

What a Wonderful World Trust: Safeguarding Policy

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Date: November 2024

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Who we are

What a Wonderful World (WaWW) is a charity based in north Northumberland (*Registered office: West View, Mount Hooley, Whittingham, Alnwick, Northumberland, NE66 4RN and Charity No: 1195577*) that seeks to promote understanding of the problems of climate change and biodiversity loss and the potential for individuals and communities to take steps to mitigate these threats. It is currently run by a volunteer organising team with a board of five volunteer trustees.

What we do

Working with partners and funders WaWW organises events including an annual festival in and around the county town of Alnwick which brings artists, scientists, nature experts and together. Some events involve children from local schools who prepare performances and their involvement in events through a series of workshops.

Policy statement

We recognise that the welfare of all children, young people and adults at risk, is paramount and that all have equal rights of protection. We have a duty of care when they are in our charge, and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

Age; culture; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents and carers, and the relevant agencies when necessary and appropriate.

We will:

- treat everyone with respect and celebrate their achievements,
- carefully recruit and select all staff whether paid or unpaid,
- respond to concerns and allegations appropriately.

When there are concerns about the welfare of any, child, young person or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

Our policy is approved by our board of trustees and will be reviewed and updated annually. We will publish and promote this policy to all staff, paid or unpaid, through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our WaWW.

Policy Aim

We always aim to attain best safeguarding practice throughout all our activities with children, young people, adults at risk, their parents, carers and/or families. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, including appendix 2: Code of Conduct and risk assessments and working closely with our partners to ensure they have a similar commitment. Our organisation works with partner organisations who hold Public Liability Insurance which covers all our activities.

Safeguarding Personnel

Our Responsible Trustee and Lead for Safeguarding is:

Name: Thomas Burston

Job role: Trustee

Contact details: 07770 906358 and teburston@gmail.com

Our Deputy for Safeguarding is:

Name: Sue Patience

Job role: Member of Organising Team

Contact details: susanpatience954@btinternet.com

Their role is to oversee and ensure that our safeguarding policy is fully implemented.

Their responsibilities are:

- monitoring and recording concerns
- making referrals to social care, or police, as relevant, without delay
- liaison with other agencies
- arranging training for all staff

The Deputy for Safeguarding should be available to support or cover for the Lead. S/he will also handle any complaints or allegations against the Lead for Safeguarding if appropriate.

The overall responsibility for safeguarding at board level is shared between members. Safeguarding is on the organisation's risk register.

This safeguarding policy applies to anyone working on behalf of WaWW, including our charity trustees and other volunteers. There is an expectation that everyone is aware of our procedures and code of conduct, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These may, but are not limited to:

- Other UK regulators, if applicable, such as Ofsted.
- Other authorities, such as the DfE.

Working Practices

Trustees

Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance.

Training / Induction

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff, paid and unpaid, will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources
- understood the commitment to safeguarding training

Fundraising

We will ensure that:

- We comply with the Code of Fundraising Practice, including fundraising that involves children.
- Staff and volunteers are made aware of the Institute of Fundraising guidance on keeping fundraising safe and the NCVO Guidance on vulnerable people and fundraising.
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know, or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

Recruitment

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details via an application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended
- always taking up two written references, one from the most recent employer or education establishment
- undertaking all interviews face to face, based on the job description
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Data Protection

We will treat any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

Partnership Agreements

We will have agreements in place with the main partner organisations that we work with. Those agreements will confirm our partners have their own safeguarding procedures in place that, as a

minimum, meet the standards outlined in this document, and include any additional legal or regulatory requirements specific to their work.

Staff Ratios to Children and adults at risk

School groups involved in WaWW activity will be accompanied by teachers under their school's safeguarding policy. Where WaWW organises events for children or adults at risk other than with official school groups, there must always be a minimum of two responsible members of staff present for all activities. WaWW will ensure that staff members are not asked to take sole charge of a group of children or adults at risk in a school, or other third-party setting as the 'duty of care' lies with that organisation. When projects take place in these settings, a teacher or other suitably qualified member of staff will be present during workshops, taking overall responsibility for the children's or adult at risk's welfare and discipline.

Young People who work in our organisation

Young people who are undertaking volunteer work, apprenticeships, placements, or work experience within our organisation are to be included within this policy and their safeguarding as individuals given the same importance as all young people or adults at risk we come into contact with. They will require an induction programme that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all staff induction. In addition, information on the young person's contacts must be recorded as relevant e.g. parents, carers, school representatives and any supervisors, with emergency contact numbers.

