

Safeguarding Policy

We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for children and young people
- adopting child protection and safeguarding best practice through policies, procedures and code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision and support
- utilising staff and volunteers safely, ensuring all necessary checks are made (DBS)
- recording and storing information professionally and securely
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately

Support and advice

NSPCC

- www.nspcc.org.uk
- Helpline for adults asking advice 0808 800 5000
- Helpline for young people up until 19th birthday 0800 1111

The Mix

- www.themix.org.uk
- Helpline for under 25s 0808 808 4994

Pause Birmingham

- www.forwardthinkingbirmingham.org.uk/services/13-pause
- Access Centre Number 0300 300 0099

Talk to Frank – drug and substance use/misuse

- www.talktofrank.com
- 0300 123 6600

The purpose and scope of this policy

The purpose of this policy is:

- to protect children and young people
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Time-2 and the venue being used; including managers, organisers, paid staff, volunteers, sessional workers, and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. And in line with advice from the NSPCC.

A summary of the key legislation is available from www.nspcc.org.uk/learning

Procedures

Procedures to respond to safeguarding concerns include:

- Designated Safeguarding Officer DSO
 - DSO will be Joel Drapkin
 - Central contact for Safeguarding concerns and disclosures
- Dealing with disclosures and concerns about a child or young person
 - Directly from the young person themselves
 - Inform the participant that you might not be able to keep this confidential (if they are at risk of harm or someone else is)
 - Let the participant continue without interruption. Reassure them that they have done the right thing to talk about it. Be non-judgemental and non-reactive.
 - Mitigate any risk of further harm/concern
 - Immediately record the facts on an incident form (from the DSO). Report to the DSO. Do not discuss with anyone else and ensure incident form is secure and private
 - Made by someone other than the young person
 - Mitigate any risk of further harm/concern
 - Immediately record the facts on an incident form (from the DSO). Report to the DSO. Do not discuss with anyone else and ensure incident form is secure and private
- Managing allegations against staff and volunteers
 - Incident to be escalated immediately to the DSO
 - Incident form to be completed
- Recording and information sharing
 - Information sharing to be at the discretion of the DSO and only in as far as it protects and mitigates further concerns

GENERAL

- The welfare of the young person is paramount and staff/volunteers must prioritise this at all times.
- Staff/volunteers must take reasonable precautions to ensure the health, safety and well-being of participants, colleagues, staff/volunteers and other stakeholders.
- Staff/volunteers must not accept gifts or money from young people.
- Staff/volunteers must not photograph or record young people without the permission of those attending and the DSO.

COMMUNICATION AND CONTACT

- All communication with young people must be conducted professionally and reflect appropriate boundaries
- Staff/volunteers must never give out their personal details, contact details or address or ask for those of a young person.
- Staff/volunteers should not communicate with young people via social media
- Do not spend time with young people unobserved. Any discussions are to be had in a public space or in a room where both can be observed
- Avoid physical contact where possible. Do not get involved in physical games and activities where contact is required

PROFESSIONAL CONDUCT

- All staff/volunteers are expected to conduct themselves in a respectful and professional manner and create a fun, interactive, positive, inclusive environment
 - All staff/volunteers must wear a name badge at all times
- Online safety
 - Where activities involve research online, be aware of the safety of the participants
 - Anti-bullying
 - Staff/volunteers to be aware of the risk of bullying and the range of ages of participants. If there is a suspicion of bullying (verbal, physical or cyber) bring it to the attention of the DSO
 - Managing complaints
 - Complaints during or after the workshop should be notified to the DSO and managed as per disclosures
 - Whistleblowing
 - In the event that concerns are not addressed satisfactorily within the structure of the workshop/programme by those responsible for health and safety and safeguarding, concerns can be raised with the NSPCC directly.
 - Health and safety
 - We have a duty of care to staff, volunteers and young people. Our commitment is to make every effort to reasonably foresee and put in reasonable measures to prevent risk.
 - Risk assessments will be carried out prior to the workshop and a dynamic risk assessment on the day
 - Emergency evacuation procedures will be made clear at the start of the day to all attendees. If any attendees require special assistance they will have a personal emergency evacuation plan (PEEP) discussed with carers
 - In the event of an injury there are 2 options
 - 999 – contact in the event of an emergency
 - Contact First Aid trained staff/volunteers (1st aider – Joel Drapkin)
 - Supervision and support
 - Workshop facilitators will run the workshops and will brief staff/volunteers on the day
 - Joel will run a safety briefing
 - Adult to child ratios
 - Min Supervision: One leader to 11 YP

- Quality assurance
 - Feedback survey for staff and participants to be completed