



# SAFEGUARDING YOUNG PEOPLE

## The Embroiderers' Guild Child Protection Policy

### Contents

#### Introduction

#### Embroiderers' Guild Protection Policy

#### Embroiderers' Guild Code of Good Practice and Procedures for Implementation

	<b>Page</b>	
1	Manage the Guild in order to protect young people	5
2	Manage paid staff and volunteers in order to protect children	9
3	Choose the right paid staff and volunteers in order to protect children	10
4	Dealing with abuse which has been disclosed or discovered	12
5	Provide appropriate training to staff and members	14

## **Safeguarding Young People – the Embroiderers’ Guild Child Protection Policy, Code of Good Practice and Procedures for Implementation**

The Guild is a major provider of arts activity through Young Embroiderers and increasingly through our developing learning programme which provides learning opportunities for a wider young audience.

If a parent asked about the Guild and its activities for young people and their safety, how would we answer them? How do people know their children and young people are safe with the Guild?

### **The Policy seeks to**

- Prevent harm from accidents and abuse
- Respect the rights and interests of children and young people
- Provide them with the equality of opportunity with the Guild (in line with the Guild’s Access and Learning policy)
- Support the adults responsible for the care of children and young people engaging with the Guild by providing a Code of Good Practice and Procedures which identify work structures and processes to assist in implementing the Policy and Code effectively.

Safeguarding Young People is for implementation throughout the Guild wherever and whenever we are working with children and young people. On occasion the procedures for paid staff and volunteers may vary in response to the varying circumstances in which activities are offered.

The Code of Good Practice is derived from the recommendations listed in Safe from Harm (Home Office) and from Safeguarding Children and Young People in the Church (a code of good practice for vestries and congregations in the Scottish Episcopal Church).

The terms children and young people used in this document denote all those aged under 18. In Scottish law legal responsibilities for some purposes define a child as someone up to the age of 16 years. We recommend that the procedures given here should be followed as best practice in child protection. Further new procedures and information will be sent out in the form of updates. If the procedures raise questions please contact the Artistic Director for Young & Student Embroiderers or the CEO to discuss these as soon as possible. [ArtisticYSE@embroiderersguild.com](mailto:ArtisticYSE@embroiderersguild.com) or [ceo@embroiderersguild.com](mailto:ceo@embroiderersguild.com).

Safeguarding Young People and any updates will be sent to all Young Embroiderers’ Group Leaders, Group Helpers, Young Embroiderers’ Regional Representatives, Branch Chairmen, Regional Committees and all Guild staff on a regular basis.

Many of the procedures described in Safeguarding Young People are familiar to us as the sensible practice we already use in working with children.

## A Quick Overview of the contents of this Safeguarding Young People Document

All Young Embroiderers' Group Leaders and Group Helpers must be members of the Embroiderers' Guild. Those who wish to apply to be Young Embroiderers' Group Leaders will be required to apply for an enhanced DBS check for working with young people through the Guild's appointed DBS check company. Group Helpers will also need to have an enhanced DBS check for working with young people through their current employment or will need to apply through the Guild's appointed check company. Group Leaders and Helpers must agree to abide by Safeguarding Young People. New volunteers can find a copy of the Young Embroiderers' Group Leader/Helper Guidelines on the Members' Documents page of the Embroiderers' Guild website which includes information about the roles of Group Leader/Group Helper.

Members wishing to volunteer as a Young Embroiderers' Group Leader or Helper for the first time or after a break in service, must have approval from their Branch Chair. Group Leaders/Helpers standing down from their role must advise Head Office via [yeadministrator@embroiderersguild.com](mailto:yeadministrator@embroiderersguild.com).

Applicants for paid employment with the Guild which involves contact with children will be informed that they will be asked to apply for an enhanced DBS check and that their appointment is subject to this being satisfactory.

Good practice in child protection can also be as beneficial to the adults working with the young people as to the young people themselves. Wrongful allegations or misunderstandings do happen. We should also remember that children can harm or abuse their peers.

The table below gives the minimum requirement of Group Leader/Helpers to run an activity. The suggested ratio is 1 adult to 8 children, however children under 8 should be accompanied by a parent/guardian.

