

Achieve Arts Safeguarding Policy



Paramount to all Achieve Arts operations is the safety and welfare of our members. Achieve Arts operates under a comprehensive guide to safer working practices developed by child protection professionals at “The Child Protection Company”. All our staff undergo enhanced DBS (formally CRB) checks but we don't stop there. Staff are required to complete regular courses in child protection through our safeguarding partner ChildProtectionCompany.com as well as their e-Safety training providing guidelines in managing today's technology, in particular social media.

In addition to the above every Achieve Arts session is overseen by a qualified first aider who also conducts regular risk assessments of the working environment. Achieve Arts hold full public liability insurance.

1. INTRODUCTION

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and optimising children's life chances. This Child Protection Policy forms part of a suite of documents and policies which relate to the safeguarding responsibilities of Achieve Arts. In particular this policy should be read in conjunction with the Safer Recruitment Policy, Behaviour Policy, Physical Intervention Policy and Anti-Bullying Policy. Purpose of a Child Protection Policy:

Staff & Volunteers

To inform staff, parents and volunteers about Achieve Arts responsibilities for safeguarding children. To enable everyone to have a clear understanding of how these responsibilities should be carried out. Staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have regular contact with children. All staff and volunteers will receive safeguarding children training, so that they are knowledgeable and aware of their role in the early recognition of the indicators of abuse or neglect and of the appropriate procedures to follow. This training is refreshed every two years. Temporary staff will be made aware of the safeguarding policies and procedures by the relevant manager. All staff knows how to report any alleged malpractice, allegations and/or concerns relating to a child and will be supported when speaking out.

Mission Statement

Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern. Establish and maintain an environment where staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and well being of a child. Effective procedures are in place for responding to complaints, concerns and allegations of suspected or actual abuse. Contribute to the five outcomes which are key to children's wellbeing:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing

Implementation, monitoring and review of policy

The policy will be reviewed. It will be implemented through Achieve Arts induction and training and as part of day to day practice. Compliance with the policy will be monitored by the Child Protection Officer.

2. STATUTORY FRAMEWORK

In order to safeguard and promote the welfare of children, Achieve Arts will act in accordance with the following legislation and guidance:

- The Children Act 1997
- The Children Act 2004
- Education Act 2002 (section 175)
- Local Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures • Safeguarding Children and Safer Recruitment in Education (DfES 2006)
- Working Together to Safeguard Children (HM Government 2010) • Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE 2011)

3. THE DESIGNATED SENIOR PERSON

The Child Protection Officer for Achieve Arts are :

NAME: Pamela Collins and Karen Kiely

It is the role of the Child Protection officer to:

- Ensure that he/she receives refresher training at two yearly intervals to keep his or her knowledge and skills up to date
- Ensure that all staff who work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding children effectively and that this is kept up to date by refresher training at two yearly intervals
- Ensure that new staff receive a safeguarding children induction within 7 working days of commencement of their contract
- Ensure that temporary staff and volunteers are made aware of Achieve Arts arrangements for safeguarding children within 7 working days of their commencement of work.
- Ensure that Achieve Arts operates within the legislative framework and recommended guidance

- Ensure that all staff and volunteers are aware of the LSCB Inter-agency Child Protection and Safeguarding Children Procedures
- Ensure that the staff member involved is kept fully informed of any concerns
- Develop effective working relationships with other agencies and services
- Decide upon the appropriate level of response to specific concerns about a child e.g. discuss with parents or refer to the Local Children Services.
- Liaise and work with Children's Services: Safeguarding and Specialist Services over suspected cases of child abuse
 - Ensure that accurate safeguarding records relating to individual children are kept separate from the academic file in a secure place, marked 'Strictly Confidential'.
- Submit reports to, ensure Achieve Arts attendance at child protection conferences and contribute to decision making and delivery of actions planned to safeguard the child, when relevant
- Achieve Arts make parents aware of the safeguarding procedures used and how to access the child protection policy and will discuss with parents the role of Achieve Arts safeguarding responsibilities.

4. PROCEDURES - STAFF RESPONSIBILITIES

If any member of staff is concerned about a child he or she must inform the Child Protection Officer.

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.

The Child Protection Officer will decide whether the concerns should be referred to the Local Children's Services: Safeguarding and Specialist Services. If it is decided to make a referral to Children's Services: Safeguarding and Specialist Services this will be discussed with the parents, unless to do so would place the child at further risk of harm. Particular attention will be paid to the attendance and development of any child about whom Achieve Arts has concerns, or who has been identified as being the subject of a child protection plan and a written record will be kept.

