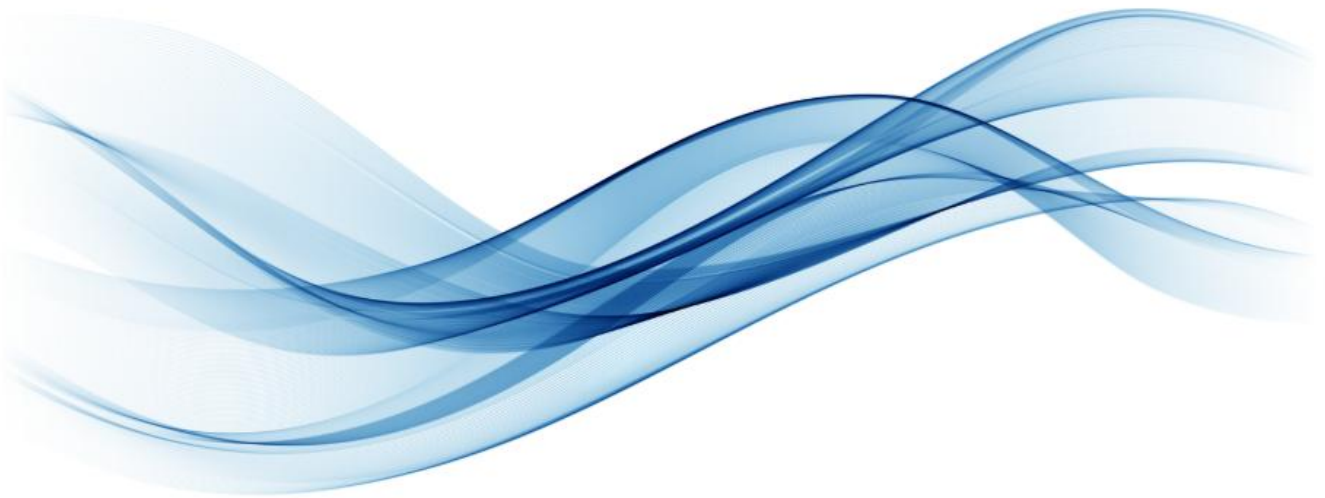




Joint Parish Youth Club (JPYC)

Employee Handbook



EMPLOYEE HANDBOOK UPDATES

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INTRODUCTION

Welcome to the Joint Parish Youth Club (JPYC)

We are proud to introduce the Joint Parish Youth Club (JPYC), a new and exciting provision serving the communities of Steyning, Upper Beeding, and Bramber. Our youth club exists to create a safe, nurturing, and inspiring environment for young people aged 9 and above, where they can build friendships, discover new interests, and feel valued as part of the community.

JPYC is led by Lead Youth Worker, Vicky Heales, alongside a dedicated team of qualified Youth Support Workers and Volunteers. Together, we are committed to making the youth club a place where young people are supported in their personal growth, encouraged to explore opportunities, and given the tools to build resilience as they move towards adulthood.

Our programme is designed not only to provide fun and engaging activities, but also to offer young people the chance to develop life skills, creativity, and confidence. From partnerships with organisations such as Greening Steyning's Repair Café and Steyning Downlands Scheme, to fitness, dance, and upcycling projects, we aim to connect young people with a wide range of experiences that enrich their lives and strengthen our community.

At the heart of JPYC is a belief that youth work changes lives. Every young person deserves a place where they feel heard, respected, and supported, and our role is to create that space consistently.

Our Mission, Vision, and Values

Our mission is to provide a safe, inclusive, and inspiring space where young people in Steyning, Upper Beeding, and Bramber can come together to learn, grow, and thrive. Through engaging activities, positive relationships, and opportunities for responsibility, JPYC empowers young people to build resilience, confidence, and a sense of belonging in their community.

Our vision is a community where every young person feels valued, supported, and encouraged to reach their full potential. We aim to be recognised as a trusted and welcoming hub that not only offers enjoyable experiences but also equips young people with the life skills and confidence they need to navigate challenges, make positive choices, and step into adulthood with hope and purpose.

