



**Ascension Island Government**

## **Youth Traineeship Scheme Safeguarding Policy**

<b>AUTHOR:</b>	<b>Ascension Safeguarding Children's Board, AIG Policy Officer</b>
<b>OWNER:</b>	<b>The Administrator</b>
<b>ISSUE DATE:</b>	<b>November 2025</b>
<b>VERSION NO:</b>	<b>1</b>
<b>STATUS:</b>	<b>Published</b>
<b>REVIEW DATE:</b>	<b>TBD</b>

## Contents

1. Purpose.....	3
2. Scope .....	3
3. Background .....	3
4. Principles .....	3
5.1 Code of Conduct.....	4
5.2 Training .....	4
5.3 Supervision and 1:1 Working.....	4
5.4 Reporting Concerns .....	4
5.5 Employing Organisation Checklist .....	4
6. Monitoring and Compliance .....	5
7. Policy Renewal.....	5
Annex A: Code of Conduct – Youth Trainees.....	5
Annex B: Code of Conduct - Employees working with Youth Trainees.....	7
Annex C - Safeguarding Concern Reporting Procedure.....	8
Annex D: Designated Safeguarding Contact List.....	14
Annex E: Employing Organisation Checklist.....	15

## **1. Purpose**

This policy sets out the safeguarding standards and procedures for all youth trainees (aged 16–18) participating in the Youth Trainee Scheme on Ascension Island. It ensures that all employing organisations provide a safe, respectful, and supportive environment for youth trainees while engaged in work placements.

## **2. Scope**

This policy applies to:

- All youth trainees enrolled in the Youth Traineeship Scheme
- All employing organisations
- All employees, contractors, and volunteers working directly with youth trainees

## **3. Background**

Following a review of the Youth Traineeship framework, the Ascension Safeguarding Children's Board recommend that consistent and structured welfare safeguards must be in place across all employing organisations prior to engaging with the Youth Traineeship Scheme. All employing organisations must quickly escalate any serious concerns to an AIG-designated safeguarding contact, as listed in Annex D. Where there is an immediate risk to safety, the Royal St. Helena Police Service Ascension Island Detachment must be contacted immediately. This policy document and the safeguarding standards and procedures it sets out for youth Trainees will be reviewed and where necessary updated on at least an annual basis.

## **4. Principles**

This policy ensures that all employing organisations maintain consistent standards of safeguarding in relation to the Youth Traineeship Scheme on Ascension Island. Section 51 (1) of the Child Welfare Ordinance, 2011 enshrines protections for children from employment or activities which may be detrimental to their health, education or development. Therefore, safeguarding is both a legal and moral duty of all employing organisations and their employees, contractors, or associated entities on Ascension Island, and the following principles apply:

- The welfare and safety of youth trainees take priority over all other considerations.
- All safeguarding concerns must be reported promptly.
- Youth trainees must be treated with dignity, fairness, and respect at all times.
- Safeguarding applies both inside and outside of the workplace when and where concerns are identified.

## **5. Key Safeguards**

## 5.1 Code of Conduct

A Code of Conduct for employees and youth trainees is mandatory.

- Youth trainees and their parent/guardian must sign the Youth Trainee Code of Conduct on induction – **See example at Annex A**
- All employees working with youth trainees must read, sign, and comply with the Employing Organisation Code of Conduct – **See example at Annex B**

## 5.2 Training

- All employees must complete safeguarding awareness training appropriate to their role.
- All employees who work with youth trainees must complete NSPCC “Keeping Young People Safe from Abuse” or other CPD-certified training prior to the youth trainee starting their work placement.
- Refresher training must be completed annually.

## 5.3 Supervision and 1:1 Working

- 1:1 supervision is permitted only on a risk-assessed basis and with reviewed safeguards in place, including training, monitoring, reporting, and codes of conduct.
- Where possible, supervision must take place in visible, transparent settings.

