above. S/he will then take responsibility for dealing with the matter in as sensitive a way as possible whilst also endeavouring to provide you with support.

DISCOVERY OF ABUSE

If you **discover** (i.e. witness, hear about) or you **suspect** abuse, report this **immediately** to a Safeguarding Officer, as per (9) above. Write down what you saw or heard as soon as possible and submit to the Safeguarding Officer.



**GUIDELINES FOR SAFEGUARDING OFFICERS
FOLLOWING DISCLOSURE OR DISCOVERY OF ABUSE ON ISLANDS
PROCEDURE**

1. If a child or young person has disclosed abuse to a member of staff they must report the incident immediately to a Safeguarding Officer (day or night) giving as much information as possible. Names of Safeguarding Officers are held in front office and on notice boards. If a member of staff discovers abuse, they will report the incident, as above.
2. The Safeguarding Officer will assess whether the child requires medical attention and whether he/she is at further risk, attempting to keep the child safe, if possible (e.g. asking a member of staff to remain with him/her).
3. The Safeguarding Officer will consider their own safety as well as the safety of the other participants, and whilst also maintaining minimum disruption to the programme, by allocating clear roles for other group leaders.
4. It is important for the member of staff to **write down** exactly what was disclosed or discovered. The Safeguarding Officer may need to assist with this so it does not delay the process – and it should include, as accurately as possible, anything that a child has said, noting the exact words, time, place and context and should avoid summarising the child's account using the listener's words.
5. **The Safeguarding Officer will immediately contact the Group Leader with details of the incident and agree who will contact the relevant Social Services Office. If the group leader agrees to contact Social Services, the Iona Community Safeguarding Officer should record this in a Safeguarding Incident Form (Appendix 4e).**
6. If it is agreed that the Iona Community will take responsibility, the Safeguarding Officer should phone Oban Social Services **01546 605517** (day) **0800 811505** (night) to seek advice regarding a referral, to establish which Social Services Office should deal with the referral, and what immediate action is needed to be taken.
7. If a referral is necessary, whether or not the group leader has made a referral, it is important to obtain the child's name, home address, age / (date of birth, if possible)
8. Once the child has been referred, it is then the responsibility of Social Services (and possibly police), who will instruct you what you should do. The Safeguarding Officer should establish from Social Services whether to advise the child/parents of the decision to refer. Support can be offered to the child throughout the process by a member of staff (or through an advocate from Childline Scotland).
9. Once the process of referral has been completed, the Iona Community Safeguarding Officer should then send a letter to the relevant Social Services Office with details of the incident and course of action taken, within 24 hours of the incident (where practicable). It is important, however, to work alongside the Group Leader as appropriate.
10. The Safeguarding Officer will ensure a Safeguarding Incident Form is completed (Appendix 4e).
11. The Safeguarding Officer should send the **original** Safeguarding Incident Form and a copy of any referral letter **within 48 hours of the incident**, to the Support Services Manager. The Safeguarding Officer and / or Support Services Manager will discuss the incident with the Chair of the Safeguarding Committee as soon as possible, to ensure policy and procedures have been followed. A copy of the Incident Form will be securely held on file for review at the annual Safeguarding Committee meeting, after which it will be destroyed.