At JPYC, our work is guided by the following values:

Inclusivity – We welcome all young people, respecting and celebrating individuality and diversity.

Safety – We provide a safe and nurturing environment where young people feel secure and supported.

Empowerment – We encourage young people to take responsibility, make decisions, and develop their strengths.

Respect – We value the voices of young people, listening carefully and treating everyone with dignity and fairness.

Growth – We believe in the potential of every young person and provide opportunities for them to learn, develop, and succeed.

Community – We work in partnership with families, schools, and local organisations to strengthen connections and foster a sense of belonging.

Message from Leadership

Welcome to the Joint Parish Youth Club (JPYC).

As Lead Youth Worker, I am proud to be working alongside a dedicated team of Youth Support Workers and Volunteers to provide a safe, inclusive, and inspiring space for young people across Steyning, Upper Beeding, and Bramber.

Our commitment is to create an environment where young people feel **heard, valued, and supported**. JPYC is more than just a youth club - it is a place where friendships are formed, confidence is built, and futures are shaped. Every session is an opportunity to nurture resilience, encourage creativity, and provide young people with the tools they need to thrive.

We know the positive impact that youth work can have because many of us, myself included, have experienced it first-hand. It is our aim to offer the same life-changing opportunities to the next generation, working closely with families, schools, and community partners to ensure that our provision meets local needs.

Thank you for being part of the JPYC journey. Together, we can inspire, encourage, and empower young people to become confident and capable members of our community.



Lead Youth Worker

Overview of the Community We Serve

The Joint Parish Youth Club (JPYC) proudly serves the communities of Steyning, Upper Beeding, and Bramber. These villages have a rich history of community spirit and are home to a diverse population, including a growing number of children and young people.

Young people in our area face a mixture of opportunities and challenges. On the one hand, they benefit from strong community networks, access to outdoor spaces such as the South Downs, and a range of local organisations committed to youth development. On the other hand, they also encounter barriers such as limited youth-focused facilities, social pressures, and the challenges of navigating adolescence in a rural setting.

JPYC exists to bridge these gaps, providing structured activities, trusted adult support, and opportunities for growth that may not otherwise be available locally. By partnering with organisations such as Greening Steyning, local schools, Steyning Downlands Scheme, and Places Leisure, we are able to offer young people meaningful, skills-based experiences alongside fun and friendship.

Our work is guided by the principle that ***every young person in our community deserves to feel safe, valued, and inspired to reach their full potential.***

EMPLOYMENT BASICS

Contracts of Employment

All employees receive a written contract of employment, which sets out terms and conditions as required by law. Contracts follow the National Joint Council (NJC) Green Book for Local Government Services, unless stated otherwise.

All appointments are subject to satisfactory references and a 12-week probationary period, during which suitability for the role will be assessed.

Employees may occasionally be asked to undertake additional or amended duties to meet the needs of the youth club.

Hours of Work

Staff normally work a minimum of 9 hours per week, organised flexibly across evenings and weekends in line with the youth activity programme.

Hours are agreed with the Lead Youth Worker on a week-to-week basis.

Additional hours may be offered and are paid at the same hourly rate.

Pay and Salary Reviews

The current rate of pay is £13.56 per hour (always set above the minimum wage).

Staff are paid monthly by bank transfer, subject to tax and National Insurance, on the last Monday of the month.

Salaries are reviewed annually, taking into account increases in the minimum/living wage and performance.

Breaks

Breaks are provided in line with the Working Time Regulations.

Staff working 6 hours or more are entitled to a 20-minute unpaid break.

Expenses

Reasonable expenses (e.g., travel, subsistence, sessional resources) are reimbursed at the agreed NJC rate.

All claims must be authorised by the Line Manager and supported by receipts.

Annual Leave

Employees are entitled to 5.6 weeks annual leave (pro rata), including bank holidays.

Leave must be booked with the Lead Youth Worker and cannot normally exceed 7 days carried forward to the next year.

If employment begins or ends part way through the year, entitlement will be calculated on a pro rata basis.