## 5.4 Reporting Concerns

- All concerns must be reported immediately drawing on the requirements in this policy document. Where an employing organisation follows its own safeguarding reporting procedure, it is the organisations responsibility to ensure their procedure is compliant with the standards and expectations set out in. Ascension Island Safeguarding Concern Reporting Procedure– **See example at Annex C.**
- Each employing organisation’s designated safeguarding lead contact list, including escalation points, must be displayed in workplaces, and a copy must be provided to Youth Trainees during their induction process. – **See example at Annex D for high-level concerns.**
- Youth trainees should report concerns directly to their employing organisation’s safeguarding leads, their manager, a trusted employee, or an Ascension Island Government appointed safeguarding lead.

## 5.5 Employing Organisation Checklist – See Annex E

Before engaging with a youth trainee, employing organisations must provide:

- Evidence of safeguarding training completion for relevant employees.
- Confirmation of risk assessments for supervision and working environments.
- A signed copy of the Employing Organisation Code of Conduct (See example at Annex B).

- Confirmation of procedures for raising and responding to safeguarding concerns, including awareness of how to escalate high-level concerns to AIG-appointed safeguarding leads.

## **6. Monitoring and Compliance**

- The employing organisation's Human Resources department will maintain safeguarding records, including training logs, signed codes of conduct, and reported concerns.
- Employing organisations must submit completed checklists when applying for approval of youth trainee placements.
- Section 10 (2) of Employment (Alternative Contractual Arrangements) Regulations 2022 states that youth trainee agreements must be approved by the Administrator, include adequate welfare safeguards; obtain the written permission of a parent or guardian's consent.
- To comply with the Employment Ordinance 2022, the Ascension Safeguarding Children's Board and Administrator will review safeguarding compliance before approving employing organisation placements.

## **7. Policy Renewal**

- This policy will be reviewed annually by the Ascension Safeguarding Children's Board, alongside the Safeguarding Concern Reporting Procedure. Updates will reflect legal requirements, best practice, and local safeguarding needs.

## Annex A: Code of Conduct – Youth Trainees [Sample Template]

As a youth trainee working with your assigned employing organisation, you are joining a professional workplace where everyone is expected to treat each other with respect and dignity. This Code of Conduct sets out what is expected of you to help ensure a safe, supportive, and productive environment for yourself and those around you.

1. Treat colleagues, supervisors, other youth trainees, and anyone who engages with your employing organisation with respect at all times.
2. Be polite, considerate, and professional in your behaviour and always use appropriate language.
3. Follow instructions carefully, ask questions if you're unsure, and always try your best.
4. Always follow health and safety instructions and wear any required protective equipment.
5. Never put yourself or others at risk, report any unsafe behaviour or concerns immediately.
6. If you feel uncomfortable or unsure about something, speak to your Youth Trainee Coordinator or Human Resources.
7. Dress appropriately for work.
8. Avoid over familiar or inappropriate comments, jokes, or actions.
9. Do not use your mobile phone including the taking of photos, social media, or personal devices during working hours unless authorised.
10. Always share any concerns you have about your safety or the safety of others to a trusted adult.

By signing below, I confirm that I have read and understood the Youth Trainee Code of Conduct.

I agree to follow the guidance outlined above and understand that not meeting these expectations may result in a review of my placement.

Trainee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing below, I confirm that I have read and understood the Youth Trainee Code of Conduct with my child. I support their participation in the programme and acknowledge the expectations set out above.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Annex B: Code of Conduct - Employing Organisation employees working with Youth Trainees [Sample Template]**

All employing organisation employees may come into contact with youth trainees from time to time and therefore must uphold the highest standards of professionalism and safeguarding. This Code of Conduct is designed to ensure a safe, respectful, and supportive working environment for youth trainees in the workplace.

