**Once Upon a Time Children’s Events Ltd**

**Safeguarding Policy**

**Statement of Intent**

Once Upon a Time Children’s Events Ltd is fully committed to safeguarding the wellbeing of its participants. Staff, leaders and Volunteers should be fully aware of the organisation’s Child Safety guidelines. They should also show respect and understanding for their own rights, safety and welfare and conduct themselves in a way that reflects the principles of Williams Creatives. The process of implementing the policy is the responsibility of the staff and volunteers under the direction of the Managing Director.

All staff and volunteers are provided with a copy of Once Upon a Time Children’s Events Ltd Safeguarding Policy. Reference is made to this within the Membership Agreement and can be viewed by both members and parents.

**Objectives**

In order to achieve the principles of the Statement of Intent Once Upon a Time Children’s Events Ltd will:

* Create an environment where young people and vulnerable adults feel secure, have their viewpoints valued and are encouraged to talk and are listened to.
* Continue to develop awareness in all staff and volunteers of the need for Safeguarding and their responsibilities in identifying abuse.
* Ensuring that all staff are aware of the referral procedures at Once Upon a Time Children’s Events Ltd.
* Ensuring that outside agencies are involved as appropriate.
* Providing information for parents/carers outlining procedures laid down within this and other related Once Upon a Time Children’s Events Ltd policies.
* Ensuring young people know that there are adults at Once Upon a Time Children’s Events Ltd whom they can approach if they are worried.

**BEHAVIOUR STATEMENT FOR STAFF & VOLUNTEERS**

**When working with Once Upon a Time Children’s Events Ltd on a event/workshop you must ensure that you:**

* Treat others as you would expect them to treat you.
* Provide an example you wish others to follow.
* Ensure that another adult is present when you are in the company of young people (ideally mixed genders) including situations when a young person is waiting to be collected.
* Respect a person’s right to privacy.
* Encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviour they do not like.
* Remember someone might misinterpret your actions and your comments, no matter how well intentioned.
* Recognise that caution is required, particularly in sensitive moments, such as when dealing with bullying, bereavement, grief or abuse.

**Equally you must ensure that you do not:**

* Show favouritism to any individual. This can be seen as grooming and is a form of child abuse.
* Make suggestive remarks or gestures.
* Do anything of a personal nature for a child that they could do for themselves.
* Allow young people to use inappropriate language unchallenged (i.e. swearing, racial/sexual taunts).
* Permit abusive youth peer activities (e.g. bullying, ridiculing or initiation ceremonies).
* Jump to conclusions.
* Allow yourself to be drawn into any inappropriate attention seeking behaviour by young people (e.g. tantrums, crushes).
* Exaggerate or trivialize child abuse issues.
* Rely upon just your good name to protect you.
* Believe ‘it could never happen to me’, either dealing with abuse or being accused of committing abuse.

**If Lone Working is unavoidable then you must ensure that:**

* A risk assessment that has been signed by the Designated Safeguarding Lead and the Deputy DSL has been written.
* Make sure it is for the shortest time as possible.
* Ensure you remain accessible to others.
* Tell someone where you are going, what you are doing and why.
* Try to move with the young person to areas where there are more people.
* Obtain permission from the young person before any physical contact is made, for instance if you need to administer first aid.
* Try to avoid unnecessary physical contact especially if it may be misconstrued by the child or other people.
* Avoid where possible giving young people a lift alone, however short the journey. When this is unavoidable, it is advisable to get consent from the young person’s parents or guardian. You must also ensure the young person sits in the back of the car. Staff and volunteers should also take insurance cover into account when considering lifts to young people, as Once Upon a Time Children’s Events Ltd does not cover this.