Employees are requested to give at least two weeks' notice when requesting leave, where possible, to allow for adequate planning of youth club sessions.

Probation and Performance Reviews

All new staff complete a 12-week probation period.

After probation, performance is reviewed annually through appraisal, which provides an opportunity to set goals, receive feedback, and discuss training needs.

Sickness and Absence

Staff must notify the Line Manager of absence as soon as possible and no later than the end of the first day.

Absence up to 7 days requires self-certification; absences over 7 days require a medical certificate.

Sick pay is provided in line with the Statutory Sick Pay scheme and the NJC scale (rising with years of service).

Equality, Diversity, and Inclusion

We are committed to equality of opportunity and a welcoming, inclusive culture.

Staff must comply with the Council's Equality Policy at all times.

Discrimination, harassment, or prejudice of any kind will not be tolerated.

Other Conditions

Notice periods: 1 week during probation, then 1 month from staff and 4 weeks from the Council (increasing with service).

Other employment must be declared to avoid conflicts of interest.

Confidentiality: staff must not share personal or sensitive information without authorisation.

Data protection: staff are expected to follow GDPR and data protection policies.

Training & Development: reasonable training costs and time off will be provided where required.

Health & Safety: staff must comply with all H&S legislation and youth club policies.

ROLES AND RESPONSIBILITIES

Job Descriptions

Lead Youth Worker

- Oversees the planning, delivery, and evaluation of youth club sessions.

- Provides leadership, supervision, and mentoring to staff and volunteers.
- Ensures safeguarding and health & safety standards are upheld at all times.
- Acts as the main point of contact for parish councils, schools, and partner organisations.

Youth Support Worker

- Supports the delivery of activities, workshops, and youth engagement.
- Builds positive relationships with young people, offering guidance and support.
- Helps maintain a safe, inclusive, and welcoming environment.
- Reports any safeguarding or welfare concerns immediately to the Lead Youth Worker or Designated Safeguarding Officer (DSO).

Volunteer

- Assists staff in providing activities and supervision of young people.
- Acts as a positive role model by demonstrating respect, kindness, and fairness.
- Supports session set-up and clear-down.
- Attends training relevant to the role, particularly safeguarding and first aid.

Professionalism and Conduct

All staff and volunteers are expected to:

- Uphold the values of JPYC at all times.
- Arrive on time, prepared, and ready to contribute.
- Dress appropriately for a youth work setting.
- Respect young people, parents, colleagues, and community members.
- Maintain professional boundaries and never misuse their position of trust.
- Avoid behaviour that could bring JPYC into disrepute.

Teamwork and Communication

- We work as one team, with mutual respect and open communication.
- Staff and volunteers are expected to keep the Lead Youth Worker informed of any issues or concerns.
- Radios are used to communicate during sessions to ensure safety and coordination.
- Regular team meetings and debriefs ensure consistency and shared learning.
- Constructive feedback is encouraged to improve the quality of provision.
- Confidential information must only be shared through the proper safeguarding and reporting channels.

Safeguarding Responsibilities

Every member of staff and every volunteer has a duty of care towards young people. This means:

- Safeguarding is everyone's responsibility - not just the Lead Worker or Designated Safeguarding Officer.
- All staff and volunteers must complete safeguarding training and refreshers as required.
- Concerns about a young person's safety, welfare, or wellbeing must be reported immediately to the DSO or Lead Youth Worker, in line with JPYC's safeguarding policy.

- Never promise confidentiality to a young person - explain that concerns must be shared with those who can help.
 - Always maintain professional boundaries; physical contact, communication outside of sessions, or personal relationships with young people are not permitted.
-

POLICIES AND PROCEDURES

The Joint Parish Youth Club (JPYC) is committed to providing a safe, supportive, and inclusive environment for all young people, staff, and volunteers. All staff and volunteers are expected to understand and follow the policies and procedures outlined below to ensure safety, wellbeing, and professional standards.

1. Safeguarding & Child Protection

Policy Statement:

JPYC is committed to safeguarding the welfare and wellbeing of every child and young person using our services. The welfare of children and young people is paramount. Staff and volunteers must follow safeguarding procedures, reflect statutory responsibilities, and comply with government guidance and best practice.

