

# Reach Inclusive Arts

## Child Protection Policy & Procedures

### 1. Introduction

We at Reach Inclusive Arts are committed to a practice, which protects children from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm. We will endeavour to safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training
- We are also committed to reviewing our policy and good practice on an annual basis.

### 2. Statement of Intent

It is the policy of Reach Inclusive Arts to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm. This organisation is committed to creating a safe environment in which young people can feel comfortable and secure during sessions led by arts workers employed by Reach Inclusive Arts. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Reach Inclusive Arts.

### 3. Guidelines for all Reach Inclusive Arts staff and volunteers

#### a. ATTITUDES

Staff and volunteers are committed to

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

## **b. BY EXAMPLE**

Staff and volunteers will endeavour to

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy

## **c. ONE TO ONE CONTACT**

Staff and volunteers will

- Not spend excessive amounts of time alone with children, away from others. Staff should try to always be visible to others in their contact with children.
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

## **d. PHYSICAL CONTACT**

Staff and volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, Reach Inclusive Arts staff should seek a member of school staff or leader of the youth organisation to deal with such an incident
- Allow, or engage in, inappropriate touching of any kind

## **e. GENERAL**

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun
- Do not engage in communication on social media with young people

## **f. RELATIONSHIPS**

Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within Reach Inclusive Arts or the work of Reach Inclusive Arts

## **g. SHARING INFORMATION**

Good communication is essential in any organisation. Reach Inclusive Arts and staff employed by Reach Inclusive Arts will make every effort to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

### **Children & Young People**

Children and young people have a right to information, especially any information that could make life better and safer for them. Reach Inclusive Arts will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, Reach Inclusive Arts personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

### **Parents**

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

- Publishing the named Designated Child Protection Person(s) and how to make a complaint on the web site at <http://reachinclusivearts.org.uk/>
- Publishing a full copy of the Child Protection Policy on the web site at <http://reachinclusivearts.org.uk/>
- No images of children involved in projects will be used without written and signed parental consent.

### **Staff & Volunteers**

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of the Reach Inclusive Arts staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of Reach Inclusive Arts procedures. Each member of staff will receive updated training in Child Protection every three years.

### **Other Bodies**

A copy of our Child Protection Policy will be made available to any other appropriate body.

## **h. PROCEDURES FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE**

All action is taken in line with the following legislation/guidance:

- South West Safeguarding and Child Protection Shared Procedures, <http://www.proceduresonline.com/swcpp/swindon/index.html>
- Safeguarding Children in Education September 2004
- Working Together to Safeguard Children 2010
- What to do if you're worried a child is being abused 2006.

In any case where an allegation is made, or someone in Reach Inclusive Arts has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available

Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details;

- What has prompted the concerns?
- Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? E.g. school, designated officer, social services etc
- Has anyone else been consulted? If so, record details

#### **i. DESIGNATED CHILD PROTECTION PERSONS**

- The designated person in Reach Inclusive Arts is Mark Smart Tel 01793 347309
- If a disclosure is made by a child or if a person employed by or volunteering for Reach Inclusive Arts becomes aware of a child protection issue then the designated person must be informed immediately.
- If the designated person is not contactable then the deputy designated person is Helen Whelehan Tel 07850837349. The deputy of the designated person will then have the same obligation to contact Children Services Referral Team.
- The designated person will immediately inform Children Services Referral Team by telephone. Telephone number: 01793 466903  
Out of hours telephone number: 01793 436699
- The telephone referral to the Children Services Referral Team will be confirmed in writing using the form marked RF1, within a maximum of 48 hours, ideally 24 hours via encrypted email, with a copy to the designated person for child protection (insert name). Essential information will include pupil's name, address, date of birth, family composition, and reason for referral, name of person receiving the referral and any advice given. This written confirmation must be signed and dated by the referrer.
- Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

#### **j. ALLEGED ABUSE BY STAFF, MANAGERS, VOLUNTEERS OR TRUSTEES**

- When an allegation is made against a member of staff or volunteer, then the allegation must be passed to your designated person for child protection (insert name) or their deputy (insert name), or, if the allegation concerns them both, direct to the Local Authority Designated Officer.
- Your designated person for child protection should contact one of the Local Authority designated officers for consultation Local Authority Designated Officer, on 01793 466849 or if unavailable Head of Safeguarding on 01793 464366. The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

#### **k. TRAINING**

- The designated person and his/her deputy must receive training every 2 years in child protection. Training is available from Swindon Local Safeguarding Children Board <http://www.swindonlscb.org.uk/> Tel: 01793 463803
- All staff and volunteers shall have access to appropriate training on a regular basis, at least every 3 years.

#### **l. RECORD-KEEPING**

- All records, information and confidential notes will be kept in separate files in a locked drawer or filing cabinet.
- Only the designated Persons will have access to these files.

#### **m. DISCLOSURE**

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event,
- Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact one of (Designated Persons) for advice / guidance.

The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.

If Designated Person is not available, or it is inappropriate to approach them, the volunteer /

member of staff with the concern should make direct contact with the relevant organisation themselves.

- Record any discussions or actions taken within 24 hours.

#### **n. FURTHER INFORMATION**

For further information about what to do if you are worried a child is being abused, see the Swindon LSCB website,

<http://www.swindonlscb.org.uk/about/Documents/What%20to%20do%20if%20you%20are%20worried%202015.doc>

Leaflets available from Swindon LSCB also include:

- Copies of the DfES summary booklet What to do if you are worried a child is being abused
- Credit card sized leaflets entitled Workers' Pocket Guide, which can be carried for easy reference