

# **Leeds University Union**

## Safeguarding Children and Vulnerable Adults Policy, Procedures and Information

Policy Produced by Volunteering and Community  
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This document replaces: Working with Children & Young People. Policy, Procedures, Good  
Practice & Information

# Leeds University Union

## Safeguarding Children and Vulnerable Adults Policy

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*No one shall be subjected to torture or to inhuman or degrading treatment or  
punishment*  
**Human Rights Act 2000**

## **1 Context**

In recent years, the concern for the safety and protection of children and vulnerable adults has increased. Notable cases in the news have demonstrated the need for all to participate in the protection of children and vulnerable adults. Moreover, the government's 'Every Child Matters' agenda makes children reaching their potential a priority. Safeguarding is part of this agenda and involves formalising reasonable measures to ensure that risks of harm to children and vulnerable adults' welfare are minimised. Several legal directives could also be applied to our organisation including the Children's Act (2004), Working Together to Safeguard Children (2006) and Safeguarding of the Vulnerable Adult Guidance (2006).

## **2 Policy statement**

Leeds University Union is committed, so far as is reasonably practical, to the safeguarding of children and vulnerable adults that participate in any Leeds University Union activities on its property and at any other location. Leeds University Union recognises that anyone working with children and vulnerable adults have a moral and legal duty to ensure their safety and protection.

This document is a reference for all staff and students at Leeds University Union involved in activities with children and vulnerable adults. It is imperative that staff and students at Leeds University Union have the tools to enable them to detect and contribute to the prevention of abuse of children and vulnerable adults. This document provides them with the necessary framework of procedures and guidelines for action when abuse is suspected. The policy aims to protect children and vulnerable adults, as well as staff and students.

## **3 Aims and objectives**

3.1 This Policy seeks to ensure Leeds University Union is meeting its moral and legal responsibility to protect and safeguard children and vulnerable adults from harm by adopting a framework of procedures and guidelines.

3.2 Through its implementation, this policy aims to support students and staff that engage in activities with children and vulnerable adults, and demonstrate Leeds University Union's commitment to the protection of children and vulnerable adults.

3.3 In implementing this safeguarding policy, Leeds University Union will ensure that all staff and students involved in activities with children and vulnerable adults are made aware of their legal and moral responsibility to protect children and vulnerable adults, including their duty to report concerns.

3.4 All students and staff will comply with the requirements, guidelines and procedures detailed in this document.

3.5 Any incidents of alleged misconduct or abuse concerning children and/or vulnerable adults will be taken seriously and responded to swiftly and appropriately in accordance with this Policy.

## 4 Principles

This document is based on the following principles:

- 4.1 All children and vulnerable adults should be treated with dignity and respect.
- 4.2 The welfare of children and vulnerable adults is paramount.
- 4.3 All children and vulnerable adults should be safeguarded from harm.
- 4.4 It is the responsibility of everyone to report concerns about the safety of children and vulnerable adults, following the procedures laid out in this document.
- 4.5 Alleged cases of misconduct or abuse will be taken seriously and responded to appropriately.
- 4.6 Data will be processed in accordance with the Data Protection Act 1998.

## 5 Responsibility

- 5.1 Leeds University Union takes the safeguarding of children and vulnerable adults seriously.
- 5.2 All Leeds University Union staff and students are required to take responsibility for safeguarding children and vulnerable adults.
- 5.3 Only suitably trained and vetted staff or students may organise an activity or event with children or vulnerable adults.
- 5.4 Appropriate staff or students must complete a risk assessment and ensure health and safety is planned in accordance with the Safeguarding Children and Vulnerable Adults policy.
- 5.6 All staff and students are in a position of trust and must be aware of how their behavior could be construed.

## 6 Definitions

- 6.1 **Definition of 'abuse'**: "Abuse is the harming of another individual usually by someone who is in a position of power, trust or authority over that individual. The harm may be physical, psychological or emotional [or sexual] or it may be directed at exploiting the vulnerability of the victim in more subtle ways (*for example, through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of his or her financial resources*). The threat or use of punishment is also a form of abuse. .... In many cases, it is a criminal offence" *Centre for Policy on Ageing (1996)*.
- 6.2 **Definition of 'child'**: a person aged under 18 (Children's Act 2004).
- 6.3 **Definition of 'vulnerable adult'**: someone over 16 "who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation" (*Law Commission, 'Making Decisions' Lord Chancellors Dept 1999*).

## **7 Types of abuse**

Examples below each category are not exhaustive. See appendix A for more information.

### **7.1 Physical abuse**

- Bodily assaults resulting in injuries. Examples include hitting, kicking, misuse of medication, restraint or inappropriate sanctions;
- Bodily impairment. Examples include malnutrition and dehydration;
- Medical/healthcare maltreatment.

### **7.2 Sexual abuse**

- Rape, incest, acts of indecency, sexual assault;
- Forcing or enticing an individual to take part in sexual activities;
- Sexual harassment or sexual acts to which the individual has not consented, or could not consent or was pressured into consenting;
- Sexual abuse might also be non-contact abuse including exposure to pornographic materials, being made to witness sexual acts and this also encompasses sexual harassment.

### **7.3 Emotional abuse**

- Examples include threats of harm, controlling, intimidation, coercion, harassment, verbal abuse, enforced isolation, humiliation, bullying, shouting and swearing.

### **7.4 Neglect**

- Examples include ignoring medical or physical care needs, failure to provide access to appropriate healthcare, social care or educational services;
- The withholding of the necessities of life, such as medication, adequate nutrition and heating.

### **7.5 Discriminatory abuse**

- Examples include abuse based on a person's disability, race, faith, religion, sexual orientation or gender, or, any other unjustifiable category.

### **7.6 Financial or material abuse**

- Examples include theft, pressure in connection with wills, property or inheritance and misuse or misappropriation of benefits and property.

## **8 Recognising the Signs and Symptoms of Abuse**

Abuse may be a single act or repeated acts. Abuse can occur in any relationship; abusers may be anyone of any age, gender or background; and abused children and vulnerable adults may be anyone; whilst they want the abuse to stop, they may not always tell others of the abuse.

Abuse can be experienced in a variety of forms. These are physical abuse, emotional abuse, sexual abuse, neglect, discriminatory abuse and financial or material abuse. Leeds University Union will ensure that all staff and volunteers working with children and vulnerable adults are aware of these, as well as the signs and symptoms of abuse.

## **8.1 Physical abuse signs**

Before proceeding to read the list of examples, please note that it is possible for processes of aging to be confused with signs of abuse. For example, when blood vessels become more delicate, bruising occurs more easily.

- A history of unexplained falls or minor injuries;
- Bruising in well protected areas, or clustered from repeated striking;
- Finger marks;
- Burns of unusual location or type;
- Injuries found at different states of healing;
- Injury shape similar to an object;
- Injuries to head/face/scalp;
- History of GP or agency hopping, or reluctance to seek help;
- Accounts which vary with time or are inconsistent with physical evidence;
- Weight loss due to malnutrition, or rapid weight gain;
- Ulcers, bed sores and being left in wet clothing;
- Drowsiness due to too much medication, or lack of medication causing recurring crises/hospital admissions.

## **8.2 Sexual abuse signs**

- Disclosure or partial disclosure (use of phrases such as 'It's a secret');
- Medical problems, e.g. Genital infections, pregnancy, difficulty walking or sitting;
- Disturbed behaviour e.g. depression, sudden withdrawal from activities, loss of previous skills, sleeplessness or nightmares, self-injury, showing fear or aggression to one particular person, repeated or excessive masturbation, inappropriately seductive behaviour, loss of appetite or difficulty in keeping food down;
- Behaviour of others towards the vulnerable adult;
- Circumstances – e.g. two service users found in a toilet area, one in a distressed state.

## **8.3 Psychological abuse signs**

- Isolation;
- Unkempt, unwashed, smell;
- Over meticulous;
- Inappropriately dressed;
- Withdrawn, agitated, anxious, not wanting to be touched;
- Change in appetite;
- Insomnia, or need for excessive sleep;
- Tearfulness;
- Unexplained paranoia, or excessive fears;
- Low self esteem;
- Confusion.

## **8.4 Neglect signs**

- Physical condition poor;
- Clothing in poor condition;
- Inadequate diet;
- Untreated injuries or medical problems;
- Failure to be given prescribed medication;
- Poor personal hygiene.

## **9 The ways concerns may be raised**

Leeds University Union will endeavour that every staff member or volunteer knows how to identify and report concerns about a child or young person's safety when issues come to light. For example:

- A child or vulnerable adult alleges that abuse has taken place or that they feel unsafe;
- An allegation is received from an anonymous source or third party;
- A child or vulnerable adult's appearance, behaviour or statements arouse suspicion;
- A report is made concerning misconduct of a worker towards a child or vulnerable adult;
- Abuse is observed.