WHO?	DBS CHECK REQUIRED?	ORGANISE ACTIVITY?	WORK UNSUPERVISED?
Group Leader	Required	Yes	Yes but cannot run activity without helpers
Group Helper	Required	Yes, with Leader approval	Yes if deputising for Group Leader but cannot run activity without helpers
Supervised Adult/Casual Helper	Preferable	No	No
Other Volunteer	Preferable	No	No
Guest Artist/Educator	Preferable	Yes with Leader approval	No

We value the experience of staff and of Guild Members who volunteer to create and deliver exciting and safe activities for Young Embroiderers. We therefore welcome your response to this document; please contact the CEO by email: [ceo@embroiderersguild.com](mailto:ceo@embroiderersguild.com)

## **Safeguarding Young People**

### **Embroiderers' Guild Child Protection Policy**

In furtherance of the Embroiderers' Guild Access and Learning Policy, the Embroiderers' Guild is committed to providing quality and inclusive leisure and learning opportunities relating to the subject and practice of embroidery for young people.

In delivering these services, the Guild has a duty to safeguard the welfare of the young people with whom it engages and the volunteers and staff members who volunteer or are employed to deliver Guild activity for young people.

The Embroiderers' Guild is therefore committed to take all steps within its power to keep young people in its care safe from physical, sexual and emotional harm and to support the volunteers and staff that have a duty of care for those young people who are participating in Guild activity.

The Guild's commitment to this Policy is supported in a Code of Good Practice. In recognition of the responsibility which we all share in safeguarding young people, this Policy and Code of Good Practice should be adopted and used throughout the Guild.

The following Code of Good Practice must now be followed by all those staff, Members and volunteers working within the Embroiderers' Guild and Young Embroiderers with children and young people.

In addition to this Policy and the Code of Good Practice, the Embroiderers' Guild and the Young Embroiderers/JETS Group Leaders and Helpers will also observe and implement the data protection standards and practices as defined or specified by the General Data Protection Regulation legislation in force from 25<sup>th</sup> May 2018.

For further information please contact the Embroiderers' Guild Data Controller via [datacontroller@embroiderersguild.com](mailto:datacontroller@embroiderersguild.com).

## Safeguarding Young People

### Embroiderers' Guild Code of Good Practice

- 1 Manage the Guild in order to protect young people
  - 1.1 Adopting the Policy on Safeguarding Young People
  - 1.2 Planning the work of the organisation so as to minimise situations where the abuse of young people may occur.
  - 1.3 Having a system whereby young people, parents and carers, volunteers and staff may talk with an independent person.

#### 1.1 Adopting the Policy on Safeguarding Young People

##### The procedures we follow:

- The Guild's Policy and Code have been published and are promoted amongst the Membership and to staff and are subject to the results of ongoing research into matters of child safety. Please contact the Artistic Director for Young & Student Embroiderers or CEO if you have any queries regarding these documents or their implementation.
- Young Embroiderers' Group Leaders and Group Helpers must be Guild Members and must be conversant with the Policy and adhere to the Code and these procedures for implementation. Guild staff working with young people must also understand the Policy and adhere to the Code and these procedures for implementation.
- A copy of the Policy and Code, an outline of our recruitment practice, contact numbers for the Guild's child protection co-ordinator or child help agencies should be displayed within the Guild, Region, Branches and where Young Embroiderers groups meet.

#### 1.2 Planning the work of the organisation so as to minimise situations where the abuse of young people may occur.

##### The procedures we follow:

###### People

- The Guild has designated that the Artistic Director Y & SE is the child protection co-ordinator for the Guild with responsibility to ensure that information on child safety is disseminated throughout the Guild. The designated child protection co-ordinator for the Guild can be contacted directly by volunteers and staff on matters of child safety and Guild policy in this area on [ArtisticDirectorYSE@embroiderersguild.com](mailto:ArtisticDirectorYSE@embroiderersguild.com)
- It is essential that the Guild knows and is in contact with those people who have responsibility for young people engaging with the Guild. Young Embroiderers' Group Leaders and Group Helpers must, therefore, be Guild Members and, if located in England and Wales, have completed a DBS check (Disclosure Barring Service) and, if located in Scotland, have completed the PVG check.

