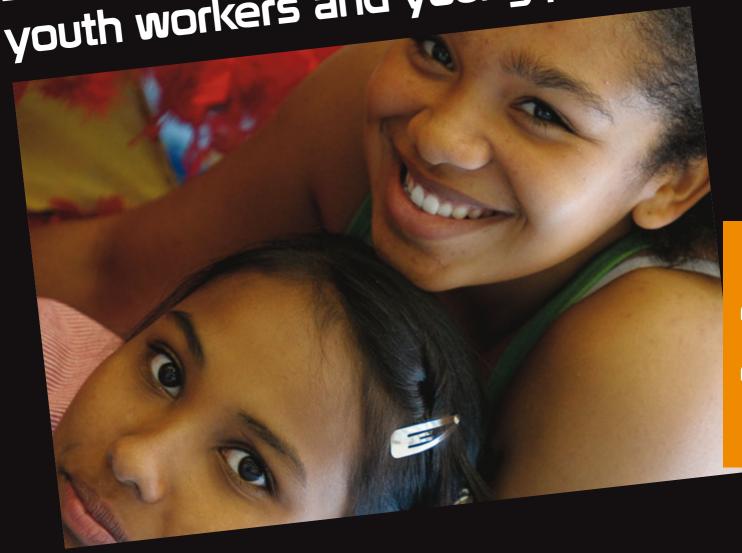
Background information for youth workers and young people



Thanks Sam

YouthWorkWales

people like you make it what it is

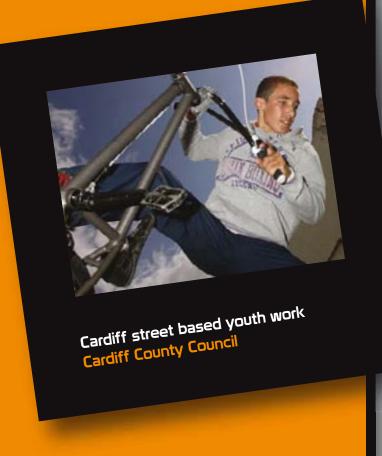
Background information for youth workers and young people

3.1 Information on youth work and Youth Services

44

The key purpose of youth work is to enable young people to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential."

National Occupational Standards
(Appendix 2)



In Wales youth workers work to the principles of the Youth Work Curriculum Statement for Wales (Appendix 1). It requires that all youth work provides opportunities which are Educative, Participative, Empowering, Expressive and with a focus on inclusion and equality of access.

In addition and most importantly key principles of youth work are:

- There is a voluntary relationship between young people and youth workers
- The Youth Service is a universal entitlement, open to all young people within the specified age range 11-25

These principles determine the methodology of youth work, how and where it takes place and the activities undertaken.

Dreamcatcher Project
Momouthshire Youth Service

Youth work is primarily an education based service in non formal and informal situations. It is young person-centred and it must be enjoyable for young people and what they and their families want. It therefore has to be current, inclusive and responsive.

The Youth Work Curriculum also states that:

'The type, mix and priorities of youth work are determined on a local, national and organisational level.

The establishment of appropriate provision should be determined by the needs'

The National Youth Service Strategy recognises the voluntary principle but also acknowledges that youth work methodology is a vital intervention in other contexts where engagement is not voluntary.

It states that:

'Young people should have the choice of voluntary engagement in activities with youth workers even though their attendance is compulsory.'

Youth work, therefore, takes place in a wide variety of venues and formats as well as through different styles of approach.

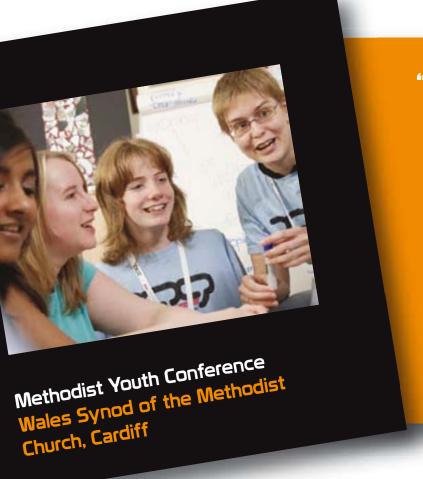
The voluntary sector contributes alongside the maintained sector to provide the best possible opportunities for the development of young people into adult citizens and who also play a constructive part in their communities.

