

Mandatory Safeguarding Training

Why has this been introduced? Why do I need to do training?

As a volunteer of a children's charity and possibly also a trustee you are required to undergo safeguarding awareness training so that you understand your responsibilities and know what procedures and processes to put in place as well how to spot abuse that maybe happening to members outside of YFC for which you have a duty of care. Procedures need to be put in place to not only protect members but also yourself from being falsely accused or put in a compromised position.

It has been estimated that 50% of the cases brought to the NFYFC, would not have escalated if early interventions were made at the initial stages. This translates to a significant number of YFC members that become victims, which we all wish to avoid.

Every case (even the simplest) causes upset and fractured relationships within a YFC, which we wish to avoid. A significant factor has been identified as those responsible for the YFC not knowing what to do or not do when a case arises or not being able to spot the signs of abuse. A good number of these people did not attend their county federation's club officer training. Therefore, safeguarding awareness training is essential for all those that hold a position of responsibility or trust for a YFC or county federation, and it is, like in most other organisations, mandatory because not knowing is not an acceptable defense in YFC nor in law.

The Charity Commission expects all charities that work with children or adults at risk to make sure all volunteers (and staff) receive regular awareness training on child protection and/or working with adults at risk. It is the responsibility of those in positions of responsibility/trust to participate in this training and that a record of this training must be kept.

References

National Council for Voluntary Organisations <https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/specific-activities/planning-training/what-training-required/>
Charity Commission <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

Who needs to do the training?

All trustees and those in regulated roles in YFC.

Reminder:

Charity Trustees (check club or county constitution to establish who the Charity Trustees are in the YFC club or YFC county federation).

Regulated roles with children, young people and adults at risk. A regulated role is face to face contact with/of children (any person under the age of 18) or adults at risk on more than three (3) occasions in a 30-day period OR overnight supervision between 2am & 6am.

In a YFC club setting the Charity Trustees of every club (whether registered with the Charity Commission, or those that do not meet the requirement to register with the Charity Commission) are as recorded in the



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club constitution (check the document for the club). Usually, the Charity Trustees of a YFC club are at least three of the following:

- Club Chair
- Club Vice Chair
- Club Treasurer
- Club Secretary
- Club Leader
- The list in the club constitution may differ and include more officials. In a YFC club comprising only of members under 18 years of age, club leaders are often the Charity Trustees – check the documents.

In a YFC county federation setting the Charity Trustees of a YFC county federation are often all members of the County Executive Committee, OR a growing number of YFC county federations have now put this responsibility to a Board/Management Committee. This will be as recorded in the YFC county federation constitution.

County roles who need to do the safeguarding training are

Who should do safeguarding training?				
County	DBS			
Management/Executive Committee	Enhanced +			
Role (O/18s)	Trustee?	barred list	Enhanced	Safeguarding training
Chair	✓	✓		✓
Vice Chair	✓	✓		✓
Secretary	✓	✓		✓
Treasurer	✓	✓		✓
President	✓		✓	✓
Vice President	✓		✓	✓
Deputy President	✓		✓	✓
Trustee	✓	✓		✓
County Office Staff/volunteers				
County Organiser		✓		✓
County Admin			✓	✓
County DSO		✓		✓
County Training Officer			✓	✓
Sub committees				
Sub-Committees		✓	✓	✓
Depends on their activity/responsibility/role				



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Your Role in YFC

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Club roles who need to do the safeguarding training are:

Who should do safeguarding training?				
Club				
Management/Executive Committee				
Role (O/18s)	Trustee?	Enhanced + barred list	Enhanced	Safeguarding training
Chair	✓	✓		✓
Vice Chair	✓	✓		✓
Secretary	✓	✓		✓
Treasurer	✓	✓		✓
Role (O/16s but u/18)				
Chair		✓		✓
Vice Chair		✓		✓
Secretary		✓		✓
Treasurer			✓	✓
Role (U/16)				
Chair				✓
Vice Chair				✓
Secretary				✓
Treasurer				✓
Young YFC Officer Safeguarding Training once developed				