- Recruitment procedures for Young Embroiderers' Group Leaders, Group Helpers and paid staff working with children must be followed to confirm the appropriateness of these people for this work. (See Code point 3).
- The Guild will apply for Disclosure for Group Leaders, Group Helpers and paid staff working with young people. Disclosure is the service provided by the Criminal Records Bureau to help organisations make safer, more informed recruitment decisions. The procedure provides access to criminal records and other information which will identify to the Guild those who may be unsuitable to work with children.
- Disclosure can only be part of a wider process which seeks to identify the right person for the job. Code item 3 describes the additional procedures we should follow to appoint staff and volunteers.
- The Young Embroiderers' Group Leader is responsible to the Branch (or Guild where not attached to a branch) for the safe-running of Young Embroiderers' Group activity and events and should be present at Young Embroiderers' Group meetings but is permitted to share operational responsibility with Group Helpers with whom they work with as a team.
- The Group Leader must be supported by Group Helpers who can deputise for the Group Leader if that person cannot attend Young Embroiderers' meetings as required. The size of this team is dependent upon the size of the group but we would not anticipate an average maximum of more than four. The Guild can advise on this.
- The Group Leader is not required to deliver all the activities – another person can be brought in to do that under the supervision of the Group Leader and Group Helpers.
- Where a Young Embroiderers' group is not attached to a Branch, the Group Leader and Helpers and all the children attending must be Guild members.
- Freelance artists and educators contracted by the Guild (including Young Embroiderers) to deliver activity for children and young people will be asked to follow Safeguarding Young People in their work with the Guild and should be asked to sign a form as part of their contract agreeing to this.
- Where artist educators are working with the Guild on a one off or short term project it may not be practical to apply for Disclosure. In such cases the artist/educator will not be placed in a position of sole responsibility for the children participating and will be supervised at all times by the Group Leader and Group Helpers.

## **Activities and Premises**

- Young Embroiderers' activity should not take place without the Group Leader or a Group Helper present to take charge and take responsibility.
- Activities should be supervised by the appropriate number of adults. Wherever possible there should be at least two adults present from the Group Leader/Group Helper team, if necessary supported by additional supervised adults to achieve the required child/adult ratios. There should be a ratio of at

least one adult per every eight children. For children over the age of eight years, the Guild recommends a ratio of one adult to every ten children.

- Any Guild activity involving those under 8 years should be restricted to 2 hours duration or a parent/guardian should remain with the child for the duration of the longer activity. We may reasonably require parents or carers of those under 8 years old to accompany their charges during short activities (2 hours or less).
- If casual helpers (those people offering one-off or very occasional help) volunteer to help with the Young Embroiderers' activity, the Group Leader or Group Helper in charge must determine the suitability of those people to participate and ensure they are supervised at all times. Casual helpers cannot take responsibility for Young Embroiderers' activity. (see also Code item 3).
- Group Leaders and Helpers should never place themselves or another person in a compromising or potentially dangerous situation – avoid being alone with a young person and do not leave children unattended.
- Domestic premises (which cannot be regulated in any way that public places are) must never be used for Young Embroiderers' activity. We need to be sure of the safety of the premises and the equipment used, and know the people who are in contact with Young Embroiderers. To avoid accidents, risk assessment should be made of any premises and its facilities which we will be using.
- Do consider who else uses the premises and how this might affect the delivery of your activity.
- Risk assess the safety of practices, materials and equipment you will be using – do not use any item or follow practices without adequate facilities and expertise to do so safely.
- In some cases the group may be required to comply with health and safety legislation as it is applied specifically to the premises used. Group Leaders must ensure they comply with such requirements.
- No activity can take place without adequate insurance. If a Young Embroiderers' group is linked to a branch it will be covered by the Branch insurance. Non-Branch groups must be adequately insured under the Embroiderers' Guild insurance arrangements and evidence of this retained by the Guild. It should be ensured that insurance is in place for off-site activity delivered i.e. activity at a venue other than the usual YE premises. Insurance may be invalidated in the event that children attend YE meetings or events but are not members or are unrecorded visitors.
- Where participants are unaccompanied, obtain written information from a parent or carer of any medical conditions a young person may have and any medication being taken.
- Keep contact details for the children and young people participating in your activity. This information must be kept digitally on a password-protected PC or laptop or, if printed/handwritten, must be kept in a locked container or file. Personal data must not be kept on a USB data stick unless it is encrypted.
- Obtain written permission of the parent or carer to take children on an outing. Carry out a risk assessment of the venue you will be visiting.

