



Boys and Girls Clubs of Wales

Clybiau Bechgyn a Merched Cymru

CHARITY REGISTRATION NO: 1009142

SAFEGUARDING POLICY (V5)

HQ

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Review and Version Control

Date of Last Review:	April 2022
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Frequency of Review:	Annually
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Person Designated to Carry out Next Review:	Grant Poiner

Authorisation

Name and Position:	Andrew Borsden MBE Chairman	Robert Williams Treasurer
Signed:		
Date:	18/03/2024	18/03/2024

Acceptance

This Policy has been identified as requiring all staff and volunteers to have read and accepted. Please confirm with your Line Manager, via your Induction Pack, that you have done so.

Version Control

Author(s):	Catrin Martinole
Version no. <i>[Increase by whole number if reviewed or indicate minor changes by adding decimal, for example: 1.1]</i>	Please list the changes you have made to this version below.
5.	<ul style="list-style-type: none"> -Review and Version Control added -Reordering of the document -Additional paragraphs relating to adults at risk -Updated Reporting Flowchart -New section on the role of the DSO -Updated the Government Guidance and Legislation section -Updated Safeguarding & Incident Report form -Updated Appendices

Boys' and Girls' Clubs of Wales
Safeguarding and Protecting Young People Policy

Key Information

To accompany this policy read the [Wales Safeguarding Procedures](#). All those with safeguarding responsibilities, staff and volunteers who are in regular contact with young people should have access to the Wales Safeguarding Procedures either via the website or via the app, and familiarise themselves with the contents.

The Designated Safeguarding Officer (DSO) is:

Name: **Grant Poiner**
Work address: Pencoed Technology Park, Pencoed, Bridgend, CF35 5HZ
Work telephone: 02920 575705
Mobile: 07909543262

In the absence of the DSO, the following person will assume the role:

Name: **Jonathan Price**
Work address: Pencoed Technology Park, Pencoed, Bridgend, CF35 5HZ
Work telephone: 02920 575705
Mobile: 07792497638

In a situation where the designated person is the subject of an allegation the Chairman will be the designated person with reporting responsibilities.

Contact names and details for other agencies and resources

Police	
In an emergency	999
Non-emergency	101
Regional Safeguarding Boards There are six regional safeguarding boards across Wales, use this link to the website where you can find links and contact details for your regional board. https://www.gov.wales/find-your-local-authority Or please contact Social Services in the local authority where the person is usually resident. To find out the details of the local authority please click: https://safeguardingboard.wales/find-your-board/	

Other agencies (list is not exhausted)		
NSPCC	(for adults)	0808 8005000
Childline	(for young people)	0800 1111
Parentline		0808 800 2222
Samaritans		08457 90 90 90

Introduction

Boys' and Girls' Clubs of Wales (BGC Wales) is a registered charity. The Charity's duty of care is to safeguard everyone, provide a safe place, and public reassurance. As such the Charity Commission will hold the Trustees collectively and ultimately responsible for safeguarding in the Charity, regardless of tasks and roles asked of others. Furthermore the Charity must ensure that a safeguarding serious incident report is made to the Charity Commission should such an incident occur, in a timely manner.

BGC Wales is committed to creating and maintaining an enjoyable and safe environment for all the children, young people and adults at risk involved in our activities. We accept a responsibility to help safeguard the welfare of young people and adults and protect them from any poor practice, abuse or bullying, while providing them with the highest possible standard of care.

We are dedicated to devising and implementing policies so that everyone in Boys' and Girls' Clubs of Wales accepts their responsibilities to safeguard children and adults from any form of harm. We expect our team to follow procedures that protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety and protection whilst in the care of BGC Wales and to allow staff and volunteers to make informed and confident responses to specific safeguarding issues.

The Children Act 1989 defines a child as anyone who has not reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders Institution does not change his or her status or entitlement to service or protection.

Policy Principles

BGC Wales is dedicated to the following:

- the welfare of the young person and adults that come into contact with BGC Wales is paramount and should be the first consideration
- all children, young people and adults, regardless of age, ability, gender, ethnic origin, religious belief, race or sexual identity have a right to participate in a fun and safe environment with the maximum protection from abuse
- the rights, wishes and feelings of all individuals should always be respected
- all reasonable steps to protect children and adults from harm, discrimination and degrading treatment will be taken
- all members of BGC Wales have a responsibility, failure to comply may lead to disciplinary action

- all worries and allegations of poor practice will be taken seriously and the appropriate action will be made promptly
- all BGC Wales employees who work with children will be recruited with careful consideration to their suitability, and will be provided with the proper guidance and training in safeguarding procedures and good practice
- working in partnership with parents and carers is essential for the safeguarding and protection of young people
- confidentiality should be upheld in line with legislation and government guidance.

