

CHILD SAFEGUARDING POLICY



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1. Policy Statement

20 Stories High believes that every child regardless of age, culture, disability, gender, language, racial origin, religious belief and/or sexual orientation, has at all times, in all situations, a right to feel safe and protected from any situation or practice which results in that child being physically, emotionally or psychologically harmed.

It is the duty of all 20 Stories High staff, freelancers and volunteers to prevent the physical or emotional abuse of children with whom they come into contact.

All suspicions and allegations of abuse will be taken seriously, and responded to swiftly and appropriately.

20 Stories High will meet their commitment to safeguard children through the following means:

- Awareness: Ensuring that all staff, freelancers and volunteers are aware of the problem of child abuse and risks to children.
- Prevention: Ensuring, through awareness and good practice, that staff and others minimise the risk to children.
- Reporting: Ensuring that staff and volunteers are clear what steps to take where concerns arise regarding the safety of children
- Responding: Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To contribute to an environment of **prevention** of abuse rather than just protection, all staff/freelancers will aim:

- to tackle any form of discrimination, such as racism, sexism, homophobia and discrimination against disabled people.
- to eliminate any culture of bullying: the bullying of children and young people by other children and young people, and also bullying of children, young people and adults by adult members of staff/freelancers.
- to recognise the importance of working with each other, the public, children and young people and their families co-operatively, in partnership and with respect.
- for 20 Stories High staff and freelancers to be positive role-models – the values and attitudes of staff can help to promote prevention of abuse with young people, colleagues and others that we work with.

In order that the above standards of reporting and responding are met, 20 Stories High will ensure that they:

- Take seriously any concerns raised.
- Take positive steps to ensure the safeguarding of children who are the subject of any concerns.
- Support children, staff or other adults who raise concerns or who are the subject of concern.
- Act appropriately and effectively in instigating or co-operating with any subsequent process of investigation.
- Listen to and takes seriously the views and wishes of children.
- Work in partnership with parents/carers and/or other professionals to ensure the safeguarding of children.

Staff and freelancers for 20 Stories High work with young people and vulnerable adults in a variety of settings. This includes: workshops that young people attend in their free time, work in schools,

youth clubs and other settings. This policy and procedure is designed to keep children safe in all the work we do and works in line with our other company policies including social media and equal opportunities.

2. Designated person

20 Stories High have a designated person who takes on responsibility for safeguarding issues. This designated person is the Participation Manager, who will attend regular training to ensure that his/her safeguarding knowledge remains up to date.

The role of the designated person is to:

- Ensure that the local authorities' Child Safeguarding Procedures are followed.
- Ensure all staff and volunteers are aware of these procedures.
- Ensure all staff know to whom they must pass on their concerns.
- Act as a source of expertise, support and advice within the company.
- Liaise with organisations with whom 20 Stories High is working in partnership.
- Develop an effective working relationship with other agencies.
- Make referrals where child abuse is likely to occur, or is suspected or disclosed
- Keep up-to date with legislation and interpretation of safeguarding issues.

3. Recruitment

Determined abusers have often managed to gain access to children and young people. 20 Stories High's Child Safeguarding policy and procedures are seen as an important first step to stop this happening.

All 20 Stories High volunteers, freelancers and staff, including temporary personnel will be subject to a careful and rigorous selection and vetting process that includes *all* of the following components:

- All staff must provide a certificate of enhanced disclosure from the Disclosure & Barring Service (DBS) that is no more than 3 years old before commencing work with young people
- Where a DBS check is not already held, it should be applied for before commencing work with young people.
- In the case of short-term freelance contracts, which might end before the DBS certificate is received, or whilst waiting for completion of the DBS process, or when working with international artists, references will be taken up, and questions will be asked directly about safe working with young people before commencing work with young people
- In such cases, the freelancer will work with a DBS-checked member of staff, and will not be left unsupervised with young people until their DBS certificate comes through.
- References will also be taken up at other times as appropriate
- New staff, freelancers and volunteers will be interviewed preferably by two people.
- Interviewers will seek to identify reasons for gaps in employment or inconsistencies.

