



The Television Workshop Nottingham

Safeguarding Policy

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1. Introduction

- 1.1. This document is the Safeguarding Children Policy for The Television Workshop Nottingham which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.
- 1.2. Individual agencies are responsible for ensuring that their employees are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.
- 1.3. The purpose of the organisation is to train young people in naturalistic acting techniques and act as representative agent for the students in relation to professional stage and screen work.
- 1.4. We know that young people can be vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people.
- 1.5. N/A
- 1.6. Principles upon which the Safeguarding Children Policy is based:

The welfare of a child or young person will always be paramount

- All children and young people will be valued equally
- The welfare of families will be promoted
- The rights, wishes and feelings of children, young people and their families will be respected and listened to

Those people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below.

“Safeguarding Young People is about more than child protection. It means taking a comprehensive approach that prevents young people from any potential source of harm.”

National Council for Voluntary Youth Service (NCVYS), 2008

2. Safeguarding Children & Young People

This section covers a collection of safeguarding measures which have been designed to safeguard children and young people from harm. They are as follows:

2.1 Safe Recruitment & Selection.

We have a policy and procedure which ensures that all potential paid staff and volunteers:

- Complete an application form or a letter of application. This includes: address, evidence of relevant qualifications, the reasons why they want to work with children and young people, paid work and voluntary work experience and all criminal convictions.
- Provide two pieces of identification which confirm both identity and address.
- Undergo an interview (formal or informal) involving at least two interviewers.
- Provide at least two references which are followed up before a post is offered. One reference is from the last employer or an organisation that has knowledge of the applicant's work or volunteering with children or young people. If the applicant has not worked with children or young people before, then they should confirm this and give an alternative referee.
- Consent to a Disclosure and Barring Service check (formally CRB check) at the appropriate level (standard or enhanced). DBS disclosure checks should be approved by a manager and updated every 3 years.

Furthermore the organisation complies with all other safeguarding regulations:

- We understand that a person who is barred from working with children or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer with these groups.
- We understand that an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
- We understand that if our organisation dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left, we must complete a DBS referral form:

[DBS referrals | Home Office](#)

2.2 Management & Support of Paid Staff & Volunteers

- All staff and volunteers are provided with a job description (paid staff) or a role profile (volunteers) outlining their main responsibilities. This includes a requirement to comply with our Safeguarding Policy and procedures and Ground rules for appropriate behaviour.
- All paid staff and volunteers complete a role review at the end of their induction period before being confirmed in post. Inductions will be completed within 6 months.
- All paid staff are given supervision at least every 6 weeks by their line manager/ Chair of the organisation.
- All volunteers are given regular support sessions. (This may include one to one or group support, mentoring or shadowing opportunities).
- Implements disciplinary and grievance procedures for all paid staff and volunteers, which comply with the ACAS¹ Code of Practice.
- All paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role.
- All paid staff and volunteers receive an induction, which includes information on all the organisation's policies and procedures.

2.3 Providing Safer Activities and Trips

2.31 Necessary arrangements

- People whose suitability has not been checked, including through a DBS check must not be allowed to have unsupervised contact with children
- All paid staff and volunteers undertaking specialist roles, (e.g. taking children and young people off site on trips) are provided with appropriate training.

¹ ACAS – Advisory, Conciliation and Arbitration Service

- All activities are risk assessed to ensure that all reasonable steps are taken to prevent children and young people being harmed whilst participating in the organisation's activities.
- Employer's liability and/or public liability insurance has been taken out to ensure that all activities and services and all people taking part, are covered.
- All activities being provided are properly planned and organised. Planning ensures that the activities are: age-appropriate, appropriately supervised, take account of staff ratio and use qualified instructors.
- The organisation has a Photography Policy about taking and using photographs of children and young people and a consent form for the use of photographs and filming.

2.32 Transport.

We ensure that our transport has:

- Appropriate insurance cover
- Tax MOT
- Appropriate seats (including booster seats and seatbelts)
- A first aid box
- Drivers hold the correct driving license

2.33 Computers.

- All computers used by children and young people are equipped with "parental controls" to ensure safe internet use.
- All children and young people will be guided through an agreement about using the internet. This includes appropriate use of social networking sites.
- Children and young people are supervised whilst using the internet and webcams.
- The Child Exploitation and Online Protection (CEOP) Centre training around internet safety is completed by children & young people, staff and volunteers where appropriate.

2.4 Ground rules.

We have a set of Ground rules for appropriate behaviour for children and young people, staff and volunteers, and parents/ carers.

Systems are in place and implemented if the Ground rules are broken.

2.5 Bullying

Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:

- Physical pushing, kicking, hitting, pinching etc.
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals.
- Sectarian/racial taunts, graffiti, gestures.
- Sexual comments and/or suggestions.
- Unwanted physical contact.

Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.

Everybody has the responsibility to work together to stop bullying - the coach/volunteer, the parent/guardian, the child/young person, the official commitment to the early identification of bullying and prompt, collective action to deal with it.

Anyone who reports an incident of bullying will be listened to carefully and be supported, whether it's the child/young person being bullied or the child/young person who is bullying. A bullying report form will be completed and appropriate action taken.

Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.

Children/young people being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.

Those who bully will be supported and encouraged to stop bullying.

2.6 Physical Contact

When working with young people in a drama training context, it may be necessary for staff and students to make physical contact with each other, e.g a fight scene or a love scene.

