



Registration & Supervision Procedure

Approved: Trustees 23rd January 2020.

Review due: By January 2022

Purpose

The Clockwork Charitable Trust is fully committed to safeguarding the welfare of all young adults, and will implement this Registration and Supervision Procedure to fulfil its duty of care.

This Procedure will apply to all individuals using formal services providing by, or on behalf of, Clockwork, and to the individuals providing, or assisting with, those formal services.

Responsibilities and monitoring

Monitor: Designated Safeguarding Lead

Approve: Board of Trustees

Draft and review: Development Officer

Policy and Procedure

Registration and contact details:

All young adults, members of staff, volunteers and other visitors must be signed in and out, either by themselves or by a member of staff.

All young adults using services provided by Clockwork will be required to fill in a registration form, containing some personal information, such as name, address and contact details. Contact will only be made with service users with regards to official Clockwork Charitable Trust business i.e. cancellation/rescheduling of an appointment. Contact details for a parent/carer must also be provided, in case of emergencies.

If a young adult is absent from a scheduled appointment without explanation, a member of staff will contact the service user and/or a parent/carer to try to ascertain the reason for the absence. A record will be made of this.

All personal details collected, along with all daily registration sheets, will be stored, and disposed of, safely and securely, and will be used in accordance with Clockwork's Data Protection Policy. All personal details will also be treated in accordance with Clockwork's Confidentiality Policy.

Security of the setting:

All staff and volunteers will be made aware of stranger danger through appropriate training. All staff and volunteers will be made aware of security and systems that are in place at any setting being

The Clockwork Charitable Trust

Registered Charity No. 1181923



Working for the mental well-being of young people

used by the Trust, such as which doors are locked or unlocked; alarms; the use of security systems; and the importance of having identification.

Supervision:

No young adult will be left unsupervised at a Trust setting i.e. if a young adult is on site, then at least one member of staff or trained volunteer will also be present. The ratio of young adults to members of staff/volunteers will never be greater than ten to one, as advised by the NSPCC:

<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>