

## **AYPH Code of Practice for working with young people**

A great deal of AYPH's work involves direct contact with young people. This document sets out our overarching principles for working with them safely and ethically. More detail on how we ensure we work with young people in safe and ethical ways is provided in our 'Safeguarding Policy', 'Risk Management' Policy, 'Data Protection policy' and our participation statement for those funding engagement work.

### **When working with young people, we will:**

#### ***(1) Ensure meaningful engagement***

- Treat all young people with respect and dignity and listen to what they say
- Make sure young people clearly understand who we are and what we are trying to achieve
- Ensure young people understand what control they have over the information they give us and respect what they want us to do with it
- Make sure young people fully consent to take part and know how to contact us to withdraw from the project and / or complain should they need to
- Ensure we cover all direct expenses, travel and subsistence and provide appropriate incentives or payments, and being clear in explaining this ahead of the engagement
- Let young people know the outcome of their participation

#### ***(2) Do everything we can to keep everyone safe***

- Always work in an open environment, avoiding private or unobserved situations.
- Ensure the relevant information/documentation is collected (consent forms, contact details for next of kin, information relating to specific needs).
- Store information in line with GDPR guidelines and ensure young people know what information we have, why we need it, what will happen with it and how it will be stored safely.
- Explain the limits of confidentiality clearly and ensure participants understand. If safeguarding action needs to be taken, we will inform the young person why we are doing this, who we will inform and talk them through any potential outcomes.
- Respect their personal space. We will not restrain, hold or touch a child or vulnerable adult except in an emergency, in which case we will tell them what we are doing and why, and seek their permission where possible.
- Ensure young people under 16 have parent / carer consent to take part in activities and are accompanied by a responsible adult.
- Risk assess all activities, events or sessions to maintain the safety of young people.
- Make sure everyone taking part understands the safety procedures for the activity (nearest phone, first aider, emergency exits)
- Know what we will do if any young people are affected by their participation or need further support, and explain to young people where to go or what to do should they require further support
- Use a reporting form to keep a clear note of any incidents or concerns.