How to respond to any suspicions

There are many ways in which we may become aware of the possible occurrence of abuse, this could include, through witnessing behaviours, hearing what may be said to others or shared directly, seeing changes in a person's behaviour, appearance or manner. In some cases it may be reported to us or we may be directly informed by the person affected.

The main priority is the safety of the young person. If there is an immediate risk to the individual, call 999 immediately and summon the appropriate service for medical attention, police protection, or to report a crime. Each member of staff should be prepared to contact the appropriate agency - Police, ambulance or social services. 999 calls do not require consent but you should ensure that the child knows that you will need to tell other people in order to stop the abuse continuing, this will need to be done in a way that is child-centred and age appropriate. Inform the Safeguarding Officer of your actions as soon as possible.

Each person is entitled to contact social services as a private citizen, but to do so may prevent BGC Wales from offering their full support to them.

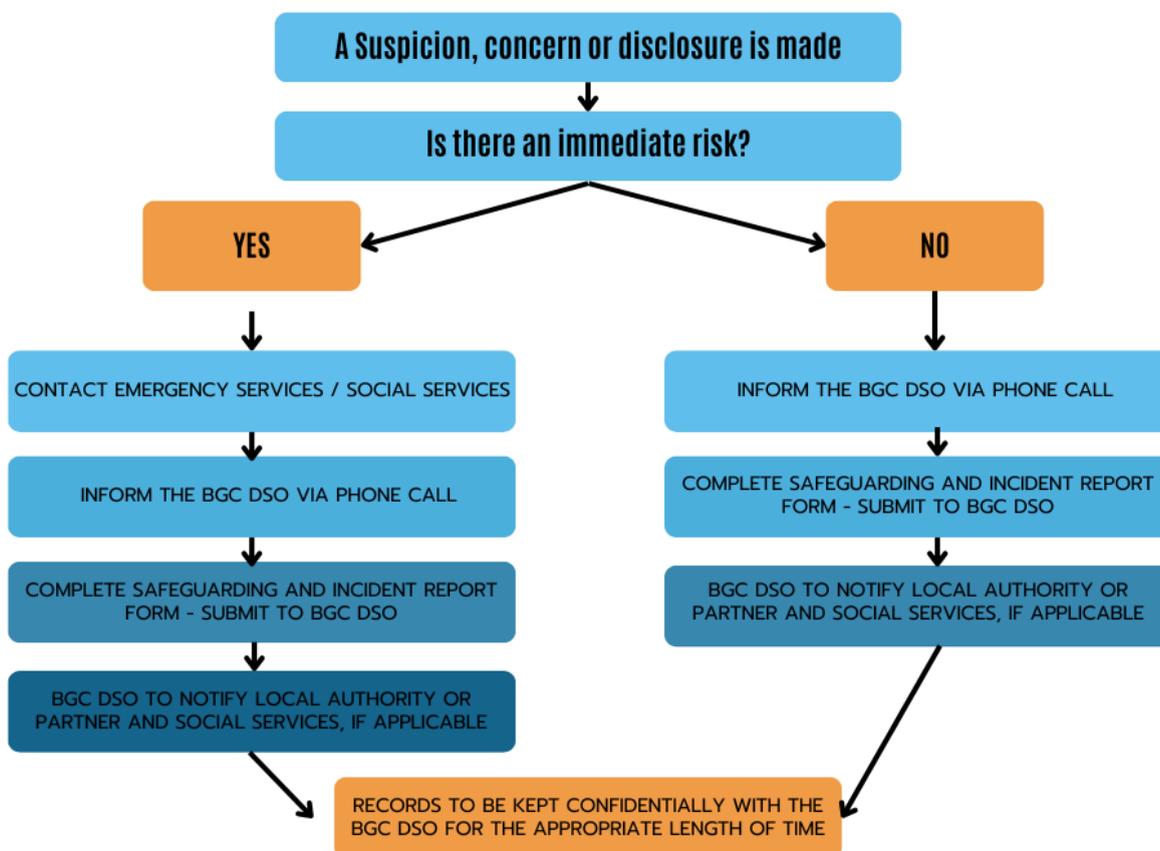
It is important to remember that no matter how you have been made aware, it is not the responsibility of any of Boys' and Girls' Clubs of Wales employees or volunteers to make the decision as to whether a child is actually being abused - it is the responsibility of staff members/volunteers to share their concerns (suspicions or allegations) with the Designated Safeguarding Officer (DSO). However, if the DSO is implicated then notify the alternative named personnel.

