

Safeguarding Guidance for Flame

Policy Statement

Every Christian is called to be a witness of Christ's love for others. Those who serve in the Church as clergy, religious, employees and volunteers have a particular responsibility to present to those they serve a clear message of love, respect and care.

We all have a responsibility to provide a safe environment for our young people and vulnerable adults. Safeguarding and Health and Safety should not be seen as barrier to our work with young people and vulnerable adults, but a means of ensuring best practice for our own safety and that of the young people and vulnerable adults.

CYMFed adheres to the national safeguarding policies and procedures of the Catholic Church in England and Wales which are kept as a 'live' document and can be viewed online at www.csasprocedures.uk.net.

CYMFed as a Federation draws membership from each Roman Catholic Diocese in England and Wales, Movements, Organisations and Religious Orders where one of their principle activities is youth ministry in a Catholic context. CYMFed is not responsible for carrying out checks on safeguarding policies and procedures of its members as these would come under local management and should be consistent with the national safeguarding procedures of the Catholic Church in England and Wales.

SAFEGUARDING YOUNG PEOPLE

The protection of children, young people (hereafter collectively referred to as young people) and vulnerable adults is of paramount importance. Through its emphasis on prevention, we seek to minimise the risks of being abused.

We demonstrate this by the provision of carefully planned activities which promote and support their wellbeing.

CYMFed will also do all it can to ensure those children who are being abused, or who are at risk of abuse, are supported and given protection. We are committed to responding to any concerns or allegations of abuse and working with statutory agencies to ensure that an appropriate response is made.

Our Commitment to creating a safe environment

CYM Events Ltd (Company Number 9844689) is a company limited by shares. It is a wholly owned subsidiary of the Catholic Youth Ministry Federation, CYMFed (Company Number 7970334, Registered Charity number 1158109).

The registered address for CYM Events Ltd is 39 Eccleston Square, London, SW1V 1BX.

CYMFed is separate to, but recognised and supported by the Catholic Bishops' Conference of England & Wales.

CYM Events is the organisation responsible for the delivery of Flame. We will ensure that our Directors, volunteers, crew, contractors and partners:

- Have access to a designated safeguarding lead
- Understand what they need to do if they are concerned about the welfare of a child/young person
- Understand what they need to do if an allegation of abuse is made to them

- Understand who they are accountable to and accountable for
- Understand their role and have clear expectations in respect of their conduct
- CYM Events will provide clear event guidance on the practical arrangements for group leaders

RESPONSIBILITIES

Groups and Participants

The event is open to young people and vulnerable adults aged 14 years to young adult. Young people under the age of 18 years are welcome to attend as part of an organised group. Each group is responsible for ensuring that they have their own safeguarding policies and procedures which include processes for safer recruitment of volunteer leaders, including DBS Disclosures.

During the day the individual group leaders have responsibility for their own groups and the leader must ensure that their group is accompanied by the correct level of adult supervision, as per your prevailing guidance; reflecting the gender balances of the group. Group leaders are required to have consent and medical forms for each young person. One copy of the form should be brought with them and be available throughout the day.

All staff, volunteers and others accompanying the group must understand the part they play in defending the rights of children and creating a safe environment with a culture of vigilance to minimise the risk of abuse to young people and vulnerable adults. All staff, volunteers and others accompanying the group must be familiar with the group's safeguarding policy and procedures and be aware of how to identify and report concerns or allegations of abuse.

CYMFed

CYMFed is managed by a board of Directors on behalf of the members. CYMFed has engaged the support of its members to organise and run Flame through CYM Events. The staffing and roles at Flame 2017 are carried out by 3 distinct groups:

- SSE Arena Wembley – as the Licence holders for the venue, they implement emergency procedures and review our Risk Assessments; Arena staff act as stewards on the day which is a licenced activity.
- Contractors – These are the companies hired by CYM Events to produce the 'show'. The production company will also have a number of sub contracted arrangements.
- Delivery Team – These are people who are supporting the event in specific functions both front of house and back stage.

Each individual in each of these groups has a task / role description on the day and highlighted manager or team leader.

SSE Arena Wembley hold the official responsibility to steward the event and are ultimately responsible for the safety of the site. In addition to the Arena staff CYMFed will provide a host team made up of volunteers recruited through member organisations.

The front of House team is be recruited through CYMFed members and includes

- **Information Hosts**
- **Lunch time Activities Coordinator**
- **Lunch time activities**
- **Front of house hosts**
- **Door hosts**

This team will not be responsible for or working directly with individuals or groups of young people and vulnerable adults; their role is to ensure the smooth running of the event by providing information and assistance about the event for its duration. These roles will not be eligible for a DBS Disclosure. A DBS Disclosure is only one part of a safe recruitment process and by specifying people's roles and responsibilities we are seeking to ensure that we provide a safe structure for people to operate within.

Any safeguarding issues should be reported immediately to:

- Front of House - a member of the team on the information point who is trained in safeguarding and youth work
 - Named for Flame 2017: Sue McDonald

- Back stage crew and Contractors will have none or limited contact with young people and vulnerable adults attending the event. They have received a copy of this policy, including the Appendix which gives them a basic checklist for good practice. Young people and vulnerable adults performing on stage and using the back stage area are all fully briefed and have clear roles.

Policy Date: 21st January 2017

Policy Approved by: **Fr Dominic Howarth**, Co-Director of CYM Events Ltd
Fr Dermott Donnelly, Chair, CYMFed
John Toryusen, Vice-Chair, CYMFed

Appendix: Basic Checklist for Good Practice for contractors and crew

You must:

- Operate within the principles and guidance of your group and any particular procedures of the Diocese, Religious Congregation, Parish or Club as appropriate.
- Treat everyone equally and with respect – show no favouritism. Avoid being drawn into inappropriate attention-seeking behaviour e.g. tantrums and crushes.
- Engage and interact appropriately with children, young people and vulnerable adults and allow them to talk about any concerns they may have.
- Physical contact must be both age appropriate and touch related to the person's needs, not the worker's.
- Challenge unacceptable behaviour and provide an example of good conduct you wish others to follow – an environment which allows bullying, inappropriate shouting or any form of discrimination is unacceptable.
- Respect the sacred dignity of every individual and their right to personal privacy.
- Recognise that particular care is required in moments when you are discussing sensitive issues or involved in caring for young people and vulnerable adults i.e. maintain appropriate boundaries.
- Avoid being alone with a young person or vulnerable adult or in situations that compromise your relationship with young people and vulnerable adults and are unacceptable within a relationship of trust. This rule should apply to all such behaviours, including those which would not constitute an illegal act. (Keep everything in public.)

CYM Events will provide a safe place if need arises for a young person or leader to use, this will be available via the information desk for Flame 2017.

You must not:

- Take any photographs and video footage of any of the young people and vulnerable adults. We will have accredited photographers for official use
- Share your personal details or collect the personal details of any young people and vulnerable adults e.g. phone numbers, social media details
- Engage in inappropriate behaviour or contact with young people and vulnerable adults– physical, verbal or sexual. (Avoid any physical activity which is, or can be construed as, sexual, aggressive or threatening.)
- Discuss topics or use vocabulary with young people and vulnerable adults which could not be used comfortably in the presence of parents or another adult, whether writing, phoning, email, social media or internet.
- Take a chance when common sense suggests another more prudent approach.
- Physically, emotionally or sexually abuse or exploit (including financially) anyone.