

## **SAFEGUARDING POLICY**

### **Statement on the Safeguarding of Children, Young People and Vulnerable Adults**

Young & Talented believe that every child, young person and vulnerable adult has the right to be safe and is committed to safeguarding and promoting the welfare of every child, young person and vulnerable adult engaged in its projects. All staff and tutors working on behalf of Young & Talented are required to accept this responsibility and are committed to practices that protect children, young people and vulnerable adults.

Young & Talented will endeavour to safeguard children, young people and vulnerable adults by:

- adhering to child protection procedures developed by the awarding organisation in accordance with current regulatory requirements
- following carefully best practice procedures for recruitment and selection of staff, and associates
- raising awareness of all staff whilst also providing effective management for staff and associates through support and training
- reporting any concerns to the appropriate authorities

### **SAFEGUARDING POLICY FOR TUTORS AND VOLUNTEERS**

Young & Talented are fully committed to safeguarding the well-being of its participants. Tutors 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 Young & Talented. The process of implementing the policy is the responsibility of the Artistic Director.

All staff and young people are provided with a copy of the Young & Talented's Child Protection Policy statement.

### **OBJECTIVES**

In order to achieve the principles of the Policy Statement Young & Talented will:

1. Create an environment where young people feel secure, have their viewpoints valued and are encouraged to talk and are listened to.
2. Continue to develop awareness in all tutors and volunteers of the need for Child Protection and their responsibilities in identifying abuse, with particular care being taken for young people with disabilities.
3. Ensure that all staff are aware of the referral procedures at Young & Talented.
4. Ensure that outside agencies are involved as appropriate.

5. Provide information for parents/carers outlining procedures laid down within this and other related Young & Talented policies.
6. Ensure young people know there are adults at Young & Talented whom they can approach if they are worried.

## **BEHAVIOUR STATEMENT**

### **ALWAYS:**

- 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.
- Be aware of the possible implications of physical contact with young people.

### **NEVER:**

- Show favouritism to any individual.
- Make suggestive remarks or gestures.
- Do things 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 trivialise child abuse issues.
- Rely upon just your good name to protect you.
- Believe "it could never happen to me", both dealing with abuse or being accused of committing abuse.

### **If one-to-one contact is unavoidable**

- Make sure it is for as short a 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. Tutors and volunteers should also take insurance cover into account when considering giving lifts to young people, as Young & Talented's insurance does not cover this.

### **PROCEDURES:**

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

- You **must** always refer to the designated persons at Young & Talented.
- Don't investigate yourself.
- Write down the details as you know them on the Child Protection report form.
- Ensure that the young person is given the opportunity to talk to you, or an independent person.
- Listen to the young person without interruption, and do not ask questions about what you may suspect.
- 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 judgement 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 utilise the contact sheet and report form provided.

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

- Contact the Artistic Director. Any information, no matter how trivial it may appear, must be shared.
- Record the nature of the allegation in detail.
- 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 Artistic Director. If the allegation is against the Artistic Director, the Chair of the Board of Directors should be contacted.

### **MONITORING & RECORD KEEPING**

- All incidents should, ideally, be written up within the hour. Legally they must be recorded within 24 hours.
- Written notes should be attached if made separately from the attached report sheets.
- Reports should be signed by the staff member/volunteer, with the name printed and designation.

- Reports and records should be passed to the Artistic Director who in turn will take responsibility for the safe storage and processing of this information.
- All information gathered should be treated with strict confidentiality.

### **Working Remotely Safeguarding**

At Young & Talented are committed to practice which protects children and vulnerable adults from harm, face to face and via digital technology. Management, staff, tutors and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm. Safeguarding children is the responsibility of everyone.

During this period of social distancing Young & Talented staff will be working from home and with our young people digitally.

### **WORKING FROM HOME**

- When working from home Young & Talented staff will have their own access to their emails.
- If young people's images need to be downloaded for photo or video editing then the members of staff will delete these once the edit has taken place.

### **COMMUNICATION VIA TELEPHONE**

Staff will not use their personal mobile phone for this purpose. Only on written request from the parent, the member of staff will contact the parents by phone. The member of staff is required to call with private number and delete the phone number of the parent once the conversation concluded.

### **COMMUNICATION VIA EMAIL**

Staff will be required to email from their email accounts the parents and young peoples' personal email addresses.

### **COMMUNICATION VIA SOCIAL MEDIA**

Young & Talented will use social media during this time to communicate with young people and the parents. Current social media include WhatsApp, Twitter, Facebook, and Instagram. Contact with young people through such forums will only take place through organisational accounts. Young & Talented will not follow young people's accounts and only invite members to follow Young & Talented accounts.

