



# Essential Policies & Guidelines



**Yellow Submarine** has been supporting people with learning disabilities in Oxfordshire since 2009. We are a small, ambitious organisation, and the main reason why we can achieve all that we do is because we have the support of a group of fantastic & motivated staff and volunteers like you, who care about the people we help.

If you're in any doubt as to how much your contribution means to our members, all you have to do is look around during an activity - and see the wonderful smiles you have helped to create, over time you'll witness their progression and how much they gain from attending Yellow Submarine.

**This sheet is a summary of some key information that you'll find handy when you spend time with us. If you have any questions, don't hesitate to ask one of our staff.**



## Things to remember...

- \* Please try to arrive promptly—before each activity the leader will give a briefing with any key information about the session. After the session there will be a debrief for all staff and volunteers.
- \* For activity days and holidays you'll receive information about the activity (including where to meet & what to bring) at least a day or two before the activity. Do get in touch with the activity leader if you don't receive any details.
- \* If you ever have questions or are unsure about anything, please ask a staff member for guidance.
- \* You should never be asked to do something you don't feel confident or comfortable doing. If you need help, ask & always speak to the Activity Leader if you're not happy doing something.
- \* Volunteers should never be out of pocket, when they're volunteering—we're more than happy to refund your travel and expenses. Just keep your receipts and bus tickets/records of mileage.

**We believe people with learning disabilities deserve to live life to the full.**

### Our goals are to:

1. Keep our members safe from harm.
2. Help our members to live full and happy lives.
3. Provide families with support which exceeds expectations.
4. Empower our members to no longer need us.



## Your Responsibilities

### Roles and Boundaries

It is common for people who work or volunteer with people with learning disabilities to get to know them really well, and to quickly strike up a great rapport!

Sometimes this can cause confusion, people with a learning disabilities often find it hard to negotiate and interpret relationships. You may find a member becomes attached to you, asks you to give personal details, e.g. inviting you to be 'friends' on Facebook, or inviting you for a drink, to their house or to swap mobile numbers.

As a member of the Yellow Submarine team (staff or volunteer) you are in a professional "befriending" capacity, and have a responsibility towards our members.

As a general rule Yellow Submarine volunteers and sessional staff **should not:**

- \* give out their personal details to members.
- \* connect with our members on social media.
- \* meet members outside of Yellow Submarine.
- \* engage in physical contact with members, unless an individual is in imminent

### Keep it private!

Whilst spending time with us you are likely to have access to some personal information about our members. This could include anything, from their address and phone numbers, to medical diagnoses, behavioural issues and family information.

It is very important that this information is kept private and safe, at all times. You may need to be told some information to carry out your role, but should remember that, if it is shown to you, it is for your eyes only! Never give information about someone we work with out to another person and please take care to keep this information secure and private.

This forms part of Yellow Submarine guidelines on protecting personal data and respecting the dignity and confidentiality of our members. If you have any questions or concerns please speak to the activity leader.

# Your and our responsibility to keep everyone safe



In 2000 in London, an 8 year old girl **Victoria Climbié** was tortured and murdered by her guardians. Her death led to a public inquiry and produced major changes in child protection policies in the UK. Victoria was burnt with cigarettes, tied up and hit with bike chains, hammers and wires. Up to her death, the police, the social services department of 4 local authorities, the NHS, NSPCC and local churches all had contact with her, and noted signs of abuse. However, in what the judge in the trial following Victoria's death described as "blinding incompetence", all failed properly to investigate the case and little action was taken. Although this is an extreme example of cruelty towards a vulnerable person, it is important to remember that, **had each person who had met Victoria done something about the 'smaller' things they had observed, Victoria would probably have been saved.**

## Yellow Submarine is committed to our members safe from harm



**Yellow Submarine** is committed to keeping our young people and vulnerable adults safe from harm, both whilst they are with us and when they are away from us. When you're with us, you'll need to ensure that you pay attention to the well-being of the members you are supporting. This means looking out for any signs at all that those people are not ok. This could include, but is not limited to:

- \* A member telling you there is something wrong or something bad has happened.
- \* Something unusual in their appearance (having injuries, looking uncared-for, appearing upset, 'out-of-sorts' or fearful).
- \* Having unusual relationships, inappropriate to their age/development (e.g., meeting people from the internet, having a much older boyfriend/girlfriend, elements of control or bullying in the relationship) or being secretive.
- \* A sudden change in their usual behaviour.
- \* Sexual knowledge/language or acting-out, that is not appropriate to their age and/or understanding.

**If something feels wrong, doesn't sit quite right, leaves you frowning or just makes you feel a bit unsettled, then listen to your gut instinct. Something might be wrong and you might be the only person who knows about it. If you have any concerns at all, about any member you must tell your Activity Leader straight away.**

## Staff & Volunteers Code of Conduct

- \* Treat all vulnerable adults and young people with respect and dignity
- \* Ensure their welfare and safety is paramount at all times
- \* Always act respectably and responsibly
- \* Communicate professionally and kindly with parents & carers
- \* Only use physical contact with our members if absolutely necessary and appropriate
- \* Avoid being alone with vulnerable adults, young people and children at all times except where strictly necessary and appropriate, and agreed with my supervisor
- \* Listen to, and act upon, any concerns of abuse
- \* Undertake appropriate safeguarding training as required
- \* Do my best to make activities fun and enjoyable!



**I have read this information sheet (2021 v.1) and agree to the code of conduct.**

Signed..... Date.....

### In 2020 we...

- \* Enjoyed - socially distanced fun at Hill End
- \* A boogie or two at our livestream discos and lots more Silly Saturday fun
- \* Over 100 Yellow Submarine at home activities
- \* Developing our life changing bakes and creating a brand new online shop!
- \* Gaining all kinds of knowledge at our Thursday night quizzes
- \* Making friends and trying out new things at our Zoom social clubs and remote compass sessions

**Help us do even more in 2021!**



### Useful Numbers

<b>Yellow Submarine Office</b>	01865 236119
Safeguarding Lead, Kate Sankey	07890 087168
Co-Director, Anna Cheetham	07979 151975

**Multi Agency Safeguarding Hub—MASH**  
(reporting safeguarding concerns)

**0345 0507666**