**PROCEDURES**

**If you suspect or are told that a young person in being abused:**

* You must always refer to the designated person at Once Upon a Time Children’s Events Ltd. This will be either Jamie Owen (Managing Director) or Mandy Wiggett-Jones both of which are Designated Safeguarding Leads. They must be notified of the safeguarding concern as soon as practicably possible.
* Don’t investigate yourself.
* Where possible do not interrupt the child and allow them to speak until they have finished. Do not question or lead the young person as this could jeopardise any future investigation or external agency involvement.
* Do not write notes while you are talking to the child. Record these once the disclosure has been made.
* Write down the details as you know them on the Safeguarding report form. This must be completed by the person receiving the disclosure within 4 HOURS and given to the Designated Safeguarding Lead.
* Ensure that the young person is given the opportunity to talk to you, or an independent person.
* Do not approach a suspected abuser yourself. Provide support to the young person.
* Accept at face value what the young person says.
* Do not pass judgment on what is said but do try to alleviate any fears or guilt which the young person may have.
* Make it clear that you can offer support but that you must pass on the information.

Please follow the Procedures for Reporting guidelines and utilize report form provided.

**If you receive an allegation of child abuse by an adult or child:**

* Contact the named Safeguarding Officer. Any information, no matter how trivial it may appear, must be shared.
* Record the nature of the allegation in detail. This must be done within 4 HOURS.
* Do not try to resolve the issue yourself – follow the Procedures for Reporting guidelines, and use the report form provided.
* Staff/volunteers, who hear an allegation of abuse against another member of the team, or indeed themselves, should report the matter immediately to the Designated Safeguarding Lead and Managing Director.
* If the allegation is against a member of the Once Upon a Time Children’s Events Ltd team or appointed workers then that person is to be immediately suspended from all events/workshops until the allegation has been investigated and concluded. This will be done by the Managing Director.
* The Managing Director or Deputy DSL are responsible for communicating with LADO

**THE LOCAL AUTHORITY DESIGNATED OFFICER**

The **LADO (Local Authority Designated Officer)** is a statutory role within local authorities in the UK, responsible for managing and overseeing allegations made against individuals who work with children, including employees, volunteers, or contractors, in either paid or unpaid roles. Their role is critical in ensuring that safeguarding concerns are managed appropriately, and that the welfare of children remains paramount.

### **HOW LADO SUPPORTS A NON-PROFIT ORGANISATION**

If an allegation is made against a member of your team (whether an employee or a volunteer), the LADO provides guidance and oversight to ensure the situation is handled correctly, fairly, and in accordance with safeguarding laws and policies. Here's how they would typically support your non-profit organisation:

1. **Providing Advice and Guidance**
   1. The LADO will offer immediate advice on how to respond to the allegation, including any steps required to ensure the safety of the child or young person involved.
   2. They can clarify whether the situation meets the threshold for formal investigation under safeguarding protocols.
2. **Facilitating Multi-Agency Involvement**
   1. If necessary, the LADO will coordinate a multi-agency strategy meeting or discussion. This will involve representatives from relevant organisations, such as the police, social care, and your organisation, to plan the next steps.
   2. They ensure clear communication and cooperation among all parties involved.
3. **Ensuring Appropriate Procedures Are Followed**
   1. The LADO ensures your organisation follows proper safeguarding procedures, including internal investigations, suspensions, or referrals to regulatory bodies such as the **Disclosure and Barring Service (DBS)** if required.
   2. They monitor that the organisation's response is proportionate and does not compromise the investigation or the rights of the accused.
4. **Offering Support to All Parties Involved**
   1. The LADO ensures that appropriate support is provided to the child or young person involved, including signposting to additional services if required. They also consider the support needs of the staff member or volunteer accused, ensuring that their rights are upheld while the investigation is ongoing.
5. **Resolution and Learning**
   1. Once the investigation is concluded, the LADO can provide advice on lessons learned, updates to policies or practices, and safeguarding training to prevent similar situations in the future.
6. **Compliance with Legal and Regulatory Obligations**
   1. They help ensure your organisation remains compliant with safeguarding laws, including making referrals to the **DBS** or **Ofsted**, where applicable.

### **WHAT Once Upon a Time Children’s Events Ltd SHOULD DO?**

* Notify the LADO immediately if an allegation is made that suggests a team member:
  + Has harmed or may have harmed a child.
  + Has committed a criminal offence against or involving a child.
  + Poses a risk of harm to children.
* Follow your organisation’s safeguarding policy and report the allegation without delay.
* Cooperate fully with the LADO and any subsequent investigation.