- Ensure all vehicles used for outings, including hired mini-buses/coaches are fitted with sufficient seat belts for all passengers and have the necessary local authority approvals, a valid MOT certificate and appropriate insurance.
- A register and signing in/out procedure should be operated for all activities. Know who is authorised to collect a child. This register should never be left unattended while in use and should be stored in a locked container at all other times.
- Health and safety legislation require the Guild as an employer to provide first aid box(es) and a notice displayed in the workplace telling staff:
  - The location of the first aid box
  - Who is the first aider or appointed person (an appointed person is someone who has basic first aid knowledge)
  - Where the first aider or appointed person can be found
- YE groups which cannot provide their own first aider and first aid box should know where first aid can be obtained (which may be in the premises used) and locate the nearest hospital with accident and emergency facilities.
- Procedures should be established for recording and reporting accidents.

### **Promotion / Publicity**

- Obtain written permission of a parent or carer to photograph a child or young person and to publish these. Never include the full name or contact details of a child or young person in published material including on web-sites and social media sites. It is recommended that only the child's/young person's first name and group name is published.
- We want people to join our activities for children, young people and families but we want to avoid those who might cause a nuisance. The information we give out about meetings and events therefore needs to be controlled. Detailed information about Young Embroiderers' meeting times and places should not be published on the web or for general dissemination but should be given on request.
- Where special events are being advertised, give general information such as month and year, the nature of the event and who it is for. Supply an official address for further details.
- Remember within the Guild the Data Protection law also applies to children and young people. Contact details of children and young people engaging with the Guild should not be given to third parties and children and young people should not be emailed or contacted without permission from their parents or carers.

### **The procedures we follow:**

- It is important that young people have an independent person to talk to if they have any worries and that they and their parents/carers know who this person is and how to contact them. Adults working

with young people also need this contact. The role of the independent person is to listen not to investigate.

- Young Embroiderers' groups should provide contact details of an independent person whom a young person or adult can contact in confidence if they have concerns about safety or behaviour within the Guild. YE groups should therefore advertise the contact details of appropriate organisations such as Childline 0800 1111 or the NSPCC Helpline 0808 800 5000 which can provide this service.
- These agency contacts and those of the Guild's child protection co-ordinator should also be available where staff are delivering activities for children and young people through the wider Guild programme.
- The Guild will supply a form to YE Group Leaders to be completed by a parent/guardian/carer for each child or young person joining Young Embroiderers. This will be information relating to parent/carer contact details, medical conditions and the identity of individuals authorised to collect/support the child, (including photo permission) so that the child can be protected and appropriately supported at group meetings. This information will only be shared with the YE Group Leader and those Guild members who directly support the group. All of the information supplied will be kept secure at all times. The form should be retained by the Young Embroiderers' Group for its records and a copy of the form should be given to the parent or carer.

## **2 Manage paid staff and volunteers in order to protect children....**

2.1 Apply procedures for protecting young people to all paid staff and volunteers

2.2 Give all paid staff and volunteers clear roles

2.3 Use supervision of staff and volunteers as a means of protecting young people

### **2.1 Apply procedures for protecting young people to all paid staff and volunteers**

#### **The procedures we follow:**

- Safeguarding Young People is applied throughout the Guild wherever staff or volunteers are working with young people

### **2.2 Give all paid staff and volunteers clear roles**

#### **The procedures we follow:**

- Those directly responsible for paid staff or volunteers in contact with young people (staff or Group Leader) should use good management supervision to create safe environments.
- Job descriptions for Group Leaders and Group Helpers should be issued which identify the functions and responsibilities of the roles and state the responsibility to deliver the aims of Safeguarding Young People.

- The Policy, Code and procedures for implementation should be issued to all staff and volunteers, whether applying for a paid post working with children and young people or Group Leader/Group Helper position.

### **2.3 Use supervision of staff and volunteers as a means of protecting young people**

#### **The procedures we follow:**

- Those directly responsible for paid staff or volunteers in contact with young people (staff or Group Leader) should use good management supervision to create safe environments.
- Safe from Harm recommends that supervisors meet paid staff or volunteers for whom they are responsible to review and plan their work. On each occasion the supervisor might ask questions about the staff member's working and personal relationships with the children with whom they come in contact.

Supervision is an opportunity to satisfy yourself that young people in your charge are safe. The discussion involved is an opportunity for staff and volunteers to raise any concerns. Supervision can also help to identify training and support needs of staff and volunteers.