However, whilst the principles and values of the Curriculum Statement remain constant, the activities, which are the vehicles for the curriculum, are continually changing to meet the needs of the young people and to keep youth work fresh and current for all those involved. Drop-in projects on high streets, for example, provide young people with friendly access to information regarding their rights, benefits, responsibilities and offer access to the Internet.

Initiatives are in place in both voluntary and statutory sectors to encourage the exchange of visits with European and other countries to foster worldwide good citizenship and understanding, as well as better local community life.

I am extremely glad that I was offered the opportunity to take part in this amazing trip. The experience has changed me in ways that are hard to explain."





"Thanks Sam
A lot of people made
friendships which
are still going strong.
It was inspiring to
be with that many
people of our own
age, all there for the
same thing."

The maintained sector through the Local Authority delivers a range of generic provision including youth clubs, outreach and detached work. Specialist provision for young people in difficult circumstances includes a wide variety of targeted projects supporting young people with substance related issues, single parents, unemployment and many more topics. These projects and activities may be different in different areas and adapt and change due to the needs of young people and how funding is prioritised. Principal Youth Officers in the Local Authorities can provide more information about what is available in their areas and contacts are found in Appendix 3.

The voluntary youth sector is diverse and works with young people in a range of different circumstances and have their own stated aims and approach to youth work delivery. Some of these are all-Wales

organisations and some are global organisations with Welsh sections and some are local in origin. Not all of them are youth work agencies and some are local groups of larger voluntary youth organisations. It is also a changing scene. CWVYS, WCVA and the County Voluntary Councils are the best source of information.

These can be accessed in a variety of ways and details of further sources of information can be found in Appendix 3.

3.2 Policy context

Youth work has a long history in Wales starting with voluntary and philanthropic action in the second half of the nineteenth century. From 1939, government direction and legislation set out its vision for youth work, and actions for Local Government to establish Youth Service provision and for

recognising the contribution of the voluntary sector.

The Welsh Assembly now sets the policy context that surrounds youth work and the Youth Service in Wales including both the voluntary and maintained sectors.

The Learning and Skills Act (2000) established the statutory duty for Local Authorities in Wales to have in place arrangements for the provision of the Youth Service that 'should be available to all young people from 11-25 who choose to access it'.

Extending Entitlement: supporting young people in Wales (2000) and the subsequent directions and guidance in 2002 set out the Welsh Assembly Government's strategic approach to youth support services which enable young people to:

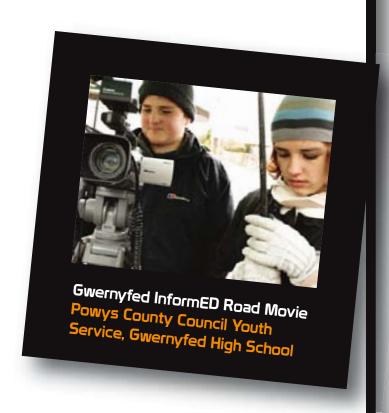
- · Participate in education and training
- Take advantage of opportunities for employment
- Participate responsibly and effectively in their communities

It recognised the important contribution made by youth work to the development of young people-centred services, through which young people aged 11 –25 can achieve 10 basic entitlements. They also prescribed the way local stakeholders should work in partnership in order to prioritise, plan, coordinate and evaluate

the delivery of youth support services needed in their area.

The Learning Country: vision into action (2006) reaffirmed the Assembly Government's commitment to the development of the Youth Service in Wales.

Subsequent legislation Stronger
Partnerships for Better Outcomes:
Guidance on Local Co-operation under
the Children's Act 2004 (2006) gives
details of the new statutory functions for
the partnerships 0-25 years. In most areas
this has led to the setting up of Children
and Young People's Partnerships within
which youth support services are delivered.

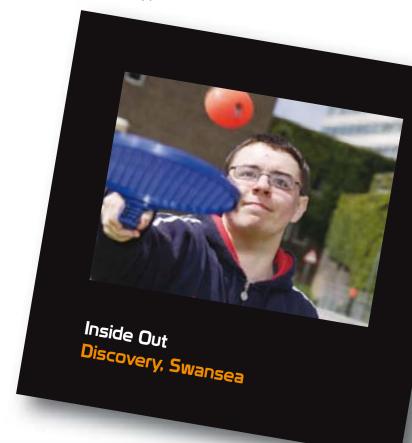


Young people, youth work, Youth Service: **National Youth Service Strategy for** Wales (2007) was published after consultation with the field. It restated the commitment to the Youth Service, identified the main principles and goals of youth work in the Youth Service and stated the intention to support the principle of joined up working between the sectors. It also referred to wider agendas including youth participation in decision making and 14-19 Learning Pathways and the contribution of the Youth Service to these areas. It also contained an action plan for the development of the Service, including an emphasis on workforce development, regional working, measuring outcomes, marketing and collecting data to inform decision making particularly related to resources and filling identified gaps.