## **10 What should you do if you suspect abuse is, has, or will take place?**

In the event of a disclosure, all staff and students will be informed to behave in the following way:

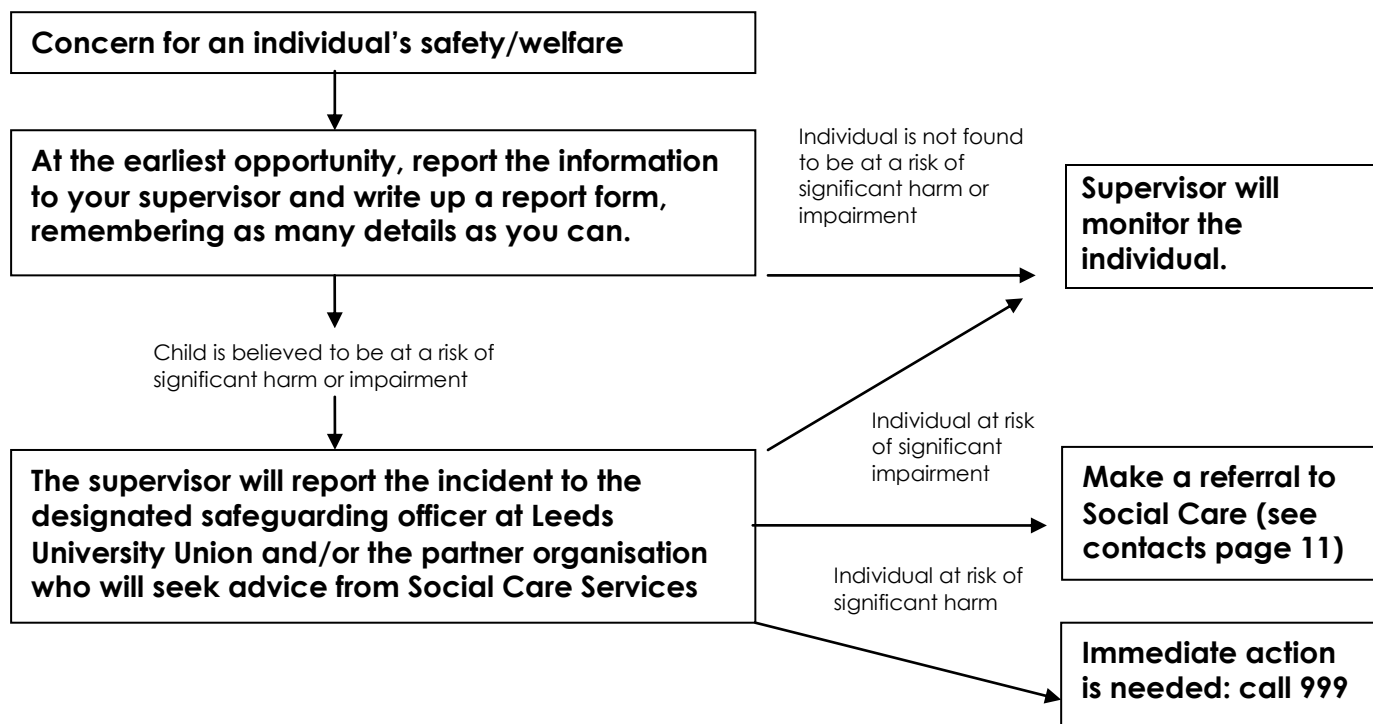
- Stay calm;
- Do not press for information by questioning the individual. Encourage the person to talk, listen and remember what they say;
- Do not express disbelief, anger, embarrassment, shock or fear;
- Reassure the individual and tell them you are glad they are speaking to you and that you know it is not their fault;
- Never promise to keep a secret;
- When appropriate write down what has happened on the safeguarding incident form (Appendix F), and where possible, recount any conversations verbatim;
- Inform your superior at the earliest opportunity and hand in the disclosure form to them. They will hand it to the designated safeguarding officer at Leeds University Union (as well as the designated officer at any partner organisations).

If you suspect abuse, discuss your concerns immediately with your supervisor who will decide on appropriate further action. Document any concerns or suspicions you have, such as injuries you have remarked, conversations (where possible, document these verbatim), or anything else that has led you to suspect abuse. Hand these documents immediately to your supervisor.

Any written documentation will be stored securely and confidentiality maintained.

## **11 Leeds University Union Safeguarding Children and Vulnerable Adults Procedure:**

When the information has been passed on to the supervisor, a referral process will be set in motion.



## 12 What should you do if a parent/guardian does not come to pick up a child?

In the first instant, you must call the parent/guardian's contact number(s). If no responsible adult is at home (that is known to you), you must then contact the emergency contact number. If still no responsible adult answers, the procedure is to call Social Services (see Contacts page 12). This is considered a last resort so keep trying to contact the parent. You may do this also by asking neighbours and relatives, and where possible, check anywhere the child may think their parent/guardian may be first.

## 13 Student/Staff Accused Procedure

- The person hearing the allegation should separate the individual from the staff member or student against whom the allegations have been made – do not confront them.
- The supervisor should be informed immediately and they **must** discuss the allegation with the Local Authority Designated Officer (LADO) who is based within the Child Protection Unit (0113 247 8653). If the allegation is about a lead person in your organisation then the matter should again be discussed with the LADO.
- After seeking advice, the supervisor would make a decision and plan the next course of action. They should report back to the individual receiving the allegation and advise them what to do next.
- The individual who first received the concern should make a full written report in the form of an incident report form.
- Regardless of whether a police/ social services investigation follows a meeting of the disciplinary committee. The disciplinary committee is made up of the individual's supervisor (where this is a student volunteer, the supervisor will be the head of the society in question), the designated

officers at Leeds University Union and a representative from the Student Exec. They will discuss the appropriate action. Support for all involved must be considered as part of the plan and the feelings of the child/vulnerable adult and the staff member or student will be carefully considered.

- We will fully cooperate with any investigation, or enquiries, made by the police or social services.
- The staff member or student will be withdrawn from all activities involving children or vulnerable adults and the child/vulnerable adult should be withdrawn from all Leeds University Union activities whilst the investigation is ongoing.
- Confidentiality will be maintained by all those involved.
- Consideration will be given to appropriate disciplinary action by the disciplinary committee dependent on the nature of the incident in those cases where the staff member or student is found to be in breach. The disciplinary committee will discuss the following questions in order to decide appropriate action:
  1. Is this a breach of policy?
  2. Are the police investigating the incident as a crime?
  3. Is the individual a danger to children/vulnerable adults?
  4. What reasons has the individual given for the incident/are they remorseful?
  5. How could the incident have been prevented?

It may be appropriate to seek the advice of the University's disciplinary committees before advancing.

- Appropriate support will be provided in an incident where there is no evidence or the allegation proceeds to be unfounded or malicious.

## **14 Good Practice**

### **14.1 Safer Recruitment/Screening process**

- a) Leeds University Union will ensure that all staff and students working in a regulated activity with children and/or vulnerable adults will undergo an advanced CRB check and will have their identity checked.
- b) International students will need to provide a criminal records check from their home country.
- c) Students must also provide 2 references.
- d) For student volunteer coordinators, we will provide job descriptions and will recruit by assessing application forms and interviewing.
- e) By regulated activity, we mean:
  - i. Any activity that involves contact with children/vulnerable adults of a specified nature for example, supervision, teaching or transport, or, that is in a specified place, such as a holiday centre or a school.
  - ii Where the activity is frequent, overnight or intensive<sup>1</sup>.
  - iii. Where taking part in the activity is a role and not incidental or coincidental.

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<sup>1</sup> Frequent and intensive regulated activity is defined as:

- i) frequent means regular, repetitive activity once a week or more.
- ii) intensive means four or more days in any one 30 day period.

They will also undergo appropriate training and screening. Please see the Leeds University Union Safeguarding Screening Policy and Guidance for details (Appendix H)

## **14.2 Training**

All staff and students involved in working with children and vulnerable adults will undergo appropriate training. If working with children on a volunteering project, the training will be *Level 1 Introduction to Working Together to Safeguard Children and Young People*. They will then also be subject to a volunteer briefing prior to the activity which will go through health and safety and child protection matters as well as volunteer rights, responsibilities and duties.

All volunteers will have access to this policy via <http://www.leedsuniversityunion.org.uk/volunteeringandcommunity/resources/>

## **14.3 Record Keeping**

All personal data will be processed in accordance with the Data Protection Act 1998. We will not keep confidential information longer than 6 years.

Confidential information that may be processed includes information relating to children and vulnerable adults on consent forms, on pre-project forms, on post-project forms and on reporting forms (incident forms, physical contact forms and safeguarding disclosure forms).

Whilst this information is in use for the purposes of the project, it will be kept in locked compartments accessible only to those in charge of the activities, the named people at Leeds University Union and the supervisor of those putting on the activities. Electronic copies will be kept in confidential files on the O drive and all paper copies will be shredded as soon as the project is finished. If project coordinators for student volunteering projects are processing information on their personal computers, these must be password protected. Project coordinators may consult the document 'What to do with your forms' for advice (Appendix. B)

Where Leeds University Union has partnerships with external organisations to organise projects with children and vulnerable adults, information on safeguarding disclosure forms, physical contact forms and incident forms will be shared as part of a 'working together' agenda to protect children and vulnerable adults.

## **14.4 Management and Supervision**

Every activity involving children and vulnerable adults will have a named supervisor. It is the responsibility of the supervisor to make sure that staff and students are aware of their role and duty in relation to the safeguarding of children and vulnerable adults. This will involve receiving regular briefings

and supervision sessions to monitor how the policy is being implemented and used.

#### **14.5 Accidents**

All accidents must be recorded on an incident report form which must be returned to the supervisor and, where applicable, to partner organisations. Parents/guardians must also be informed. See Appendix D.

#### **14.6 Health and Safety/Other guidance**

Supervisors and organisers of activities with children and vulnerable adults must ensure that:

- i. They risk assess all activities and keep a risk assessment with them.
- ii. A first aider with a HSE approved Emergency First Aid at Work qualification is in each group. For long, residential activities, there must be one first aider with a HSE approved 'First Aid at Work' qualification present.
- iii. Drugs will never be administered to a child or vulnerable adult without written permission from the parent/carer, who will also provide details and instructions.
- iv. Volunteers, students or staff are never left one on one with a child or vulnerable adult.
- v. When taking children or vulnerable adults to the toilet, volunteers and staff should be of the same sex as the child (whenever possible).
- vi. Volunteers and staff do not inform children/vulnerable adults where they live, give them contact details or their surname so they can find them on social networking websites.
- vii. Volunteers and staff do not use restraint unless to protect the safety of a child/vulnerable adult.
- viii. Avoid/limit physical contact.
- ix. On volunteering projects, the student-child ratio should never fall below 1:3, 1:2 for swimming, and 1:1 is preferable for residential. There should always be a minimum of 4 volunteers, and ideally there should always be one member of each sex on every project.

