Safeguarding Policy and Procedure

Small But Mighty’s Designated Safeguarding Officer is Jonathan Godsal

Contact Telephone Number is 07765241685

Email jogodsal@hotmail.com

Statement

Small But Mighty is fully committed to safeguarding the welfare of all children and young people by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. Safeguarding children and young people is at the centre of Small But Mighty’s activities and beliefs and is the responsibility of everyone. Small But Mighty aims to keep safe all children and young people who use Small But Mighty’s services as well as the paid staff and volunteers who work for Small But Mighty.

Small But Mighty aims to provide safe, positive and empowering environments for all young people who engage in projects, programmes and events organised directly by it, or in partnership with other organisations. Small But Mighty’s work with young people aims to be fun, informative and inspirational. This can only be achieved in an atmosphere of trust and respect. Small But Mighty recognises that there are a variety of approaches required to ensure an effective prevention of harm strategy. These include: creating the right environment, developing practice standards, empowering young people, paid staff and volunteers, sharing information and developing a monitoring role.

Small But Mighty’s paid staff and volunteers must, at all times, show respect for and understanding of the rights, safety and welfare of our users and conduct themselves in a way that reflects this.

Small But Mighty takes any concerns or suspicions seriously. Full support will be given to any individuals who raise concerns.

Compliance with Small But Mighty’s policies and procedures should achieve the above. This policy is linked to the following policies and procedures:

Health and Safety Policy, Risk Assessment and associated policies

Safe Recruitment

Diversity and Equality (including equal opportunities, access and inclusion and LGBT+)

Data Protection (including retention of records and information sharing)

IT Policies

Code of Conduct

Complaints Policy and Procedure

Prevent Policy

The policy should also be used in conjunction with standard forms for collecting consent, photo and video permissions and the reporting of Safeguarding incidents.

# Dissemination

All paid staff and volunteers will be made aware of this policy and procedure as part of their induction. They have a responsibility to adhere to it. It will be made freely available to all Small But Mighty users via our website.

# Review date

This Policy and Procedure will be reviewed every year by Fran in consultation with Jo Godsal her Safeguarding Officer. This version of the policy has been re-written and approved in September 2019 and will next be reviewed in August 2020.

# Small But Mighty Definitions

Young people/person – All safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18.

Vulnerable adult – Someone over the age of 18, who is ‘vulnerable’ as a result of a learning or physical disability, medical condition, mental health need or in a situation of domestic violence.

Small But Mighty paid staff and volunteers – This includes Trustees, paid staff, volunteers and staff of partner organisations.

# Legislation to protect children and young people

This policy has been devised primarily within the context of the responsibilities arising under the Children Acts 1989 and 2004, Working Together to Safeguard Children and Young People 2015 and the Safeguarding Vulnerable Groups Act 2006.

Other factors guiding the policy include:

* The United Nation's Convention on the Rights of the Child
* The *Independent Theatre Council’s* Working in Schools guide
* *Arts Council England’s* Keeping Arts Safe guidelines

# Designated Safeguarding Officer

The designated worker takes responsibility for disseminating and implementing safeguarding procedures within the organisation at all times. In particular, they will carry out duties that may include but are not limited to:

* Be specifically trained to carry out this role
* Be familiar with and have an understanding of all legislation and guidance relating to safeguarding and child protection
* Receive information from paid staff, volunteers, children and young people, parents and carers about child protection concerns
* Assess this information promptly and take appropriate action
* Maintain secure, confidential records of any child protection or other safeguarding concerns raised, action taken and follow-up required
* Provide support during and after incidents involving child protection
* Know how to contact and establish links with the Local Safeguarding Children Boards and the relevant departments within Local Authorities and police and be familiar with local referral procedures
* Assess the safeguarding and child protection learning and development needs of all staff and volunteers and coordinate the training
* Promote safeguarding across the organisation and keep all staff and volunteers informed on good practice and new legislation and guidance
* Monitor the overall trend of safeguarding concerns, keep records of their disposal and feed back to the organisation on the quality of their safeguarding work

Safe practice when working with young people

Sample forms for parental/ carer consent

Consent must be obtained from a child’s parent or carer for any Small But Mighty activity involving a person under the age of 18 years or a vulnerable young person up to the age of 25. For young people aged 18 and over they will be asked to provide emergency contact, health and medical information.

Small But Mighty is committed to treating all sensitive personal data in a way that protects the privacy of all individuals in line with the General Data Protection Regulation 2018 (GDPR).

Risk assessments are completed before any activity or event and risk assessing is ongoing throughout the event/activity.

Further information on the risk assessment process can be found in the Health and Safety policy document.

Use of photographs or recorded images of children and young people

Small But Mighty reserve the right to document our work through photographs and video recording. Small But Mighty commits to ensure that all publications and media represent participants appropriately and with due respect. This includes both children, young people and staff/ volunteers. Permission received by Small But Mighty restricts use for Small But Mighty’s own promotional use eg. publications, website and social media.