### **COMMUNICATION VIA DIGITAL PLATFORMS**

When communicating with young people via digital platform Young & Talented App the staff will use Young & Talented's account and ensure that the personal details of young people and freelancers are not shared.

All parents will be informed of the platforms to be used, the material shared and the adults who will be sending these materials.

Staff will also remind young people that this is not a private space and whatever they share online will be seen by the group.

Any young person who breaks the above rules will be removed from the platform by Young & Talented staff and parents/carers will be informed.

### **RECEIVING A DISCLOSURE ONLINE OR VIA MOBILE PHONE**

We recognise that at times, members might disclose information to staff members via texts, calls or digitally. If a staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they will immediately refer it for action to an executive staff member and/or Safeguarding Officer, ideally by speaking to them by phone. The executive staff member/Safeguarding officer will follow the procedure set in place by Young & Talented's Safeguarding policies.

### **SHARING WORK CREATED ONLINE**

When Young & Talented share work created online will take the following steps;

- Not use a child's surname in photography or video content.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.
- Only share content through Young & Talented's official accounts.

If, for whatever reason, a parent/carer or young person are not happy with the use of content, then Young & Talented will not share the content.

### **Young & Talented's Child Protection and recruitment procedure**

All volunteers and tutors must provide evidence of clearance by the Criminal Records Bureau at the appropriate level for the adult's involvement with Young & Talented. Should the adult not have this clearance they must complete a **Disclosure and Barring Service (DBS) Form** providing the following information:-

Full name

Current and recent addresses

Date of birth

Documentation to confirm their identity (i.e. birth certificate or rivers 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.

Volunteers and tutors without a **Disclosure and Barring Service (DBS) Check** will not be permitted to serve unsupervised with the organisation until the process has been completed.

## THE ROLE OF THE DESIGNATED PERSONS

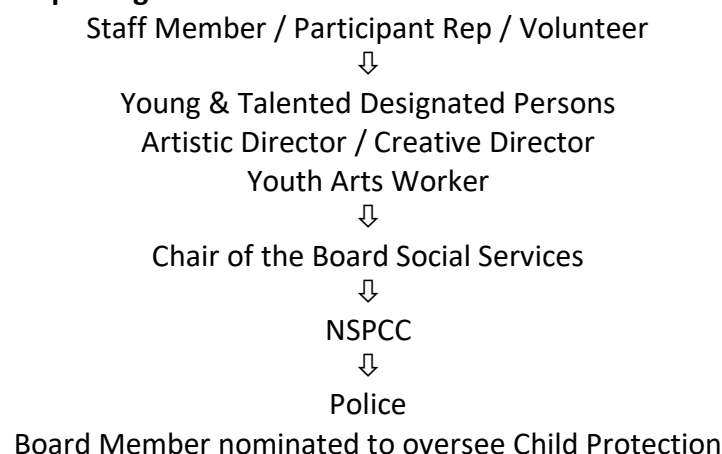
To be effective in this role they must:

- Act as a source of advice, support and expertise within the organisation and be responsible for co-ordinating action regarding referrals, liaising with Social 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, Young & Talented's Child Protection Policy.
- Ensure the Child Protection 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 Child Protection Policy to alert them to the fact that Young & Talented may need to make referrals
- Y&T Safeguarding Lead Officer is Andreea Urzica.

## THE ROLE OF THE BOARD

- To sanction a robust Child Protection 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 Child Protection co-ordination, along with a nominated board member.
- 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 procedures in place.
- To ensure an annual item is placed on Board meeting agendas, detailing changes affecting policy and procedures, training undertaken and numbers of cases/incidents (without names or details).

## Procedures for Reporting



**YOUNG & TALENTED**

**Child Protection Policy**

**Record of allegation or suspicion of abuse**

**Name of Participant:**

**Date of Birth:**

**Date of Concern:**

**Time of Concern:**

**Parents/Carers Names:**

**Home Address / Phone Number:**

**Concern identified by: Designation:**

**Is the person making the report expressing their own concerns, or passing on those of somebody else? Please give details:**

**What has prompted the concerns? Please give details:**

**Any Physical Signs? If yes please give details:**

**Has the child been spoken to? If yes please give details:**

**Have parents been contacted? If yes please give details:**

**Has anyone been alleged to be the abuser? If yes please give details:**

**Has anyone else been consulted? If yes please give details:**

**Report prepared by:**

**Name:**

**Signed:**

**Date:**

**Please ensure this is passed to one of the designated persons immediately. Mark the envelope Private and Confidential.**