



# YOUNG GAMBLERS EDUCATION TRUST (YGAM)

## Safeguarding Policy





# Safeguarding Policy

## Introduction

This document contains the safeguarding policy for Young Gamblers Education Trust (known as YGAM). The policy will be reviewed annually or following significant change. For ease of reference, this policy consists of three parts:

- General information including the formal policy statement for YGAM.
- The organisation of safeguarding within YGAM.
- Arrangements for managing safeguarding / vulnerable adult's protection.

YGAM manages two principle safeguarding risks; (i) risks to young people who may be affected by gambling-related harm and (ii) risks to young people from YGAM staff or volunteers which wish to cause young people harm. Young people mentioned within this policy covers those aged 16 – 25 years. YGAM does not work directly unsupervised with young people under the age of 16 years.

## PART I – POLICY STATEMENT

The aim of this safeguarding protection policy is to promote good practice by:

- Providing young people with appropriate safety and protection whilst in the care and supervision of YGAM staff and volunteers.
- Allowing all staff and volunteers to make informed and confident responses to specific safeguarding issues.

## Scope

The scope of this policy includes:

- Paid full time staff, volunteers and trustees.
- Young people both directly involved in the YGAM peer education programme and indirectly in the universities in which YGAM works.

## Values and principle risk

YGAM recognise that all young people have the right to freedom from abuse. In all our work with young people we will ensure that the welfare and safety of the young person is of paramount importance. YGAM staff and volunteers will not investigate any issues that relate to safeguarding, but will always refer the matter to professionals.

YGAM recognises the highest risk to safeguarding within YGAM will be from those young people who may be experiencing gambling-related harm. The risks here may include self-harm or suicide. YGAM staff and volunteers will refer the young person to professionals for help at the earliest opportunity and inform the Chief Executive.

## Recruitment, Vetting, Training

YGAM will ensure that staff and volunteer recruitment practices include (i) full references and (ii) a Disclosure and Barring Service (DBS) Enhanced disclosure. As an additional safeguard, all staff and volunteers will be registered with the DBS subscription service. Any potential staff or volunteers with offences against young people or vulnerable adults will not be confirmed in post.

## Safeguarding Officer

YGAM has an appointed Safeguarding Officer who has specific responsibility for monitoring and evaluating safeguarding practice, ensuring the organisation is kept up to date with evolving safeguarding practice and providing the main reference for advising and co-ordinating safeguarding cases. The YGAM appointed Safeguarding Officer is the Chief Executive.

Signature of YGAM Chief Executive



**Lee Willows**  
For and on behalf of  
Young Gamblers Education Trust  
**June 2017**

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## PART II - THE ORGANISATION OF SAFEGUARDING WITHIN YGAM

### Introduction

The implementation of this policy is mandatory across the full scope of the work of YGAM, specific responsibilities are outlined below. All staff, as part of their contract, are expected to operate within codes of conduct outlined within the various policies that support the work of YGAM. Any behaviour by a member of staff towards young people that contravenes the terms of the Safeguarding Policy may be considered for disciplinary action which in turn may lead to dismissal.

### Chief Executive

The Chief Executive is ultimately responsible for the implementation of the YGAM Safeguarding Policy.

Specifically, they are responsible for:

- Ensuring that the role of Safeguarding Officer is maintained and appoint a member of the Board of Trustees during extended periods of annual leave.
- Ensuring all employees know who the Safeguarding Officer is within YGAM.
- Ensuring all staff and volunteers are aware of their roles and responsibilities within this policy.
- Ensuring that staff and volunteers are able to discuss safeguarding and any self-harm / suicide issues confidentially and receive guidance and support if situations arise.
- Ensuring that safeguarding implications are constantly reviewed across the scope of the service that YGAM delivers to young people and are fully considered in the development of all new (peer education) projects.
- Keeping and monitoring central records of all safeguarding cases (which are stored on the YGAM secure Cloud).
- Ensuring that the YGAM safeguarding policy is reviewed annually.
- Ensure appropriate Safeguard training is in place for new employees.
- Ensuring this policy is fully integrated in to the YGAM annual risk assessment.

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## PART III – ARRANGEMENTS FOR MANAGING SAFEGUARDING AND THE REPORTING OF POTENTIAL ISSUES

### Importance of raising concerns

Everyone working within YGAM can play an important part in promoting the safety and protection of young people with whom they are working. It is not the responsibility of anyone working within YGAM, in a paid or voluntary capacity to decide whether or not a young person may be at risk. It is therefore vital that staff and volunteers raise all cases of suspicions in line with the procedures as below:

### What to do if a young person tells you that they are self-harming or having suicidal thoughts:

The following are guidelines on immediate action to be taken following a report of self-harm or similar:

- React calmly.
- Re-assure the young person that you are glad they have told you, and it is not their fault.
- Don't promise to keep it to yourself, at the earliest opportunity remind young person that you will have to pass this information on to somebody trusted to deal with it appropriately (normally the YGAM Safeguarding Officer).
- Allow the young person to explain how they feel.
- It is important to clarify what you have heard, and to establish the

basic facts. However, avoid leading questions and do not ask the young person specific questions about explicit details.

- If possible make brief notes during the initial disclosure, explaining to the young person why you are doing this. If not possible to do at the time, make notes as soon as possible afterwards.
- Talk to the young person about GamCare and the national problem gambling helpline. Provide the young person with information on GamCare and the national problem gambling helpline.

### Your information should include:

- The nature of the disclosure (i.e. self-harm, potential suicide).
- A description of any visible injury.
- Dates and times and any other factual information (being careful to distinguish between fact, opinion or hearsay).

Staff or volunteers should not attempt to investigate any disclosure, suspicion or allegation beyond the gathering of information as outlined above.

Inform the Chief Executive offer immediately of your conversation by calling the mobile number as below. If the Chief Executive is unavailable, call the Chairman.

### Action where a report or suspicion of abuse is made concerning a paid member of staff or volunteer

In the unlikely event that a young person reports inappropriate behaviour towards them from a member of staff,

it is important that you raise this with the Chief Executive immediately, who will inform the Board of Trustees.

If the allegation concerns the Chief Executive, then the Chairman of YGAM must be notified immediately.

If the allegation concerns the Chairman of YGAM, then the Chief Executive must be notified immediate.

### Contact details

**Chief Executive / Safeguarding Officer:**  
Lee Willows – 07722 577 565

**Chairman:** Dan Waugh – 07799 581 763

## SELECTION AND RECRUITMENT OF STAFF AND VOLUNTEERS

YGAM recognises that anyone may have the potential to abuse a young person in some way and therefore all reasonable steps are taken to ensure that unsuitable individuals are prevented from working or volunteering within YGAM.

All prospective staff and volunteers must be vetted through the Disclosure & Barring Service (DBS) and undergo an Enhanced disclosure and be registered for the DBS subscription service.

All prospective staff and volunteers must allow YGAM to contact two independent referees and two written references must be provided, on official headed paper. Authenticity of the reference must also be validated by speaking to the person who wrote the reference and calling the telephone number as listed on the headed paper.



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YGAM™ is a member of the Fundraising Standards Board: FS02394.

YGAM™ is an official Ofqual approved, ASDAN Customised Accreditation: Centre No: 35981.

YGAM™ educational resources are quality-assured by the UK PSHE Association 2016.

YGAM™ is working towards Pearson Customised Accreditation and Approved Qualification Centre status.