Ensuring a skilled workforce and an increasing number of practicing youth workers in the maintained and voluntary sectors was clearly identified. As a consequence a workforce development plan is a priority of the strategy. Included

in this strategy is an aspiration to raise the number of workers that are qualified, ensure the voluntary sector workforce has appropriate qualifications, and a focus on Continuing Professional Development.

Other structures that provide an important input in Wales to the workforce agenda include the CQFW (Credit and Qualifications Framework for Wales); the JNC (Joint Negotiating Committee) for pay and conditions; the professional endorsing body ETS (Education and Training Standards Committee); the Sector Skills Council Lifelong Learning UK; Estyn, Her Majesty's Inspectorate; and the CYWU (Community and Youth Workers Union). More information can be found in Appendix 4.



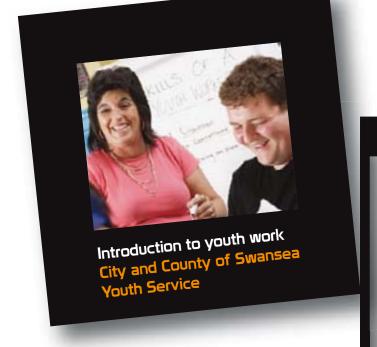
Other initiatives that involve young people that are supported by other Welsh Assembly Government policies include:

Youth volunteering, such as, the Millennium Volunteers programme and the youth action and engagement developments from the Russell Commission report (2005) which has led to the GwirVol initiative.

14 –19 Learning Pathways and the Welsh Baccalaureate that include community participation and non formal and informal activities as an important ingredient in young people developing skills for life and employment as part of their formal education.

Youth participation in decision-making, expressed nationally through Funky Dragon the Young People's Assembly, the local Youth Forums and Youth Councils in Schools. The Participation Consortium and the Participation Unit work with the Welsh Assembly Government to ensure that young people are involved in decisions that affect their lives, and that structures and the workforce understand the principles of participation and have the skills to engage meaningfully with children and young people. The participation standards (Appendix 5) for young people have been developed as a result and lay down what young people can expect from being involved.

Additional support comes for Welsh language provision and for young people in rural areas and for young people in Communities First areas.



Funding for youth work comes from a variety of National and Local Governmental sources and from several different policy areas in addition to education and leisure. There is a specific National Voluntary Youth Organisations (NVYO) grant scheme that contributes to the core costs and some project costs of organisations fulfilling the grant scheme criteria.

Welsh Language: Welsh and English have equal legal status in Wales. Iaith Pawb (2003) is the Welsh Assembly policy document which reaffirms that Wales is a bilingual country and describes the actions required by public bodies to achieve these aims. The Welsh Language Board (WLB), which grant funds some voluntary sector organisations has a range of useful research documents and publications that are relevant to young people and the Youth Service. The WLB has recently published a youth strategy with the aim of increasing the social use of Welsh by young people outside school. The Youth Service has an important role to play by upholding and developing situations where young people can communicate in Welsh. More training for youth workers in the medium of Welsh has recently been a priority area.

3.3 Skills of youth workers

Youth workers help young people gain control over their own lives, while respecting the lives of others. As informal educators youth workers are in key positions and are able to impact upon and alter the direction of a young person's life. If good relationships are established, a youth worker can help to reinforce the positive aspects of a young person's character or situation. Youth workers ensure that young people can access the information that they need, in ways that they understand, to make informed choices about their lives.

Youth workers need a range of skills and personal attributes to engage effectively with young people. These skills can be developed as an individual, through "onthe-job" practical experience and training such as volunteering and by working towards youth work qualifications.

Some skills required depend upon where youth work takes place, in a youth centre or 'detached' on the streets. Detached youth workers have different responsibilities and procedures, taking longer to establish relationships with young people. Youth workers in youth centres have a responsibility to ensure that the building remains a safe environment for young people.