A photograph or image of a child or young person will not be published without consent. Personal information about the individual will not accompany the image.

# What constitutes child abuse

Child abuse occurs when a child or young person has suffered from, or is at significant risk of suffering from, ill-treatment or impairment of development, by any person who knowingly colludes with or fails to prevent the ill-treatment of the child or young person by not ensuring reasonable standards of care and protection.

All paid staff and volunteers should be aware that abusers are not just strangers. They can include parents, carers, family members, friends, people in positions of trust and authority, other children or young people, or anyone who has contact with children and young people.

Children and young people who are abused are often abused by an adult they know and trust.

# Definitions of abuse

Four categories of abuse have been defined and are generally accepted, although it is important to remember that abuse will often fall into more than one category at any one time

**Physical**

Any form of non-accidental injury or failure to protect against injury to a child or young person. This may involve hitting, shaking, poisoning, throwing, suffocating, burning and scalding. Physical harm may also be caused when a parent or carer puts on the symptoms of, or deliberately causes, ill health to a child or young person under their care.

**Neglect**

The persistent or severe neglect and failure to meet the child’s or young person’s basic physical and or psychological needs, ie food, warmth, shelter, clothing, care and protection

**Emotional**

Severe or persistent rejection or emotional ill-treatment of the child or young person which would negatively affect the emotional or behavioural development of the child or young person.

**Sexual**

The actual, or likely, sexual exploitation of the child or young person by any person, whether or not that child or young person is aware of what is happening. This would include physical contact (penetrative or non-penetrative) and non-physical contact (looking at pornographic materials, watching sexual activities, or encouraging children/young people to behave in sexually inappropriate ways) and online contact.

Small But Mighty staff will attend recognised Safeguarding training every two years and will be hold Enhanced DBS certificates. This will empower them to recognise signs of abuse. Your Organisation recognises that all staff, Trustees and volunteers working with children, young people and vulnerable adults have a duty of care to recognise and report safeguarding concerns.

# Respond

The appropriate response is vital. No disclosure about possible abuse or neglect should ever be ignored. If a child or young person confides in you, you must do the following:

Reporting concerns, suspicions and allegations

What to do if you have a concern, suspect or have a disclosure about abuse

Report any safeguarding concerns to the Designated Safeguarding Officer or their

Deputy as soon as possible. In the case of work with partner organisations discuss concerns with their designated safeguarding officer. Once you have reported concerns about abuse to the Designated Safeguarding Officer the responsibility for taking action lies with them.

Process

* Any concerns must be raised with the Safeguarding Designated Officer immediately. If the concern is regarding one of these people then it should be raised with the Chair of the board or Deputy.
* Where an allegation has been made about a member of paid staff or volunteer they will be provided with access to organisations or bodies who can provide support.

If a child or young person confides in you, you must do the following:

* Stay calm and approachable.
* If the child or young person is in immediate danger, call 999.
* Listen very carefully to what is being said without interrupting
* Explain as early as possible that the information being given by the child or young person will need to be shared but only to those who need to know. Do not promise confidentiality.
* If you deem it appropriate to make notes during the conversation to keep an accurate record, do so. However, if this is not possible or appropriate, ensure that this is done immediately following the conversation.
* Make it clear that you are taking the child or young person seriously.
* Allow the child or young person to speak at their own pace
* Reassure the child or young person that they are doing the right thing in telling you
* If you need to ask questions, ensure that they are open questions or used for clarification
* Let the child or young person know what will happen next, who you will report the information to, what will happen once it’s been reported
* Record all the details of what was said immediately after on the Small But Mighty Incident/Disclosure Form - CONFIDENTIAL. Use the child or young person’s exact wording – do not try to interpret any of the information yourself. Record details such as names mentioned, dates, times, who the information went to and what action was taken next. Sign and date the form. Share this information with the designated person and/or line manager immediately.

Action to be taken by the Designated Safeguarding Officer

* Consider whether the child or young person is in immediate danger. If they are, contact the police, Local Authority, Local Safeguarding Children’s Board or parents or carers (if appropriate)
* Contact your Local Safeguarding Children’s Board Local Authority Designated Officer if appropriate.

Any personal information gathered about a young person regarding a child protection concern will be stored in a secured and confidential place. Only appropriate staff will have access to this information (eg paid staff member or volunteer involved, Designated Safeguarding Officer).

Process for reporting child protection concerns

If risk of harm is immediate, call 999

Concern about a child/ disclosure/ allegation

Report to Local Children’s Safeguarding Board: no action taken

Report to Local Children’s Safeguarding Board: action taken

In-house response.

DSO decides on relevant course of action and reports back to Trustee, staff member or volunteer

Report to Designated Safeguarding Officer

Record the facts as soon as possible using exact words

* Who
* When
* Where
* What