

**Sustainable South West Herts CIC**  
**Working with Young People Policy**

**Purpose:**

To create a safe, inclusive, and respectful environment for all volunteers, including those under 18, ensuring their well-being while contributing to our community activities.

**Scope:**

This policy applies to all staff, volunteers, and visitors involved in Sustainable South West Herts CIC (SSWH), with special consideration for volunteers under 18 years old.

**Key Principles:**

**1. Safeguarding and Safety:**

- The safety and welfare of young volunteers is paramount.
- Volunteers under 18 must be supervised by a responsible adult at all times during activities.
- Each volunteer under 18 will have a designated supervisor who will be DBS checked.
- All volunteers will be made aware of health and safety protocols, especially when using tools or equipment.
- Any concerns about a young volunteer's safety or well-being must be reported immediately to the designated safeguarding lead.

**2. Respect and Inclusion:**

- All volunteers must be treated with respect and kindness, valuing the contributions of young people equally.
- SSWH aims to foster an environment free from discrimination, bullying, or harassment.

**3. Appropriate Boundaries and Roles:**

- The minimum age for volunteers without parental supervision is 16 but suitability should be assessed on an individual basis.
- If volunteers are under 16 a parent/carer will be present to supervise.
- Tasks will be assigned to young volunteers that are suitable for their age, skills, and experience, avoiding high-risk activities.
- Adults will maintain professional and appropriate relationships with young volunteers, avoiding one-to-one situations without others present.

**4. Consent and Communication:**

- Parental or guardian consent will be obtained for volunteers under 18 before participation.
- Young volunteers will also consent, including confirmation that they have read relevant policies and risk assessments.
- Parents and young people will indicate whether they consent to photographs being taken and used for publicity.
- SSWH will communicate clearly with young volunteers and their guardians about activities, expectations, and any risks involved.
- Young people under the age of 16 will only be contacted by the SSWH via their parents/guardians contact details
- Young people between 16-18 will be contacted by SSWH via emails to all volunteers (no personal data visible to other volunteers), with their parents/ guardians copied into all messages

- No young people under the age of 18 will be permitted to join Whatsapp groups

#### **5. Confidentiality:**

- The privacy of young volunteers will be respected; personal information will only be shared on a need-to-know basis for safeguarding purposes in line with SSWH Safeguarding Policy.

#### **6. Empowerment and Learning:**

- Young volunteers will be encouraged to ask questions, share ideas, and learn new skills in a supportive atmosphere.
- Guidance and positive feedback will be provided to build confidence and competence.

#### **7. Training and Support:**

- All volunteers, especially those working with young people, will be provided with basic safeguarding and health & safety training relevant to the SSWH activity.
- Young volunteers will have access to a trusted adult for support and guidance.
- Young volunteers may require or request enhanced induction training.

#### **8. Implementation:**

- All volunteers and staff must read and agree to this policy before starting.
- The SSWH Safeguarding Lead (and Co-Safeguarding Leads) is responsible for the welfare of Young People where activities require and to ensure policy adherence, plus develop a specific Risk Assessment for those activities which must be adhered to.
- Regular reviews of this policy will ensure it remains up to date with best practices and legal requirements.
- Non-compliance with this policy may lead to removal from volunteering and, if necessary, involvement of statutory safeguarding agencies.

#### **Additional Advice/Support:**

NSPCC Helpline: 0808 800 500 (10 am – 4 pm Mon.-Fri.), [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
Childline: 0800 1111

**Date:** April 2026

**Review date:** April 2027