There are a number of important interpersonal skills that a youth worker should have:

- Good communication and listening skills, being able to build effective relationships with young people, being tactful and sensitive to issues, earning young peoples trust and respect.
- Enthusiasm and motivation, instigating and organising activities that provide opportunities for young people's enjoyment, education and interaction with their peer group.
- Patience, resilience, self-awareness and self control.
- Encouraging and challenging young people to think about their behaviour, its consequences, questioning their prejudices and assumptions.
- A non-judgemental attitude and commitment to equal opportunities and being able to relate to young people from a variety of backgrounds and circumstances.

Youth workers are placed in a position of trust, guided by child protection policies to ensure young people are not at risk of being harmed. Youth workers may be told of difficult personal circumstances by

"Thanks Sam
When I saw the DVD
we had created I was
well happy and felt
that I had achieved
something."



young people and should be able to recognise when it is necessary to involve other professionals with specialist skills and knowledge.

It is important that the young person is supported, explaining why the information cannot remain confidential in a way that they can understand. Sometimes this can also mean acting as advocates for young people in a variety of difficult situations.

In addition to knowledge of child protection policies, youth workers should have an understanding of how legislation and wider policy developments affect young people and youth work.

In this respect a worker cannot be expected to know everything affecting young people, but should have an awareness of other agencies and organisations in their community and what support they can offer young people.

A youth worker's own interests can be used as tools to engage with young people, providing the opportunity to teach and pass on their knowledge. Personal talents, interests and abilities have been used as effective and productive ways of engaging with young people by tutoring in a particular subject or area of expertise. Obvious areas of interest to young people are sports, music, arts/crafts, dance, IT, drama, and cookery (see case studies). However, activities are as varied as an individuals interests.

In some organisations youth workers are a means of providing alternative education and accreditation, where activities are flexible and allow individuals to progress and succeed at a pace appropriate to their respective abilities and circumstances.

The range and level of skills needed for different aspects of youth work are detailed in the National Occupational Standards for Youth Work to be found in Appendix 2.

3.4 Outcomes for young people involved in the Youth Service

The National Youth Service Strategy describes outcomes of active participation, wider skills development and enhanced emotional competence.

These include skills such as team work, communication, life skills, and understanding of the world and other people in it. Young people develop specific skills but also learn about themselves and gain self esteem, confidence, coping skills, motivation relationship building and self awareness. Other outcomes are related to community benefit and the contribution young people make and enjoying themselves.

These personal development outcomes for young people are skills for both life and work and form an important part of their education. The 14–19 Learning Pathways recognises the contribution of the Youth Service to young people's development and tries to capture and demonstrate these personal achievements and encourage young people to go further.

If young people wish to become youth workers taking every opportunity to make these connections between formal and community experience and linking the skills gained is one of the ways that can greatly assist their career path.



Policy context on training

The management of youth work training is evolving to bring all these elements together and make things clearer and more effective in the future.



Young People who are

- involved as participants in voluntary organisations
- volunteering / helping out / supporting youth workers
- working towards qualifications / awards (e.g. Duke of Edinburgh's Award, Welsh Baccalaureate etc)

3.5 Training routes and opportunities to get qualified

There is a wide range of training and qualification routes for youth work within Wales due to the diverse range of organisations and opportunities in the voluntary and maintained sectors. This diversity is to be celebrated, but it results in the need for support for young people in the task of guiding people interested in youth work progression and qualification to the most appropriate sources.

The previous page shows the 'Training Tree' and gives a picture of training opportunities and routes for young people to take.

Young people often start at the roots of the tree through volunteering and participation in youth work activities. Sometimes young people start in paid work.

The trunk of the tree represents training that is undertaken both in the voluntary sector and maintained sector. There are core skills and information all youth workers need which include child protection and health and safety. Other training will include youth work methods and principles, activities and the aims and purposes of the organisation. Training varies even at this stage and is undertaken in various ways including within organisations

and through courses run by the Local Authority, for example. All training will be based on the National Occupational Standards and the principles of the Curriculum Statement, although not necessarily described as such. It is the individual's own choice about when to start and stop training and the job undertaken will depend upon the level of training undertaken.

Further training as in the branches leads to qualifications — either externally recognised or in house qualifications from Voluntary sector organisations. Some courses are recognised as professional qualifications in youth work and can be used as a basis for a professional career. In Wales there is a 'coherent route' which identifies progression through to a degree and the qualifications necessary to achieve this level. Young people could also opt for a youth work degree as an active choice after they leave school.

Continuing Professional Development (CPD) is seen to be important encouraging youth workers in all sectors to continue their learning, and many organisations require it as a condition of working – both voluntary and maintained.