Key Points:

- Children are defined as persons under the age of 18.
- All children and young people should have a positive experience in a safe, child-centred environment.
- All staff and volunteers must be vigilant to behavioural changes that could indicate abuse.
- JPYC ensures that unsuitable individuals are not employed or engaged in any activities.

Types of Abuse:

- Physical Abuse – hitting, shaking, burning, poisoning, or fabricated illness.
- Neglect – persistent failure to meet basic needs, including emotional neglect.
- Sexual Abuse – grooming, inappropriate sexual contact, or online exploitation.
- Emotional Abuse – persistent maltreatment causing adverse effects on emotional development.
- Other Concerns – historical abuse, domestic abuse, Female Genital Mutilation (FGM), and radicalisation (Prevent Duty).

Procedures for Reporting:

Concerns or disclosures must be reported immediately to the Designated Safeguarding Leads (DSLs):

- Steve Keogh – Clerk & RFO, Upper Beeding Parish Council, 07938 761412
- John Fullbrook – Clerk, Steyning Parish Council, 01903 812042
- Vicky Heales – Lead Youth Worker, 07846 686751
- Dan Fairchild – Youth Provision Officer, Horsham District Council, 07881 840060

Steps to Take:

- Remain calm, listen, reassure, do not ask leading questions, and do not promise secrecy.
- Record accurate, factual notes including date, time, and location.
- Follow DSL guidance and do not investigate independently.
- Parents/carers will usually be informed unless doing so would put the child at risk.

Training & Review:

- All staff and volunteers receive mandatory safeguarding training every two years.
- Volunteers working more than 3 days per 30-day period must complete full safeguarding training.
- The policy is reviewed annually.

2. Health & Safety

JPYC prioritises the physical safety of young people and staff. Key procedures include:

- Accidents & incidents must be reported and logged.
- Risk assessments are conducted for all activities, on-site and off-site.
- First aid – qualified staff are available, and first aid kits are maintained.
- Fire procedures – evacuation routes and assembly points are clearly defined and practiced.

3. Confidentiality & GDPR

JPYC adheres to data protection laws:

- Keep young people's personal information secure and confidential.
- Share information only on a need-to-know basis or as required by law.
- Follow GDPR guidelines for recording, storage, and deletion of personal data.

Mobile Devices & Photography:

- Personal devices must not be used during sessions except for music by the Lead Youth Worker.
- Photography and video require written parental consent; images must be sent to the Lead Youth Worker and deleted immediately after.
- Staff and volunteers must never exchange personal contact details with young people.

4. Social Media & Communications

Staff and volunteers must maintain professional boundaries online:

- Do not share personal or sensitive information about young people.
- Promote the club positively while following communication guidelines.
- Use social media responsibly to maintain the club's reputation.

5. Code of Conduct

The following Code of Conduct outlines the expected behaviours and responsibilities of all staff and volunteers at Joint Parish Youth Club. It draws on guidance from the National Youth Agency and reflects our commitment to safeguarding children, young people, and vulnerable adults.

Core Principles

Staff and volunteers should:

- Always prioritise the welfare, rights, and safety of children, young people, and vulnerable adults.
- Demonstrate professionalism, integrity, and respect in all interactions.
- Promote equality, fairness, and inclusion, ensuring that all participants feel valued.
- Encourage young people's participation in planning, organising, and evaluating activities.

Professional Conduct

All staff and volunteers are expected to:

- Treat everyone with dignity and respect, modelling the behaviour they would wish to see.
- Work inclusively, avoiding favouritism and discriminatory behaviour.
- Follow organisational policies on safeguarding, health & safety, and confidentiality.
- Maintain appropriate professional boundaries and recognise their position of trust.
- Keep others informed of their location and activities, particularly when working with young people.
- Carry identification and contact details for line managers during sessions and activities.

