



## Procedure for dealing with allegations of abuse against a member of staff

These procedures outline the initial response to an allegation of abuse against a youth worker (paid or voluntary).

Westgate Youth Project takes its responsibility for the wellbeing of young people seriously. We recognise that any possibility that a member of staff may have hurt a young person must be investigated thoroughly, but in a way that does not prejudice either the young person or the member of staff. Any investigation of an allegation of abuse against a member of staff must follow the objective, professional standards and routines described here.

If any allegation is made or suspicions emerge regarding any staff member, these should be reported to the DSL and/ or Leader in Charge. If an allegation concerns either of them, the report should be made to the Chairman. If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

- A detailed factual record of the allegation and action taken will be made
- Information will be passed to the Chairman who will consult with relevant professionals
- Consideration will be given to the suspension of the person involved, taking account of the risks to the young people
- If the allegation involves a member of the organisation, contact will be made with the young person's parents to advise them of the process
- Relevant external bodies will be advised