



LA (inc Worker/volunteer) responsibilities, and how BYC supports these:

All Local Authorities safeguarding and support policies and practice differ, some slightly while others significantly. BYC works to provide the necessary support to the 130 (or so) LAs that are involved, we've done this through our own experience and most importantly from feedback from LAs and Workers.

Safeguarding and Risk Assessment

While many workers see the following as a given, for clarity its worth saying that the LA is responsible for ensuring the safety / risk assessment of young people for activities they embark on independently/at a local level/organise by LA.

For events organised by BYC or as part of the Youth Voice programme (if you're unsure what this is, please check the Youth Voice Calendar for your region, or speak to your Youth Democracy Coordinator), our current policy and practice emphasises:

Unless otherwise agreed in advance any LA bringing young people to a BYC event or meeting retains fully responsibility for the young people they bring, including during travel to and from the event, and we expect you to operate within your own organisations safeguarding and risk assessment procedures.

As a minimum we expect you to:

1. Provide a member of staff or volunteer, over the age of 18, who is capable of taking on this responsibility, and will remain onsite at all times
2. Ensure that all adult staff or volunteers you involve in this project have suitable DBS clearance in line with your own organisational policies, and are suitably qualified to work with young people
3. Obtain suitable parental/guardian consent for the young people you bring to attend the event. BYC will provide copies of our own consent form/emergency contact details if they are needed to enable young people to attend
4. Young people aged 16 or over, can attend BYC organised events. However, this isn't necessarily the case for partners of BYC such as the Youth Work Units in the North West, and Yorkshire and Humber.
5. Notify BYC in advance of any events if a member of your group has any additional needs such as dietary requirements or mobility issues
6. Notify BYC in advance of any particular needs or issues relating to young people that may create additional risks in relation to other members of the group.
7. Obtain suitable photo and media consent for the young people you bring to this event, that is sharable with BYC and its partners, or notify us in advance if this is not possible.

To support you with this responsibility BYC will:



1. Take responsibility for the safe running of activities at BYC events or meetings
2. Distribute appropriate risk assessments (including nearest hospital) and venue details, in advance of meetings (note most events and activities are low risk and covered by our generic risk assessment)
3. Ensure a first aider is on site during all events and meetings
4. Hold suitable insurances for all BYC Activities
5. Ensure that all BYC staff and volunteers have suitable DBS clearance and are appropriate to work with young people in line with BYC's safeguarding procedures
6. Ensure that any partner organisations involved in running BYC activities have appropriate safe guarding procedures in place, and operate in line with the commitments outline above
7. Ensure that any guests invited to events, such as Civil Servants, Senior Police etc, are not left unsupervised with young people, and are not able to contact them directly after events

We will also ensure that all venues we use are DDA compliant and have an appropriate risk assessment and public liability insurance in. However the ultimate safety of the venue will remain the responsibility of the venue owner/manager.

Staff ratios

There are no national guidelines for the number of young people to youth workers. Workers need to risk assess the maximum numbers it is possible to take to a regional meeting or event, taking into account the needs and ages of the young people, previous knowledge and relationships with the group, the nature of the event, any particular activities within the day, mode of transport, accessing the venue, and anything else of relevance to everyone having a safe and happy experience.

Lone Working

LA policies on lone working vary. Some workers are permitted to accompany individual or small groups of young people on their own, sometimes being required to contact a colleague on returning to base. Others LAs send two youth workers to events irrespective of the size of the group.

Where possible BYC will play a role in signposting and matching LAs in the region together to encourage co-operation in staffing future meetings in order to make best use of worker time.

Before events:

Ensure the young people know what the event is, the aims, discussing what they want to get out of it and how to make the most of it. Outlining your expectations of their conduct and any event rules.

During events:



When bringing groups to BYC events, the role of a member of staff from a LA or member organisation is first and foremost to support the welfare and development of the young people they have brought to the event. However we encourage all the staff attending to operate as a single team, and to work with all of the young people at the event. Sessions will be planned by the young people and BYC staff. LA staff at the meetings will be asked to assist with the general running of the meeting including the facilitation of workshops (generally sessions plans will be provided) unless it has been agreed with the worker that they will produce a session plan. Other staff are welcome to join or observe sessions at any point. Many staff find it is an invaluable opportunity to share practice with staff from outside of their authority that may be in similar roles to them.

We recommend that you schedule regular check ins with your young people throughout the event as appropriate, so you're able to feedback anything relevant to BYC. For residential events It is workers responsibility to ensure their young people are in their rooms on their own at curfew.

Residential events:

Outside of the timetabled sessions at residential events, there is opportunity for young people to socialise. During this time, it still remains the responsibility of the workers to ensure their young people are safe and adhering to the event's rules.

Outside of events:

During the meetings, young people will generate tasks and activities to do back in their local area, such as collecting a petition, or speaking to their local group about an issue. A crucial part of staff/volunteers role is to support them with these tasks, ensuring that they are able to commit to the things they have agreed during the meetings. Because of the scale of events, we are not always able to log individual commitments young people have made, and we recommend using the journey home as a "debrief session". It is also a workers responsibility to ensure that your group is fully aware of the meetings dates and upcoming events, and distributes any information we send to you, to your group where appropriate.