4. Training/Induction

All staff/freelancers working with young people for 20 Stories High will be given a copy of the 20 Stories High Child Safeguarding policy and procedures.

The Designated Officer will discuss the Child Safeguarding Handout (Appendix 1) with all new staff, volunteers and freelancers.

5. Responsibility for Children and Young People

Much of 20 Stories High's work takes place in schools and youth clubs and similar settings. In such settings, the school etc. legally remains *in loco parentis*. No performances or workshops take place without the presence of the teacher/youth worker etc.; this is part of the contract between the school etc. and 20 Stories High.

When 20 Stories High initiates projects with groups of young people, or works in partnership with organisations where it is appropriate the company should be responsible for the young people, the guidelines for best practice for the safety of staff and participants will be followed:

- There will always be two members of staff working with young people
- Wherever possible, these members of staff will remain in the same room as each other
- Should the group need to divide into smaller groups and work in different rooms, a single member of staff must work with more than one young person in a room.
- Physical contact between staff and participants should only be used in a safe and appropriate manner with the consent of the Young Person. The purpose of this contact should be made clear.
- Staff should not enter into inappropriate relationships with participants
- Staff should not take lone project participants home in their car. If a young person has no way of getting home after a workshop, staff should put the young person in a taxi rather than use their own vehicle. If this is not possible, the member of staff must inform another person of the situation before leaving. In either case, staff should attempt to contact the parents/guardians of the young person to confirm these arrangements.
- In cases where these guidelines contradict each other (for example, waiting outside a venue late at night with a lone young person, waiting for their parent who is late to collect them), staff should use their judgement as to the best course of action. Where putting the safety of the child first places the member of staff in a vulnerable position s/he should make the environment as safe for themselves as possible (in this case waiting inside the venue with box office staff, or by telephoning another adult to explain what is happening).
- If in doubt about anything, contact the project Child Safeguarding Officer, or failing that, the local Social Services Department.

6. Code of Behavior

20 Stories High's Code of Behavior applies to all staff, coaches, volunteers and adults involved in activities with children and young people.

You should never:

- Engage in rough, physical or sexually provocative games such as horseplay.
- Share a room with a child or invite or allow children to stay with you at your home.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to children, even in fun
- Lend or borrow money or property. If you do lend money to a young person you must notify the designated safeguarding officer immediately.
- Store photographs or films from activities on your phone long-term If you use your own camera or phone to take photographs during a session, they must be downloaded/ saved onto a 20 Stories High computer and then deleted from your personal camera/phone.
- Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves. It may be necessary for staff, freelancers and volunteers to do things of a personal nature for children (e.g. dressing and undressing children, lifting), particularly if

they are young or disabled. These tasks must only be carried out with full parental consent. Be responsive to the child's reactions. If they are fully dependant on you, talk about what you are doing and give choices where possible. Avoid taking on tasks that you are not appropriately trained for.

Be an excellent role model:

This includes not smoking, drinking alcohol, taking illegal drugs or using inappropriate language in the company of young people. Respect all Young People verbally, physically and emotionally.

Action:

If any of the following occurs, staff, freelancers and volunteers should report immediately to another colleague or the Co-ordinator and record the incident. The parents of the child must also be informed.

- You accidentally hurt a young person
- A child seems distressed in any manner
- A young person appears to be sexually aroused by your actions
- A young person misunderstands or misinterprets something you have done.

7. Types of abuse

The following definitions of abuse have been taken from the multi-agency code of practice 'Working together to Safeguard Children'.

1. Physical Abuse - actual or physical injury to a child, which may involve hitting, shaking, throwing, poisoning, burning or scalding, suffocating, drowning, or otherwise causing physical harm. It may also be caused when a parent or carer deliberately causes ill health to a child whom they are looking after. (This situation is now referred to as 'induced or fabricated' illness.)