Do's – Preferred Practices

- Plan activities with multiple staff present, or in line of sight/hearing of others.
- Follow adult-to-young-person ratios and relevant health & safety guidance.
- Respect personal privacy during personal care, changing, or overnight activities.
- Encourage young people to share concerns, express opinions, and participate fully.
- Obtain parental or guardian consent for offsite activities, transport, or sessions with potential risk.
- Use physical contact only in emergencies, explaining the action clearly and, where possible, in the presence of another adult.
- Report any incidents, concerns, or allegations immediately to the Designated Safeguarding Lead (DSL).

Don'ts – Avoid at All Times

- Do not engage in sexual, abusive, or discriminatory behaviour of any kind.
- Do not invade privacy during toileting, changing, or showering.
- Do not permit or engage in bullying, initiation ceremonies, or peer abuse.
- Do not use inappropriate language or communication channels.
- Do not allow concerns or allegations of abuse to go unreported.
- Do not form relationships that abuse trust, including inappropriate attention or sexual relationships with young people.

Working with Partners and Communities

- Treat partner agencies and colleagues respectfully, even when providing feedback or criticism.
- Act as an ambassador for youth work, promoting understanding of the needs and rights of young people.
- Engage with local communities positively, advocating for young people and their interests.

Alcohol, Drugs, and Legal Responsibilities

- The use of alcohol or drugs during work hours is strictly prohibited.
- Staff must operate within the law and not condone illegal behaviour by young people, explaining and negotiating boundaries where needed.
- Staff must work with police or authorities when necessary, without compromising their professional responsibility to young people.

Health, Safety, and Risk Management

- Comply with all health & safety policies, including risk assessments for events and activities.
- Ensure a safe environment at all times, including appropriate staff gender ratios for mixed groups.

Reporting Concerns

- All staff and volunteers must report any incidents, injuries, disclosures, or suspicions of abuse immediately to the DSL.
- Maintain accurate, factual records in line with GDPR and organisational policies.

Consequences of Breach

Failure to adhere to this Code of Conduct may result in disciplinary action, including removal from the organisation or legal reporting, in line with Joint Parish Youth Club's policies.

6. Bullying, Harassment, and Discrimination

JPYC is committed to creating an inclusive, welcoming environment:

- Challenge discriminatory behaviour and language.
- Support young people in resolving conflicts respectfully.
- Report incidents following safeguarding and behaviour procedures.

WORKING WITH YOUNG PEOPLE

Joint Parish Youth Club follows best practice guidance from the National Youth Agency (NYA) to ensure that all young people accessing our services are supported in a safe, inclusive, and empowering environment. Staff and volunteers are expected to adopt approaches that promote wellbeing, personal development, and positive relationships.

Approaches to Youth Work

- **Strengths-Based:** As advised by the NYA, focus on young people's skills, abilities, and potential. Staff should actively recognise achievements, encourage participation, and foster resilience (NYA, Staff Conduct Policy, 2021).
- **Trauma-Informed:** Adopt practices that understand the impact of adverse childhood experiences on behaviour and learning. Interventions should be sensitive, supportive, and designed to avoid retraumatization.

- Inclusive Practice: Ensure all young people feel welcome, regardless of ability, background, gender identity, or cultural differences. Activities should be accessible, flexible, and tailored to diverse needs, in line with NYA guidance on inclusivity.

Supporting Additional Needs

- Provide practical aids, adaptations, or accessibility measures to ensure meaningful participation for all young people.
- Collaborate with carers, families, and other professionals to create consistent support plans.
- Monitor engagement and adjust approaches to remove barriers to participation.

Positive Behaviour Management Strategies

- Follow NYA-recommended strategies that emphasise positive reinforcement and guidance rather than punishment.
- Set clear expectations and boundaries at the start of activities and reinforce them consistently.
- Apply restorative approaches to conflicts or inappropriate behaviour, helping young people understand consequences and encouraging reflection.
- Avoid punitive measures or shaming; aim to build understanding, emotional intelligence, and responsibility.

Building Trust and Professional Boundaries

- Build relationships based on trust, honesty, and consistency, as highlighted by the NYA Staff Conduct Policy (2021).
- Maintain professional boundaries at all times, avoiding situations that could compromise safety or be misinterpreted.
- Respect personal privacy while remaining approachable and supportive.
- Communicate decisions, rules, and consequences in an age-appropriate, clear manner.