See Appendix I, Health and Safety Guidance and Procedures for Volunteering Projects.

#### **14.7 Consent forms**

Consent forms must be sought from the parents/guardians of all children involved in activities organised by Leeds University Union. For more information on consent forms, please see Appendix C on Consent forms and Appendix H, Health and Safety Guidance and Procedures for Volunteering Projects.

## 15 Partner Organisations

Where a partner organisation is involved in the regulated activity with children or vulnerable adults, a partnership agreement will be drawn up, clarifying the duties and responsibilities of each party with regards to safeguarding issues.

The partnership agreement will be valid for a year and signed by the organisers of the activity, a representative from Leeds University Union and a representative from the partner organisation

## 16 Named Person(s) for Safeguarding

Leeds University Union has an appointed individual who is responsible for dealing with any safeguarding concerns. In their absence, a deputy will always be available for staff and students to consult with. Due to the nature of their role to safeguard children and vulnerable adults, enhanced level CRB checks will be undertaken and they will receive training in safeguarding.

### Designated Safeguarding Officer:

Name of contact person: Diane Pedder  
Work telephone number: 0113 3801292  
Emergency contact no: 07711 691766

### Deputy:

Name of contact person: Claire Henly  
Work telephone number: 0113 3801 326  
Emergency contact no: 07904 172587

### The role and responsibilities of the designated safeguarding officers are:

- To ensure the Safeguarding Children and Vulnerable Adults Policy is implemented and that all staff and students receive the appropriate information, advice and training in relation to the policy;
- To ensure that all staff and students are aware of what they should do, both in office hours and out office hours if they are concerned about a child or vulnerable adult;
- To ensure that any concerns about a child/vulnerable adult are acted on, recorded, referred on where necessary and, followed up;
- To notify the appropriate agencies if abuse is identified or suspected;
- To monitor and review the policy;
- To ensure the maintenance of confidential records of reported abuse cases and action taken.

## 17 Useful Contacts and Support Organisations

If you have a concern, please speak to appropriate organisations for advice.

### Social Care Services

**Adult Social Care Services:** 0113 222 4401

**Children and Young People's Social Care:** 0113 2224403

**Out of Hours Emergency Duty Team:** 0113 240 9536

**Child Protection Team (for advice):** 0113 247 8653  
**Leeds Safeguarding Adults Unit (for advice):** 0113 224 3511

**West Yorkshire Police:** 0845 606 0606

**NSPCC National Child Protection helpline:** 0800 800 5000 / [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

*This is a free 24 hour service offering counselling, information or advice*

**NSPCC Leeds Office:** 0113 217 2200

**NSPCC Asian Child Protection Helpline:** 0800 096 7719 / [helpline.asian@nspcc.org.uk](mailto:helpline.asian@nspcc.org.uk)

*A free, multilingual service for Asian communities*

**Safe Network:** [www.safenetwork.org.uk](http://www.safenetwork.org.uk) (Supports safeguarding for the third sector)

**Churches Child Protection Advisory Service (CCPAS):** [www.ccpas.co.uk](http://www.ccpas.co.uk) (advise)

# Safeguarding Children and Vulnerable Adults Policy

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# Definitions of Abuse and Neglect

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The following definitions are taken from Chapter 1 of Working Together to Safeguard Children, 2010.

## **1.1 Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

## **1.2 Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **1.3 Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **1.4 Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development.

Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)

- protect a child from physical and emotional harm or danger,
- ensure adequate supervision (including the use of inadequate care-takers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

# Leeds University Union

## Volunteering Pre-Project Checklist

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This form is to be completed before you go out on a project. You must send a copy of the form to [c.henly@leeds.ac.uk](mailto:c.henly@leeds.ac.uk) and [volunteering@luu.leeds.ac.uk](mailto:volunteering@luu.leeds.ac.uk), and put a copy of it in your handover file. You should also take a copy out on the project with you in your project pack.

Project Name:		Project Date:	

### Project Coordinators and Contact Numbers


**Clients** - Fill out the fields that are appropriate to your project

Name	D.O.B	Photo Consent? (y/n)	Emergency Name, Number and Address
Do you have consent forms for all of your clients?			

### Volunteers

Name	Emergency Name and Number and Address	Address
Are all volunteers members of your society?		Y/N
Are all volunteers CRB checked?		Y/N

### Transport

Drivers Name	Which vehicle they'll drive	Are they on the LUU drivers list	MIDAS certificate if minibus (tick)


Have you planned your routes (delete as appropriate)	
Are you taking booster seats (booster seats are required if you wish to transport children under 135cm in a 9-seater (or car)	

**Health and Safety**

In case of an emergency please contact the university security department on 0113 343 2222.

The emergency services can be contacted via your mobile on 112 (wider range than 999 and they can locate your mobile if you use this number)

Who is your nominated certified first aider?	
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Please note that you need to have a first aider on all projects.

If any incidents happen on your project you must complete an appropriate incident form – you should take these forms out on the project with you.

Do you have incident forms? (Delete as appropriate)	Y/N
Do you have physical contact forms? (Delete as appropriate)	Y/N
Do you have safeguarding reporting forms? (Delete as appropriate)	Y/N

It is important that you have risk assessed for all of the activities that you intend to undertake as part of your project.

Have you risk assessed for all activities you plan to do? (Delete as appropriate) Take copies of all risk assessments in your project pack	Y/N
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The nearest A&E is:	
Have you checked that the first aid kits to make sure that they contain all of the equipment that they should? (this list can be found in the first aid kit box)	Y/N

**Itinerary**

Time	Activity	Location	Contact Number

Please check that you are taking all the relevant documents with you on your project. This should include:

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| A copy of this Pre Project Form  | <input type="checkbox"/> | All relevant risk assessments   | <input type="checkbox"/> |
| Medical forms for Volunteers (if required)                               | <input type="checkbox"/> | A copy of LUU's public liability insurance  | <input type="checkbox"/> |
| Consent forms for your clients   | <input type="checkbox"/> | Route plans for all travel and route plan for the nearest A&E. (Sat navs can be hired from the V&C drop in) | <input type="checkbox"/> |
| Incident forms, physical contact forms and safeguarding disclosure forms | <input type="checkbox"/> | Emergency Safeguarding phone numbers card   | <input type="checkbox"/> |
| A first aid kit  | <input type="checkbox"/> |   |                          |

Last updated 04/08/11

# Leeds University Union

## Volunteering Post-Project Form

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This form is to be completed as soon as possible when you get back from a project. You must send a copy of the form to [volunteering@luu.leeds.ac.uk](mailto:volunteering@luu.leeds.ac.uk) and file another copy in your project handover folder.

This form is for our own records:

- The volunteer information goes onto our volunteer database – to keep track of volunteer hours and to determine how many projects the volunteer has taken part in (for deposit returns)
- The comments are for other project coordinators, and yourselves, for future use

Please note that volunteer hours should be the total time that a volunteer puts into the project so this also includes hours spent organising.

Project Name:		Project Date:	
---------------	--	---------------	--

Project Overview:

### Volunteers – volunteer hours

Insert Volunteer's Name	Insert Volunteer's Volunteer Hours

### Incidents

How many incident forms have you used?	Incident: Safeguarding: Physical Contact:
Have you handed your incident forms to your Dev Co?	y/n

**First Aid Kits**

Did you use any equipment from the first aid kits?	y/n
Have you replenished the first aid kits?	y/n

**Feedback**

Have you sent off feedback forms?	y/n
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**Finance**

Have you reclaimed your expenses?	y/n
Have you returned all cash advances/receipts?	y/n

**Reflective Log****What activities did you do?:**

1) What went really well?

2) What didn't go as well?

3) What would you do differently?

4) Did the volunteers make any suggestions/comments? If so, what were they?

5) Do you have any other comments?

**Handover**

Have you put a copy of this form into your handover folder?	y/n
Have you put your financial records into your handover folder?	y/n

## Key information about forms and health and safety for project coordinators

### Training requirements for project coordinators

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V&C training on: writing risk assessments, health and safety, funding  
First aid at work (for residential)/Emergency First Aid at Work (non-residentials)  
PACT Behaviour Management for projects working with children  
MIDAS driving assessment for minibus driving  
Food hygiene  
Safeguarding children


n.b. Drivers must register with LUU to drive cars or their own vehicles

### What goes in your Project pack to go with you on project

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Risk assessment that you have completed for the project  
A copy of Leeds University Union's insurance  
Risk assessments, insurance, (if applicable) safeguarding policy for any external activity centres you are using.  
Volunteer medical forms  
Pre-project form completed  
Consent forms for clients  
Incident forms  
Physical contact forms  
Volunteer briefing form for volunteers to refer to  
Safeguarding disclosure forms  
Travel routes planned (if applicable)  
Routes to hospitals planned  
Emergency safeguarding numbers card  
A first aid kit  
You may also want to keep copies of any training certificates you have in here


**Use the 'What to do with your forms' sheet for help on how to manage your data**

### What to do after your project

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Debrief volunteers  
Return any borrowed equipment  
Ensure you have claimed back any money spent and volunteer expenses  
Fill in a post-project form and hand it to the V&C office  
Hand in your Volunteer Briefing to the V&C office  
Hand in any filled in report forms to the V&C office  
Hand in consent forms and pre project to V&C office to be shredded


## What to do with your forms

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We need to make sure we protect any data we are storing about anyone and ensure we are complying with the Data Protection Act. In order to do this, please act on the instructions in the table.

REMINDER: If you are storing data on your computers, please ensure that your computer is password protected and that you delete any data you no longer need/use.