If you are directly informed by the young person then it is important that you respond carefully:

- Do not act frightened as this will only make matters worse
- Support the child and listen carefully to show that you are taking them seriously
- Try to avoid questioning them, as it can be argued that in some cases the child has been led by any words and ideas suggested during questioning.

Reporting Flow Chart

Boys' and Girls' Clubs of Wales follows the 'Wales Safeguarding Procedures' These are summarised below:



Designated Safeguarding Officer (DSO)

The role of the DSO is:

- to hear and receive all concerns from anyone regarding the work and activities of BGC Wales
- to ensure the immediate safety of the individual concerned
- to assess whether the situation provides "reasonable cause to suspect" that abuse, neglect or harm have occurred or are ongoing
- to contact the appropriate social services safeguarding team, or the police, or other agency as appears best placed to advise or respond e.g. a domestic abuse agency/Live Fear Free
- to be the named contact with social services and the other agency/ies for communication on safeguarding issues
- to be responsible for internal reporting to the Board
- to be responsible for addressing policy updates
- overseeing involved in internal processes regarding allegations,
- making reports to DBS

Recording

Record all information straight away on the Safeguarding and Incident Report form and send this as soon as possible to the BGC Wales DSO. Information recorded should be relevant, accurate and should be made at the time of the concern, detailing all the facts and not including your own opinions. You must follow GDPR and data protection guidelines.

BGC Wales expects its members to talk about any concerns they may have about the welfare of a child immediately with the DSO. If this person is not available then you should seek advice from NSPCC, the local social services department or the police.

NB: If there is any doubt, you must report the incident, as it may be just one of a series of other incidents which together cause concern.

Definitions

Defining child abuse

It is not always easy to recognise where abuse has occurred, however all adults working within BGC Wales have a duty to be watchful and respond appropriately to suspicions of poor practice, abuse or bullying. This does not mean that it is any employee's or volunteer's responsibility to make a decision as to whether the situation is poor practice or abuse, but it does mean that it is every employee's or volunteer's duty to report absolutely any concerns.

Child abuse has many forms, but essentially it is a term which describes the way in which young people can be harmed by individuals, often those they trust and know well.

There are 5 main categories of abuse. These could be committed by anyone in any setting and staff and volunteers at BGC Wales need to be aware of these categories of abuse: physical, emotional/psychological, sexual, financial and neglect. It is most common within a relationship of trust where an adult has direct responsibility towards a child / young person. Abuse in all its forms can affect any young person. It is critical that any child abuse is prevented as the effects can be so destructive that if not prevented, they may follow the individual in to later life.

Defining Adult Abuse

As well as the potential abuse to children and young people, BGC Wales acknowledges that adults could also suffer abuse. BGC Wales has a duty of care towards everyone the charity comes into contact with. This includes adults who may work for the organisation, volunteer with the organisation and those adults who are part of the many committees and panels. Some of these adults may have care and support needs and could be adults at risk themselves.

The organisation is also concerned about the treatment towards sports officials. At present, coaches and referees in clubs can suffer harassment and abuse from young people and parents alike on the sports field. All these adults have a right to be protected

Adult abuse refers to any intentional or unintentional act that causes harm, injury, or distress to an adult aged 18 or over. This can take various forms, including physical, emotional, sexual, financial, or neglect. It is a violation of the adult's rights and dignity, and it can occur in any setting, whether at home, within a member club, or in the community. Recognising the signs of adult abuse and promptly reporting any concerns are crucial steps in safeguarding adults and ensuring their well-being and safety

Possible Signs of Abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such detection so it is important not to leap to conclusions. It is important to remember that it is not the responsibility of those working in Boys and Girls Clubs of Wales to decide that child abuse is occurring but it is their responsibility to act on any concerns. Some of the signs that a child is being abused, which should be looked out for, may include one or more of the following:

- another young person or adult expresses concern about the welfare of a young person
- difficulty in making friends
- unexplained changes in a young person's behaviour e.g. bad tempered, upset, quiet, reserved, clingy, tearful and reluctance
- unexplained or suspicious injuries
- an injury for which an explanation seems inconsistent
- mistrust of adults, particularly those with whom a close relationship would normally be expected
- the young person describes what appears to be an abusive act involving them
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt
- a shortage of money or frequent loss of belongings.