There is also a drive to encourage more youth workers to work in the medium of Welsh and there are specific courses at several levels to increase the number of trainers and other training opportunities.

Young people should take advice from their youth worker and use the information and contacts in this pack to identify suitable training opportunities.

Contacts for Local Authorities, voluntary organisations and training organisations are in Appendix 3. An explanation of the qualifications in the branches of the tree and additional information on the Coherent route is to be found in Appendix 4.

3.6 Volunteering opportunities for young people

The contribution of volunteers of all ages is particularly important to the youth work sector, supporting the work that is already carried out with young people.

Young volunteers support youth workers (paid and unpaid) in a variety of voluntary and maintained settings, assisting with planning, development and delivery of activities with young people. Young volunteers have a particularly meaningful contribution providing 'peer support' and insight into youth culture and current trends.

It requires passion and perseverance to be a volunteer and youth worker; some situations can be challenging. Volunteers need to be able to develop relationships with young people just as youth workers do.

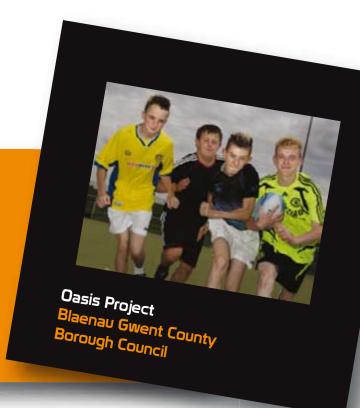
It is a recognised step towards becoming a youth worker and in many cases volunteers go on to gain recognised accredited certificates or qualifications, or undertake the in-house training offered. Examples can be found in both voluntary and the maintained sector and the young volunteers that have benefited from involvement in the organisation are trained and become the youth workers and leaders for the next generation.

In some volunteer-based voluntary organisations it is a natural progression for young people already involved to go on to be long term volunteer youth workers. This is a leadership role that is promoted and supported by planned training and opportunities to gain experience.

Through volunteering young people can gain valuable experience and skills, increasing their confidence, improving communication and organisational skills. Opportunities to explore new places and go abroad are also options young people can consider.

Volunteering also has the benefit of improving prospects of further education and employment with employers recognising these skills and the commitment shown through undertaking voluntary opportunities. In schools and colleges the 14–19 Learning Pathways and the Welsh Baccalaureate expect some volunteering and community action and the experience and skills gained counts towards qualifications.

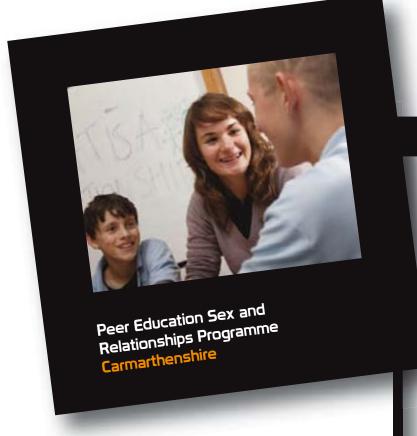
"Thanks Sam
The time I spent in OASIS
have been the best
moments of my school
life. It has been brilliant
fun and very educational."



Through volunteering young people get a chance to experience the role of a youth worker before making a commitment to undertaking further training. Often it can include a commitment to a particular issue or agreement with the aims of an organisation. Volunteering provides an opportunity to assess whether youth work is a suitable paid career choice through direct experience or to continue as a volunteer while undertaking another career choice or fit around family or their other commitments.

When youth organisations are recruiting volunteers over 18 years most have strictly adhered to child protection policies where volunteers are recruited with the same scrutiny as paid employees. It is a statement of intent that demonstrates a commitment to safeguard children from harm. The policy applies to any circumstance where there is access and contact with young people. These policies also protect younger volunteers under 18 years of age. Guiding undertakes checks at 16 years.

There are volunteering opportunities available through organisations across Wales with placements as volunteer youth workers. If a young person knows where they would like to volunteer and the organisation is not registered to take on volunteers, they may still be willing to



provide an opportunity. This could apply to volunteering in a school or smaller charitable youth project, for example.

New placement opportunities are being added and created in a number of local authority areas. Some useful sources of volunteering information are listed in Appendix 3.

Millennium Volunteers

There is a scheme called Millennium Volunteers that is open to young people 16 – 24 years old who want to make a difference to their local communities through volunteering.

Young people make a commitment to volunteer over the course of a year, with two levels of certificate awarded, 100 hours and 200 hours. When the volunteer completes the course of 200

hours (average of 16 hours per month, 4 hours per week) they receive an Award of Excellence signed by the First Minister of the National Assembly.