USEFUL PHONE NUMBERS

Oban Social Services Office (which also covers Mull & Iona). Tel: 01546 605517

West of Scotland Out of Hours 0800 811505

Oban Police – number to be added. 01631 510500

Childline Scotland: 0800 88 44 44

Safeguarding Committee Chair: Anne Whiteford 0131 664 7788



**GUIDELINES FOR SAFEGUARDING OFFICERS
FOLLOWING DISCLOSURE OR DISCOVERY OF ABUSE ON MAINLAND
PROCEDURE**

1. If a child or young person has **disclosed** abuse to a **member of staff** they must report the incident immediately to a **Safeguarding Officer** (day or night) giving as much information as possible. If a member of staff **discovers** abuse, they will report the incident, as above.
2. The Safeguarding Officer will assess whether the child requires medical attention and whether he/she is at further risk, attempting to keep the child safe, if possible (e.g. asking a member of staff to remain with him/her).
3. The Safeguarding Officer will consider their own safety as well as the safety of the other participants, and whilst also maintaining minimum disruption to the programme, by allocating clear roles for other group leaders.
4. It is important for the member of staff to **write down** exactly what was disclosed or discovered. The Safeguarding Officer may need to assist with this so it does not delay the process – and it should include, as accurately as possible, anything that a child has said, noting the exact words, time, place and context and should avoid summarising the child's account using the listener's words.
5. **The Safeguarding Officer will immediately contact the Group Leader with details of the incident and agree who will contact the relevant Social Services Office. If the group leader agrees to contact Social Services, the Iona Community Safeguarding Officer should record this in a Safeguarding Incident Form (Appendix 4e).**
6. If it is agreed that the Iona Community will take responsibility, the Safeguarding Officer should phone Social Services on **0800 811505** to seek advice regarding a referral, to establish which Social Services Office should deal with the referral, and what immediate action is needed to be taken.
7. If a referral is necessary, whether or not the group leader has made a referral, it is important to obtain the child's name, home address and date of birth.
8. Once the child has been referred, it is then the responsibility of Social Services (and possibly police), who will instruct you what you should do. The Safeguarding Officer should establish from Social Services whether to advise the child/parents of the decision to refer. Support can be offered to the child throughout the process by a member of staff (or through an advocate from Childline Scotland).
9. Once the process of referral has been completed, the Iona Community Safeguarding Officer should then send a letter to the relevant Social Services Office with details of the incident and course of action taken, within 24 hours of the incident (where practicable). It is important, however, to work alongside the Group Leader as appropriate.
10. The Safeguarding Officer will ensure a Safeguarding Incident Form is completed (Appendix 4e).
11. The Safeguarding Officer should send the **original** Safeguarding Incident Form and a copy of any referral letter **within 48 hours of the incident**, to the Support Services Manager. The Safeguarding Officer and / or Support Services Manager will discuss the incident with the Chair of the Safeguarding Committee as soon as possible, to ensure policy and procedures have been followed. A copy of the Incident Form will be securely held on file for review at the annual Safeguarding Committee meeting, after which it will be destroyed.