It is the responsibility of the tutor leading the session to supervise such contact, lay down clear rules and boundaries for all involved, and to use their professional discretion regarding what is acceptable. They must ensure the students feel comfortable with such situations and are responsible for their safety.

See Appendix (add your organisation Comments, Compliments & Complaints Policy as an appendix) TO BE COMPLETED.

3. Child Protection

3.1 Immediate Action to Ensure Safety.

Immediate action may be necessary at any stage in involvement with children and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD OR CHILDREN CONCERNED i.e.:

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use police protection.

3.2 Recognition of Abuse or Neglect.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children and where there are concerns about a child's welfare. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

Abuse can take many forms and the following is a summary of the most common forms of child abuse as set out in *Working Together to Safeguard Children* (2013)

3.21 Physical Abuse.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

3.22 Emotional Abuse.

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only in so far as they meet the need of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions beyond a child's development capability, as well as overprotection and limiting of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

3.23 Sexual Abuse.

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

3.24 Neglect.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3.3 When You Must Not Discuss Your Concerns with Parents/ Carers.

It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you **MUST NOT** discuss your concerns with parents/carers in the following circumstances:

- Where sexual abuse or sexual exploitation is suspected
- Where organised or multiple abuse is suspected (see complex, organised or multiple abuse procedure)
- Where fabricated or Induced Illness (previously known as Munchausen Syndrome by proxy) is suspected (see Fabricated or Induced Illness procedure)
- Where Female Genital Mutilation is the concern (see Female Genital Mutilation procedure)
- In cases of suspect Forced Marriage (see Forced Marriage procedure)
- Where contacting parents/carers would place a child, yourself or others at immediate risk

These decisions should not be taken in isolation. Consult with your senior manager/line manager/designated safeguarding lead or the Multi Agency Safeguarding Hub on 0300 500 80 90.

3.4 What to do if Children Talk to You About Abuse or Neglect.

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations **YOU MUST**:

- Listen carefully to the child. **DO NOT** directly question the child
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child that:
 - they have done the right thing in telling you;
 - they have not done anything wrong;
- Tell the child what you are going to do next and explain that you will need to get help to keep him/her safe.
- **DO NOT** ask the child to repeat his or her account of events to anyone

If a child discloses information to you about abuse or neglect you must take action.

Contact your designated safeguarding person or if you cannot contact them go straight to the Multi Agency Safeguarding Hub on 0300 500 80 90

If a child is in immediate danger of being harmed, the police should be called on 999.

3.5 Consult about your Concern

Because of your observations of a child, or information received you may become concerned about a child who has not spoken to you.

Ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. Initially you should talk to one of the people designated as responsible for child protection within your organisation. In this organisation the two designated safeguarding people are:

- | | |
|-----------------|------------------|
| 1. Nic Harvey | tel: 07815566165 |
| 2. Fiona Watson | tel: 07783031067 |

It will usually be the designated person who will then get in touch with the Multi Agency Safeguarding Hub if necessary:

All reports or enquiries concerning the welfare or safety of a child must go straight to the new Multi Agency Safeguarding Hub on **0300 500 80 90**. This applies to reports from council staff, the public, partners and outside agencies. The email address is: mash.safeguarding@nottscgcsx.gov.uk.

If you are worried about a child and cannot contact a designated person speak to another manager go direct to the Multi Agency Hub.

If a child is in immediate danger of being harmed, or if a child is home alone, the police should be called on 999

If a caller rings out of office hours, facilities will be in place to divert the call so no alternative numbers need to be provided.

3.6 Make a Referral

3.61 A referral involves giving the Multi Agency Safeguarding Hub, the Police, or the Local Authority Designated Officer (LADO) at the Safeguarding Children Unit information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

3.62 Parents/carers should be informed if a referral is being made except in the circumstances outlined in Section 3.3.

3.63 However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with the Multi Agency Safeguarding Hub about how and when the parents should be approached and by whom.

3.64 If your concern is about harm or risk of harm from a family member or someone known to the children, you should make a telephone referral to the Multi Agency Safeguarding Hub

3.65 If your concern is about harm or risk of harm from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.

3.66 If your concern is about harm or risk of harm from an adult in a position of trust (see Section 3.7: Allegations against Adults Who Work with Children).

Information required when making a referral.

3.67 Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.

- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

Action to be taken following the referral

3.68 You must take the following action after making a referral:

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to the Referral and Initial Assessment Team following the referral (within 48 hours - and using the multi- agency referral form).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

3.7 Allegations against Adults who work with Children

3.71 If you have information which suggests an adult who works with children (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child/ren in a way that indicated s/he is unsuitable to work with children

3.72 You should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) at the Safeguarding Children Unit.

3.73 If one of those people is implicated in the concerns you should discuss your concerns directly with the LADO on 01623 433169.

3.8 Confidentiality

3.81 The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

3.82 Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection - see the Information Sharing and Confidentiality Guidance chapter in the Nottingham Inter Agency Procedures Manual.

3.83 If in doubt, consult Nic Harvey.

3.9 Useful Nottingham Telephone Numbers

- Multi Agency Hub - 0300 500 80 90
- LADO (Local Authority Designated Officer) - Helen Atherton (non-education) or Eva Callaghan (education), LADO Allegations Officers, 01623 433169
- Police: 101
- Nottingham City Safeguarding Children Board: 0115 876 4762

Police Public Protection Investigation Unit

- Child Protection: **NEEDS SOURCING**
- Domestic Violence: **NEEDS SOURCING**
-