



Safeguarding Children and Adults Policy

If there is any immediate danger, call 999.

WISE UP Workshops has a duty of care as set down in the Safeguarding Vulnerable Groups Act 2006 and Children Act 2004 to the children, young people and adults who come into contact with us. It is the responsibility of

WISE UP Workshops to safeguard those young people, children and adults. This policy applies to all relevant activities, all of our communications including digital media and to all individuals working in such activities whether as an employee, freelancer or volunteer.

This policy runs in conjunction with our *e-safety policy*, and links to the WISE UP Workshops *Recruitment Policy*, *Whistle Blowing Policy* and *Anti-Bullying Policy*.

Aims

There are three main principles to this Safeguarding Children and Adults Policy:

1. **Prevention** - to safeguard and promote the interests and well being of WISE UP Workshops users and staff in order to prevent abuse

2. **Protection** - providing a step-by-step guide on the procedure to follow if an allegation of/or abuse has taken place

3. **Support** - to service users and employees, alleged victim or perpetrator.

WISE UP Workshops staff will endeavour to ensure that all children, young people and adults participating in WISE UP Workshops activities both physically and virtually or using WISE UP Workshops facilities will do so safely and be treated with respect and understanding.

WISE UP Workshops will take all reasonable steps to protect the rights, health and well being of groups who take part in any activities organised by WISE UP Workshops.

Protection and safeguarding issues can be emotive and WISE UP Workshops will offer suitable impartial support to any member of staff affected by this policy, whether directly or indirectly.

Child Protection training will be made available to all members of staff who are regularly working with children and young people whether directly or indirectly. This training will be updated annually.

Child Protection Designated Person

The named, designated people for Safeguarding and Child Protection at WISE UP Workshops are ***Elspeth Roberts and Jo Gibson*** with Elspeth Roberts as the lead person.

The general role of the designated person is to:

1. Be the main point of contact for staff, volunteers, young people and parents/carers in all matters relating to child protection and safeguarding.

2. Stay up to date with legislation, training and developments relating to safeguarding and child protection.

In the event that a safeguarding matter arises, the designated person will:

1. Receive information from staff, volunteers, young people, parents and other parties who have child protection queries or concerns and follow them up.
2. Assess information promptly and carefully, clarifying and obtaining information about the matter as appropriate.
3. Consult with statutory child protection agencies to test doubts or uncertainties
4. Make a formal referral to a statutory child protection agency or the police without delay
5. Record the actions clearly and appropriately

Ways to contact the Designated Child Protection Officer must be clear and easily accessed to all relevant parties.

Images, Photography and Video

WISE UP Workshops will take pictures and footage of events and sessions for:

- Marketing
- Evaluation and evidence

In the event of WISE UP Workshops engaging someone to take photographs/film of WISE UP Workshops events or sessions, WISE UP Workshops will either:

- Ensure that consent forms have been received from parents or carers of those under 18
- Clearly display notices that film/photographs are being taken at events

- Ensure that the person taking film or photos will ask if it is suitable for those images to be used for marketing or evaluation purposes.

Any images that are taken will be edited for suitable images. All unsuitable images or film footage will be destroyed. Film or photographs that are kept will be done so on the WISE UP Workshops pc and will be filed with the event and date that the footage/images were taken. The images will only be accessed by the marketing team for marketing purposes and by project managers for evaluation purposes.

Recruitment Procedure

WISE UP Workshops aims to ensure, as far as possible, that anyone working with children, young people or adults is safe to do so in terms of child protection and safeguarding.

The Company Administrator will ensure that the following checks are carried out on all relevant prospective staff and volunteers as well as relevant current staff and volunteers.

a) All relevant applicants (for regulated activity under the new disclosure and barring service) will be notified that DBS checks will be carried out as a condition of service. WISE UP Workshops will also follow guidelines regarding the appropriate level of check. Volunteers will be checked where they fall under DBS guidelines and a DBS check applied for accordingly. A decision about the results of the DBS check will be made by the Leadership

Team upon receipt of the results based on the position applied for and the information and results of the check.

b) Personal and professional references or personal recommendation will be required in writing through a standard reference request form.

c) Signed declaration (on application form)

d) Formal / interview process which will include a set of questions and / or a discussion of Child Protection and Safeguarding issues. This will include social networking websites.

