



Safeguarding Policy and Procedures



Approved by:

Date:

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Next review due by:

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1. PURPOSE & AIMS

1.1 The purpose of Ignite Theatre's safeguarding policy is to ensure every vulnerable adult and child is safe and protected from harm. This means I will always work to:

- Protect adults, children and young people from maltreatment.
- Prevent impairment of adults, children and young people's health or development.
- Identify adults, children and young people who may be in need of extra help.
- Ensure that the services I provide supports adult, children and young people to be safe.

1.2 This policy outlines my responsibilities to safeguard and promote the welfare of all adults, children and young people.

1.3 I fully recognise the contribution I can make to protect adults and children from harm and supporting and promoting the welfare of those coming into contact with me during the course of my work. The elements of this policy are prevention, protection and support.

1.4 This policy applies to all those receiving services from or providing services on behalf of Ignite Theatre.

2. LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the Department for Education's statutory guidance. [Working Together to Safeguard Children 2018](#).

I also comply with the procedures set out by my Local Safeguarding Children and Adults Board/Partnership which adhere to legislative safeguarding expectations and are therefore transferable across the UK where services may be provided.

This policy is also based on the following legislation/guidance:

- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- [The Care Act 2014](#), which provides a framework for the care and protection of adults.
- [The Rehabilitation of Offenders Act 1974](#)
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#),
- ['What to do if you're worried a child is being abused', DfE \(March 2015\)](#)
- Sutton Local Safeguarding Children Partnership and Adult's Board/Partnership procedures (please note that these are compliant with the above legislation and statutory guidance and therefore in line with any safeguarding expectations within the UK).

3. DEFINITIONS

Safeguarding and promoting the welfare of children means:

- Protecting adults, children and young people from maltreatment.
- Preventing impairment of children's or vulnerable adult's health or development.
- Taking action to enable all children and vulnerable adults have the best outcomes.

Abuse is a form of maltreatment of a child or adult. Somebody may abuse or neglect an adult or child by inflicting harm, or by failing to act to prevent harm. Adults and children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Neglect is a form of abuse and is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of that individual's health or development. Neglect may occur during pregnancy as a result of material substance abuse. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers) or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child or adult's basic emotional needs.

4. ETHOS

4.1 The child's welfare is of paramount importance as outlined in the [The Children Act 1989](#). Ignite Theatre will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe.

4.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. I recognise that I can play an important role as they are in a position to identify concerns. **I maintain an attitude of '*it could happen here*' where safeguarding is concerned.** When concerned about the welfare of a child, I will always act in the **best interests** of the child.

4.3 I will, through training, know how to respond to a disclosure from a child and how to record and report this information.

4.4 At all times I will strive to work in partnership with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children 2018](#) and Sutton Safeguarding Children and Adults Board/Partnership's procedures.

4.5 I adhere to the six principles of adult safeguarding as outlined by [The Care Act 2014](#).

4.6 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

4.8 The rights, dignity and worth of all adults will always be respected.

4.9 I have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns.

4.10 All allegations will be taken seriously and responded to quickly in line with Sutton Local Safeguarding Children Partnership and Adults Board/Partnership's procedures.

5. SAFEGUARDING RESPONSIBILITIES IN MY ROLE

5.1 It is my responsibility to ensure that I carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all children and vulnerable adults. This includes the responsibility to provide a safe environment.

5.2 I will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available to those using my services and has been written in line with statutory guidance and the requirements of Sutton Local Safeguarding Children Partnership and Adult's Board/Partnership's procedures.
- I will undertake relevant child protection training.
- I follow this procedure for dealing with allegations against me in line with statutory guidance.
- Liaison will take place with the LADO in the event of an allegation of abuse being made against me.
- I have satisfied 'safer recruitment' checks including relevant DBS checks to undertake the work that I do.
- Any weakness with regard to safeguarding arrangements that are brought to my attention will be remedied without delay;
- This policy, particularly concerning safeguarding concerns related to suspected abuse and neglect, will be followed;
- I will liaise with any regulatory bodies in line with the work that I do where appropriate to do so.

6. PROCEDURES FOR MANAGING PATHWAYS TO HELP AND SUPPORT

6.1 Ignite Theatre adheres to safeguarding procedures that have been agreed locally with Sutton Local Safeguarding Children Partnership and Adults Board/Partnership. Where I identify vulnerable adults or children and families in need of support, I will carry out our responsibilities in accordance with Sutton Local Safeguarding Children Partnership and Adult's Board/Partnership's guidance. When providing services outside of my area, I adhere to the same guidance which is compliant with UK law and the aforementioned statutory guidance.