**Don't forget, the V&C office has copies of your documents so you do not need to keep them and if you need to access them, you can ask.**

Form	Keep in your project files	Email/hand to Claire	Shredded
Risk assessment	Yes	Before project session	No
Volunteer briefing	Yes during project	After project session	Yes
Consent and photo consent forms	Yes during project	After project session	Yes
Pre project form	Yes during project	Before project session <b>Important note: You must also bring your paper copy of the pre-project form to me to be shredded</b>	Yes
Post project form	No	After project session	I shred the first page and return the last pages
Training certificates	Yes	Before project session	No

# Leeds University Union

## Action Children's Consent Form

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We would like to invite your child to take part in **[insert project name and dates here]**. Please fill in the information required below which we need before your child can take part and remember to sign at the bottom to give your consent for your child to participate.

<b>Name of child</b>		<b>Gender</b>	
<b>Date of birth</b>		<b>Age</b>	
<b>Shoe size (if applicable)</b>		<b>Tshirt size (if applicable)</b>	
<b>Name of parent/guardian</b>			
<b>Contact address</b>			
	<b>Postcode:</b>		
<b>Telephone number</b>			
<b>Mobile number</b>			
<b>Emergency contact person (if above is not available)</b>	<b>Name:</b>		
	<b>Contact number:</b>		
<b>Who will be picking up your child?</b>	<b>Name:</b>		
	<b>Contact number:</b>		

<b>Medical information</b>			
<b>Name of child's doctor</b>			
<b>Address of child's doctors</b>			
<b>Phone number of child's doctor</b>			
<b>Does your child suffer from any of the following:</b>			
<b>Diabetes</b>		<b>Asthma</b>	
<b>Epilepsy</b>		<b>Travel sickness</b>	
<b>Allergies</b>			
<b>Any other</b>			

condition that could affect them (including behavioural problems)	
<b>Does your child have any dietary requirements?</b>	
<b>Can your child swim?</b>	<b>Yes/No</b>
Is your child taking any form of medication? If so give details (what/how often/giving times/can they take it themselves etc)	
Do you consent for us to give your child suncream?	Yes/No
Do you consent to elasoplast (plasters) being used on the named child?	Yes/No
In the unlikely event that hospital treatment should be required for your child, you will be notified immediately. If you cannot be contacted, do you give permission for your child to be taken to hospital for treatment if necessary, and for a doctor to treat as appropriate?	Yes/No
Is there anything else we should know about your child? Continue on a separate sheet if necessary.	

<b>Please sign below to confirm you give consent for your child to take part in <span style="color: red;">[insert project name/dates here]</span></b>			
Name of Child			
Name of Parent/Guardian			
Signature of Parent/Guardian		Date	

**Children's Photographic Consent Form**

---

We are taking a camera on [project name] and hope to be able to provide you with photographs of your children whilst they are with us.

We would like your permission to use any images taken of your child whilst participating in our activities.

Images maybe used for:

- Paper based publications
- Leeds University Union website/Our website
- Electronic documents (eg. E-mail newsletters)
- News/media press releases
- Displays in Leeds University Union
- Social media websites

**Declaration**

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I grant permission for photographs of my child to be used for

- All of the above
- None of the above
- Other – please specify\_\_\_\_\_

Name of Child.....

Parent / Carer's Name.....

Signature.....

# Leeds University Union

## Incident Report Form

---

Name of Person Making Report:			
Group:			
Telephone Number:		Email:	

Where did the incident happen?

Describe what happened:

This incident could have been prevented in the future by:

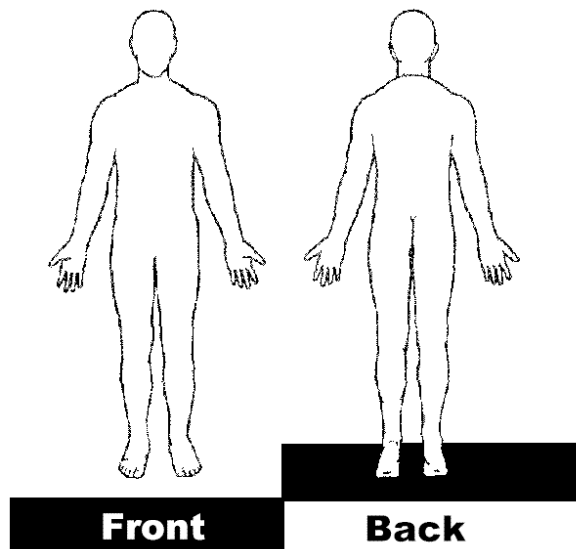
## Leeds University Union (LUU) – Physical Contact Form

The purpose of this form is to record the detail of the following incidents:

- If a child or young person on an LUU volunteering project sustains an injury during an activity.
- If a child or young person has an unexplained bruise or mark sustained before arrival at an activity
- If physical contact has to be made with a child or young person during an activity.

One copy of this form should be given to the parent or carer when the child is collected after the activity or handed to a responsible person in a partner organisation (e.g., a teacher). The second copy should be given to the Community Development Coordinator at LUU on the next working day. To contact the Community Development Coordinator call 0113 380 1325 or email [r.j.hampton@leeds.ac.uk](mailto:r.j.hampton@leeds.ac.uk)

On the diagram below please circle the area which the injury was sustained / bruise or mark was found / physical contact had to be made.



Please use this box to describe the incident and what action was taken (please continue on an additional sheet if more space is required):

Name of child:	Child's School (if known):
Name of volunteering project:	
Type of Activity:	
Date of incident:	Tie of Incident:
Name of person making this report:	
Signed:	Date:

# Leeds University Union

## Safeguarding Reporting Form

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When completing this form, record the facts; do not interpret what you have observed.

After completing the form, pass it on to Diane Pedder, Membership Services Manager, on the next working day. If you are emailing an electronic copy to her, you must also hand in the signed, original copy of this form, as soon as possible. If you have any problems, please contact her on 0113 380 1292 or [d.m.pedder@leeds.ac.uk](mailto:d.m.pedder@leeds.ac.uk). If Diane Pedder is not available, hand this form to a staff member in the Volunteering and Community Department. If your project has a partner organisation and you know their designated safeguarding officer, also pass this form on to them. If you are unsure about this, hand it to Diane Pedder and she will ensure that they receive the necessary information.

SECTION A: Information about the person making the referral			
Name			
Email address:		Contact number	
Who raised the concern	Myself <input type="checkbox"/>	Individual at risk <input type="checkbox"/>	A Third Party <input type="checkbox"/>
Details of the informant if not you or individual at risk	Name:		
	Contact number:		

SECTION B: Information on the individual you are concerned about			
Name		Gender	Age
If a child, name of their school (if known)			
Name and address of individual's GP			
Details of individual's parent/guardian/carer/next of kin			
Name		Relationship to individual	
Telephone		Address	
Are there any special factors relating to the individual such as disability, ethnicity or language. If 'yes' please describe			

If you have any information about who the individual lives with, and, if the individual is a child, who has parental responsibility, please document this here (include, where possible, their relationship to the individual). If the individual is a child, please also include any adults that play a significant role in their life.

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**Who referred the individual to your project/event?**

<b>Name</b>		<b>Organisation</b>	
<b>Email address</b>		<b>Telephone</b>	

**SECTION C: Information on the cause for concern**

**Details of incident that brought about the concern**

<b>Name of society/project/event</b>			
<b>Day:</b>	<b>Date:</b>	<b>Time:</b>	<b>Location:</b>

**What prompted the concern? Please describe the incident and include any relevant background or contextual information.**  
 (If possible, record any speech verbatim, including clarifying questions asked by the volunteer/student) Expand this box or use extra sheets if required.

--

**Is there any other information your feel is relevant to this incident? (For example, knowledge of previous Social Care involvement)**

**Signature of person completing the form:**  
.....Date:.....

**Name(s) of designated person(s) you passed the form to:**  
.....

**THIS FORM SHOULD NOW BE PASSED ONTO DIANE PEDDER, MEMBERSHIP SERVICES MANAGER AS SOON AS POSSIBLE AND NO LATER THAN 48 HRS AFTER THE CONCERN WAS RAISED**

SECTION D: For use by designated person only			
Name			
Signature		Date form received	

Partner Organisation	
Is there a partner organisation	Yes/No <i>If no, move to 'Action's Taken'</i>
Designated person at partner organisation	Name: Contact Details: Date form was sent to them:

Action(s) taken	Date	Outcome
Conversation with individual/people who filled in safeguarding report form		
Conversation with Designated Officer at partner organisation (if applicable)		
If applicable, copy of form sent to designated officer at child's school and a conversation had with them		
<i>Discussion had with parent/guardian/carer/next of kin</i>		
If incident involves a member of LUU, referral made to the HR department		
Advice sought from Leeds Social Care		
Additional Actions		
If a referral was made, have you informed the individual concerned?		Yes/No

Leeds University Union

# Risk Assessment

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<b>Name of Group</b>		<b>Date of Assessment</b>	
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Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?			
			Action required	By whom	when	Done

Carried out by \_\_\_\_\_

Review Date \_\_\_\_\_

# **Leeds University Union**

## Health & Safety Guidance and Procedures for Volunteering Projects and Societies

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Produced by Volunteering and Community  
Last updated July 2011

# Leeds University Union

## Health & Safety Guidance and Procedures for Volunteering Projects and Societies

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## **Why Health and Safety is Necessary**

As a volunteering project coordinator/organiser/leader it is your responsibility to arrange the Health and Safety of your project. It is not an easy task and requires a lot of responsibility and for this reason we strongly recommend that each project has 2 project coordinators at least.

Your risk assessment and Health and Safety paperwork show that you have properly considered the safety implications of what you are about to do and that if there are any risks involved, you have taken action to reduce them as much as possible. It does not mean that there are no risks but that there are control measures in place to ensure that no-one gets hurt.