Types of abuse

Physical abuse

This occurs when individuals deliberately inflict injuries on a young person, or knowingly do not prevent such injuries. It includes harm caused by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or using excessive force. Giving young people alcohol or inappropriate drugs would also constitute child abuse, along with the failure to supervise their access to these substances.

In relation to sporting activities, this kind of abuse can occur when young players are exposed to overplaying, overtraining or fatigue, or if they are provided with or encouraged to take prohibited performance enhancing drugs.

Emotional/Psychological abuse

Emotional abuse can be described as repetitive emotional ill treatment of a young person, which is likely to cause harsh and permanent unfavourable effects on the child's emotional development. Examples can be telling a child that they are a waste of time, making them feel insignificant and unwelcome or calling them names and bullying them.

In sport it could also be classed as constantly criticising a child and expecting too much of them. As a result, it may cause a young person to be anxious and scared of being continually shouted at, teased

or threatened, which in turn can make the young person lose self-confidence and become much more reserved.

Sexual abuse

This can occur when adults, both male and female, use children to meet their own sexual needs. This includes any sexual contact, showing young people pornography or talking to them in a sexually overt manner. In sporting activities this can occur if there is any inappropriate physical contact with the young people, which in many cases may go unnoticed.

Neglect

Neglect occurs when adults fail to meet a young person's physical or mental needs, which then in turn results in serious harm to their growth or health. An example of neglect would be failing to provide a person's basic needs such as food, water, shelter, protection, medical care, etc. Or in sports this could be exposing the young person to unbearable heat or cold.

Financial

This category will be less prevalent for a child, but indicators could be; not meeting their needs for care and support which are provided through direct payments; or complaints that personal property is missing.

Peer Abuse

Peer Abuse can be defined as one who brings mistreatment, insult or deception in excessive amounts to another individual of the same peer group. This is done physically, mentally, emotionally or sexually.

Recruitment and Training

Recruiting people who will be working with children

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid, volunteer, full time and part time staff. To ensure unsuitable people are prevented from working with children the following points should be taken into consideration when recruiting:

- all staff and volunteers should complete an application form. The application form will elicit information about the applicant's past and a self-disclosure about any criminal record.
- all staff and volunteers who undertake work with young people should undertake an Enhanced Disclosure and Barring Service (DBS) Check (with a barring list for children's workforce). On completion their DBS certificate will be verified. Should the DBS not be completed before employment commences, a risk assessment will be undertaken and the necessary safeguards put in place. This information will be treated confidentially, sensitively and in accordance with the Data Protection Act 1998.
- two confidential references, including one regarding previous work with children should be obtained. (These references must be confirmed through telephone contact)
- evidence of identity, for example passport or driving licence with photo
- a check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures
- their qualifications should be confirmed by the conferring institutions
- the job requirements and responsibilities should be clarified with the applicant
- safeguarding procedures are explained and training needs identified e.g. basic safeguarding awareness. New staff will have to show certificates of previous safeguarding courses if relevant.

- Attitudes toward young people will be explored during the interview process;
- Any gaps in employment history must be explained and will be explored further during the interview process.

BGC Wales will ensure that DBS checks for all staff, volunteers and Trustees are reviewed at least three yearly, and in support of this, they will also be required to undertake safeguarding training, which will be refreshed at least two yearly, or when determined by the Management Committee.

Internal Inquiries

If a staff member or volunteer were to be the subject of an allegation, the DSO will make an immediate decision, potentially after a conversation with the Chairman, about whether the alleged should be suspended without prejudice until further police and social services inquiries. This internal process must include an early report to the Local Authority Designated Officer (LADO) in tandem with the making of a safeguarding report regarding a young person. Should the individual be in regulated activity or likely to work in regulated activity, they will also be reported to the DBS at the point at which they are permanently removed from regulated activity for barring consideration.

Irrespective of the police or social services inquiries, Boys' and Girls' Clubs of Wales will review all individual cases in order to make a decision as to whether the accused person can return and how it would carefully be handled. The welfare of the child will however remain of paramount importance throughout.

Safeguarding Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- respond to concerns expressed by a child
- work safely and effectively with children
- Undertake the appropriate “group” training for the role. This will be decided by the DSO.