Help and support is available to help young people find volunteering opportunities and placements that are interesting and challenging. Many youth projects and organisations offer Millennium Volunteer opportunities.

Volunteers can claim some expenses, such as travel to and from their placements, some childcare costs and in some cases lunch and refreshments.

This is a very successful volunteer programme with over 2000 young people having already completed their award.

Volunteer Centres

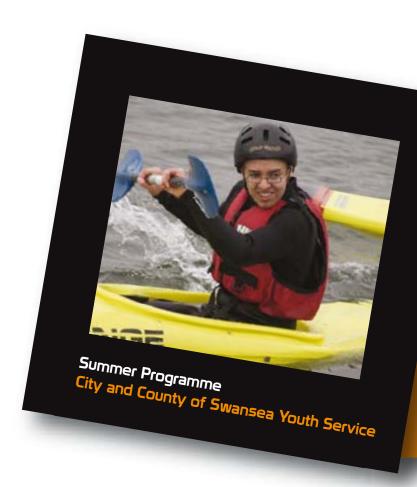
Volunteer Centres provide advice, guidance and support in helping people find the right volunteering opportunity for them.

There is a volunteer centre in every local authority area with links to organisations and projects that offer volunteer placements and they will have a list of the current opportunities.

For more information about opportunities and to find out where your nearest volunteer centre is go to:

www.wcva.org.uk/volunteering

There are other plans in Wales for a young persons volunteering website (through the Russell Commission) that will help young people work out what they want to do, give links to available opportunities and let people know what to expect from volunteering.





3.7 Accreditation along the way

There are a number of opportunities for young people to gain accreditation from their involvement in youth work, recognising their learning and achievements.

These schemes can be extremely useful, providing a structure to their engagement that is not only enjoyable, but challenges their capabilities and help the individual to become more self-aware.

Participation becomes more meaningful when there is recognition for a young person's achievements and developing skills, increasing their self-esteem and confidence. The commitment required to complete an accredited scheme or award is recognised by employers and improves the prospects for young people.

Accreditation is achieved at the end of a scheme or programme, completed at a pace that is comfortable to the individual and through a series of activities and actions that they have chosen to carry out. These personal development schemes and awards can be a good starting point for potential youth workers requiring perseverance, commitment and developing a number of valuable skills through their participation.

There are many examples including Youth Achievement Awards, Duke of Edinburgh's Awards, Guiding and Scouting Awards, Mencap Gateway Award, Princes Trust, the Fairbridge Programme and Weston Spirit. Additional details of some of these are to be found in Appendix 6.

"Thanks Sam
It was all amazing.
I had a great week
and had lots of fun
with all the staff and
the other young
people who went."

3.8 Youth work as a paid career

There are opportunities for youth workers in a number of settings both within the Local Authorities and within voluntary sector. Within Local Authorities opportunities exist not only in the youth service but also in social services departments, the health service, schools, within alternative curriculum provisions and the leisure industries. The voluntary sector offers a range of youth work options from charities that work directly with young people through to specific interest

groups, housing associations and shelters, and youth mentoring, for example.

For more details about terms and conditions of service and pay scales for youth workers in your area, go to the Local Authority website and look under the employment sections or contact the CYWU (Community and Youth Worker's Union). Contacts can be found in Appendix 3 with more information on pay scales and conditions of service in Appendix 4.



3.9 Youth work as an unpaid career

Youth workers may choose to undertake youth work in a voluntary capacity motivated by their interest in young people and a commitment to an issue or particular organisation. This could be on a full time or part time basis. Working as a volunteer youth worker requires the same skills as a paid youth worker and there is an expectation that the youth work intervention is of a high professional standard irrespective of whether people are paid or unpaid.

Organisations such as Guides, Scouts, St John's Ambulance, Boys Brigade and some faith based organisations are almost entirely made up of volunteer workers. Some paid staff undertake functions such as administration, support for volunteers or some development activities such as recruiting adult volunteers. The volunteers, who can be of all ages, are usually community members and may have paid employment elsewhere, or other commitments or circumstances that define when, where and how youth work happens.