2. Emotional Abuse – the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on that person's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing a child to feel often frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

3. Sexual Abuse - forcing or inciting a child or a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

4. Neglect – is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

8. When to be concerned: Recognising Signs of Abuse

It is not always easy to spot when children have been abused. However, some of the more typical symptoms which should trigger suspicions would include:

Physical Abuse

- Unexplained or untreated injuries
- Injuries on unlikely or unusual parts of the body.
- Cigarette burns. Bites or belt marks, scalds.
- Fear of parents being contacted, going home or receiving medical attention.

- Flinching when touched, refusal to discuss injury.
- Covering arms or legs.
- Aggressive or withdrawn.
- Fear of one person.

Emotional Abuse

- Over-reaction to mistakes.
- Sudden speech disorders.
- Extremes of emotions.
- Self-mutilation.
- Lack of/ change in appetite.
- Poor personal hygiene.

Sexual Abuse

- Pain, itching, bruising or bleeding to genital areas.
- Stomach pains.
- Discomfort when walking.
- Unexplained source of money/ belongings.
- Inappropriate sexual drawings/language/behaviour.
- Unexplained change in clothing/ dress

Abuse by Neglect

- Constantly hungry.
- Inappropriate clothing or dress.
- Constantly tired, lonely, no friends.
- Under weight.
- Poor personal hygiene.
- No parental support of interest.
- Dishevelled appearance.

9. Reviewing the Policy

20 Stories High recognises that the law in the area of Child Safeguarding is under constant review. The interpretation of the law and professional guidance is likewise subject to continual change. In common with all of 20 Stories High's policies, this policy will be reviewed annually, led by the Officer responsible for Child Safeguarding. We realise our obligation to keep abreast of developments in this complex area and the need to pass on information to staff. The training, guidance and supervision of staff is key to the successful operation of a sound Child Safeguarding Policy.

Child Protection Procedures:

1. Introduction

All staff are issued with a copy of the Child Protection Policy, in addition to this a handout has been produced for reference when dealing with a disclosure (see below).

Where it is believed that a child is suffering from, or is at risk of significant harm, we will follow the procedures set out by the ACPC.

- If any volunteer or member of staff is concerned about a child he or she must inform the Designated Person/ Participation Manager (Leanne Jones) immediately. In the absence of the Participation Manager (Leanne Jones), Co-Artistic Director Julia Samuels must be informed.
- Notes should be made about the concerns as quickly as possible.
- The Participation Manager (Leanne Jones) will decide whether an immediate referral is necessary. S/he may decide to seek advice initially from Liverpool Integrated Children's Services.
- After a verbal referral has been made to the Integrated Children's Services, the Designated Person will forward a written report confirming the telephone conversation.
- Particular attention will be paid to the physical, social and emotional development of any child who has been identified as being at risk.

2. Dealing with a disclosure

If a child discloses that s/he has been abused, the member of staff should:

- Listen carefully to what the child says without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child but do not make promises which it may not be possible to keep.
- Do not promise confidentiality - it may well be necessary to inform Social Services.
- Reassure the child that it is not his or her fault.
- Stress that it is right to tell.
- Listen, do not ask direct or leading questions.
- Do not criticise the perpetrator - the child may well still love him or her.
- Explain what you have to do next.
- Thank him or her for confiding in you.

3. Record Keeping

When abuse is disclosed or suspected the member of staff should:

- Make brief notes as soon as possible giving quotes if they can be recalled.
- Dates and times should be recorded.
- Notes should be factual and precise.
- These notes must not be destroyed, even if a more detailed report is later written. They may be needed in court.
- Draw a diagram to indicate any marks or injuries observed.
- All Child Protection files are marked 'Strictly Confidential', and are kept separate from other company records.

- If a young person making a disclosure wants to see the report from the disclosure, this must be made accessible to them.
- 20 Stories High will keep Child Protection files for seven years.

4. Support

Dealing with child protection is always difficult and stressful. Members of staff should consider seeking support for themselves, initially from the Designated Person.

5. Allegations involving a member of staff

When an allegation is made against a member of staff, freelancer or volunteer, immediate advice must be sought. The ACPC (Area Child Protection Committee) Guidelines must be followed. The Participation Manager will be informed immediately and Disciplinary Procedures will be instigated.