On a more serious note, should someone be hurt on a project organised by you, your risk assessment is what protects you from being personally negligent. Just think about it, if you organise a trip for local children to a local woods, without doing any research, and the paths are in disrepair and one of the children falls and cuts themselves, it **is** your fault. The children would not have gone there if not for you having organised the trip! This is easily avoided though, just ring the local countryside ranger and ask the condition of the paths and it's suitability for the activity you have got planned. Better yet, visit it yourself and check it out. If you're not sure how to make your plan a safe reality, then just ask the Volunteer Development Coordinator.

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## **RISK ASSESSMENT**

All volunteering projects must risk assess any activity undertaken outside of meetings and session planning that takes part in the union building.

Special care and consideration must be taken by the organisers of volunteering projects. Your duty of care is for the members of your society but you must also consider the safety of the beneficiaries of your project (who may be vulnerable), your volunteers, potentially members of the public and yourselves.

Find out about your Duty of Care as a project coordinator, guidance on how to fill out an LUU risk assessment and to find the blank template at <http://www.leedsuniversityunion.org.uk/clubsandsocieties/safety/>

As soon as you start to plan an activity you should inform the Volunteer Development Coordinator of your plans (you'll submit your plans for the term at the beginning of the term). You must submit an electronic version of your risk assessment (for every different activity you plan to do) to the Volunteering Development Coordinator at least 7 days prior to the date you intend to undertake the project, and ideally at the start of the term. You must clearly mark the date of the project on the first page of the Risk Assessment. The reason you've got to submit it early is that we take your risk

assessment seriously. We will check it and the Student Activities Manager, Geoff Banks, will be consulted if necessary and any alterations will be fed back to you so you can then alter the master copy of the document and send it back to the Volunteer Development Coordinator.

Once you've been notified that your risk assessment is satisfactory you must print two copies. Sign both and put one in your project Health and Safety file (you should take this with you on your project). The second signed copy should be given to the Volunteering Development Coordinator (or put in their in tray if they are out of the office).

If the Volunteering Development Coordinator is sick or on holiday the documentation must be submitted in the same way to the Health and Safety Manager (g.banks@leeds.ac.uk).

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### **CODES OF GOOD PRACTICE / VOLUNTEER BRIEFING**

Not all of your volunteers are going to read your risk assessment in great depth, and it is nearly certain they will not be able to recall most of the points on it if you quiz them a few hours later. Therefore, you should also complete a code of good practice, which is what your volunteer briefing is made up of.

This is a bullet pointed list of important things that all volunteers on the project should remember and bear in mind at all times. It's a general list of rules for your project.

The most important information could be put onto a card the size of a credit card, then you can print them on card and give a copy to all volunteers to store in their pocket for the duration of the project, even if it is a bigger document then all of your volunteers should have a copy and it should form part of their training. It should include things like "the ratio of volunteers to young people must never fall below 1:2", "In case of emergency the emergency services are best reached on 122" and "the fire exit is through the door at the back of the room". If you need help with this or would like to see good examples of codes of good practice then ask the Volunteering Development Coordinator.

---

### **VENUES AND ACTIVITIES OUTSIDE OF LUU AND PARTNERSHIPS WITH OTHER ORGANISATIONS**

If your volunteering project takes place in a venue which is not owned by LUU or involves an activity which you will not be leading (e.g. a horse riding centre, community centre, lesson you're helping at or hostel) then some safety considerations will not be your responsibility but the responsibility of the organisation you're working with / hiring space from etc.

This does not mean that you can just assume everything is ok and forget about it. You need to ask them for a copy of their public liability insurance, risk assessment, a basic procedure for the activity (if applicable) and a copy of any professional qualifications they hold (if applicable e.g. an instructors qualification).

Finally if you're working with another organisation and your volunteers are essentially just 'turning up' at their session, then you should get this in writing. An email is adequate (but save a copy and forward one to the Volunteering Development Coordinator). You must check with them that they have insurance and a risk assessment (you need to keep a copy as proof that you have checked). Do not forget that if you are transporting people to the venue/session, you are responsible for them in transit and might have to risk assess that part of the activity.

Once you've got a copy of these things submit them with your risk assessment to the Volunteering Coordinator at least 7 days prior to the event.

---

## **CONSENT FORMS AND MEDICAL INFO**

**Clients** → If you're working on a project with children and there isn't a partner organisation taking responsibility then you should get written consent from each young person's parent or guardian for the activity(s) you're intending to undertake. You must check that all of your volunteers have a clean enhanced CRB disclosure. You must also collect the names, ages and contact details of the young people and their next of kin, any allergies, special medical conditions, any medication that they are currently taking, behavioural issues e.t.c. In an extreme case where one of the young people is hospitalised then you will have to act as the responsible adult until you can contact a parent or guardian. You will need to be able to give the emergency services the right information. Before undertaking a project you need to submit an electronic list of the young people/vulnerable adults attending in the form of your pre-project form, to the Volunteering Development Co-ordinator. You must include emergency contact details for their next of kin because, in the case of an accident, university security will phone and these contact details will need to be passed on.

A note on medical information: project coordinators must make sure children have the medication they need to hand e.g. if they are asthmatic, do they have their inhaler?

Finally you must ask permission to take photos/video of a young person and you should also ask permission to use a plaster if needed. Ask the Volunteering Development Coordinator if you need help with these "consent letters" or would like to see good examples.

Please note that you must keep these forms confidential at all times. If you are receiving these forms by post, they must clearly be addressed to "Your Name", "Your Project name" Volunteering and Community, Leeds University Union, PO Box 157, Leeds, LS1 1HU to avoid them getting lost in the internal post. If they are arriving by fax then send them to the machine on level two (0113 380 1416) and staff there will seal them in an envelope and put them in your pigeon hole as soon as they arrive. You should then keep them in your project file, which will go with you on the project and be stored confidentially. You may use our locked filing cabinet. The Volunteer Assistant and Development Coordinator have keys to this filing cabinet and you can gain access during the advertised drop in hours weekdays in term time. You must arrange to collect the forms within these times and if you need to return them out of hours please discuss this with your Development Coordinator.

**Volunteers** → You're also responsible for the students that you've encouraged to volunteer. You should collect medical and allergy info from them too and submit a list of names and student numbers to the Volunteering Development Coordinator 7 days prior to the project. In an emergency, details of next of kin can be obtained from the university's central database. There is a model volunteer info form available on the unions website in the safety section mentioned earlier.

**Handling and storage of these forms** → It might sound obvious but you need to take these consent and medical forms with you in your project file. They should be kept safe and in confidence for data protection and child protection reasons. Upon returning from your project these files should be handed to the Volunteering Development Coordinator who will ensure they are stored properly.

---

## **INSURANCE**

Provided that you follow these rules you and your volunteers are covered by Leeds University Union's Public and Employers Liability insurance. If you do not follow the rules contained in this document you might not be covered and worse than that your volunteers might not be covered either. If you have any questions or need a copy of the insurance document then ask the Volunteer Development Coordinator.

---

## **TRAINING**

Projects coordinators and in some instances, volunteers, require training in order to run or take part in the projects. You must attend this training. Some of the types of training that you might need are listed below. The training needs for your project are detailed in your handover packs.

---

## **DRIVING**

In order to drive a vehicle for an LUU project or society, you must talk to the Student Activities reception for advice and to register as a driver with them. Drivers of cars must be over 18 and hold a clean license. To drive a minibus (with a MAM under 3.5 tonnes) carrying 9-16 passengers, you must be over 21, have a clean license more than 2 years old and pass the MIDAS driving assessment. You can register as an approved driver and sign up for a MIDAS test at the ARC reception, the cost is approximately £38. Full guidance on driving can be found at <http://www.leedsuniversityunion.org.uk/clubsandsocieties/resources/>

---

## **FOOD PREPARATION**

If you intend to prepare food for anyone other than yourself then you should gain a certificate in Basic Food Hygiene. It may sound over the top but it has been known for activity groups to go away for the weekend and for everyone to get food poisoning! You can sign up for this course at the Student Activities Office at a cost of £20.

---

## **FIRST AID**

If you are taking volunteers and clients on a project and it is not at a venue or in partnership with another organisation where you know (and have in writing or email) there is already a trained first aider, then you should gain a first aid qualification. The qualification you need for non-residential projects is 'Emergency First Aid at Work' (1 day) and for residential projects it is 'First Aid at Work' (3 days). They need to be HSE approved. Both St John Ambulance and the British Red Cross offer courses. It is also worth looking at the Leeds City Council website.

You should always take a fully stocked first aid kit with you on a project and one first aider with first aid kit per vehicle. You should include the cost of one of these in your budget if you do not already have one. You should check that they are full before you go out and if you use anything you should re-stock it upon your return (some supplies can be obtained from the Student Activities reception on level one or the Helpdesk in the foyer). If you are not sure what your first aid kit should contain, guidance can be obtained from the Red Cross and St John's ambulance. If you are working with young people then you should include a tick box on your parental consent form which asks permission to use a sticking plaster on the young person as allergies are quite common and you could do more harm than good.

You must also plan routes to the nearest hospital to your project. If your project will be doing activities in different centres, plan a route from each centre to the nearest hospital.

---

## **MANUAL HANDLING**

Back injuries are one of the most common types of injury and if your project involves lifting, carrying, repetitive movements of any kind then you should undertake and provide training for your volunteers to protect them from injury and to protect you from any claims made as a result of injury. If this is a requirement of your project contact the Volunteering Development Coordinator.

---

## **CRIMINAL RECORDS BUREAU CHECKS**

If your project involves young people or vulnerable adults then you and all of your volunteers must have an enhanced CRB; it is no longer acceptable to have just submitted an application. To ensure that this is the case you must submit a list of volunteers' names and CRB numbers on the pre-project form, to the Volunteering Development Coordinator. (Action volunteers can only sign up to certain projects when CRB checked by LUU so taking numbers is not a requirement as the office already has them). If you are working with a sessional worker/project leader you don't have to ensure that they're CRB checked (but if they are then take their CRB number) you just need to ensure that they're never left alone with a young person or group of young people.

