

Youth Café : Incident & Disclosure Protocol

The Old Bank, Albion House, Market Place, Camelford PL32 9PF

- 1) any incident, or disclosure, will be recorded in the book - that will be kept in the 'youth' drawer in the office. The office is securely locked.
- 2) Who ever records the incident will then inform Claire Hewlett as 'lead' figure.
- 3) CH will speak to all the volunteers, via email or Facebook messaging group (the young persons name will be excluded at this stage) to discuss the next step.

next step will be either:
 - a) be aware of the incident and monitor future behaviour and/or,
 - b) contact Young People Cornwall for advice and/or,
 - c) make school aware and/or,
 - d) make parents aware
- 4) If any volunteer is un-satisfied with the decision it is within their right to contact MARU.
- 5) CH will then carry out the 'next step' as the lead person.

An 'incident' will be inappropriate physical contact
 unwanted physical contact
 drug & alcohol issues
 bullying whilst in Youth Cafe

Contact Details:-

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