

## YOURS - Youth for Road Safety Safeguarding Policy & Procedures for YOURS team members and the youth we serve

Adopted by the YOURS Supervisory Board: 13/08/2024

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### 1. Policy Statement

- 1.1. At YOURS - Youth for Road Safety, we are committed to providing a safe and secure environment for all young people aged 18-35 who participate in our events and activities. We recognise our responsibility to safeguard the welfare of young people and to protect them from harm, abuse, exploitation, and inappropriate behaviour.
- 1.2. This policy outlines our commitment to safeguarding and guides team members on preventing harm and reporting concerns. All young people have an equal right to protection regardless of personal characteristics, including age, gender, ability, culture, racial origin, religious belief and sexual identity.

### 2. Scope - Who is covered by this policy?

- 2.1. This policy applies to all team members serving as consultants, short-term consultants, volunteers, and representatives of YOURS who engage with young people in any capacity, including but not limited to events, workshops, training sessions, and online interactions.

### 3. Safeguarding Principles

- 3.1. **Awareness:** Ensuring that all team members, representatives and third parties connected to YOURS are aware of the high standards of behaviour and conduct expected of them to protect young people from any form of abuse and exploitation in their private and working lives.
- 3.2. **Respect:** Treat all young people with dignity, respect, and kindness, regardless of their background, culture, or beliefs.
- 3.3. **Safety:** Ensure young people's physical, emotional, and mental well-being at all times.

- 3.4. **Empowerment:** Empower young people to voice their concerns and opinions and take appropriate action to address any issues.
- 3.5. **Confidentiality:** Respect the privacy and confidentiality of young people, unless their safety is at risk.
- 3.6. **Prevention:** Take proactive measures to prevent harm, abuse, and exploitation of young people.
- 4. **YOURS has a zero-tolerance approach to any form of abuse and mistreatment of the young people we serve,** including Sexual Exploitation and Abuse, Harassment, Intimidation and Bullying.
  - 4.1. **Definition of Abuse:**

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary from treating someone with disrespect in a way that significantly affects the person's quality of life to causing actual physical or mental suffering.
  - 4.2. Somebody may abuse or neglect a child or young person by inflicting harm or by failing to act to prevent harm. They may be abused in a family or an institutional, educational or community setting by those known to them or by others unknown to them (e.g. via the Internet).
  - 4.3. Abuse can take place on a face-to-face basis inside or outside of an organisational setting or indirectly via the internet. YOURS team members should be aware that young people can abuse other young people. In short, there is a potential for abuse whatever young people do and wherever they spend their time.
  - 4.4. This means fully responding to every concern and taking prompt action (including conducting an investigation and taking disciplinary action, if applicable) where necessary. We will hold our people to account against the same standards and subject them to the same processes as everyone else, regardless of their position or reputation within the organisation.
  - 4.5. Those working with and for YOURS must ensure that they do not engage in any form of abuse and prevent it where it may occur, including physical, psychological, sexual, neglect and acts of omission, financial/material,

discrimination (as outlined in YOURS Diversity, Inclusion and Equity Policy), organisational, domestic or self-neglect abuse.

## 5. Good practice standards

- 5.1. All team members will receive training on safeguarding policies and procedures, including identifying signs of abuse, responding to disclosures, and reporting concerns. Regular refresher training will be provided to ensure that team members remain vigilant and informed about safeguarding best practices.

## 6. Code of Conduct that all YOURS team members should always strive for:

- 6.1. Aim not to engage in personal text or telephone conversations with young people outside your working relationships.
- 6.2. Aim not to accept personal or 'friends' requests on social networking sites where possible and practical (for example, practical use may be when setting up a Facebook group to facilitate a group), but aim not to have private conversations outside of your work that may be misinterpreted as non-professional.
  - Professional sites such as LinkedIn may be an exception, as they are used for professional networking. Use your discernment.
- 6.3. Do not accept gifts unless they are small tokens of appreciation. If any gift above 200 euros is offered, the team member must notify the Leadership team before accepting it.
- 6.4. Do not offer lifts to young people outside the agreements of your position, especially when there are only two people in a vehicle (you and the young person).
- 6.5. There should be no unauthorised photography or filming of young people.
- 6.6. Report to YOURS safeguarding leads if a young person has become infatuated with you.
- 6.7. Report to YOURS safeguarding leads if a young person or parent has become dependent on you.
- 6.8. Be open and honest at all times when dealing with young people, so nothing can be misinterpreted.