[National Safeguarding Training Learning and Development Standards](#) (released 2022) and the accompanying [Framework](#) (2023) place all practitioners (workers, volunteers, Trustees) into Groups A – F to determine the amounts and topics in safeguarding training they should undertake. Everyone should start at Group A learning and work their way through the hierarchy of groups until they reach the one which best matches their role and responsibilities for safeguarding. Those which most affect BGCW are:

Group A – everyone, e.g. our Trustees (who may also fit in Group F) – accessed via <https://socialcare.wales/learning-modules/group-a-safeguarding> or a tutor-led version of between 1 and 3 hours, during induction period, refreshed within 3 years if no change in role

Group B – workers and volunteers who are placed in regular direct contact with children and/or young people (and adults with care and support needs) e.g. club support roles – a minimum of 6 hours learning, largely tutor-led, completed within probation period in role, refreshed in full within 3 years if no change in role

Group C – those who lead and manage teams and activities and are responsible for safeguarding decisions e.g. club coaches, managers, safeguarding officers – 8 hours minimum training from appointment onwards, further training specific to role and the safeguarding of children/young people, refresher training on the generic training (at least eight hours every three years)

Plus - at least 18 hours (six hours per year) of additional training (can be from a range of sources, including conferences, supervision, peer learning etc. in a portfolio format)

Group D – National safeguarding officer and any trustee for safeguarding - minimum of eight hours' training within the probation period of a new role, plus training on safeguarding topics specific to the role, a minimum of 24 hours of refresher training in every three-year period.

Each element of safeguarding training completed should carry a certificate as evidence and this must be shared with the Safeguarding Officer and logged on the training/personnel information file.

Additionally all staff that work for BGC Wales must undertake the UK Government Prevent Training. For further details, please see the BGC Wales Prevent Policy which aims to prevent radicalisation and extremism within our organisation, ensuring the well-being and safeguarding of everyone involved.

Promoting Good Practice

BGC Wales acknowledges that good practice is essential when working with young people. To provide children with the best possible experience and opportunities all of our staff must operate within an accepted ethical framework. Below is a list showing what is meant by good practice and poor practice, so that employees and volunteers are able to identify whether poor practice and possible abuse may be taking place.

Good practice

All people at BGC Wales should adhere to the following actions:

- always be publicly open when working with young people
- avoid any unobserved situations and encourage open communication
- treat all young people equally and with respect and dignity
- promote fairness and confront and deal with bullying

- always put the welfare and wellbeing of the young person first
- keep an appropriate distance between yourself and the young person; any intimate relationship is not allowed, is contrary to being in a position of trust, and is a disciplinary matter
- avoid unnecessary physical contact with young people. Where any physical support is necessary, it should only be provided with the consent of the young person and done openly
- involve parents or guardians wherever possible
- ask for parental consent if employees are required to transport young people in their cars (only a staff member or volunteer with an enhanced DBS check and the barring list check for the children's workforce should be undertaking this activity and if deemed necessary and with the full knowledge of the line manager).
- request written parental consent for any significant travel arrangements e.g. overnight stays (only a staff member or volunteer with an enhanced DBS check and the barring list check for the children's workforce should be undertaking this activity and if deemed necessary and with the full knowledge of the line manager).
- ensure that at residential activities adults do not enter a young person's room or invite young people into their rooms
- be a good role model, this includes not smoking or drinking alcohol, or using inappropriate language in the company of young people
- always give enthusiastic and constructive feedback rather than negative criticism
- disciplinary measures for young people should never be violent, or involve humiliating the young person
- recognising the developmental needs and capacity of the young person and not risking child wellbeing in order to gain other success
- keep a record of any injury that occurs, along with details of any treatment given
- ensure that you are suitably qualified and have consent to treat the young person, in case of any emergencies
- to ensure that the correct ratio of adults to young people is maintained at all times – for the protection and welfare of the young people and the adults involved
- to dress in appropriate clothing for the activity, and remove all jewellery

For good practice see the Safeguarding Young People Handbook on the BGC Wales website <https://www.bgc.wales/soyp-final>

Poor practice

These actions are regarded as poor practice and should be avoided:

- unnecessarily spending excessive amounts of time alone with a young person away from others
- reducing a young person to tears as a form of control
- doing things of a personal nature that the young person is able to do for themselves
- engaging in rough, highly physical or sexual activity
- making sexually suggestive comments to a young person
- taking young people alone in a car on journeys
- sharing a room with a young person
- engaging in improper touching of any form
- allowing young people to openly use unsuitable language
- allowing allegations made by a young person to go unacknowledged, unrecorded or not acted upon.
- Do not give gifts or money to a young person, or accept gifts or money from a young person;
- Do not favour individuals, or give disproportionate time to individuals.