1. A minimum of two adults (2:1 supervision) should be present when working with a youth trainee wherever possible, unless agreed otherwise.
2. 1:1 supervision may take place when it has first been agreed by management, has been adequately risk-assessed and deemed absolutely necessary given the circumstances.
3. Any employee who works with a youth trainee must complete the NSPCC “Keeping Young People Safe from Abuse” training course or a similar standard CPD-accredited course.
4. Always maintain appropriate professional boundaries and act as a positive role model.
5. Avoid any behaviour that could be perceived as overly familiar, inappropriate, or discriminatory.
6. Always treat youth trainees with dignity and respect, regardless of their background, beliefs or identity.
7. Communicate with youth trainees in a clear, age-appropriate, and respectful manner, whether in person, by phone, or online.
8. Do not take or share photos, videos, or recordings of youth trainees without prior written consent from their parent/guardian and appropriate management approval.
9. Avoid unnecessary physical contact with youth trainees. Any required physical assistance (e.g., demonstrating a task, or for the safety of the youth trainee) must be appropriate, explained clearly, and consented to. Wherever possible, this should take place in the presence of another employee.
10. Refrain from discussing personal issues or engaging in gossip with or about youth trainees.
11. Never use language or humour that is inappropriate, offensive, or could be misinterpreted.
12. Be alert to signs of distress, abuse, or concerning behaviour by youth trainees, and report any concerns promptly to the employing organisation’s Youth Trainee Coordinator or Human Resources department in line with the Ascension Island Youth Trainee Safeguarding policy.
13. Do not promise confidentiality to a youth trainee. Certain information may need to be shared for safety purposes.
14. All employees have a duty to report any safeguarding concerns through the appropriate channels.

By signing below, I confirm that I have read and understood the Ascension Island Youth Traineeship Safeguarding policy and the above Code of Conduct for working with youth trainees and am committed to upholding the standards set out. I recognise the importance of creating a safe and respectful environment for young people, and I understand that any concerns about conduct will be managed in line with my employing organisation’s policies and procedures.

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Annex C - Safeguarding Concern Reporting Procedure [Sample Template – to be used where an employing organisation does not have an equivalent standard]**

### **Principles**

All employing organisations on Ascension Island are committed to providing and maintaining a safe, respectful, and supportive working environment for all youth trainees. Safeguarding and promoting the welfare of youth trainees is not only a legal and moral duty but also essential to their personal development, wellbeing, and success in the workplace.

All employees, contractors, and others who work with youth trainees must be made aware of their safeguarding responsibilities, know how to recognise signs of harm or distress, and understand the correct procedures for reporting safeguarding concerns.

### **Types of Abuse and Harm**

Abuse can take many forms and may happen once or be repeated over time. It can cause physical or emotional harm, violate a person's rights, and have a lasting impact on their wellbeing and development.

All forms of abuse are unacceptable, whether they occur inside or outside the workplace. Sometimes abuse may take place in the home, in the community, online, or in other environments, but signs of it may be noticed in the workplace. All employees have a duty to be alert to these signs and to respond appropriately, even if the concern does not relate to something that happened at work.

Below are the main types of abuse youth trainees may experience or be at risk of experiencing. More than one type of abuse can occur at the same time:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Bullying (including cyberbullying) and harassment
- Discriminatory abuse
- Exploitation
- Financial or material abuse

Everyone working with or around youth trainees must be aware of these forms of abuse, know how to recognise the warning signs, and follow the correct procedures for raising concerns.

### **Recognising the Signs of Abuse**

It is not always easy to recognise when abuse or harm is taking place. The signs can be subtle, may develop over time, and can vary greatly between individuals. Employees are not expected to become specialists in identifying abuse or to make judgments about whether abuse has definitely occurred. However, everyone has a responsibility to remain alert, notice potential warning signs, and take positive action if they have concerns.

The following are examples of indicators that may suggest a youth trainee is experiencing or at risk of abuse.