USEFUL PHONE NUMBERS

West of Scotland Out of Hours: 0800 811505

Childline Scotland: 0800 88 44 44

Safeguarding Committee Chair: Anne Whiteford 0131 664 7788



Safeguarding Card

<p>What will happen to you? The S.O. will meet with you to discuss in more detail what you have heard or seen. S/he will then decide whether to pass the information on to Social Services. The SO will also arrange support for you, if necessary. What will happen to the child or young person?</p> <p>A Social Worker may wish to meet with the child/young person/vulnerable adult. If s/he believes the child/young person/vulnerable adult is in danger of further harm, s/he may take action to keep them safe.</p> <p>Summary We have a duty to keep children, young people and vulnerable adults safe.</p> <p>We are unable to keep allegations or details of abuse a "secret".</p> <p>We are not here to investigate but to pass information on.</p> <p>If it turns out the information you have is groundless, it was still right to report your concern or the concern of others.</p>	<p>The Iona Community Safeguarding Information</p> <p>The Iona Community wishes to enable and empower children, young people and adults to reach their full potential. We also wish to keep children, young people and vulnerable adults safe from abuse and neglect.</p> <p>This card provides guidelines for staff regarding 'what to do' if you have concerns that a child, young person (under the age of 18) or vulnerable adult is at risk of harm or if they have made a disclosure of abuse.</p> <p>A copy of the full Safeguarding Policy is kept in a folder in each islands centre as well as the Glasgow Office, and is available on request.</p> <p>Please keep this information with you</p> <p>The Iona Community 2012</p>
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<p>Safeguarding OFFICERS Please share any concern you have about a child, young person or vulnerable adult, no matter how small it may seem, with a Safeguarding Officer (S.O.). You can speak with ANY of the following S.O.'s: Iona: Islands Centres Director, Deputy Centres Director, Centres Resource Coordinator, Programme Coordinator Camas: All Resident Camas Employees Mainland: Youth Resource Worker, Youth Projects Coordinator, Support Services Manager</p> <p>DISCLOSURE If a child, young person or vulnerable adult tells you about abuse (e.g. Sexual, Physical, Emotional or Neglect)</p> <p>LISTEN without interrupting. Do not investigate – i.e. do not ask questions about the disclosure or incident. EXPLAIN that you have a responsibility for their safety. EXPLAIN you are unable to hold onto this information and will need to pass it on to your supervisor.</p>	<p>REASSURE them that they are not in any trouble and that there are people there to help. PRIVACY- If the child, young person or vulnerable adult asks if you will tell their parents/carers and/or the alleged abuser, confirm their right to privacy and safety but advise them you are not an expert. The best person to advise on these matters will be the professional people who are there to help. REPORT the disclosure immediately (day or night) to a S.O. S/he will then take responsibility for dealing with the matter in as sensitive a way as possible whilst also providing you with support. WRITE DOWN as soon as possible afterwards, what the child, young person or vulnerable adult has said and submit this to the S.O. If a child, young person or vulnerable adult tells you about someone else... SAY, "If you give me any information which identifies that child/ person, I have a duty to pass this information on". If they continue to give you information, the same procedures as above, apply. If you discover (e.g. witness, hear about) or you suspect abuse... REPORT this immediately to a S.O., as above. Write down what you have seen or heard as soon as possible. The Iona Community 2012</p>
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**SAFEGUARDING INCIDENT FORM
(Confidential)**

Please complete electronically and email to the Support Services Manager. Please also print off, sign and send original to the Support Services Manager. A photocopy should be kept in a secure location until the end of season, when it should be destroyed.

Name of Child / Vulnerable Adult:

Date of Birth:

Address of Child / Vulnerable Adult:

Name of Group:

Name of Group Leader:

Date of This Incident:

What Happened Please use additional sheet if required. Please also attach any original hand written note of what happened)

Action Taken by Member of Staff:

Other relevant details (*Record as accurately as possible, anything that a child has said, noting the exact words, time, place and context and avoid summarising the child's account using the listener's words*).

Action taken by Safeguarding Officer (*continue on separate sheet if necessary*).

Signature of Safeguarding Officer.....**Date**.....

Please attach referral letter and any other formal written material to this form.

SECTION FIVE

SCHEDULE 1 OFFENDERS (NB: Advice requires to be taken regarding Schedule 1 Offenders – definition, etc.)

5.1 WHO DOES THIS APPLY TO?

If individuals have been convicted of a relevant offence (as listed in Section 3) this will debar them from working as an employee or volunteer within the organisation, where the post involves direct contact with children or access to children's' details. Please note: this includes all posts in the Islands centres as well as posts within the Youth Team. In addition, there may also be restrictions regarding the above individuals participating in certain Iona Community events.

Where the post does not involve direct contact with children or access to children's files, a thorough risk assessment will be carried out and a contract drawn up and agreed by all necessary parties concerned, before consideration is given to employment/placement or continuing employment.

Should a current or potential member of staff be charged with an offence or be placed on bail, consideration should be made to suspending the individual until criminal justice procedures have been dealt with.

While there are miscarriages of justice, there are also cases of guilty people continuing to proclaim their innocence (and of offenders minimising or denying what they have done). Therefore, should a convicted or cautioned offender be protesting their innocence, their account cannot be accepted, unless their conviction is overturned and their name formally cleared.