When a case arises where it is impossible to avoid certain situations, for example transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent or guardian and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the Designated Safeguarding Officer and make a written note of it. Parents or guardians should also be informed of the incident.

Supporting Information

Government guidance and legislation

BGC Wales' safeguarding policy and procedures are based upon principles within the UK, international legislation and government guidance. Below is an overview of relevant legislation and guidance. We all have a legal and moral obligation and responsibility to contribute to making BGC Wales a safe and child-friendly place to be. Our policies and procedures take into account the following:

- The Children Acts 1989 and 2004
- The Police Act 1997
- The Criminal Justices and Court Services Act 2000
- The Rehabilitation of Offenders Act 1974
- GDPR and Data Protection Act 2018
- A Practitioner's Guide: Basic Legal Principles 2018
- The Wales Safeguarding Procedures
- The UN Convention on the Rights of the Child - 1990
- The Human Rights Act 1998
- The Equalities Act 2010
- The Social Services and Well-being (Wales) Act 2014
- Safeguarding of Vulnerable Groups Act (regulated activity) 2006
- Sexual Offences Act 2003
- Ending Physical Punishment (Wales) Act 2022
- Marriage and Civil Partnership (Minimum Age) Act 2022
- National Safeguarding Training, Learning and Development Standards (2022) and Framework (2023)

Position of Trust

In July 2022, under the Police, Crime, Sentencing and Courts Bill (England and Wales), section 45 expanded "Position of Trust" offences to sport and faith organisations. This means that it is a criminal offence for someone who is a sports coach, to have a sexual relationship with a person aged 16 to 18, who can give their consent, yet even with that consent, the relationship is viewed as a breach of the position of trust and a crime under the Act.

The Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

The Disclosure and Barring Service (DBS) are responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

For further information please visit:

<https://www.gov.uk/government/publications/dbs-guidance-leaflets>

Confidentiality

Every effort should be made to make sure that confidentiality is maintained for everyone that is concerned in any allegations. Information should be handled on a need-to-know basis only. This includes the following people:

- Safeguarding Officer
- Chief Executive
- the young person's parents or guardians
- the person making the allegation
- Social Services and the police
- the alleged abuser (and parents if the alleged abuser is a child)

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

Specific Practice Guide

Safeguarding Our Young People

In 2023 the organisation was involved in an Erasmus+ project with European partners called “Safeguarding Our Young People” As part of this project a resource was produced that can provide additional information on Safeguarding.

[Safeguarding Our Young People Practice handbook](#)

Club Handbook

The organisation provides a Club Handbook for clubs which is an A to Z of running a member club. Within this handbook is safeguarding guidance for clubs.

[Club Handbook](#)

Safeguarding Ratios

The NSPCC (nspcc.org.uk) recommend the following ratios dependent on the ages of the groups you are working with: 4 - 8 years - one adult to six children 9 - 12 years - one adult to eight children 13 - 18 years - one adult to ten children If the group has both male and female participants we recommend at least one male and female adult is present. We also recommend that at least one adult is first aid trained. If young people are helping to supervise younger children only those aged 18 or over should be included as adults when calculating adult to child ratios.

Ratios for Travelling & Overnight Trips

If travelling or taking young people on an overnight stay ratios should be calculated depending on the group size, the age of the children, their behaviours, the size of the vehicle and a thorough risk assessment. It is recommended that at least one adult is driving and one adult is supervising the group, however this should be increased dependent on:

- The group size and age of the children (see above)
- The needs and behaviours of the group
- The size of the vehicle
- How many young people are staying overnight and what the risks are associated with this (e.g. are there particularly risky activities)

Use your discretion as you will know the needs of the group you are working with. You will need to undertake a thorough risk assessment and we recommend no less than 3 staff (including males & females) for overnight trips. If you require any advice don't hesitate to contact the BGC Wales Office.

Appendices

Associated Policies

- Data Protection Policy
- Code of Conduct Policy
- [BGC Wales Social Media Policy](#)
- Disciplinary Policy & Employee Conduct
- Complaints Policy
- Health & Safety Policy
- Recruitment Policy
- Prevent Policy
- [Safeguarding Our Young People Handbook](#)

Forms

[Safeguarding and Incident Report form](#)