

Insight Community Project

Safeguarding and Child Protection Policy

Insight Community Project is a community interest group which aims to deliver activities within the Erewash area. The activities and events aim to promote healthy lifestyles and mental wellbeing and inspire young people and families.

At Insight Community Project we believe that everybody has a responsibility to promote the welfare of all children and young people and to practice in a way that keeps them safe and protects them from harm. We are committed to building a 'culture of safety' for all of our service users and within the wider community.

We will give equal priority to all children and young people regardless of their age, disability, gender, reassignment, race, religion, belief, sex or sexual orientation. We also recognise the additional needs and barriers faced by those with disabilities and those from minority ethnic groups and disadvantaged communities.

Our policy explains how we at Insight Community Project will;

- Keep children and vulnerable adults safe from harm
- Respond to child protection concerns.

This policy covers any service users under the age of 18 years and must be followed by all members of staff and volunteers. The policy also includes safeguarding vulnerable adults who may come into contact with our service such as parents, carers or siblings.

The appointed safeguarding leads at Insight Community Project are Owen Ferron and Carly Ferron.

This person will undertake relevant training in order to update their knowledge of safeguarding and is responsible for cascading this to all other members of staff.

Recruitment and staff responsibilities

- Every member of staff or volunteer must undergo an enhanced DBS check before commencing work with Insight Community Project. These checks will be stored on file and subsequent checks carried out every 3 years. Any person deemed unsuitable to work or volunteer will not be permitted to do so.
- Every member of staff must complete 'An Introduction to Safeguarding' training course either online or a face-to-face session (delivered by Derbyshire Safeguarding Children Board) in order to have appropriate knowledge of safeguarding and their role within it.
- Relevant training will be undertaken and renewed routinely and an electronic training record will be kept for each member of staff.
- All staff must have at least one annual refresher safeguarding training.
- All members of staff feel confident to ask questions in relation to safeguarding and child protection and feel confident exercising an element of professional curiosity within their role.
- All staff members understand their role in responding to a child protection or safeguarding concern and are confident in the process to follow in reporting a concern.
- All staff members understand the General Data Protection Regulations and Data Protection Act 2018. They also understand the importance of lawfully sharing information with safeguarding partners and agencies where there are safeguarding concerns.

- All members of staff and volunteers will read all policies and procedures prior to commencing work.
- All staff are aware of the procedures to follow in order to escalate a child protection concern if they feel their initial concern has not been dealt with appropriately or they have not received an update.
- All staff members understand that they are a role model to service users and adhere to the 'Insight Community Project code of conduct' – please see separate document.
- All volunteers must be at least 18 years of age and must be deemed responsible and competent.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their work with us).
- Community Insight Project will inform the Disclosure and Barring Service if any member of staff is dismissed, or resigns due to reasons that would have otherwise resulted in dismissal, for reasons of a child protection concern.
- Personal mobile phones and devices are not used to take photographs or videos of any activity or event.
- Photos and videos that are taken during events must only be done so with the permission of the person involved or their parent or guardian if under the age of 18. The purpose of these images must be made clear. For example, for use in promotional material / advertising.
- All members of staff have sound knowledge of the potential risks that face our service users. These are outlined below;

Potential risks that our service users may face include, but are not limited to;

- Substance misuse (Alcohol, drugs, smoking)
- Bullying
- Abuse
- Neglect
- Sexual Exploitation / grooming
- Social media / other forms of cyber bullying and abuse
- Gang related activity
- Criminal activity
- Dangerous / Risky behaviour
- Terrorist related activity
- Modern Slavery
- FGM

