Empower The Youth CIC Policies and Procedures

1. GovernancePolicy
Purpose: Ensure clear governance structures and responsibilities.

- **Board of Trustees:** Responsible for overall governance, strategic direction, and financial oversight.
- **Meetings:** The Board will meet quarterly, with minutes documented and available for review.
- **Decision-Making:** Decisions will be made transparently, with input from staff and stakeholders.

2. Safeguarding Policy
Purpose: Protect the welfare of young people.

- **Designated Safeguarding Lead (DSL):** Appointed to oversee safeguarding matters.
- **Reporting Procedures:** Staff must report any concerns to the DSL immediately.
- **Training:** All staff and volunteers will receive safeguarding training annually.

3. Recruitment Policy
Purpose: Ensure safe and effective recruitment practices.

- **Application Process:** All candidates must complete an application form and provide references.
- **Background Checks:** Enhanced DBS checks will be conducted for all staff and volunteers working with young people.
- **Induction:** All new staff and volunteers will undergo a comprehensive induction program, including safeguarding training.

4. Volunteer Policy
Purpose: Support and manage volunteers effectively.

- **Recruitment:** Volunteers will be recruited based on their skills and interests.
- **Training:** Volunteers will receive training relevant to their roles, including safeguarding.
- **Support:** Regular check-ins will be conducted to provide support and address any concerns.

5. Code of Conduct
Purpose: Establish expected behavior for staff and volunteers.

- **Professionalism:** Staff and volunteers must act professionally and maintain boundaries with young people.
- **Respect:** All interactions must be respectful and inclusive.
- **Reporting Misconduct:** Any breaches of the code must be reported to the DSL or a senior staff member.

6. Confidentiality Policy
Purpose: Protect the privacy of young people and staff.

- **Data Protection:** Personal data will be stored securely and accessed only by authorized personnel.
- **Sharing Information:** Confidential information should only be shared with consent or when required to protect someone's safety.
- **Record Keeping:** All records related to safeguarding must be kept secure and reviewed regularly.

7. Health and Safety Policy
Purpose: Ensure a safe environment for all participants.

- **Risk Assessments:** Regular assessments will be conducted for all activities and events.
- **Emergency Procedures:** Clear emergency procedures must be established and communicated to all staff and young people.
- **First Aid:** At least one qualified first aider must be present at all events.

8. Equality and Diversity Policy
Purpose: Promote inclusivity and equal opportunities.

- **Non-Discrimination:** ETY is committed to ensuring no young person is discriminated against based on race, gender, sexual orientation, disability, or any other characteristic.
- **Accessibility:** Programs and activities will be designed to be accessible to all.
- **Promotion of Diversity:** ETY will actively promote diversity through its programs and initiatives.

9. Complaints Procedure
Purpose: Provide a clear process for addressing complaints.

- **Reporting Complaints:** Young people, parents, or staff can report complaints verbally or in writing to the DSL or a senior staff member.
- **Investigation:** All complaints will be investigated promptly and fairly, ensuring confidentiality.
- **Outcome:** Complainants will be informed of the outcome and any actions taken.

10. Monitoring and Evaluation Policy
Purpose: Assess the effectiveness of programs and services.

- **Feedback Mechanisms:** Regular feedback will be sought from young people and stakeholders to improve services.
- **Data Collection:** Quantitative and qualitative data will be collected to evaluate programs.
- **Review Process:** Policies and procedures will be reviewed annually to ensure they remain relevant and effective.

The Empowering the Youth Foundation is dedicated to supporting young people through well-defined policies and procedures. These guidelines aim to create a safe, inclusive, and effective environment for all involved