### **3. Choose the most suitable paid Staff and Volunteers in order to protect young people**

- 3.1 Treat all would-be paid staff and volunteers as job applicants for any position involving contact with young people
- 3.2 Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with young people
- 3.3 Explore all applicants' experiences of working or contact with young people in an interview before appointment
- 3.4 Find out whether an applicant has any conviction for criminal offences against young people
- 3.5 Make paid and voluntary appointments conditional on the successful completion of a probationary period

#### **The procedures we follow:**

- The Guild CEO appoints paid staff in line with their specified extent of authority. All staff appointments involving working with young people or administration of this policy must be ratified by the Chair of the Board of Trustees or nominee.
- Bullet points 3.1-3.5 above are part of the normal application for paid staff employed by the Guild to work with children and young people
- Applications for volunteer roles should be treated in the same or similar way wherever possible so that the comparable information needed to make an appointment can be gathered.

- Information should be gathered that is relevant to the proposed job including information about criminal convictions spent and unspent. However, the Guild must avoid unfair or unlawful discrimination. Applicants should be told clearly, preferably in writing (a form provided by the Guild for Young Embroiderers' Groups will do this) that the position for which they are applying involves work or contact with children and is therefore exempt from the provisions of the Rehabilitation of Offenders Act. Applicants should be reassured that the information given is received in the strictest confidence and is necessary only in the interests of children and young people. This information will be gathered through Disclosure.

“The Rehabilitation of Offenders Act” was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs. The report that led to the legislation argued that an offender who has not been reconvicted for a number of years should no longer be liable ‘to have his present pulled from under his feet by his past’. The Rehabilitation of Offenders Act enables ex-offenders ‘to wipe the slate clean’ of their criminal record in the sense that, unless the post they are applying for is exempted they are no longer legally required to disclose to organisations convictions that have become ‘spent’. Or to put it the other way round, the Act makes it illegal for an organisation to discriminate against an ex-offender on the grounds of a ‘spent’ conviction.

In order to protect certain vulnerable groups within society there are a large number of posts and professions that are exempted from the Rehabilitation of Offenders Act. These include posts involving access to children, young people, the elderly, disabled people, alcohol or drug misusers and the chronically sick. (Employing People with Conviction, Criminal Records Bureau)

- The Guild will ask relevant staff and volunteers to agree to apply for Disclosure and will provide Young Embroiderers' Groups with a form (which will include the job descriptions for Group Leaders and Group Helpers) to record this agreement, and to provide information about the Rehabilitation of Offenders Act for those wishing to become Young Embroiderers' Group Leaders or Group Helpers

### **3.2 Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with young people**

#### **The procedures we follow:**

- References for staff working with young people will be taken. The Guild states explicitly to the referee that the post applied for involves working with young people. An applicant may not have experience of working with children, but the referee should always be asked to confirm that they have no concerns about the applicant working with children.
- Increasingly volunteer organisations ask for references from volunteer applicants. It is important that we choose the right most suitable person for the job and where possible we should support our decision by asking applicant Group Leaders or Group Helpers for a written reference(s) from someone who knows them and their experience of working with children.

### **3.3 Explore all applicants' experience of working or contact with young people in an interview before appointment**

#### **The procedures we follow:**

- The procedures described in this document are designed to select the right people whether paid staff or volunteers to work with children and young people within the Guild.
- This information is gathered for staff through a formal interview and references. However, the same information can be gathered by methods other than a potentially intimidating interview.
- Those volunteering for Group Leader/Helper roles should be made aware of what the job entails and the responsibilities that go with it.
- In both cases confirmed contact/identity details for new Group Leaders and Group Helpers must be taken. The applicant must read and agree to follow Safeguarding Young People and agree to apply for Disclosure. Use the form provided by the Guild to gather this information and forward the form immediately to the Guild.
- When a new member of staff with responsibility for young people, or Group Leader or Group Helper has been offered a post with the Guild, the Guild will then ask that person to apply for Disclosure. Posts cannot be confirmed until a satisfactory Disclosure has been received by the Guild. Paid staff positions should not be taken up before this, however if necessary the applicant may begin a paid appointment with the Guild provided they do not have sole responsibility for or access to young people, and have made a written declaration of any criminal convictions. Group Leaders/Group Helpers (NOT IN SCOTLAND) may take up their roles on a provisional basis provided they have satisfactorily completed the Guild applicant volunteer form and agreed to apply for Disclosure.
- Occasionally Young Embroiderers' Groups may require additional helpers for a Young Embroiderers' activity. These people should be well known to the Group Leader who decides on their level of participation, and be people whose identity and contact addresses the Group Leader can confirm. Such helpers should be parents/carers of Young Embroiderers' Members, or be Guild Members. Remember these helpers cannot take responsibility for Young Embroiderers' Groups and activity, and must be supervised by Group Leaders and Group Helpers.
- These procedures are not intended to exclude parents from supporting or observing a Young Embroiderers activity.