Good practice demands that unpaid voluntary youth workers should also have conditions of service and should expect that the context in which they work is of an equivalent standard to paid work. Some organisations have volunteer contracts and others handbooks and prescribed situations



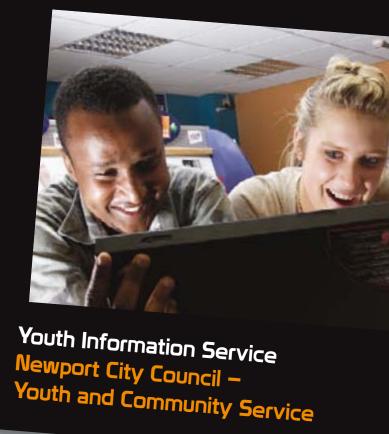
through which volunteers interact with young people. Training, support and supervision is also an expectation and some organisations may support with out of pocket expenses in some circumstances.

Some organisations recruit volunteers formally similar to paid employment and others become involved in less formal ways. There should be recruitment and induction policies that ensure appropriate positions for suitable volunteers.

Child safeguarding is also a priority and organisations will have policies that require criminal records checks and training in health and safety and child protection.

Further information on good practice in volunteering is available from WCVA and further information on organisations to contact is in Appendix 3.

"Thanks Sam
Me and my friends
know that if we ever
need advice on
anything, there's
always someone
there to help us."



3.10 Careers Advice

Careers Wales is the national brand for all age careers guidance and information services in Wales. Careers Wales' services are **FREE** to **anyone** living and working in Wales. Advice on accessing youth work as a career and courses offering youth work training can also be accessed.

Careers Wales services for young people include:

- Free impartial, accurate, up to date careers information, advice and guidance
- Help with choosing and applying for courses, jobs and training
- Working with schools, colleges and employers to arrange work experience placements, industry and enterprise days
- Specialist support for those with additional needs
- A vacancy and placement service for young people looking for jobs, apprenticeships training.

Any young person in Wales can access this online interactive service at www.careerswales.com/www.gyrfacymru.com, providing they have a computer linked to the Internet. This might be at a careers centre (all Careers Wales 80+ centres have public access machines which are free to use) at home, in a public library, youth centre or other community venue.

The main features of the site include:

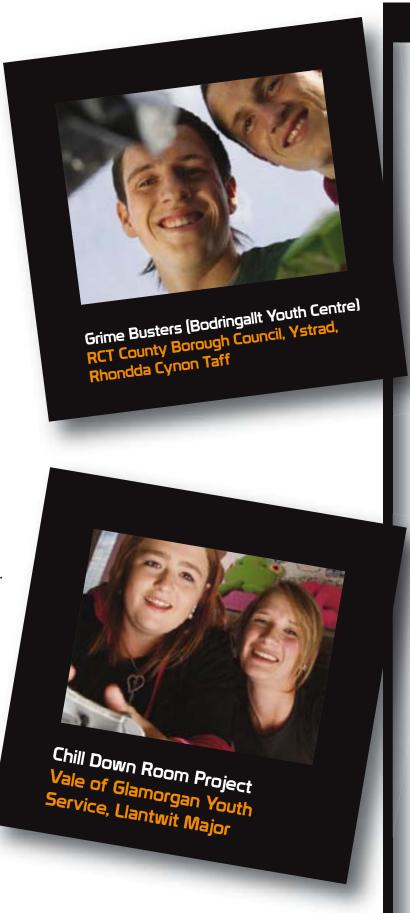
- Career Ideas a careers information database of over 600 different careers and careers related information (including youth work) and a simple career ideas generator based on answers to a careers quiz on skills, interests and abilities.
- CV, application and planning wizards
- An e-portfolio or online progress file in which individuals can store documents such as CVs, applications and achievements which can be added to throughout their lives.

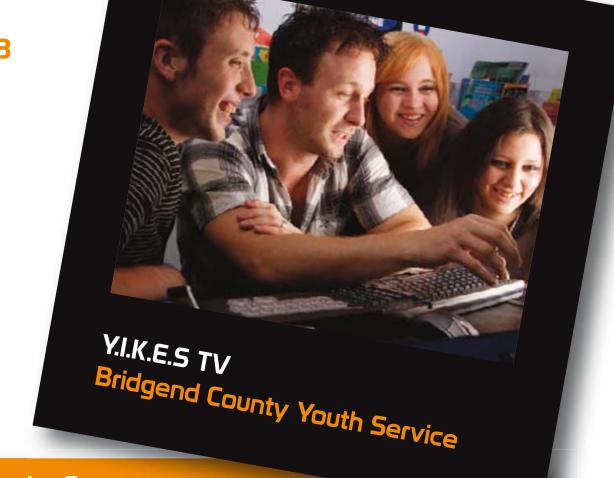
- Interactive exercises, games and quizzes which help individuals assess their skills and abilities and help them prepare for job interviews etc.
- Case studies / job profiles of people doing different jobs in Wales (including youth work)
- The Learning Choices database of courses and training opportunities in Wales – including youth work courses
- Weblinks a directory of careers related websites which includes links to professional bodies and their careers information resources which are increasingly being provided online.