**Physical Abuse**

Possible signs include:

- Unexplained bruises, cuts, burns, or other injuries
- Injuries at different stages of healing
- Frequent “accidents” or explanations that seem unlikely
- Wearing long sleeves or other clothing to hide injuries, even in hot weather
- Flinching or seeming fearful of physical contact

**Emotional or Psychological Abuse**

Possible signs include:

- Low self-esteem or sudden loss of confidence
- Appearing anxious, withdrawn, or unusually quiet
- Being overly eager to please or avoid conflict
- Difficulty forming relationships or trusting others
- Sudden changes in behaviour, mood, or work performance

**Sexual Abuse or Exploitation**

Possible signs include:

- Difficulty walking or sitting, or unexplained discomfort
- Avoidance of specific people or places
- Inappropriate or sexualised behaviour, language, or knowledge
- Fear of being left alone with certain individuals
- Sudden changes in appearance, hygiene, or clothing style

**Neglect**

Possible signs include:

- Poor personal hygiene or consistently unwashed clothes
- Appearing undernourished or often hungry
- Consistently tired, listless, or falling asleep at work
- Untreated medical issues or lack of appropriate care
- Wearing unsuitable clothing for the weather or task

**Bullying (including Cyberbullying) and Harassment**

Possible signs include:

- Avoidance of certain people, areas, or situations at work
- Becoming withdrawn, anxious, or lacking confidence
- Drop in work performance or motivation
- Reluctance to check messages, emails, or social media
- Complaints of being excluded, humiliated, or persistently criticised

**Discriminatory Abuse**

Possible signs include:

- Derogatory comments or jokes about personal characteristics
- Being excluded from activities or opportunities due to race, gender, religion, disability, or other protected characteristics
- Avoiding certain individuals or groups
- Signs of low morale or distress linked to feeling marginalised

### **Exploitation**

Possible signs include:

- Being pressured to take on unsafe, inappropriate, or excessive work
- Others taking credit for their work or efforts
- Lack of control over their own tasks or schedule
- Fearful or reluctant to refuse unreasonable requests
- Evidence of someone benefitting unfairly from their work or resources

### **Financial or Material Abuse**

Possible signs include:

- Sudden or unexplained loss of money or belongings
- Unpaid bills despite having income
- Pressure to lend or give away possessions or cash
- Reluctance to discuss financial matters or anxiety about money
- Others handling their finances without a clear reason

## **9. How to Respond to a Disclosure of Abuse**

If a youth trainee shares that they are being harmed, abused, or are worried about something, it's important to respond calmly, take their words seriously, and follow the safeguarding reporting procedure. Your role is to identify that a disclosure has been made, to document the same whilst offering reassurance and escalating to a designated safeguarding contact. Whilst it may feel natural for you to ask questions, you must remember that it is not your role to investigate matters. Disclosing abuse is a brave step, if questions are asked of the person making the disclosure they may feel that they are not being believed, or they may become alienated from the process.

Do:

- Remain calm and level-headed
- Reassure the trainee that you are listening and taking them seriously
- Listen carefully and actively, without interrupting
- Let them know what will happen next
- Record exactly what they have told you as soon as possible, using their own words
- Share the concern promptly in line with safeguarding procedures

Don't:

- Promise to keep secrets
- Rush their account or interrupt them
- Ask leading questions or attempt to interview them

- Make assumptions about what happened
- Show you are upset or angry
- Show disbelief or dismiss their account
- Speak negatively about the alleged abuser

### **How do I report a Safeguarding Concern following a disclosure?**

It is not the role of employing organisation employees to investigate, make judgements, or decide whether abuse is taking place. However, it is the responsibility of all employing organisation employees to report any safeguarding concerns and to follow the correct procedure.

### **Safeguarding Concern Reporting Procedure**

If you do not have computer access, report your concern immediately, either in person or by phone, to either one of the employing organisation's listed designated safeguarding leads or, if you prefer, to an external AIG-appointed safeguarding lead. Employees should familiarise themselves with the list of designated safeguarding leads including AIG-appointed safeguarding lead. Lists will be available from the employing organisation's HR department.

If you do have computer access, you must complete a Safeguarding Alert Form and submit it directly to a safeguarding lead as soon as possible after the incident or disclosure.

This must include:

- Your name and contact details
- The name of the youth trainee concerned
- Date, time, and location of the incident or disclosure
- Exactly what was said or observed (use the trainee's own words where possible)
- Names of any witnesses or other people present
- Any immediate actions taken to ensure safety

All reports, verbal or written, must be made without delay so that safeguarding leads can take prompt and appropriate action. Reporting a safeguarding concern should not cause a delay. If you have difficulty completing this form in a timely manner, contact a listed designated safeguarding lead immediately, using the contact information provided. The leads may be able to assist with completing the form if required.