---

## **CHILD PROTECTION TRAINING**

As a project coordinator working with children or young people it is compulsory that you have undertaken the full Level One Introduction to Working Together to Safeguard Children and Young People training session which is run by Leeds Safeguarding Children Board. You must submit a copy of your certificate to the Volunteering Development Coordinator. You must do this in advance of running your project. Ask the Volunteering Development Coordinator for more details of these courses. You should also ensure that all volunteers attending your project have had child protection training.

This is in order to protect the young people that you work with from any rogue individual who uses volunteering to gain close contact with children, to be able to report any signs of abuse to the Social Care Team and also to protect your volunteers from any false accusations.

---

## **GUIDELINES FOR WORKING WITH CHILDREN AND YOUNG PEOPLE**

1. The student-child ratio should **never** fall below 1:3, 1:2 for swimming, and 1:1 is preferable for residentials. There should always be a minimum of 4 volunteers, and ideally there should always be one member of each sex on every project. (Legally, adult to child ratios are 1 to 10 outside and 1 to 30 inside but we have higher ratios to help with safeguarding)

2. Avoid ever being in a one-to-one situation with a child.
3. Never hit a child and try to avoid unnecessary physical contact. Be careful of things such as play-fighting, wrestling, etc and anything which involves bodily contact with a child.
4. Never restrain a child unless their safety or that of others is at risk.
5. When taking children / young people to the toilet, volunteers should be of the same sex as the child (whenever possible.)
6. Volunteers must not, under any circumstances inform a child/young person where they live or encourage them to visit you outside Action project times. If you feel a young person is in need of such support outside the project, inform the Volunteering Development Coordinator.
7. Be aware of registers and regularly check all the children are there.
8. Do not allow children into kitchens if you are using a kitchen.
9. Report all disclosures or suspicions of abuse. You are legally obliged so don't promise that you will keep secrets (see below for more info).
10. Never give medication including pain killers unless you have the written consent of the parent/guardian. Ask for medical information on consent forms and make sure children have the medicine with them that they need. If project coordinators must help administer it, then make sure you have instructions from the parent/guardian on what to do.
11. Make sure all volunteers have been screened (i.e. have a CRB, 2 positive references and child protection training).

---

## **BEHAVIOUR MANAGEMENT TRAINING AND REPORTING**

As project coordinator, you must undertake full Behaviour Management training from either the YMCA or Education Leeds as appropriate. It is also your responsibility to ensure that all volunteers attending your project have had basic behaviour management training and have been adequately briefed before attending a session. Discuss this with the Volunteer Development Coordinator.

---

## **REPORTING**

**Accidents/Incident report form** → The purpose of reporting accidents, incidents, near misses is to look at how frequently accidents occur and if anything could be done differently in the future so that they can be avoided. They may also serve to protect you should any legal action be brought a result of an accident.

Examples of incidents, accidents, near-misses

- Any time a first aid kit needs to be used

- Any injury which causes the injured party to stop the activity
- Anything which could have seriously hurt someone but on this occasion luckily didn't

Should an accident, incident or near miss occur while on your volunteering project, you should report it back to the Volunteer Development Coordinator within 48 hrs (but ideally the next morning) of the incident occurring using the incident report form. See: <http://www.leedsuniversityunion.org.uk/clubsandsocieties/safety/> for blank forms. You can submit them electronically or by handing in a hard copy to the Volunteering Development Coordinator. If the incident is serious (someone was hospitalised, the emergency services were called, someone was arrested, a missing child, a child or vulnerable adult protection issue occurred) then you must contact the Volunteer Development Coordinator, as soon as possible, either in person by calling into the Volunteer Office or by phone 0113 380 1325. If the Volunteer Development Coordinator is ill or on holiday then contact/submit your forms to Geoff Banks in Student Activities on 0113 380 1414. If you need to contact us out of hours then please call University security on 0113 343 2222, give your contact details and ask for them to be passed on to the Volunteer Development Coordinator or Geoff Banks urgently. **If it is a safeguarding issue, please contact one of the designated officers whose numbers are on your emergency numbers card.**

**Safeguarding disclosures** → You must report all child protection and vulnerable adult protection issues to the Volunteer Development Coordinator ideally the next morning and at the latest 48 hours after the occurrence. The child protection training will give you an understanding of what to report. If in doubt report it. You must use the Safeguarding reporting form, <http://www.leedsuniversityunion.org.uk/volunteeringandcommunity/resources/>

Examples:

- When a disclosure of abuse is made
- Unexplained bruises
- Highly sexualised behaviour

This list of examples is not exhaustive. Your training on safeguarding children will give you a clear understanding of what to report and what signs and symptoms an abused child may display.

**Physical contact form** → Any time you touch a child you should record and report it using the physical contact form. This form should also be used when a client sustains an injury during an activity or if they have an unexplained bruise or mark before the event/project. This protects you

and the child. If there are any witnesses record their details on the form too. To obtain this form, contact your Dev Co.

**Behaviour Management reporting** → If there is a behaviour management incident on your project you should report it on a standard incident report form as soon as possible to the Volunteer Development Coordinator, or at least within 48 hours of it occurring. This is so that we can check that the behaviour of young people on projects is kept to an acceptable level and so extra training for volunteers can be arranged or any other issues addressed, if necessary.

**Emergencies**→ In case of a serious child protection issue (i.e. a child arrives on a project with a serious injury, a major disclosure is made or a parent fails to collect a child who is too young to go home alone), contact the Volunteer Development Coordinator on 0113 3802 325 who will alert Social Care. You may also contact one of LUU's designated officers (see your emergency contact card for the numbers. **YOU MUST TAKE THIS WITH YOU**). During out of hours, phone one of the designated officers whose numbers are on the emergency numbers card. The emergency contact for social care is 0113 398 4702.

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## PHOTOS

You must **not** take a personal camera with you on a project or take any photos of clients on your phones. If you would like to take photos of your project, you must gain consent from the clients of your project and use an Action/V&C camera. Please get them to fill in a photographic consent form. If the clients are children, their parents/carers must fill in the form. These forms need to be handed to the V&C staff.

**Facebook:** Only put photos on Facebook if you have explicit consent. If you have a society website, you may put them on this if you gain consent.

**Storage:** Photos must be stored on the Union 'O Drive' and not on personal computers. Make sure you upload them in the office and delete them from the camera straight away. You must know the names of the individuals in the photo and save them so we can identify the project, the date and who is in the photo (and refer back to consent forms if needed). Create a project folder; within this create a date folder; save the photo with a name such as 'photo1' and then make a Word document listing who is in that photo to save in that file too.

Please try not to take lots of photos as this makes it harder to track what photos we have, who is in them and is difficult to then meet data protection and confidentiality needs.

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## PROJECT HEALTH AND SAFETY FILE

You should put all of your Health and Safety information together in a file which you take with you on your project. For data protection reasons you must keep this file confidential and safe. It should contain;

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Risk assessment, insurance and safeguarding policy from external centres  
Volunteer medical forms inc. CRB numbers if applicable  
Consent forms  
Risk assessments  
Reporting forms  
Routes planned and routes planned to hospitals  
Pre-project form  
Volunteering Briefing  
A copy of LUU's insurance certificate  
Your volunteer training certificates  
And if you like, this guidance document  
Emergency safeguarding numbers card

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### **WHAT TO DO NEXT**

Use the checklist at the back of this guidance to see which of these measures you need to take and then arrange a meeting with the Volunteer Development Coordinator to discuss the Health and Safety of your project. Bring along your first attempt at a risk assessment if you are confident to have a go as this will speed up the process. It is best to get this out of the way early on so you can get on with enjoying your project!

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### **WHAT IF YOU DO NOT FOLLOW THESE PROCEDURES**

If you have any questions about what you need to do, read this guide again and make a list of what you think is required for your project. Then make a list of what you think you need to do and email the Volunteer Development Coordinator to make an appointment to discuss the requirements of your project.

If you don't follow the above procedures then LUU will consider your project unsafe and will tell you not to continue with it until you have all the relevant safety precautions. We will;

- Cancel any room and vehicle bookings you have made
- Cancel any bookings of stalls and the grassed area
- Freeze your bank account
- Suspend any pending grant transfers

And most importantly if something goes wrong and you end up in court we'll have to say that these things were required of you and you didn't do them!

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### **IMPORTANT CONTACT INFORMATION AND ASSOCIATED DOCUMENTS**

Student Activities Safety Coordinator: Geoff Banks  
0113 380 1412/ [g.banks@leeds.ac.uk](mailto:g.banks@leeds.ac.uk)

Volunteering Development Coordinator: Claire Henly  
0113 3801 326/ c.henly@leeds.ac.uk

University Security: 0113 343 2222

More information: <http://www.luuonline.com/getinvolved/safety.php>

## CHECKLIST

Not all of the items in this list will be applicable to your volunteering project but you need to consider all of them, even if only to rule them out. Your Volunteering Development Coordinator will be able to help you decide what your health and safety requirements are so please ensure you go to any meetings they request with you.

What you need to do for your project	Tick
Attend Volunteering society/project training	
Submit a list of planned activities with dates at start of term to your Development Coordinator	
Risk Assess your project activities. You need to submit a general risk assessment at the start and additional versions for each project	
Volunteer Briefing. You need to submit a general volunteer briefing at the start and additional versions for each project	
Risk assessments, insurance and (if applicable) safeguarding policies for external venues and activities outside of LUU	
Consent Forms and Medical Info for clients	
Volunteer Medical forms	
Child protection Training and reporting	
Driving: become a MIDAS trained driver or registered driver (if applicable)	
Food Hygiene (if applicable)	
First Aid at work (residential) or Emergency First Aid at Work (non-residentials)	
Criminal Records Bureau Checks	
Behaviour Management Training	

Signed ..... & .....