### **3.4 Find out whether an applicant has any conviction for criminal offenses against young people**

#### **The procedures we follow:**

- Paid staff and volunteers working with children and young people will be required to undergo a DBS check (Disclosure Barring Service) or its Scottish equivalent (PVG) as part of recruitment.
- People working with children are exempt from the Rehabilitation of Offenders Act 1974, which means that they must disclose all convictions including those that are spent. See above.

### **3.5 Make paid and voluntary appointments conditional on the successful completion of a probationary period**

#### **The procedures we follow:**

- Staff appointments are confirmed after a successful three-month probationary period.
- It would be difficult to require a trial period for volunteers as they currently operate within the Guild. However, if a Group feels they can operate such a system this would be desirable.

## **4 Dealing with Abuse Which has been Disclosed or Discovered**

### **4.1 Issue guidelines on how to deal with the disclosure or discovery of abuse**

#### **The procedures we follow:**

- It is the duty of all staff and Members to prevent abuse and to report any abuse discovered or suspected within the Guild.
- The Artistic Director for Young and Student Embroiderers is the child protection coordinator for the Guild and acts as the Guild contact who receives and acts on reports of discovered or disclosed abuse.
- If you believe a child is in immediate danger, contact the appropriate agency at once (police, social services) and then make a report to the ADYSE as soon as you are able.
- In dealing with abuse confidentiality is central to the procedure and those reporting or receiving information about alleged incidents must do so in strictest confidence.
- The Guild will seek to give staff and volunteers guidance on what constitutes abuse, how to recognise it and what action to take.

#### **Kinds of abuse**

Physical - where children or young people receive physical hurt or injury

Sexual - where adults seek sexual gratification by using children and young people

Emotional - where children or young people are harmed by a constant lack of love and affection, or threats, taunting, etc.

#### **The following may be signs of abuse:**

Physical abuse: unexplained injuries or those which have received no medical attention, hidden injuries, signs of neglect.

Sexual abuse: allegations made by the child or young person, pre-occupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults.

Emotional abuse: regression in behaviour, nervousness, sudden under achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing, looking un-cared for.

NB: Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations. It is important, therefore, that the above signs are not taken as indications that abuse has taken place. They should make us stop and think, but not necessarily jump to conclusions.

Taken from: Safeguarding Children and Young People in the Church  
A Code of Good Practice for Vestries and Congregations in the Scottish Episcopal Church

#### **Disclosure of abuse: action to take**

- Keep calm and be non-judgmental; offer immediate support and understanding to the young person.
- Let them know that you will take action.
- Never agree to keep a secret.
- Do not press a child for more information – do not ask leading questions.
- Do not investigate.
- Make and keep notes of the conversation including dates and time of the event, name and date of birth of the child or young person, nature of the concern and what the child said, name of the alleged abuser
- Inform the Artistic Director YSE of the disclosure and she will then decide on the action to take. However, if the situation merits immediate action contact the appropriate agencies and then inform the ADYSE that you have done this.

#### **Suspicion of abuse: action to take**

- Keep calm, try to act normally.
- Do not investigate.
- Record all the signs which inform your suspicion, sign, and date and keep these.
- Inform the ADYSE of your suspicion and she will then decide on the action to take. However if the situation merits immediate action contact the appropriate agencies and then inform the ADYSE that you have done this.

## **5. Provide appropriate training to Staff and Members**

### **5.1 Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of child abuse**

#### **The procedures we follow:**

- The Guild seeks to provide staff and Members with information and training on child protection issues.
- As adults working with young people staff and Members should adopt appropriate mode and code of behaviour.

#### **We should always:**

- Respect everyone as an individual
- Respect privacy
- Be available to listen to people, and where necessary refer for more appropriate help
- Be sensitive to individual likes and dislikes
- Show understanding when dealing with sensitive issues

#### **We should never:**

- Allow abusive or humiliating behaviour, or bullying
- Show favouritism
- Have inappropriate physical or verbal contact with others
- Encourage attention seeking
- Jump to conclusions without checking facts
- Deliberately place ourselves or others in a compromising situation
- Believe it could never happen to me
- Never agree to keep a secret

**Embroiderers' Guild, September 2005 revised 2012, 2014, 2016, 2017, June 2018, Dec 2018, Aug 2019**

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