Other roles that need to do the safeguarding training are:

Who should do safeguarding training?				
Other roles and U/18 Officer Support				
Role	Trustee?	Enhanced + barred list	Enhanced	Safeguarding training
Club Leader	✓	✓		✓
Club Safeguarding Officer		✓		✓
President	✓		✓	✓
Vice President	✓		✓	✓
Deputy President	✓		✓	✓
Treasurer, President, Vice President, Deputy President	✗	✗	✓	✓
Advisory Committee		✓	✓	✓
Trustee	✓	✓		✓
Sub committees				
Sub-Committees		✓	✓	✓
Depends on their activity/responsibility/role				



Your Role in YFC

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How do I access the course?

You will have been set up as a user on the online learning platform by your county office. To access the learning platform, go to <https://learning.nfyfc.org.uk> and login with your username and password.

I haven't received my login details

If you have not received the login details (a username and password), please, first check your spam/junk folder.

If you have not received it, please contact your county office who will be able to give you your username OR

Send an email to training@nfyfc.org.uk (please include details of which county you are from, full name and the email address likely to be used to register you, so that we can find you on the system) and ask for your username.

When you have your username, you can use the Forgotten Password link on the front page of the online training site at <https://learning.nfyfc.org.uk> and click on the Lost Password link. You can then set up a new password.

County offices have all been sent details of what to do if you do not receive your username. They will also be able to send you the welcome email with the details of the course.

How long will the course take?

It will take between 2 and 2 ½ hours to complete. All eight modules need to be completed. There is a quiz for each module which you need to pass. You can attempt the quizzes as many times as you require.

Top Tip:

Remember you can dip in and out of the course, so don't feel that you have to complete it in one sitting. We recommend you spend just 20 minutes at a time working on the course. You will then have ample time to complete it before the deadline.

How long will I have access to the course materials?

You will have access to the course materials for at least 3 years.



Your Role in YFC

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It says that I need to complete the training in 28 days, what happens if I don't do it?

The training is mandatory to the role you have agreed to do, in the same way DBS checks are, as we have a responsibility to ensure that everyone has sufficient knowledge to fulfil their role, including an awareness of safeguarding the policy and the procedures.

If you do not do the training, you are not fulfilling the duties of your role and must consider your role for a charity working with and for children, young people and those that are, or may become, vulnerable. You must step down from your position of responsibility/trust with YFC if you have been unable to fulfil the duties of the role held with YFC.

If there is a genuine reason why you are unable to do the training within the 28 days please speak to your County Federation, who may be able to extend your date for completion.

Will I have to renew my safeguarding awareness training?

Certification remains valid for three years from the completion date. You may be asked to do refresher training during this time.

If you hold the same or a different position in YFC that is a position of trust/responsibility or regular supervision of children, in 3 years time, you will be required to participate in safeguarding awareness training again at that time.

I have poor phone signal and or broadband.

There is a mobile app for the site, which once you have logged in the first time will download all the material, you can then complete the course offline and the next time you have signal will upload the results. To obtain the app, go to your usual app store and search for the Moodle Workplace App. When asked for the site enter <https://learning.nfyfc.org.uk> and then enter your username and password.

I already have a Designated Safeguarding Officer (DSO) qualification, do I need to do the training?

Yes, the awareness training is bespoke to YFC and covers examples from YFC. It also covers the YFC policies and importantly the procedures that need to be put in place and what that means in YFC. As a DSO you are required to take regular update training and this safeguarding awareness training counts towards your CPD. And, by participating in the training, you can assist members and volunteers in your county federation with the knowledge of what the course involves.

I'm a member of staff, do I need to do the training?

Yes, by participating in the training, you can assist members and volunteers in your county federation with the knowledge of what the course involves. This training also provides you with professional development.

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1.0	12.08.2024	NFYFC	Final document