# **Leeds University Union**

## Safer Recruitment Policy, Procedures and Guidance

Policy Produced by Volunteering and Community  
July 2011

Review date: July 2013 (To be reviewed by the Membership Services Manager)  
This document replaces: 'Safeguarding Screening Procedures and Policy' and 'LUU  
Volunteer Screening Policy and Guidance')

# Leeds University Union

## Safer Recruitment Policy, Procedures and Guidance

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### 1. Policy

Leeds University Union is committed to safeguarding the welfare of children, young people and vulnerable adults. As part of our duty of care, any members, volunteers or staff working with children, young people or vulnerable adults in a regulated activity will undergo an advanced CRB check and must provide two references. They will also attend *Level 1 Introduction to Working Together to Safeguard Children and Young People*. By regulated activity, we mean:

- i. Any activity that involves contact with children/vulnerable adults of a specified nature for example, supervision, teaching or transport, or, that is in a specified place, such as a holiday centre or a school
- ii Where the activity is frequent, overnight or intensive<sup>2</sup>
- iii. Where taking part in the activity is a role and not incidental or coincidental.

Members, staff and volunteers that come into contact with children, young people and vulnerable adults in non-regulated activity will be screened according to the risk assessment. Guidance is provided in this policy (see point 3).

Previous offences will not necessarily preclude someone from activities with children, young people or vulnerable adults and should always be disclosed at enrolment (see point 2.5).

### 2. Guidance

#### 2.1 What is a CRB check?

CRB is short for Criminal Records Bureau. A CRB check involves the Criminal Records Bureau checking your criminal record and informing us, and you, of anything that is recorded. In essence, it is a form that states what appears on your criminal record.

#### 2.2 Why do you need a CRB check?

It is our legal and moral responsibility to safeguard the welfare of children, young people and vulnerable adults and we take this responsibility very seriously. Part of this role involves checking the criminal past of staff, members and volunteers to verify they are safe to work with these groups of people. A CRB check is not meant to be invasive (we take your privacy seriously. See 2.6). and it by no means makes us aware of all rogue individuals as not everyone will have been caught. However, it is a start and when used with other safeguarding measures (see our Safeguarding policy for more details), it is effective.

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<sup>2</sup> Frequent and intensive regulated activity is defined as:

- iii) frequent means regular, repetitive activity once a week or more
- iv) intensive means four or more days in any one 30 day period

### **2.3 Do I need to have a CRB check with Leeds University Union?**

If you have had a CRB check for the University of Leeds dated within the last 12 months, we will accept this whilst a new CRB is being processed. You must show us your copy of this CRB. If your check is from another organisation and it is dated within the past 6 months, again, we will accept this whilst a new CRB is being processed.

### **2.4 How often do I need to renew my CRB check?**

Your CRB is valid for 3 years. However, if you have done a CRB check with Leeds University Union 12 months or longer ago but have not volunteered yet, it is out of date. You will need a new CRB check done. This is because we do not know you and have not developed a relationship with you. If you have volunteered with us regularly (at least twice in the last 6 months) you will be able to use your CRB check for up to 3 years.

### **2.5 What happens if your CRB disclosure shows something from your past?**

Cases like these are treated individually and will be reviewed by a panel made up of Leeds University Union members; these are the Membership Services Manager, the Volunteering Development Coordinator, the Activities Officer and a representative from the student society or department concerned. They will decide if you are able to volunteer. We will let you know if your disclosure comes back with anything on it, when this panel is meeting and when a decision has been made. If you cannot volunteer, your money will be refunded. (See Appendix)

### **2.6 What do you do with our CRB forms?**

You will receive a copy of your CRB and so will Leeds University Union. We will make a note of the CRB number and shred the copy. The CRB number is stored confidentially on a database accessible only by staff in the Volunteering and Community department. If something appears on the form, we will make a note of this on a confidential database and store the form in a locked filing cabinet whilst a screening panel process is set underway. Once a decision is made, we will shred it.

### **2.7 References**

We will also ask you for the details of 2 references and we will contact them and ask their opinion on your suitability to undertake the volunteering you have chosen. One reference has to be a professional one. This means someone known to you in a professional capacity such as an academic tutor, a teacher, an employer or something similar. They must have known you for at least 6 months. The other reference could also be from someone known professionally to you but can also be from someone who knows you personally, such as a family friend, or a friend but NOT a family member. Personal referees must have known you for at least 2 years.

### **2.6 International Students**

If you are an international student we cannot do a CRB check for you. This is because the Criminal Records Bureau only checks your criminal past in the UK. Therefore, you will need to obtain a CRB or the equivalent (sometimes called a 'Certificate of Good Conduct') from your home country. We cannot reimburse expenses for these. If you have lived in the UK for 5 years or more, we may accept a UK CRB check but this is at our discretion and we will take into account how well

we know the individual, their references and the volunteer role they want to carry out.

To obtain an overseas check, students can contact their embassy. More information can be found at <http://www.crb.homeoffice.gov.uk/faqs/overseas.aspx>

If you already have a certificate of good conduct from your home country please bring it in to the reception on level 2 of the union building and we will review it on an individual basis. We will take a copy of your document but it will be stored confidentially.

### **2.7 Students who have been out of the country for more than 24 months**

If you have spent over two years abroad in the last five years we may need additional checks made. This can be done by contacting the embassy of the country you have spent time in. More information can be found at <http://www.crb.homeoffice.gov.uk/faqs/overseas.aspx>

We have lots of volunteering opportunities that do not require a CRB check so do not let this put you off volunteering. Just ask at the reception at level 2 if you need help to find one.

### **2.8 Filling in the form**

To successfully complete one of these forms, you need the following:

- 2 pieces of ID (e.g. UK Driving Licence, Passport, UK Birth Certificate, one must have your picture on it. For a complete list of accepted I.D, please see [www.crb.gov.uk/id](http://www.crb.gov.uk/id))
- Proof of your current (Leeds) address (e.g. a recent utility bill or addressed payslip)
- £10 deposit (You will get this back once you have started volunteering).

Bring all these things to the reception at Level 2 in the Union building, open Monday to Friday 1pm to 4pm. We will verify your identity and that you have correctly filled in the form, before posting it for you.

For guidance on filling in the form, please visit <http://www.crb.gov.uk>

### **2.9 How long does it take to receive my CRB?**

There is no set time limit but please leave up to 8 weeks.

### **2.10. How do I get my deposit back?**

Once you have started volunteering, you may reclaim your deposit. Please come to the reception on level two of the union building between 1pm and 4pm with your receipt. We cannot return deposits unless you bring in your receipt. You will have six months from the date we receive your CRB to reclaim your deposit. We ask for the deposit because CRB admin takes up a lot of staff time and we want to ensure that the CRB check will result in volunteering taking place.

## **3. Guidance for screening staff, members and volunteers that come into contact with children, young people and vulnerable adults in non-regulated activities**

### **3.1 What is non-regulated activity?**

Please see point 1 of this document for a definition of regulated activity. Non-regulated activity is anything that does not fall into this category.

### **3.2 Risk assessment**

All activities must be risk assessed. In the risk assessment, you must analyse the risk posed by staff, members or volunteers to the children, young people or vulnerable adults they will be coming into contact with.

**High risk:** volunteers must have a CRB, two references, if applicable, child safeguarding training, adhere to the safeguarding policy and receive a volunteer briefing.

**Medium risk:** volunteers must provide two references, adhere to the safeguarding policy and receive a volunteer briefing.

**Low risk:** Volunteer must adhere to the safeguarding policy and receive a volunteer briefing

### **3.3 Examples**

These are examples that you may find helpful. Do not use these examples as a replacement for a risk assessment.

Children visit Leeds University Union on an accompanied trip from a school. Leeds University Union staff are providing a tour. This may be considered 'low risk'. The children will be with the member of staff for less than an hour or two and will not see the same member of staff again. Teachers are always with the children so can supervise. Provided the member of Leeds University Union staff upholds the safeguarding policy and has received a briefing, it is unlikely harm could be done to the children.

Student volunteers are organising a charity tea party for 100 older people. This is medium risk. The older people are not supervised but student volunteers would never be left alone with the older people and will spend a maximum of 3 hours with them, serving drinks. However, the volunteers are expected to do an element of socialising. Taking references to ensure volunteers have the necessary characteristics for this is wise.

### **Appendices for Safeguarding Screening Policies and Procedures**

**The following documents are:**

**Guidance for staff screening volunteers**

**Screening panel letter to applicant**

**Screening panel volunteer statement**

**Screening panel checklist**

# Leeds University Union

## Guidance for Staff screening volunteers

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The following guidance has been put together for staff who may be involved in screening volunteers in accordance with Leeds University Union's safeguarding policy and procedures.

### Contents

1. Screening Steps (page 1)
2. Completing the CRB application form (page 1-4)
3. Reclaiming deposits (page 5)
4. References (page 5-6)

### 1. Screening steps

1. Deposit: Students must give us a deposit of £10 to take away a form and they will receive this back once they have volunteered. This is to encourage students to eventually volunteer and to cut down on administration costs. See below for how students can reclaim their deposits.
2. Provided you receive £10, you can allocate a form to a student. (Note the form reference number on the drop-in database if applicable). Talk through how to fill in the form with the student. For guidance, see below.
3. Give them the CRB form and, if necessary, a continuation sheet.
4. If applicable, give them a reference request form and explain to them what references we need and why. See references for more information.
5. Applicant must fill in form (see below for details) and show 3 pieces of I.D. Provided the form is correct and the correct ID is shown, the member of staff can go on to fill in the final page and get it countersigned and posted to the CRB.

### 2. Completing the CRB application form

1. Forms must be completed in block capitals and in black ink. Instructions are on the front.
2. All sections highlighted in yellow are compulsory and other sections may/may not need to be filled in depending on answers given to questions highlighted in yellow.
3. Applicants' addresses for the past 5 years must be given. There is a continuation form for additional addresses that do not fit on the form.
4. Applicants must show the member of staff 3 pieces of ID (see 'Checking Identity').