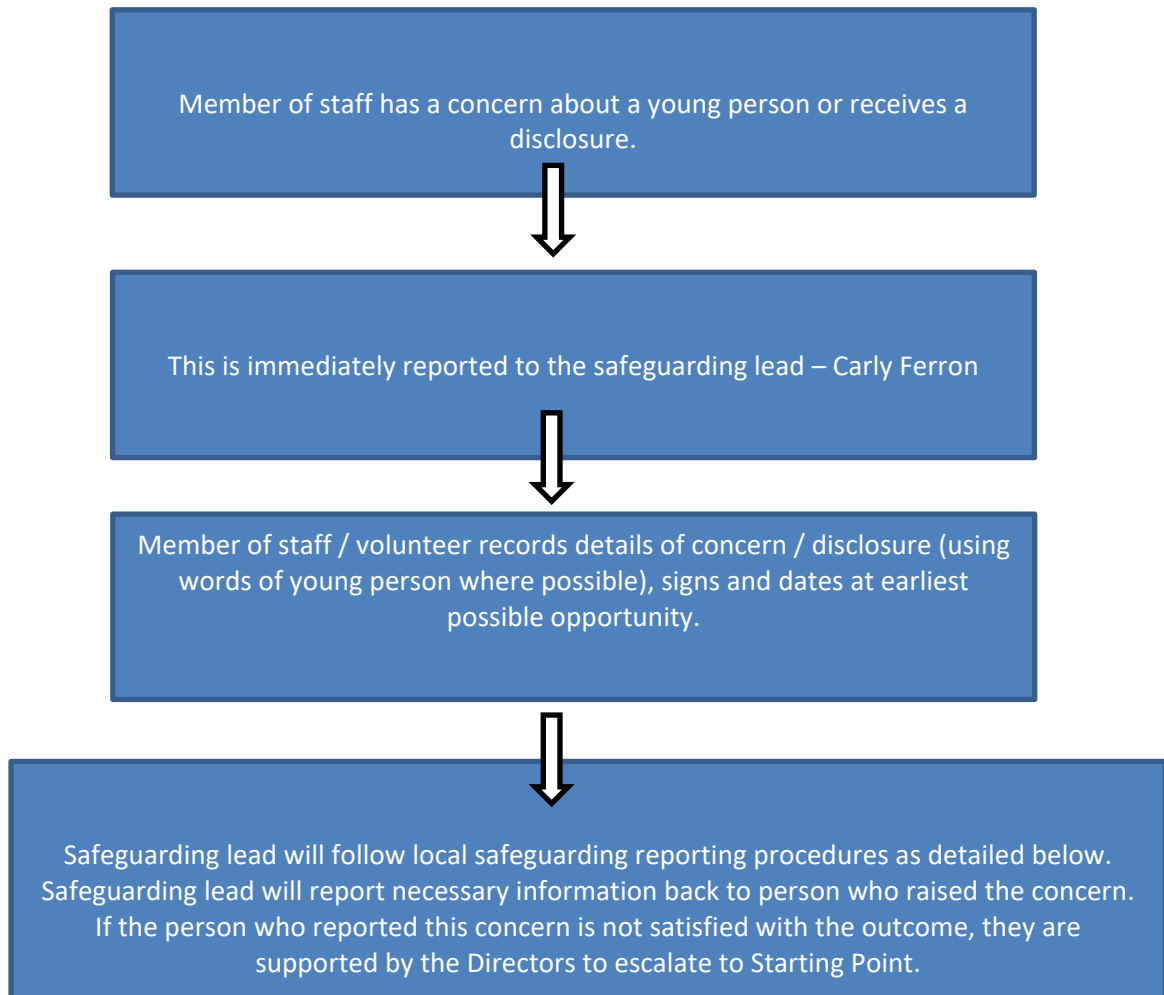
All members of staff will undergo relevant Safeguarding training in order to gain knowledge and awareness of such risks and to update this knowledge accordingly.

Delivery of activities and events

- Every activity or event will be risk assessed prior to and during the event in order to minimise any potential risk.
- Only staff who have had relevant checks will be permitted to run sessions.
- Only 'qualified' persons will undertake certain activities, where necessary. For example, those which pose a risk to the health and safety of participants.
- Events will be planned and delivered in line with health and safety policies and procedures set in place by the local authorities.

Responding to child protection concerns

The following flowchart explains how staff members and volunteers will respond to a child protection concern. All members of staff and volunteers are made aware of this process.



In Hours (8am-8pm Monday – Friday

9.30am – 4pm Saturdays)

Starting Point

Urgent referrals - 01629533190

Advice line - 01629 535353

Adult safeguarding

Urgent referral - 01629533190

Out of Hours

Emergency Rapid Response Team

01629532600

Policy written by: Carly Ferron

Date written: 10th July 2020

Date last reviewed: 16th February 2024

Date policy to be reviewed: 16th February 2025