5. WHEN TO BE CONCERNED

All staff and volunteers should be aware of the following types of abuse :

Physical – deliberate injury to a person however slight.

Emotional – ill treatment of a person that adversely affect their wellbeing or development. Emotional abuse is involved in all types of harm but can also occur on its own.

Sexual – the involvement of sexual activities when a person does not want or understand or who is unable to validate effective consent. This may include sexual assault, rape, exposure to inappropriate material or inappropriate sexual contact.

Neglect – continuous failure to prevent harm, not meeting a person’s basic needs and/or psychological needs. Can impair health and development. Internet – a form of bullying which uses communication technologies to either a group or individual that is intended to harm. FGM (Female Genital Mutilation) – it is illegal in the UK and refers to a surgical procedure that intentionally change or cause injury to the female genital organs for non-medical reasons. It is also illegal to take a female out of the UK to do this.

Bullying – when either an individual or group of people engage in behaviour that is degrading, demeaning, aggressive, threatening and/or intimidating towards others.

Sexual exploitation – a type of sexual abuse where children are sexually exploited for power, status and/or money.

Radicalisation – is defined as a process when those who are vulnerable come to support terrorism and/or violent extremism to directly participate in or support terrorist groups. Abuse is the violation of an individual’s human and civil right usually for gratification. In the terms of safeguarding it is used to refer to any intentional or negligent act by another and any form of abuse is usually perpetrated as the result of deliberate intent.

All staff and volunteers should be concerned about a child if he/she presents with indicators of possible significant harm. Generally, in an abusive relationship the child may:

- Appear frightened of the parent/s or other household members e.g. siblings or others outside of the home
- Act in a way that is inappropriate to her/his age and development (full account needs to be taken of different patterns of development and different ethnic groups)
- Display insufficient sense of ‘boundaries’, lack stranger awareness
- Appear wary of adults and display ‘frozen watchfulness’

6. DEALING WITH A DISCLOSURE

If a child discloses that he or she has been abused in some way, the member of staff / volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
 - Not promise confidentiality – it might be necessary to refer to Children’s Services: Safeguarding and Specialist Services
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, only asking questions when necessary to clarify
- Not criticise the alleged perpetrator

- Explain what has to be done next and who has to be told
- Make a written record
- Pass the information to the Principal and/or Child Protection Officer and/or the police without delay

Support

Dealing with a disclosure from a child, and safeguarding issues can be stressful. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the Child Protection Officer.

7. CONFIDENTIALITY

Safeguarding children raises issues of confidentiality that must be clearly understood by all staff/volunteers in schools.

- All staff in schools have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children's Services: Safeguarding and Specialist Services and the Police).
- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.
- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

8. COMMUNICATION WITH PARENTS

Achieve Arts will:

Undertake appropriate discussion with parents prior to involvement of another agency unless to do so would place the child at further risk of harm. Ensure that parents have an understanding of the responsibilities placed on Achieve Arts and staff for safeguarding children.

9. RECORD KEEPING

When a child has made a disclosure, the member of staff/volunteer should:

- Make brief notes as soon as possible after the conversation
- Not destroy the original notes in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child

- Draw a diagram to indicate the position of any injuries
- Record statements and observations rather than interpretations or assumptions All records need to be given to the teacher and the Child Protection Officer promptly. No copies should be retained by the member of staff or volunteer.

10. ALLEGATIONS INVOLVING SCHOOL STAFF/VOLUNTEERS

An allegation is any information which indicates that a member of staff/ volunteer may have:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children This applies to any child the member of staff/volunteer has contact within their personal, professional or community life.

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions.

Confidentiality should not be promised and the person should be advised that the concern will be shared on a 'need to know' basis only. Actions to be taken include making an immediate written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Child Protection Officer. The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

The teacher will not investigate the allegation itself, or take written or detailed statements, but will refer the matter immediately to the Child Protection Officer, who will assess whether it is necessary to refer the concern to the Local Authority Designated Officer. If the allegation meets any of the three criteria set out at the start of this section, contact should always be made with the Local Authority Designated Officer without delay. If it is decided that the allegation meets the threshold for safeguarding, this will take place in accordance with Local Safeguarding Children Board Interagency Child Protection and Safeguarding Children Procedures. If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to Achieve Arts for consideration via Achieve Arts own internal procedures. The Child Protection Officer should, as soon as possible, following briefing from the Local Authority Designated Officer inform the subject of the allegation.