Careers Wales Advisers work in every school and college in Wales. Young people in Year 9 and 11 will automatically be offered an interview but young people can ask to see their Careers Adviser at any time.

Careers Wales has a network of over 80 full and part time centres across Wales and mobile units operate in some areas of rural mid Wales. Details of careers centres can be found on www.careerswales.com /www.gyrfacymru.com

For the learndirect helpline managed and run by Careers Wales call free on 0800 100 900.





"Thanks Sam
I've really enjoyed making films and I've
learnt so much about what it takes to make

documentaries and music videos."

3.11 How to find out about jobs in youth work

Employment and some specific volunteering opportunities can be found in the local press; youth work magazines, such as Children and Young People Now'; www.cypnow.co.uk, Youth Work Now, www.youthworknow.co.uk, Big Issue Cymru, www.goodmoves.org.uk; jobs websites; and the Local Authority websites and local magazines.

It may be worth contacting the Local Authority Principal Youth Officer for more information. The County Voluntary Councils also have job adverts in their local magazines and bulletins and on their websites.

3.12 How to get funding for training

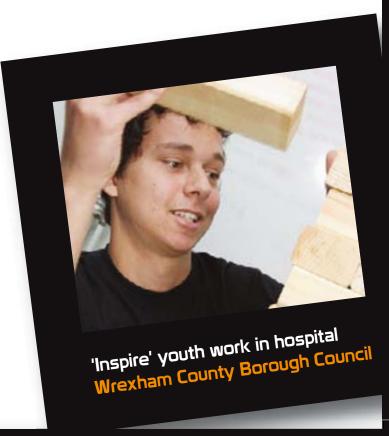
Most organisations that involve volunteers, support with free training that is paid for by the organisation or through grants. Occasionally participants are asked for a contribution and may also be expected to pay for their own transport. This really depends on the organisation and under what circumstances the young people are attending. Out of pocket expenses may be paid in some circumstances but there are legal restrictions such as the tax laws that influence what can be paid. There is also an issue about payments for those claiming benefits and regulations about availability for work. It is best to check with the Benefits Office or contact the local volunteer centre for more information. (Appendix 3)

There may also be special schemes for volunteering abroad that include board and lodging and it may be useful to check this with the local volunteer centre or organisations that support oversees volunteering.

If you are in employment as a youth worker then the employer may have a budget to support training and it would be a question of negotiating this. The employer may also support with day release or pay fees for college courses.

The Local Authorities run free training initial courses for youth work and local information can be found through the local Principal Youth Officer (contacts in Appendix 3). They may also be prepared to support some further and higher education costs but this will depend on demand and the area.

For those that want to go on to do degrees full time then a University application is necessary and funding would be the same as other University students through loans, part time work, family support and other benefits according to need.



3.13 Information on Safeguarding

The safety of children and young people is of paramount importance in youth work organisations. Additionally, those who work in organisations can also expect a safe working environment where they are also protected.

To ensure safety all organisations should have a series of policies that are live and updated regularly. They include recruitment, child protection and health and safety and whistle blowing.

Organisations will have procedures in place to undertake criminal record checks (called Disclosures) on all paid and unpaid staff that have regular contact with children and young people. There are definitions of the type of contact and different types of checks accordingly. Applicants for posts, paid and unpaid and for young people over 18 (or sometimes 16) will be required to have Disclosure and organisations have procedures in place to obtain them. The presence of a criminal record does not necessarily exclude people working, unless the disclosure identifies something that puts children and young people are at risk, or that person is on a barred list. Organisations should have policy on this issue and what their guidelines contain.

At the time of writing the Independent Safeguarding Authority (ISA) is being established to set up a vetting and barring scheme following legislation after the Bichard enquiry in to the Soham murders. This scheme will register all people working with children and vulnerable adults under defined circumstances and bar any that it does not consider suitable. It will be compulsory for organisations to check if their workforce is ISA registered and an offence to engage anyone who is barred.

Organisations should also have in place policies about what to do if a young person discloses any information about their circumstances which should be acted upon for their safety.