By adopting these approaches, Joint Parish Youth Club ensures that young people are supported in a safe, inclusive, and empowering environment where they can thrive.

YOUTH PARTICIPATION AND VOICE

At the heart of youth work is the principle that young people have the right to be heard, to influence decisions, and to shape the services that affect them. At JPYC, we are committed to embedding youth participation in all aspects of our work, in line with the National Youth Agency (NYA) Youth Participation Framework and the values of Steyning Parish Council.

Why Participation Matters

- It empowers young people to take ownership of their youth club.
- It builds confidence, responsibility, and leadership skills.
- It ensures our provision remains relevant, responsive, and inclusive.
- It supports the Parish Council's wider mission of strengthening inclusion, fairness, and community voice.

Our Principles of Youth Participation

JPYC follows recognised youth participation principles, including:

- Respect – young people’s opinions are valued and listened to.
- Inclusion – all voices are welcome, including those who may be quieter, marginalised, or less confident.
- Transparency – we share outcomes with young people so they know how their input is used.
- Shared Responsibility – adults and young people work together to plan, deliver, and evaluate activities.

How we put this into practice

- Youth Forum - regular opportunities for young people to meet, discuss issues, and suggest ideas.
- Feedback Tools – quick surveys, suggestion boxes, and informal check-ins at sessions.
- Youth Representatives – encouraging young people to sit on JPYC committees or planning groups, giving them a voice in decisions.
- Co-Designing Activities – young people help plan projects, from creative workshops to outdoor activities, ensuring sessions reflect their interests.
- Community Links – partnerships such as the local schools, Repair Café and Steyning Downlands Scheme include youth-led contributions, giving young people influence beyond the club.

Staff Responsibilities

- Create space for young people’s voices to be heard in every session.
- Encourage participation in ways that are age-appropriate and accessible.
- Ensure young people’s ideas are acted on where possible, and always provide feedback.
- Challenge discrimination or exclusion, so all young people feel confident to contribute.

Young People’s Rights

- To be listened to and taken seriously.
- To help shape the activities and direction of JPYC.
- To make their own decisions about involvement and participation, in line with their rights under the UN Convention on the Rights of the Child.
- By embedding participation, JPYC ensures that our youth club is not only for young people, but with and led by them - strengthening both their individual growth and the wider community.

TRAINING AND DEVELOPMENT

At Joint Parish Youth Club (JPYC), staff and volunteers are at the heart of delivering safe, inclusive, and empowering youth work. Our training and development programme is designed not only to equip the team with the skills they need day to day, but also to uphold the mission and values of JPYC and the wider commitments of Steyning Parish Council.

JPYC’s mission is to:

- Champion high-quality youth work that supports young people to thrive.
- Make our services accessible to all young people, with a focus on those facing multiple needs or barriers.
- Provide opportunities for young people's voices to be heard and acted upon.
- Create safe, supportive, and inclusive spaces where young people feel valued.

In line with Steyning Parish Council's wider priorities, we are committed to:

- Strengthening community wellbeing and inclusion.
- Promoting equality, fairness, and sustainability.
- Supporting opportunities for young people to actively shape their community.
- Building partnerships across the local area to deliver positive outcomes.

Training and development are therefore central to ensuring our youth work reflects both local priorities and national best practice.

Induction Programme

All new staff and volunteers will complete an induction programme before beginning their role. This includes:

- Introduction to JPYC's mission, Steyning Parish Council's priorities, and how these link together.
- Safeguarding and child protection expectations.
- Health & safety guidance, including risk assessments and emergency procedures.
- An overview of roles, responsibilities, and the Code of Conduct.
- Shadowing experienced staff where appropriate.

Mandatory Training

Certain training is essential for all staff and volunteers. This includes:

- Safeguarding and Child Protection - Delivered by Kirsty Lindgren, Sussex Safeguarding Trainer.
- First Aid - Basic emergency first aid training to respond effectively to incidents.
- Health & Safety - Training on safe working practices, including fire safety, risk assessments, and incident reporting.