Recognising Abuse

Abuse is any action by another person that causes significant harm to a child or adult at risk. Signs of abuse can often be difficult to detect. Many types of abuse are also criminal offences and should be treated as such. It is important to remember that children and adults at risk can also abuse and that such incidents fall into the remit of this policy.

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Abuse is increasingly taking place online.

More information on Child Abuse on the [NSPCC website](#)

More information on Adult Abuse on the [Social Care Institute for Excellence website](#)

For everyone covered by this policy it is important to be observant, listen to what is being said and record.

Reporting

Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead or Deputy for Safeguarding. If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to the Local Authority Designated Office (LADO), social care services, the police, or the relevant Regulatory Authority (e.g. Ofsted, Charity Commission). They can also contact the [NSPCC dedicated helplines](#) and the charity [Protect](#) for advice and support.

Handing Disclosures

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always

- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone, including the Lead, Deputy and Additional Senior Lead for Safeguarding, will deal with concerns using the following:

**Any consultations should not delay a referral.
In an emergency do not delay: dial 999**

Step One:

If you are worried a child, young person or adult at risk has been abused because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else.

Step Two:

Check this safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated, then talk to an additional Senior Lead.

Step Three:

The Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult's or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

For England and Wales, in cases of allegations against a "person of trust" with a "duty of care" towards a child, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the Police, social care services, the LADO for personnel child abuse allegations (England & Wales only), relevant regulatory authorities, or the NSPCC (child concerns only) and also the charity Protect for support when they are concerned the organisation is not managing safeguarding concerns appropriately.

**CONSULT,
MONITOR
AND RECORD**
*Sign/Date/Time
Include name
and job role*

When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Lead or Deputy of your organisation that you have referred a concern.

Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
 - what has been monitored/observed
 - what has been said and by whom
 - what has given cause for concern
 - what action has and/or will be taken including the reason for those actions
- the reason stated for no action being taken and by whom
- non-judgmental
- timely within 24 hours
- signed, timed and dated by the writer and co-signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

We will seek to keep children and adults at risk safe by

Requiring all trustees, staff and volunteers in this organisation to read this Safeguarding Policy and to accept and recognise their responsibilities to develop awareness of the issues that cause harm to children and adults at risk.

When there are concerns about the welfare of any child, or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding.

Signed:

Lead for Safeguarding:

Deputy for Safeguarding:

Senior Lead:

Date:

Date of next review:

Appendices

Appendix 1: Supporting documents

This policy statement should be read alongside our Trustees' Code of Conduct dated February 2024 and our Equal Opportunities Policy dated 15th December 2022.

Appendix 2: Code of Conduct

WaWW expects all artists, staff and volunteers working with children and adults at risk to work from a person-centred perspective. It means that everyone should be:

- Listened to and heard
- Treated fairly (there should be no favourites among participants)
- Valued and respected as individuals
- Respected for their identity
- Encouraged and praised
- Involved in decisions as appropriate

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity, and inclusion. We undertake to:

- treat all children and adults at risk with respect and dignity
- ensure that their welfare and safety is paramount at all times
- maintain professional boundaries both face to face and when using technology
- always listen to individuals and take account of their wishes and feelings
- always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- liaise openly with parents and carers
- use safe touch principles and only use physical contact if absolutely necessary
- avoid being alone with children and adults at risk whenever possible
- listen to, and act upon, any disclosures, allegations, or concerns of abuse
- participate in approved safeguarding training at appropriate levels
- ensure restraint is only used as an emergency action to protect from harm
- follow our safeguarding policy at all times
- make activities enjoyable and worthwhile

The following guidelines are designed to protect children and adults at risk from harm, as well as to protect WaWW staff and volunteers from unfounded allegations of abuse. They are in addition to good practice expected in terms of health and safety and professional arts facilitation.

During and in connection with WaWW activities, staff must:

- Behave in an appropriate manner and always maintain professional boundaries.
- Be a role model, consistently maintaining high standards of behaviour, remembering that young people learn by example.
- Avoid spending time alone with children or adults at risk, away from others. Meetings or any other interactions with individual children or adults should take place as openly as possible where other people are around. If privacy is needed, the door must be left partly open and the project leader, other staff and volunteers informed of the meeting.
- Never take children or adults at risk alone on a car journey, however short. Where this is unavoidable, it should be with the consent of parents or guardians and someone in charge of the organisation and, if relevant, the contact teacher/worker from a host school or other organisation such as youth club. It is essential to make sure that your car insurance would cover you in the event of an accident.