For staff and employees working on regulated activity, existing checks will be appropriate for staff members who work with us on an infrequent basis. However, the disclosure must be enhanced and less than 2 years old. The CRB/DBS reference number and umbrella body details will be needed so WISE UP Workshops can check the viability of the check.

However we will consider the following before making a decision:

- The applicant's criminal record or other relevant information may have changed since its issue.
- The decision made by a Chief Police Officer to disclose information on a DBS certificate was made based on the position for which the criminal record check was originally applied for. WISE UP Workshops cannot assume that no other intelligence would be disclosed for a different position.
- The information revealed was based on the identity of the applicant, which was validated by another registered body, at the time that the original check was requested. Therefore, WISE UP Workshops should ensure that the identity details on the certificate match those of the applicant.

We will carry out CRB checks on people who work for WISE UP Workshops on a regular basis bearing in mind that there is no official expiry date for a criminal record check issued by the Disclosure and Barring Service (DBS) and noting that:

i. Any information revealed on a DBS certificate will be accurate at the time the certificate was issued.

WISE UP Workshops should check the date of issue on the certificate to decide whether to request a newer one. In certain employment sectors a new criminal record check may be required periodically.

ii. WISE UP Workshops may also be required by law to carry out a fresh check of the DBS children's and/or adults' barring lists in accordance with sector-specific guidance.

iii. WISE UP Workshops can keep a DBS certificate for no longer than six months, to allow for consideration and resolution of any disputes or complaints after a recruitment or suitability decision is made. If it is considered necessary to keep the certificate information for longer, you should consult the DBS.

These procedures are mandatory. If for any reason, the check has not been submitted to the DBS, then the member of staff will not work unaccompanied on an activity involving children or young people.

Practice when abuse is disclosed or suspected.

Abuse can cover a wide range of issues including neglect, physical, sexual and emotional abuse. All allegations, reports or suspicions of abuse will be treated seriously and with sensitivity by the Designated Child Protection Officer.

Staff cannot promise confidentiality to any person who may disclose abuse to them.

Where it is believed that a child is suffering from or is at risk from, significant harm, the matter should be reported immediately to a senior staff member who will report the case to the Social Services Inspection Unit.

Disclosure from a child

- If a person discloses abuse staff should give the individual the opportunity to talk in private but in sight of other workers.
- Listen carefully to what the person is saying and offer support and reassurance.
- Do not express anger or shock.
- Be careful not to interrogate the individual as this may contaminate evidence and prejudice future action.
- It is important never to make promises that cannot be kept.
- It is important to make clear to the child/young person/ adult that what is said will be passed on to others.
- Make it clear that you will only tell the people who need to know and who should be able to help.
- The member of staff should make a careful written record of all that is said at the earliest possible opportunity and to arrange an urgent meeting with a senior staff member. Good recording is an essential part of the procedure. Make sure any records are:

Accurate A careful record should be made of any concerns and relevant incidents

Concise Facts should be recorded without unnecessary detail

Factual It is essential to record the nature and source of the information and by whom. What was observed and by whom, hearsay and third party information must be clearly recorded as such.

Ethical It is important to be non-judgemental and non-discriminatory.

When recording a disclosure or an allegation you should aim to:

- Note what the person has said using the person's own words
- Describe the circumstances in which the disclosure came about
- Note the setting and anyone else who was there at the time
- Be aware that the report may be required later as part of an investigation
- The written account should be passed to the Development Director and stored in a safe place
- It is not the responsibility of staff to investigate the disclosure or to decide whether or not abuse has taken place. Each employee has a responsibility to act if there is a cause for concern
- A member of the Leadership Team is responsible for reporting disclosure to Social Services.

Suspicion of child abuse

A member of staff who suspects that an individual is experiencing abuse should ask for a confidential meeting with a member of the Leadership Team.

Appropriate action will be discussed and where there are reasonable grounds (e.g. behaviour, physical symptoms or signs) the senior staff member will inform Social Services.

Keep to the facts - dates and particular incidents. When expressing an opinion make it clear that **it is your opinion only.**

Immediate action

Any member of staff who believes an individual may be suffering or may be likely to be at imminent risk of suffering significant harm, and causes of physical and sexual abuse must make a referral to Social Services.