This policy applies to:

- Current or potential staff within the Iona Community.
- Current or potential Members of the Iona Community.
- Adult guests/participants at Iona Community events.

5.2 PASTORAL ROLE

The Community recognises the need for pastoral support for offenders – and will seek to offer this from within or outside the organisation, where appropriate.

5.3 RISK ASSESSMENT AND CONTRACT FOR KNOWN OFFENDERS

Should an offender who is approaching release from prison be interested in becoming involved with the Iona Community, the Community's policies will be explained to the offender (for example through consulting with the Prison Chaplain). The Support Services Manager or Youth Development Coordinator will be the initial point of contact to coordinate a risk involving the allocated criminal justice social worker (for Scotland) or probation officer (for England), police and any other relevant parties, so that any agreement about involvement with the organisation is known about and seen as part of a multi-agency approach.

The risk assessment will aim to clearly outline measures required, boundaries of involvement with the Community and supervision systems (an external Risk Assessment may already exist which may help inform this process). The Iona Community Risk Assessment should be presented to the Safeguarding Committee, who will make a decision whether the individual should be permitted to have involvement with the organisation. If approved, a contract should be drawn up, outlining requirements and responsibilities of all parties and signed by the individual and designated supervisor (see Appendix 5a for an example).

For known offenders already living within the wider community and wishing to be involved in the Iona Community, these procedures above will also apply.

5.4 MONITORING GROUP (SAFEGUARDING COMMITTEE)

The Safeguarding Committee will fulfill the function of a monitoring group and the contract will be reviewed as required. When key personnel change or leave post, it is important to ensure continuity of awareness and provision of pastoral support for the offender.

5.5 MAKING PEOPLE AWARE – WHO NEEDS TO KNOW

Should an offender be attending events where their identified supervisor is not present, key people, especially those responsible for leading children's activities need to know that the offender is attending the overall event, that they will not be having contact with the children and that they will never be on his own with children and young people.

Who else is told needs to be weighed against any need for confidentiality or pastoral sensitivity. The need to know must be balanced with the danger that the offender may be the victim of discrimination or even hounded out of the organisation/wider community (to the detriment and greater danger of other children if they decide to maintain a lower profile).

Awareness of the organisation's policy, however, will be promoted and the following key aspects of procedures explained:

- People who need to know because they work with children are informed.
- The organisation liaises with concerned agencies.
- The Safeguarding Committee will act as a monitoring group.
- There will be a contract.
- Arrangements will be reviewed regularly.

This information will be particularly important for survivors.

5.6 DISQUALIFIED FROM WORKING WITH CHILDREN LIST

The Iona Community has a duty to make a referral under the Protection of Children (Scotland) Act 2003 in the event of a member of staff harming or putting a child at risk and is removed from their position as a consequence of their action.

SCHEDULE 1 OFFENDERS Definition

Offenders convicted of specified offences against children (specified in Schedule 1 of the Criminal Procedure [Scotland] Act 1995). These are primarily offences comprising neglect or physical, sexual, or emotional harm towards children. The categorisation is life-long.

National Objectives for Social Work Services in the Criminal Justice System: Standards – Throughcare