Ongoing CPD Opportunities

We actively encourage staff and volunteers to engage in Continuous Professional Development (CPD). Opportunities may include:

- Mental Health Awareness and Resilience Training – Supporting young people's emotional wellbeing.
- Inclusive Practice and SEND Training – Meeting the needs of young people with additional needs.
- LGBTQIA+ Awareness and Inclusion Training – Ensuring our spaces are welcoming and safe for all identities.
- Leadership and Team Development – Growing confidence in managing sessions, staff, and volunteers.
- Specialist Workshops – e.g. conflict resolution, trauma-informed practice, and creative engagement.

- Professional Qualifications – Staff and volunteers may be supported in pursuing a Youth Work Diploma or other accredited qualifications, strengthening both practice and career progression.

Where possible, CPD will be delivered in partnership with local providers, the National Youth Agency, and Steyning Parish Council's wider training opportunities.

Supervision and Appraisal Process

All staff and volunteers will receive regular supervision with the Lead Youth Worker. Supervision provides space to:

- Reflect on practice and share challenges.
- Discuss wellbeing and workload.
- Set personal and professional goals.

An annual appraisal will review performance, celebrate achievements, and agree future training or CPD needs.

PROBLEM SOLVING AND SUPPORT

At JPYC, supported by Steyning Parish Council, we are committed to creating a safe, supportive, and transparent workplace. Staff and volunteers should always feel confident to raise concerns, challenge poor practice, and seek support without fear of negative consequences.

This section outlines our grievance procedures, disciplinary processes, whistleblowing protections, and wellbeing resources.

Grievance Procedures

If you have a concern about your role, treatment at work, or your working environment:

- Informal stage - Raise the issue with your line manager or the Lead Youth Worker in the first instance.
- Formal stage - If the issue cannot be resolved informally, you may submit a written grievance to the JPYC Committee.
- All grievances will be investigated fairly, promptly, and confidentially, with the outcome communicated clearly.

Disciplinary Procedures

Our disciplinary process ensures standards of conduct are maintained while being fair and proportionate.

- Breaches of the Code of Conduct or safeguarding duties will be addressed through:
 1. Verbal warning
 2. Written warning
 3. Final written warning
 4. Dismissal/exclusion (for serious or repeated misconduct).

- Gross misconduct (e.g., abuse, harassment, substance misuse, criminal activity) may result in immediate dismissal.

Whistleblowing Policy

We encourage staff, volunteers, and partners to raise concerns about misconduct, safeguarding breaches, or illegal/unethical behaviour.

What can be reported?

Under whistleblowing legislation, qualifying disclosures may include:

- Criminal offences
- Safeguarding or child protection breaches
- Acts creating risks to health and safety
- Discrimination, harassment, or bullying
- Environmental damage
- Concealment of wrongdoing

A reasonable belief is sufficient - you do not need proof. It is not your role to investigate; JPYC will take responsibility for this.

Principles

- All concerns will be taken seriously, investigated promptly, and handled confidentially.
- Staff will be protected from dismissal, victimisation, or discrimination for raising concerns in good faith.
- Malicious or knowingly false allegations may be treated as a disciplinary matter.
- An instruction to “cover up” wrongdoing is itself misconduct and must be reported.

Procedure

1. Raise the concern with your line manager or the Lead Youth Worker.
 - If you believe they are involved, go directly to the JPYC Committee or the Parish Clerk.
2. The concern will be logged and investigated by an appropriate senior person. You will be updated on the outcome.
3. If you feel the concern has not been properly addressed, you may escalate it to:
 - West Sussex Safeguarding Children Partnership (WSSCP)
 - Local Authority Designated Officer (LADO)
 - Police (if there is a criminal matter)
 - External whistleblowing charity Protect (advice line: 020 3117 2520, www.protect-advice.org.uk).