1. Call 999 if there is any immediate danger
2. This should be done by passing your concerns immediately to the senior staff member or if unavailable directly to Social Services
3. There is no requirement at this stage to inform parents / carers / responsible adults of your intention to inform Social Services if you feel this puts you or the individual at risk but it would be the normal procedure.
4. When speaking to Social Services give your name and role
5. Obtain and record the Social Workers name and the time the call was made
6. Explain your concerns, giving as much clear and concise information as possible, based on your professional judgement. The Social Worker will assess the situation and if required initiate the appropriate procedures to protect the individual
7. At the earliest opportunity inform the senior staff member.

PROTECTION OF STAFF

Staff should be aware of issues around protection and safeguarding including the need to protect themselves from allegations of abuse. The following guidelines should be practised:

- Be publicly open when working with groups and avoid situations where staff and individuals are completely unobserved.
- As a basic principle no activity should be run without at least two members of staff present.
- In the event that there is a need for individuals to undress they should be encouraged to undress themselves as far as is possible and if they require assistance to help each other in groups. If help is necessary from a staff member two members of staff should be present at all times.
- Do not engage in rough, physical or sexually provocative games, including horseplay.
- Do not allow or engage in any inappropriate touching of any form. It is recognised, however, that in caring for children and adults can, at times, involve physical contact (e.g. cuddles, picking up etc). Staff should be aware of how and when this is appropriate and ensures that they are in public at all times. People must never be cuddled or picked up against their will. Always ask permission and explain the reason for any need to touch.
- Do not make sexually suggestive comments to individuals or groups - even in fun.

- Male members of staff should not use urinals when there are children present.
- If an individual requires help with toileting two members of staff must be present and parental permission obtained in writing.
- Do not do things of a personal nature that an individual can do for him/herself.
- If a member of staff accidentally hurts or distresses an individual in any way or if the individual misunderstands something that the person has said or done the senior staff member should be informed immediately, the Accident Book should be filled in and the parents/ guardians of the individual contacted.
- Criticism of participants should always be constructive.

ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF

If any allegations of abuse are made against a member of staff the Leadership Team must be informed immediately. (The senior staff member will inform the Chair of the Board and the member of staff will be suspended from working whilst the necessary authority carries out an independent investigation. This does not imply guilt but is imposed to protect that staff member during the investigation and is in line with Lancashire Area Child Protection guidelines. If a senior staff member is the subject of the suspicion/allegation the report must be made directly to the Chair of the Board. Everyone has a responsibility to promote and maintain good practice in all of WISE UP Workshops work. WISE UP Workshops actively requires staff to

report all suspected bad practice and air any concerns in confidence if necessary. Better to report a suspicion and be wrong than not to report it at all.

CONFIDENTIALITY

Personal information about WISE UP Workshops users held by professionals is confidential and should not normally be disclosed without the consent of the person involved. The law does however permit disclosure of confidential information without permission if it is necessary to safeguard a child, children or adult; this includes cases of child protection.

REVIEW

WISE UP Workshops will review this policy annually to ensure its effectiveness and, where necessary, additional practical guidelines will be prepared and implemented.

Contact Numbers

For immediate danger call 999

Lancashire Social Care 01524 66246

Lancashire Police 101

More Music's Child Protection Officer Elspeth Roberts 07506 295782

NSPCC

- anonymous Helpline
- text
- email
- website

0808 800 5000

88858

help@nspcc.org.uk

nspcc.org.uk/reportconcern

Samaritans

- phone
- email

08457 90 90 90

jo@samaritans.org

Childline 0800 1111

Appendix 1

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating, or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to an individual whom they are looking after.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of an individual such as to cause severe and persistent adverse effects on an individual's emotional development. It may involve conveying to individuals that they are worthless or unloved, inadequate, or valued only insofar as they might meet the needs of another person. It may involve causing individuals

frequently to feel frightened or in danger, or the exploitation or corruption of individuals.

Sexual Abuse

Sexual abuse involves forcing or enticing an individual to take part in sexual activities, whether or not the individual is aware of what is happening. The activities may involve physical contact, involving penetrative (e.g. rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving individuals in looking at or in the production of pornographic material or watching sexual activities or encouraging individuals to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet an individual's basic physical and or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect an individual from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect, or unresponsiveness to an individual's basic emotional needs.

Signed: Director Elspeth Roberts E.Roberts

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Date: 16th of June 2016

Date of next review, no later than: 15th of June 2017

Reviewed: 10th of June 2018

Signed: Director Elspeth Roberts E.Roberts