#### 2.1 Checking the applicant has filled the CRB form in correctly

1. Ensure all questions highlighted in yellow are answered.
2. Check every question.
3. Make sure the passport, driving license and national insurance details are all included where the applicant has indicated they hold these

documents (section A). Use the check boxes to help you be sure you have verified these.

4. Make sure the applicant has put their full name including middle name.
5. Make sure there are no gaps in 'address dates from and to'.
6. When filling in the addresses, the only section that is not compulsory is 'county'.
7. Section D: 'Are you applying for registration with ISA?' This should be 'no'. The rest of the section can be left blank.
8. Section E: Candidate must sign, date and answer question 55.
9. On the **continuation sheet**, the applicant must fill in the form reference number found on the front of the form on both sides of the continuation sheet. On the first side, they must fill out their 'applicant details'. Space for addresses is on the second side and must be checked in the same way as addresses written inside the form. The box is to be signed by the counter-signatory, NOT the applicant.
10. On the back of the CRB application form:
  - Section W**
  - Question 58:** insert your name      **Question 59:** yes
  - Section X**
  - Question 60:** yes
  - Question 61:** volunteer/volunteer with children and young people/  
volunteer with vulnerable adults
  - Question 62:** Leeds University Union      **Question 63:** Enhanced
  - Question 64/65:** yes
  - Question 66:** no
  - Question 67:** application is for a new post holder
  - Question 68:** yes
  - Section Y**
  - Question 70:** 28876500010
  - Question 72:** Counter-signatory to sign here
  - Question 73:** Counter-signatory to write date here.
11. Post the form and continuation sheet to the CRB address, on the front of the form.

## 2.2 Student Addresses

Students often reside in an address during term time that is different to their holiday time address. Usually, their holiday time address is their parents' address or a permanent home address.

### How should students fill this part of the form in?

Current address: this is the correspondence address i.e. where the CRB will be sent to and any other correspondence. This could be either the permanent/home address or a term time address.

### If the correspondence address (section B) is their permanent/home address:

The applicant must list in 'Other addresses' all the term time addresses they have lived in and the dates from and to. For the summer gap, it will be

assumed they were at the permanent address given as a current address. If they are still living at one of the term time addresses, the applicant must put under 'date to' the month and year they complete and sign the CRB application form. If they are currently residing at their permanent address, they will list their previous addresses in the usual manner i.e. writing the correct dates from and to for all the addresses lived at in the past 5 years (including any other permanent/home addresses).

**If the correspondence address (section B) is a term time address:**

The applicant must write that the 'date to' for their current address is the month and year that they have completed and signed the form.

Next, the applicant must list their permanent/home address (es) (for the last five years) in 'other addresses' (Section c) along with any other term time/student address they have lived at during the same 5 year period. The 'date to' for their current permanent/home address will be the last month and year that they were residing at the address. For example, it is November 2011 and the student was living with parents until August 2011. They will put 'August 2011' in the 'dates to' section for this address.

Please be aware that the 'date from and to' sections must include a numerical date and not any words such as 'present', 'still there' or 'current'.

**N.B. There is a continuation sheet for extra addresses should the space on the form not be enough**

**2.3 Checking identity**

To see a full list of pieces of I.D that we can accept to verify the true identity of the applicant, visit <http://www.homeoffice.gov.uk/crb/> and click on 'Identity Checking Guidance'.

**What you must check:**

- 1.** Proof of current address: this must be an official document such as a house contract or bill that is not more than 3 months old. They may ask for a student registration certificate/letter from the Marjorie and Arnold Ziff building if they do not have another document.
- 2.** Photo ID e.g. passport/driving license with paper counterpart
- 3.** Third piece of evidence from the list. Examples include a National Insurance card, a payslip or a bank statement.

N.B Applicants must show the checker the original documents. It is not necessary to take photocopies; you must not send photocopies with the form.

**Why do we not take photocopies?**

Checking the identity of applicants is our responsibility. CRB will not ask for us to provide photocopies. We take contact details from applicants so if there is a mistake on the form, we can contact them to get it corrected. The Data protection Act commands organisations to only hold necessary data on individuals and because of the above, this data would not be necessary.

*However, you should take photocopies of international CRBs/certificates of good conduct. This is so that we are able to check with the country's embassy that they are valid.*

### **Fraud**

If you suspect fraud after a CRB application has been submitted, inform the CRB immediately. If you are unsure about the validity of documents, seek advice from [www.homeoffice.gov.uk/crb](http://www.homeoffice.gov.uk/crb) or telephone the helpline on 0870 90 90 811.

To report cases of potential fraud, visit [www.actionfraud.org.uk](http://www.actionfraud.org.uk)

## **3. Reclaiming deposits**

All students are issued with a deposit receipt that also includes the terms and conditions for reclaiming their deposit. The student must bring this receipt to the office during drop-in hours and no longer than six months after the date of the receipt. Do not include holidays in this six months.

As the Cash Office only accepts receipts that are less than one month old, you need to write a new receipt (copying the information but using the date you are writing the new receipt) in the receipt book and attach the old receipt to the duplicate of the new receipt.

Then you must fill in an expense reclaim form. This is what to fill in:

**Date submitted:** Date taken to Cash office

**Payee Name:** Student's name    **Payee Position:** Volunteer

**Department/area of activity:** V&C

**Contact details:** Student's email or phone number

**Item Description:** CRB deposit reclaim    **Account Code:** 87790    **Cost Centre:** A08

**Date:** Date of receipt    **Amount:** £10    **Receipt attached:** Attach the receipt and tick

**Signed by claimant:** Student to sign here

**Authorised:** Must be Rose Hampton, Di Pedder or one of the Student Exec

The student then needs to take this to the Cash Office. If none of the above are around to authorise this, simply keep the form and ask the student to come back in a few days to collect it.

## **4. References**

Hand students a reference request form. Electronic copies are found here:  
O:\Volunteering and Community\V&C\Central V&C files\Screening info & policies inc ISA info\Screening process letters

When you receive this form back, follow the following procedure:

Normally, we email referees rather than write letters. The same procedure can be used for both emails and letters.

1. Use the template letter which can be found here: O:\Volunteering and Community\V&C\Central V&C files\Screening info & policies inc ISA info\Screening process letters
2. Attach a copy of the reference form, found in the above folder.

3. Subject of email: "Reference request for [insert name here]".
4. For letters, include a self-addressed stamped envelope and make sure to write on the letter who the reference is for.
5. Update the drop-in database with the dates you have sent the reference requests off.

When you receive the completed reference forms back from the referees, you will need to store them confidentially and check them:

1. Has the referee known the candidate for 6 months or more if a professional referee and 2 years or more if a personal referee?
2. If it is a personal referee, make sure they are not a partner or family member.
3. Look to see how many times the referee score the student with a 'poor'.
4. Read through the comments. Is there anything negative that would suggest the student is not suitable to volunteer?

**If the reference is suitable**, mark this on the volunteer database and update them on the Action/Homed list if applicable. Save it here: O:\Volunteering and Community\V&C\Central V&C files\CONFIDENTIAL forms and references\Volunteer References

**If the reference is not suitable**, please hand the reference form to the Volunteering Development Coordinator.

# Leeds University Union.

Dear [insert name]

## Re: Screening panel for [INSERT NAME]

We are currently processing your application to volunteer with Leeds University Union. The criminal record check that we requested on your behalf has been returned with a police record reprimand. In order to protect our volunteers, clients, our organisation and its work, we need to ensure the suitability of our volunteers for the projects they wish to become involved in. It is our usual practice here at Leeds University Union that individual cases are reviewed by our screening panel. The screening panel will consist of staff at Leeds University Union. All details and outcomes will be kept confidential.

In order to assist the screening panel in coming to a decision, could you please provide an explanation in writing of the conviction disclosed with a statement explaining how you feel you would be suitable for this volunteering role.

Further to this, the screening panel may request to meet the volunteer in person to help them come to a decision. Please let me know if this would be suitable for you. Once I have this information I will set the date for the screening panel to meet.

**If you need further clarification or would like an informal chat about this process please feel free to call me on the number below or email me back.**

Thanking you in anticipation.  
Yours sincerely,

**Joanna Klopotek**  
Volunteering Assistant

0113 3801 329  
[volunteering@luu.leeds.ac.uk](mailto:volunteering@luu.leeds.ac.uk)

## Confidential – Screening Panel

### Volunteer Statement

Name of Volunteer:	
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**Please use the space below to provide an explanation of the police record disclosed. Include reasons for why you feel that you would be suitable for the volunteering role you have applied for. (If you have any questions about what to include feel free to contact us for advice)**

Would you be willing to meet with the screening panel?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Signed:</b>		<b>Date:</b>	
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## Leeds University Union Screening Process Check List

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Name of  
volunteer: \_\_\_\_\_

Contact Detail: \_\_\_\_\_

Has the volunteer been told that a screening process is  
underway? \_\_\_\_\_

Would the volunteer be prepared to meet with the  
screening panel? \_\_\_\_\_

What is the date set for the Screening meeting: \_\_\_\_\_

What is the date set to tell the volunteer the outcome  
of the screening panel:  
(If the decision is not met by this date the volunteer will  
be contacted to explain this delay) \_\_\_\_\_

Did they disclose the offence when asked? (For  
instance on the volunteer registration form)      No       Yes

Do they have two references?      No       Yes

Is the Professional Reference Satisfactory?      No       Yes

Is the Personal Reference Satisfactory?      No       Yes

Have they provided an explanation in writing of the  
conviction disclosed and with a statement for why  
they feel they would be suitable for the  
volunteering role?      No       Yes

What is the outcome of the screening panel:  
Further Comments: 

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