Should the allegation directly involve the Designated Officer, Julia Samuels (Co-Artistic Director) must be informed.

6. Useful Contact Numbers:

Designated Person	Leanne Jones:	07595 030480
Co-Artistic Director	Julia Samuels:	07980 600289
20 Stories High Office	0151 708 9728	
Careline (Liverpool Children's Service)	0151 233 3700	
Merseyside Police- Liverpool South	0151 406 8969	

Appendix 1

Child and Vulnerable Adult Safeguarding Handout for Freelancers and Volunteers

20 Stories High staff adhere to the following when working with Young People/ Vulnerable Adults and ask volunteers/ freelancers to do the same:

- There will always be two members of staff working with young people
- Wherever possible all staff/ freelancers and volunteers should avoid working along with one or more vulnerable adults. If unavoidable, work should take place in an environment where other persons are present.
- Should the group need to divide into smaller groups and work in different rooms, a single member of staff must work with more than one young person in a room.
- Physical contact between staff and participants should only be used in a safe, consensual and appropriate manner
- Staff should not enter into inappropriate relationships with participants
- Staff, freelancers or volunteers should not take lone project participants home in their car. If a vulnerable adult has no way of getting home after a workshop, staff should put them in a taxi rather than use their own vehicle. If this is not possible due to the adult/ young person needing a higher level of support the member of staff must take someone else with them or inform another person of the situation before leaving. In either case, staff should attempt to guardian/carer of the vulnerable adult or young person if applicable to confirm arrangements.
- In cases where these guidelines contradict each other (for example, waiting outside a venue late at night with a lone person, waiting for someone who is late to collect them), staff should use their judgement as to the best course of action. Where putting the safety of the child/ vulnerable adult first places the member of staff in a vulnerable position s/he should make the environment as safe for themselves as possible (in this case waiting inside the venue with box office staff, or by telephoning another adult to explain what is happening).
- If in doubt about anything, contact the project Child and Vulnerable Adult Protection Officer, or failing that, the local Social Services Department.

You should never:

- Engage in rough, physical or sexually provocative games such as horseplay.
- Share a room with a child/ vulnerable adult or invite or allow them to stay with you at your home.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to children or vulnerable adults, even in fun.
- Lend or borrow money or property. If you do lend money to a young person you must notify the designated safeguarding officer immediately.
- Take photographs/ filming or any form of media to be used for freelancers personal and promotional use. If this content is needed it must be requested after the session from 20 Stories High. If you do use your own camera or phone to take photographs during a session, they must be downloaded/ saved onto a 20 Stories High computer and then deleted from your personal camera/phone.
- Allow allegations made by a child or vulnerable adults to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for children or vulnerable adults that they can do for themselves. It may be necessary for staff, freelancers and volunteers to do things of a

personal nature for children or vulnerable adults (e.g. dressing and undressing, lifting), particularly if they are young or physically disabled. These tasks must only be carried out with full parental or carers consent. Be responsive to the person's reactions. If they are fully dependant on you, talk about what you are doing and give choices where possible. Avoid taking on tasks that you are not appropriately trained for.

Be an excellent role model:

This includes not smoking, drinking alcohol, taking illegal drugs or swearing in the company of young people.

Respect all Young People/ Vulnerable Adults verbally, physically and emotionally.

What should I do if a child/vulnerable adult tells me s/he is being abused?

Always

- Stay calm - ensure they are safe and feel safe.
- Show and tell them that you are taking what s/he says seriously.
- Reassure them and stress that s/he is not to blame.
- Be honest; explain you will have to tell someone else to help stop the alleged abuse.
- Make a note of what they have said as soon as possible after the event. Be factual in your account of what they have said.
- Maintain confidentiality - do not tell anyone who does not need to know.
- Inform the Designated Person of the disclosure immediately (Leanne Jones), if she is not available inform Co-Artistic Director, Julia Samuels.

Never

- Rush into actions which may be inappropriate
- Make promises you cannot keep.
- Interrogate the child/ vulnerable adult, or ask them direct or leading questions
- Show shock or disbelief.