## 7. Reporting Structure & Procedure

**7.1.** If a team member becomes aware of any concerns or suspicions regarding the safety or welfare of a young person, and/or if a child or young person discloses a safeguarding concern to you as a YOURS team member, they must report their concerns immediately or as soon as practically possible to the designated safeguarding leads within YOURS:

- **Stefania Minniti**, [stefania@youthforroadsafety.org](mailto:stefania@youthforroadsafety.org)
- **Manpreet Darroch**, [manpreet@youthforroadsafety.org](mailto:manpreet@youthforroadsafety.org)

If the concerns or suspicions involve the above-named person, please contact the YOURS Supervisory Board by email at [sb@youthforroadsafety.org](mailto:sb@youthforroadsafety.org)

**7.2.** Document any observations, conversations, or incidents related to the concern, providing as much detail as possible with the approach of LISTEN, RESPOND, RECORD, REPORT:

### **7.3. LISTEN:**

- Be welcoming, even if the time isn't convenient for you. It will have taken a great deal of courage for them to approach you and they may not do so again.
- In an in-person situation, find a quiet place where the conversation won't be interrupted and leave the door open.
- Stay calm and listen carefully.
- Allow the young person to tell you at their own pace.

### **7.4. RESPOND**

- Ask questions for clarification only.
- Reassure them and tell them that they were right to share this information with you and you will do all you can to help them.
- Tell them there are people in the organisation who can help and that you must let them know.

### **7.5. RECORD**

Make notes using their own words as far as possible (distinguish between fact and opinion).

### **7.6. REPORT**

- If emergency help is required, don't delay getting it.
- Follow any additional reporting procedures outlined in the organisation's safeguarding policies and procedures.

- Contact the person designated for safeguarding.
- Cooperate fully with any investigations or inquiries into the reported concerns.

### 7.7. What to avoid

- Do not allow your surprise, shock, anger, distaste, dismay or any other emotions to show.
- Do not ask leading questions or request more information than is offered (following a referral, it is a safeguarding professional's role to investigate, and you could compromise any subsequent investigations).
- Do not make any comments about the abuser or try to guess who they/she/he is.
- Do not promise to keep the conversation a secret.

## 7. Personal Declaration

I, the undersigned, declare that I have received and taken due note of the YOURS Safeguarding Policy and certify that:

- A. I have not in the past been subject to any sentence regarding individual behaviour incompatible with the responsibility of caring for or overseeing young people or vulnerable adults and have not been barred or restricted from working with certain groups of people or have any pending investigations. I acknowledge that I must disclose this information as part of my work with young people.
- B. I have never been subject to any administrative or legal measure or investigation for criminal acts of sexual, gender harassment or breach of conduct jeopardising the civic/penal codes and transportation measurements in the country where I live or where I have lived in the past.
- C. I understand my roles and responsibilities to prevent harm and keep young people and vulnerable adults safe and protected when in my care.
- D. I will inform the Youth Safeguarding leads of YOURS of any safeguarding concerns I may have:

Stefania Minniti, [stefania@youthforroadsafety.org](mailto:stefania@youthforroadsafety.org)  
Manpreet Darroch, [manpreet@youthforroadsafety.org](mailto:manpreet@youthforroadsafety.org)

- E. In case of any behaviour or suspicion of sexual exploitation, inappropriate attitude, or ill-treatment of young people or in any circumstance where a YOURS team member may endanger the safety and wellbeing of young people in our care, I will report it to

YOURS Supervisory Board ([sb@youthforroadsafety.org](mailto:sb@youthforroadsafety.org)).

- F. I have been informed that in the event of consistent evidence and known incidents contradictory to the protection and well-being of the young people participating in any activities led by YOURS and the Global Coalition, the organisation shall take appropriate administrative and legal action without limitation of time or place.
- G. I have been informed that in the event of termination of the contract/agreement on the grounds of violating the physical and/or psychological integrity of young people, the organisation shall reserve the right to inform other institutions that may request my professional references.

In addition to this Policy, all staff, consultants, team members, and partner organisations must adhere to **YOURS policies**, which are subject to change occasionally. It is the signatory's responsibility to refer back to YOURS website to access the updated version.

FULL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_