- Never develop social relationships with young people that participate in WaWW activities. If you come into contact with a participant in a social setting (eg at another festival or concert), maintain professional boundaries. Be aware of your conduct in such a setting.
- Never accept money from participants. Explain that this is WaWW policy and ensure they don't feel offended. If they wish to make a charitable donation, inform them of WaWW contact details.
- Avoid accepting gifts from participants. If accepted, you must report this to the project manager and this will be logged.
- Never give money or gifts to WaWW participants. If a participant is stranded at an activity with no money to get home, this must be discussed with their parents, guardians or carers and a plan agreed if at all possible with the project manager. In an emergency situation, and it's essential to give money, the project manager must be informed and this must be logged.
- Never give your personal mobile phone number to a child or adult at risk or their parent, guardian or carer.
- Never use your personal email address to communicate with participants who are children or adults at risk, or their parents, guardians or carers.
- Never accept 'friend requests' or similar from children or adults at risk on social media. It is recommended that staff consider their privacy settings on Facebook and other social media accounts.
- Never engage in any mobile phone or online communication with children or adults at risk (eg texting, email or social networking sites) that would not be appropriate in person.
- Ensure the content of what you place on social networking sites or other public media does not compromise your professional standing or bring the organisation into disrepute.
- Ensure that personal relationships with other leaders do not affect your leadership role.
- Never engage in sexually provocative or rough physical games, including horse-play.
- Never allow children or adults to use inappropriate language unchallenged.
- Never make sexually suggestive comments in front of, about, or to, a child or adult, even in fun.
- Never let allegations made by a child or adult at risk go without being addressed and recorded.
- Never deter children or adults at risk from making allegations through fear of not being believed.
- Never do things of a personal nature for children or adults at risk that they can do themselves.
- Never invite a child or adult at risk to visit or stay with you at home.
- Never jump to conclusions about others without checking facts.
- Never rely on your own good name to protect you.

Appendix 3: Policy on the use of recorded images

The use of photography and filming is important to celebrate the successes and achievements of children and adults at risk in their lives and activities and to document and share work. However, it is vital to remember that images can be used and distributed inappropriately including online. It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary and what parameters apply to taking images of projects and events
- the purpose of photos e.g. parents' and carers' own record, media and publicity etc.
- the content required when using a professional photographer
- informing parents and seeking their consent for any publication or media use
- publishing only limited details on individuals alongside images
- taking photographs openly and away from private areas (such as changing rooms)
- considering the suitability of images (such as clothing worn, location and poses adopted etc.)
- the reason, use and secure storage of all photographs and films

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras.

WaWW will use photography and film to document projects. These photos are taken by professional and student photographers and film makers and members of WaWW staff. Resulting photographs and video footage will be used responsibly in print and online by WaWW and partners (such as funders, other cultural or educational organisations, or specialist or

mainstream media) in a number of ways, including, but not limited to: documentation, marketing, publicity, educational resources, archiving, fund-raising for future educational activities, use on social media, or other similar purposes.

During projects for children or adults at risk that are run by WaWW, direct permission for film and photography is sought from parents or guardians.

During projects with schools or other organisations WaWW asks the school or organisation for written confirmation that it has been granted permission to photograph and film the children or adults at risk involved in the project and that it has taken responsibility for obtaining the appropriate written permission from parents or guardians (for example as part of admission procedures).

The school or organisation is also asked to inform WaWW of any individual children or adults at risk who must not be filmed or photographed to ensure that no inappropriate images are used. No child or adult at risk would be excluded from an activity should consent not be given.

If the school or organisation cannot extend this permission to WaWW, then permission will be sought directly from parents or guardians via individual media consent forms.

Where images of children or adults at risk are used in print or online, the setting (e.g. school) will not be named unless we have specific permission to do so.

Individual children or adults at risk will not be named in captioning images unless we or they have specific reason and permission to do so (for example a youth band which is already performing publicly and establishing a public profile).

In public events at which children or adults at risk are attending, festivals, conferences or performances, and where it is not possible to gain individual consent from everyone attending, clear signs are prominently displayed around the venue informing everyone that film or photography will be taken. Anyone objecting to being photographed, or their child being photographed, are asked to inform a WaWW member of staff or photographer, who will respect their wishes.