

## Child Safeguarding Policy and Procedure

**Issued: February 2020**

**Last Review: August 2022**

**Review Date: August 2024**

### Introduction

This policy applies to all FolkActive personnel: directors, tutors, volunteers or anyone acting for the organisation.

The purpose of this policy is:

- To protect children and young people who receive the services of FolkActive.
- To provide FolkActive personnel with the overarching principles that guide our approach to safeguarding and child protection, our procedures and training.

FolkActive CIC believes that no child or young person should ever experience abuse of any kind. We take seriously our responsibility to promote the welfare of all those with whom we come into contact through our activities and to keep them safe. We are committed to work in ways that protect them.

### Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to promote safeguarding, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018
- The Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0-25 years – Statutory guidance for organisations which work with and support young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

### We believe that:

- The welfare of children and young people is paramount
- All people regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working openly in partnership with all who come in contact with FolkActive CIC their families and other agencies is the best way of promoting their welfare

### We will seek to keep those we work with safe by:

- Valuing, respecting and listening to each individual
- Appointing a Designated Safeguarding Officer (DSO), a deputy and a Director responsible for keeping each person safe
- Ensuring these principles are applied through a safeguarding procedure and a code of conduct for FolkActive personnel

- Providing FolkActive personnel with information, training, supervision and monitoring
- Making information on safeguarding available to those with whom we work and their families
- 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, others we work with, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring we have a procedure to help us deal with any incident
- Ensuring we have a complaints and whistleblowing policy in place
- Ensuring that we provide a safe physical environment for those with whom we work and for FolkActive personnel by applying health and safety measures in accordance with the law and regulatory guidance
- Developing an e-safety policy and related procedures
- Recruiting FolkActive CIC personnel safely, ensuring all necessary checks are made

**The Designated Safeguarding Officer (DSO) will:**

- Keep their knowledge up to date through attending briefings and reading documents
- Ensure that the Policy and Procedure is available on the FolkActive website
- Ensure that recruited personnel complete an application form, that references are followed up and an enhanced Disclosure and Barring certificate is obtained successfully
- Ensure that all FolkActive personnel have a clear understanding of issues around safeguarding
- Ensure new personnel read the policy and procedure and discuss this with the DSO as part of induction
- Be clear on how the organisation logs concerns and who to contact if issues arise
- Ensure personnel have a debriefing session and support if issues arise
- Ensure that records are kept securely

**FolkActive personnel will**

- Hold an enhanced Disclosure and Barring Service certificate
- Read information about safeguarding provided by FolkActive CIC on induction and refresh their knowledge yearly
- Inform the DSO of any concerns immediately making notes as soon as possible
- Inform other agencies if they feel the DSO is not passing on their concerns
- Inform other agencies if they feel there are problems within FolkActive CIC.

**Work in School Settings**

- When working in a school, FolkActive will abide by the school's Child Protection Policy
- If a concern arises during a project in a school, the school's designated Child Protection Officer or another senior member of staff must be informed in addition to the FolkActive Child Protection Officer.

**During sessions and workshops**

- Personnel should know about who is in the group and other people who should be on the premises
- For each activity FolkActive will provide at least two trained responsible adults. If this is impossible, the time a single adult is with a lone child must be minimised.
- Toilet breaks should be planned and supervised
- Personnel should be clear about their role in the activity and provide a role model through their behaviour and language
- Personnel should give enthusiastic, constructive feedback and avoid negativity
- How sessions end and how participants leave FolkActive's care must be planned and understood by all

**Protection of personnel**

- FolkActive personnel must treat all young people in the same way.
- No favouritism should be shown and no friendships developed
- Personnel should report to their lead person or DSO if they have concerns over a young person's behaviour towards them
- No personal contact details in any form should be shared between personnel and participants
- No information or photographs should be shared on any form of social media or electronic communication without express signed permission
- Physical intervention should be avoided. Personnel should demonstrate and use clear, concise instructions
- If physical contact is essential for teaching for example a dance move or instrumental technique, permission must be obtained from the individual first

**Allegations**

- Any allegations against FolkActive personnel should be reported to the Designated Safeguarding Officer.
- A referral form completed and sent to the Local Authority Designated Officer (LADO) in the relevant local authority.

**Contact details**

Designated Safeguarding Officer (DSO)

Name: Tom Gregory

Email: tom@folkactive.org.uk

Phone: 07968 957988

Company Lead for Safeguarding

Name: Tom Gregory

Email: tom@folkactive.org.uk

Phone: 07968 957988

**Reporting Concerns**

Contact the relevant MultiAgency Safeguarding Hub or in an emergency call 999.