Wellbeing and Support Resources

We recognise that supporting young people can be demanding. To maintain staff wellbeing, JPYC provides:

- Regular supervision and appraisal with the Lead Youth Worker.
- Access to Steyning Parish Council’s wellbeing resources, including signposting to counselling and occupational health.
- Training in resilience, stress management, and self-care.
- Peer support within the JPYC team and through professional networks (e.g., NYA regional groups).

We want staff to feel supported, valued, and confident that their concerns will always be taken seriously.

APPENDIX

This appendix contains essential reference information to support staff and volunteers. These documents and contacts must be used alongside the **JPYC Safeguarding Policy & Procedures** and Steyning Parish Council policies.

Contact List

Designated Safeguarding Leads (DSLs):

- **Steve Keogh** – Clerk & RFO, Upper Beeding Parish Council
07938 761412 | clerk@upperbeeding-pc.gov.uk
- **John Fullbrook** – Clerk, Steyning Parish Council
01903 812042 | john.fullbrook@steyningpc.gov.uk

Safeguarding Representatives (Youth Work):

- **Vicky Heales** – Lead Youth Worker (JPYC)
07846 686751 | vicky.heales@steyningpc.gov.uk
- **Dan Fairchild** – Youth Provision Officer, Horsham District Council
07881 840060 | dan.fairchild@horsham.gov.uk

Referral & Advice Contacts (West Sussex):

- **Integrated Front Door (IFD)/MASH:** 01403 229900 (Mon–Fri, 9–5)
- **Emergency Duty Team:** 0330 222 6664 (out of hours)
- **LADO (Local Authority Designated Officer):** 0330 222 6450 | LADO@westsussex.gov.uk
- **Police:** 101 (non-emergency) / 999 (emergency)
- **Childline:** 0800 1111
- **NSPCC Helpline:** 0808 800 5000 | NSPCC FGM Helpline: 0800 028 3550

Key Forms

Stored in the **staff handbook folder** (digital + hard copy in JPYC Upper Beeding office):

- **Safeguarding Concern Form** – to be completed for all disclosures/concerns.
- **Accident/Incident Report Form** – for all injuries, incidents, or near misses.
- **Parental/Guardian Consent Forms** – required for trips, off-site activities, photography, or filming.
- **Risk Assessment Templates** – for all sessions, trips, and events.

- **Whistleblowing Form** – to raise concerns about unsafe practice or misconduct.

All forms must be submitted to the DSL (Steve or John) within 24 hours of the incident.

Safeguarding Flowchart

If you are concerned about a child/young person:

1. **Immediate danger?** - Call 999.
2. **Not immediate?** - Complete a Safeguarding Concern Form.
3. **Report immediately** to a DSL (Steve or John) or Safeguarding Representative (Vicky or Dan).
4. The DSL will decide whether to refer to:
 - West Sussex IFD/MASH
 - Police
 - LADO (if allegation against staff/volunteer)
5. **Do not investigate yourself.** Keep records factual and confidential.

The safeguarding flowchart is displayed in the JPYC office and available at every session.

Local Support Services Directory

- **West Sussex Early Help Service** – practical and emotional support for families.
- **YES (Youth Emotional Support Service)** – counselling and wellbeing support for 11–18s.
- **West Sussex CAMHS** – specialist NHS support for children and young people's mental health.
- **Young Carers West Sussex** – support for children and young people with caring responsibilities.
- **Allsorts Youth Project** – support for LGBTQIA+ young people across Sussex.
- **West Sussex Mind** – advice and wellbeing support for young people and families.
- **Sussex Police Youth Engagement Team** – community safety and prevention work.
- **Local GP Surgeries / NHS 111** – medical advice and support.

Handbook Acknowledgement and Sign-Off

I confirm that I have received and read the **Joint Parish Youth Club Employee Handbook**. I understand the policies, procedures, and expectations it contains, and I agree to follow them in my role.

I understand that the handbook may be updated from time to time, and I will keep myself informed of any changes.

Your Name: _____

Signature: _____

Date: _____

Lead Youth Worker / Authorised Signatory: _____

Date: _____

Thank you for being part of JPYC. This handbook is here to guide and support you as we work together to create a safe, inspiring, and inclusive environment for all young people in our community.