### **If someone is in immediate danger**

If someone is in immediate danger or the employing organisation assesses that there is a high-level safeguarding concern, contact the Royal St. Helena Police Service Ascension Island Detachment immediately.

If there is a serious concern, contact one of the AIG-appointed safeguarding leads listed in Annex D immediately, who will assess and escalate as appropriate.

### **What should I do if I suspect Abuse?**

If a youth trainee's behaviour, appearance, or circumstances give you cause for concern, even if they have not spoken to you, it is important that you act. Safeguarding is not limited to responding to direct disclosures; concerns based on your observations are just as important. If

you do not have computer access, you must report your concern immediately, either in person or by phone, to one of the listed designated safeguarding leads. Employees must familiarise themselves with this list, which is also displayed on employee notice boards across all workplaces. If you do have computer access, you must complete a Safeguarding Alert Form and submit it directly to a safeguarding lead as soon as possible after noticing the concern.

Your report must include:

- Your name and contact details
- The name of the youth trainee concerned
- Date, time, and location where the concern arose
- Exactly what you saw, heard, or noticed (use the trainee's own words if applicable)
- Any changes in appearance, behaviour, or attitude you have observed
- Names of any witnesses or other people present
- Any immediate actions taken to ensure safety

### **Safeguarding Concern Reporting Procedure**

Stick to factual observations, avoid making assumptions or trying to decide whether abuse has occurred. Your role is to share your concerns promptly so safeguarding leads can take the right action.

### **How Youth Trainees Can Report Concerns**

Youth trainees are encouraged to speak up if they feel unsafe, are worried about something, or believe they, or another trainee, may be experiencing harm or unfair treatment. Concerns can relate to behaviour inside or outside of the workplace.

If you have a concern, you must:

- Speak directly to one of your employing organisation's listed designated safeguarding leads, either in person, by phone or by email.
- If you feel more comfortable, you can also speak to your line manager, or another trusted employee, who will pass the information to a safeguarding lead on your behalf.
- If the matter is urgent and you cannot reach a safeguarding lead, contact any manager or supervisor immediately so they can take positive action to keep you safe.
- If you do not feel comfortable contacting your employing organisation's safeguarding leads, you can contact an Ascension Island Government Safeguarding lead (listed in Annex D).

You do not need proof that something is wrong, sharing a worry is enough. Your concern will be taken seriously, treated with respect, and handled confidentially.

Youth trainees will be given the Youth Trainee Code of Conduct (provided by the employing organisation, example at Annex A), which explains the standards of behaviour and safety we expect while at work. They will be asked to read it, talk through any questions, and sign to show they understand and agree to these expectations. A parent or guardian will also sign to show they have read and support the Code of Conduct.

### **Confidentiality and information sharing**

All safeguarding matters are highly confidential. Any information relating to a safeguarding

concern must only be shared with a designated safeguarding lead. Where a concern has been disclosed to a trusted person that is a non-designated safeguarding lead, this information should be passed on to a designated safeguarding lead. The trusted person has a duty of care not to disclose any details of the concern beyond the safeguarding lead. All employing organisations must quickly escalate any serious concerns to an AIG-designated safeguarding contact, as listed in Annex D. Where there is an immediate risk to safety, the Royal St. Helena Police Service Ascension Island Detachment must be contacted immediately. Safeguarding information must never be discussed with anyone else, inside or outside of the workplace, unless you are in a confidential meeting organised specifically for the purpose of addressing the concern by one of the persons listed as a designated safeguarding contact, the employing organisation's HR Department.

This approach protects the privacy and safety of the youth trainee, ensures the integrity of any investigation, and complies with safeguarding best practice. Unauthorised sharing of safeguarding information is a serious breach of policy and may result in disciplinary action.