OFFENCES WITHIN THE AMBIT OF SCHEDULE 1 OF THE CRIMINAL PROCEDURE (SCOTLAND) ACT 1995

1. Any Offence under Part I of the Criminal Law (Consolidation)(Scotland) Act 1995
 Procuring (unlawful sexual intercourse or for the purpose of prostitution (section 7(1)).
 Procuring by threats etc. (section 7(2),(3)).
 Incest (section 1).
 Intercourse with step-child (section 2).
 Intercourse of person in position of trust with child under 16 (section 3).
 Unlawful sexual intercourse (or attempted intercourse) with a girl under the age of 16 years (section 5).
 Indecent behaviour towards a girl aged between 12 years and 16 years (section 6).
 Abduction of girl, or unlawful detention with intent to have sexual intercourse (section 8).
 Permitting a girl under the age of (a) 13 and (b) 16 to use premises for sexual intercourse (section 9).
 Causing or encouraging the seduction or prostitution etc., of a girl under the age of 16 years (section 10).
 Allowing a child (aged between 4 years and 15 years) to be in a brothel (section 12).
 Procuring, or being a party to the commission of a homosexual act in certain circumstances (section 13).*
 *Action to implement specific procedures in respect of offences under this section must only be taken where the victim is aged under 16 years.
2. Any offence under sections 12, 15, 22 or 33 of the Children and Young Persons (Scotland) Act 1937 (as amended by the Sexual Offences (Scotland) Act 1976).
 Cruelty to a child or young person under the age of 16 years (section 12)
 Causing or allowing persons under 16 years of age to be used for begging (section 15).
 Exposing children under 7 years of age to risk of burning or scalding (section 22)
 Prohibition of persons under 16 years of age taking part in performances endangering life or limb (section 33).
3. Any other offence involving bodily injury to a child under the age of 17 years.
4. Any offence involving the use of lewd, indecent or libidinous practices or behaviour towards a child under the age of 17 years.

In addition section 52 of the Civic Government (Scotland) Act 1982 provides that references to Schedule 1 offences in the Social Work (Scotland) Act 1968 are to include the offences the 1982 Act creates in relation to the taking, distribution, possession or publication of indecent photographs of children under the age of 16 years.

DEFINITIONS: with reference to paragraph 318

"Child" means a person of various ages (according to the relevant offence) under the age of 16 except in 3 specific cases. These are:-

Abduction (or unlawful detention) of girl with intent to have sexual intercourse; this clause refers to girls up to 18 years.

Any other offence involving bodily injury to a child under the age of 17 years.

Any offence involving the use of lewd, indecent or libidinous practices or behaviour towards a child under the age of 17 years.

For the purposes of this guidance all victims of these 3 offences are included in the definition of "child". However, for no other offence does the definition of "child" extend beyond 16 years.



SCHEDULE 1 OFFENDER'S CONTRACT

This form should be amended, as necessary and appropriate for the particular circumstances.

The Iona Community has an obligation to protect children and young people, who come into contact with the organisation. However, as a Christian organisation, we have a strong commitment to maintaining an ethos where all adults who are involved with the organisation feel accepted and cared for. Although the following contract is a necessary part of your involvement within the Community, we hope you understand our commitment to dealing with your situation in as sensitive a way as possible.

- I will never allow myself to be in a situation where I will be alone with children/young people.
- During events, I will not place myself in the vicinity of children and young people, where there are no other adults present.
- I will not enter parts of buildings where there are exclusively children's activities in progress (for example – craft room, during Community Week, other family weeks, youth weeks, Camas, Youth Team office).
- I will decline invitations of hospitality where there are children present and where it is possible I would be alone with children/young people.
- I accept that the following staff members will know I am a Schedule 1 offender/registered with the police under the terms of the Sex Offenders Act: and Safeguarding Committee.
- I accept that during an Iona Community event a named person may be designated for supervisory / monitoring purposes.
- I understand that there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care.
- I accept that contact will need to be made with my Social Worker (for Scotland) / Probation Worker (for England) who will meet with a relevant representative of the Iona Community, as and when necessary.
- I understand that if I do not keep to these conditions, then I may be asked not to attend certain Iona Community events, and in such circumstances a relevant representative of the Iona Community may choose to inform the statutory agencies (e.g. probation / social services), and any other relevant organisation.
- I understand that any other concerns will be taken seriously and reported.
- I understand that this contract will be reviewed regularly every _____ week(s) /month(s)/ year(s) and will remain for an indefinite period.

For the term of this contract the Iona Community agrees to support the named person in the capacity of in addition to offering pastoral support as may be required.

Signed _____ Signed _____
On behalf of the Iona Community Named Person
Date _____