



**LINK**

## East Fife Mental Health Befriending Projects

# ADOLESCENT PROTECTION POLICY

**LINK** is committed to the welfare and safety of all the adolescents befriended.

### In order to do this:

- Staff are child protection trained. **Maria is the Child Protection Officer - 07307619323**
- All adolescents befriended will be referred through their Key Worker from the Statutory and Voluntary Sectors.
- LINK will plan and manage the work of all trustees, members of staff and volunteers in such a way as to minimise situations in which abuse may go undetected or unreported.
- Adolescent Protection Procedures will be clearly explained to all staff and volunteers from the beginning of their involvement with LINK.
- All staff will have clear roles and boundaries and written job descriptions.
- All volunteers will have clear boundaries and written role description.
- There will be training for volunteers in adolescent protection issues and in LINK's adolescent protection procedures. This training will cover the boundaries between client confidentiality and adolescent protection.
- There will be a clear support and supervision structure for both staff and volunteers and issues of adolescent protection (both general and specific) can be discussed within this structure.
- Clear and adequate procedures to screen and select staff and volunteers will be implemented.
- All members of staff will have an initial three-month probation period.
- All volunteers will have an initial six-months settling-in period with a personal review at the end of this.
- Clear guidelines on how to deal with disclosure or suspicion of abuse and on taking care with their own behaviour towards adolescents will be given to all volunteers and staff.

# **ADOLESCENT PROTECTION PROCEDURES**

## **SCREENING AND SELECTION OF STAFF**

- Application form
- Membership of the PVG Scheme
- Two references
- Interview
- Initial three-month probation
- Annual review by line manager and management committee

## **SCREENING AND SELECTION OF VOLUNTEERS**

- Initial interview by Project worker
- Membership of the PVG Scheme
- Two references
- 12 hour preparation training course
- Post training interview by Project worker
- Initial six-month probation

## **SUPERVISION ARRANGEMENTS: STAFF**

- Project Co-ordinator has monthly meetings with the Project Manager. The Manager has regular supervision meetings with a Trustee, currently a Child and Adolescent Mental Health Service (CAMHS) worker
- Monthly Committee meetings

## **SUPERVISION ARRANGEMENTS: VOLUNTEERS**

- Project workers are responsible for all volunteer support and supervision
- Regular contact either in person, by phone or email to discuss each befriending match
- Volunteers have the Project and Key Worker's telephone numbers and may contact them at any time if they feel they have cause for concern. Two emergency contact numbers for the adolescent are also given
- Reviews with the young person's Key Worker
- Adolescents being befriended have the name and telephone number of their Project worker

## LINK's Child Protection Workflow for Volunteers/Staff