The LADO’s involvement ensures transparency, accountability, and fairness, helping to protect children and maintain the integrity of your organisation.

**MONITORING & RECORD KEEPING**

* All incidents should be written up within the hour. Any that are deemed to have safeguarding implications should be submitted to the Managing Director and Designated Safeguarding Officer within 8 hours.
* Written notes should be attached if made separately from the attached report sheets and should be dated and signed.
* Reports should be signed and dated by the staff member/volunteer, with the name printed and designation.
* Reports and records should be passed to the Designated Safeguarding Officer who in turn will take responsibility for the safe storage and processing of this information.
* All information gathered will be treated with strict confidentiality, but will need to be shared with the Local Authority Designated Safeguarding Officer (LADO).

**Once Upon a Time Children’s Events Ltd Child Protection and recruitment procedure**

All volunteers and staff must provide evidence of clearance by the DBS at the appropriate level for the adult’s involvement with Once Upon a Time Children’s Events Ltd when working with children, young people or vulnerable adults unsupervised.

Should the adult not have this clearance they must complete a DBS form **before being left unsupervised with children** providing the following information:

* Full name
* Current and recent address
* Date of birth
* Documentation to confirm their identity (i.e. birth certificate or drivers’ licence)
* Details of any previous experience, voluntary or paid, of working with young people.
* Details of any convictions for criminal convictions against children, including spent convictions under the Rehabilitation of Offenders Act 1974.
* Permission to contact in writing, and in person, at least one local person who has experience of their work or contact with young people who may be asked for a reference.

An informal discussion with the applicant will also be undertaken.

Any costs incurred in obtaining DBS clearance will be met by Once Upon a Time Children’s Events Ltd.

**Volunteers and staff without a DBS check will not be permitted to serve unsupervised within the organisation until the process has been completed.**

**THE ROLE OF THE DESIGNATED SAFEGUARDING LEAD**

**To be effective in this role they must:**

* Act as a source of advice, support and expertise within the organisation and be responsible for coordinating action regarding referrals, liaising with Children’s Services and other relevant agencies in cases of abuse and allegations of abuse, regarding both young people and members of staff/volunteers.
* Ensure each member of staff has access to, and is aware of, Once Upon a Time Children’s Events Ltd Safeguarding Policy.
* Ensure that the Safeguarding Policy is reviewed annually.
* Be able to keep accurate, detailed and secure written records of concerns and referrals.
* Ensure parents/carers see copies of the Safeguarding Policy to alert them to the fact that Once Upon a Time Children’s Events Ltd may need to make referrals and that children are made aware some information cannot be assured of confidentiality.

**THE ROLE OF THE ONCE UPON A TIME CHILDREN’S EVENTS LTD MANAGING DIRECTOR**

* To sanction a robust Safeguarding Policy, review it annually, monitor and evaluate its effectiveness and be satisfied that it is being complied with.
* To ensure a designated person or persons are allocated with the responsibility for safeguarding coordination.
* To ensure necessary training takes place for the Designated Persons to carry out their role.
* To ensure that there are safe and effective recruitment and disciplinary procedure in place
* To ensure a six-monthly review is undertaken with the DSL/Deputy DSL, detailing changes affecting policy and procedures, training undertaken and numbers of cases/incidents (without names or details).

We acknowledge our commitment to following this policy and ensuring that the safety, wellbeing and care of the children and young people is everyone’s responsibility and paramount at all times.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name (In Block Capitals): \_\_JAMIE OWEN\_\_\_

Managing Director and Designated Safeguarding Lead on Behalf of Once Upon a Time Children’s Events Ltd.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name (In Block Capitals): \_\_\_MANDY WIGGETT-JONES\_\_\_\_\_\_\_\_

Deputy Designated Safeguarding Lead on Behalf of Once Upon a Time Children’s Events Ltd.