6.2 I maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child or vulnerable adult, I will always act in the interests of the child and have a responsibility to take action as outlined in this policy.

6.3 I will report worries and concerns that I have and not see these as insignificant. On occasions, a referral to Children's or Adult's Services and/or the Designated Safeguarding Lead for an organisation I may be working on behalf of may be justified by a single incident such as an injury or disclosure of abuse. More often however, worries and concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that I pass on worries and concerns in accordance with this policy to allow the relevant authorities to build up a picture and intervene with support at the earliest opportunity.

6.4 It is *not* my responsibility to investigate welfare concerns or determine the truth of any disclosure or allegation. I have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

6.5 All concerns about a child or young person will be reported without delay and recorded in writing using the agreed procedures by the Local Authority and/or the Designated Safeguarding Lead for an organisation I may be working on behalf of.

6.6 Following receipt of any information raising concern, I will consider what action to take. All information and actions taken, including the reasons for any decisions made, will be fully documented.

6.7 If, at any point, there is a risk of immediate serious harm to an adult or child, a referral will be made to the Police immediately.

6.8 I recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and I will never tolerate or dismiss concerns relating to peer on peer abuse.

6.9 I recognise that children and adults with special educational needs and disabilities (SEND) can face additional safeguarding challenges. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the adult or child's disability
- Adults or children with SEND can be disproportionately impacted by things like bullying- without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers.

6.10 I recognise that I may be well placed to identify concerns to help prevent child sexual exploitation and have a vital role in identifying signs that sexual exploitation may be taking place. I am aware of concerns regarding sexual exploitation I will liaise with Police and/or Children's Services.

6.12 I recognise that I may be placed to identify concerns to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV). If I have a concern regarding a child that might be at risk of HBV I will liaise with the Police and/or Children's Services.

6.13 I recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other form of vulnerability in today's society. I will ensure that I will make referrals to Adults and/or Children's Services as required if I have concerns in relation to radicalisation and extremism.

7. RECORDS AND INFORMATION SHARING

7.1 If I am concerned about the welfare or safety of any child or vulnerable adult I will record my concerns and pass them on to the Designated Safeguarding Lead for an organisation I may be working on behalf of and/or the Local Authority without delay and retain a copy of any reporting activity.

7.2 Any information recorded or received by me will be kept in a secure cabinet or electronically. These files will be my responsibility. The information will only be shared on the basis of 'need to know in the adult's or child's interests' and on the understanding that it remains strictly confidential.

7.3 I will always seek consent to share information unless, in my view, to do so would place the individual at risk of additional harm.

8. ALLEGATIONS AGAINST STAFF OR VOLUNTEERS WHO WORK WITH CHILDREN

8.1 I aim to provide a safe environment which secures the wellbeing of children and vulnerable adults in receipt of my service/s. I do, however, recognise that sometimes allegations of abuse are made.

8.2 I recognise that allegations, when they occur, are distressing and difficult for all concerned. I also recognise that some allegations are genuine and that there are individuals who deliberately seek to harm or abuse children or vulnerable adults.

8.3 I will ensure that the procedures outlined by [Working Together to Safeguard Children 2018](#) are adhered to and will seek appropriate advice from the Designated Officer for the Local Authority or Adults Safeguarding Lead where appropriate.

8.4 If an allegation is made or information is received about myself or anyone who I am aware of who works with children that has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

I will inform the Designated Officer for the Local Authority and the Designated Safeguarding Lead for an organisation I may be working on behalf of where applicable within one working day. I will not undertake further investigations before receiving further advice.

8.5 Any individual in receipt of a service from me who does not feel confident to raise safeguarding concerns directly with me should contact the Local Authority Designated Officer directly.

8.6 I will also report any serious safeguarding issues or allegations to my regulatory body where applicable.

9. LINK WITH OTHER POLICIES

This policy links to the following policies and procedures:

Not Applicable

LOCAL AUTHORITY DETAILS

Designated Officer for my Local Authority:

Name:	Sima Hirani
Email Address:	LADO@sutton.gov.uk
Phone Number:	0208 7704776

Adults Safeguarding Contact for my Local Authority:

Name:	Azuka Agbai
Email Address:	azuka.agbai@sutton.gov.uk
Phone Number:	020 87704474

MASH/ Children's Services Details for my Local Authority:

Email Address:	mash@sutton.gov.uk
Phone Number:	0208 7706001
Out of Hours Number:	0208 7705000