### **Training and Support for Employees**

All employees will receive safeguarding awareness training appropriate to their role. Refresher safeguarding training will be completed annually, in line with the new year starting dates for youth trainees, to maintain awareness and reinforce best practice.

Employees who may come into contact with a youth trainee in their work setting must first complete the NSPCC "Keeping Young People Safe from Abuse" training, or such similar training as may be directed, before the commencement of the Youth Traineeship placement. Employees will also be provided with a Code of Conduct (Annex A), which they will be required to read and sign to confirm they understand and will follow its requirements.

The employing organisation's HR Department will maintain accurate training and acknowledgement records to ensure compliance with safeguarding obligations.

### **Review and updates**

This procedure will be formally reviewed on an annual basis to ensure it remains current and effective. The list of designated safeguarding contacts will be maintained and updated by the employing organisation's HR department as and when changes occur, including during periods of absence.

Updated versions of the contact list will be circulated by the employing organisation's HR department to ensure all employees and youth trainees have access to accurate information.

## Annex D: AIG-Appointed Designated Safeguarding Contact List

If you ever have a safeguarding concern about your safety or the safety of someone else:

1. Speak up as soon as possible. Don't wait to be sure.
2. Use the safeguarding contacts listed below to share what you've seen, heard, or experienced.
3. If someone is in **immediate danger**, you must notify the Royal St. Helena Police Service Ascension Island Detachment immediately.

Job Title & Name	Email	Phone
Social Worker	<a href="mailto:Social.worker@ascension.gov.ac">Social.worker@ascension.gov.ac</a>	+247 64691 +247 46181
Police Inspector	<a href="mailto:Police.inspector@ascension.gov.ac">Police.inspector@ascension.gov.ac</a>	+247 66225 +247 45297
Two Boats School Head Teacher Tania Maggott	<a href="mailto:Tania.maggott@tbschool.edu.ac">Tania.maggott@tbschool.edu.ac</a>	+247 64450 +247 47686
Midwife-Mother & Child Community Health Nurse Hayley Snell	<a href="mailto:Hayley.snell@ascension.gov.ac">Hayley.snell@ascension.gov.ac</a>	+247 66252
Senior Medical Officer Bill Hardy	<a href="mailto:Bill.hardy@ascension.gov.ac">Bill.hardy@ascension.gov.ac</a>	+247 66252/66303 +247 45312

If you cannot reach one contact, try a different person on the list.

Remember: You do not need to be certain something is wrong.

If you are unsure, it is always better to tell someone.

## Annex E: Employing Organisation Checklist

Action	Complete
Safeguarding lead contact details made available to all employees and trainees.	
Employing organisation has implemented the Youth Trainee Safeguarding Policy	
All employees have read, understood, and signed the Code of Conduct.	
Youth trainee and parent/guardian have signed the Youth Trainee Code of Conduct.	
Criminal record or police checks have been undertaken where legally possible.	
Any limitations in vetting (e.g. access to non-conviction data) are acknowledged and managed through additional safeguards.	
All employees in contact with youth trainees have completed safeguarding awareness training of the equivalent standard as the NSPCC "Keeping Young People Safe from Abuse" training course.	
Training logs and certificates are maintained by employing organisation HR Department/Safeguarding Coordinator.	
Annual refresher training is scheduled and tracked.	
Risk assessments for youth trainee placement has been completed.	
All employees and trainees have been briefed on how to raise concerns.	
Procedures are in place to escalate urgent or serious safeguarding concerns to police/social services where immediate risk of harm exists.	
Employing organisation maintains safeguarding records, including training logs, signed Codes of Conduct, and reported concerns.	
Employing organisation commits to providing an annual safeguarding compliance report to the Ascension Safeguarding Children's Board, including evidence of training completion, and risk assessments.	
Youth trainees receive safeguarding induction covering how to report concerns, code of conduct expectations, who to contact for help, and their rights to a safe and respectful workplace.	

### Declaration

I confirm that the above safeguarding standards have been met and will be maintained throughout the duration of the Youth Trainee placement.

#### Safeguarding Coordinator / HR Rep.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### ASCB Reviewer

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_