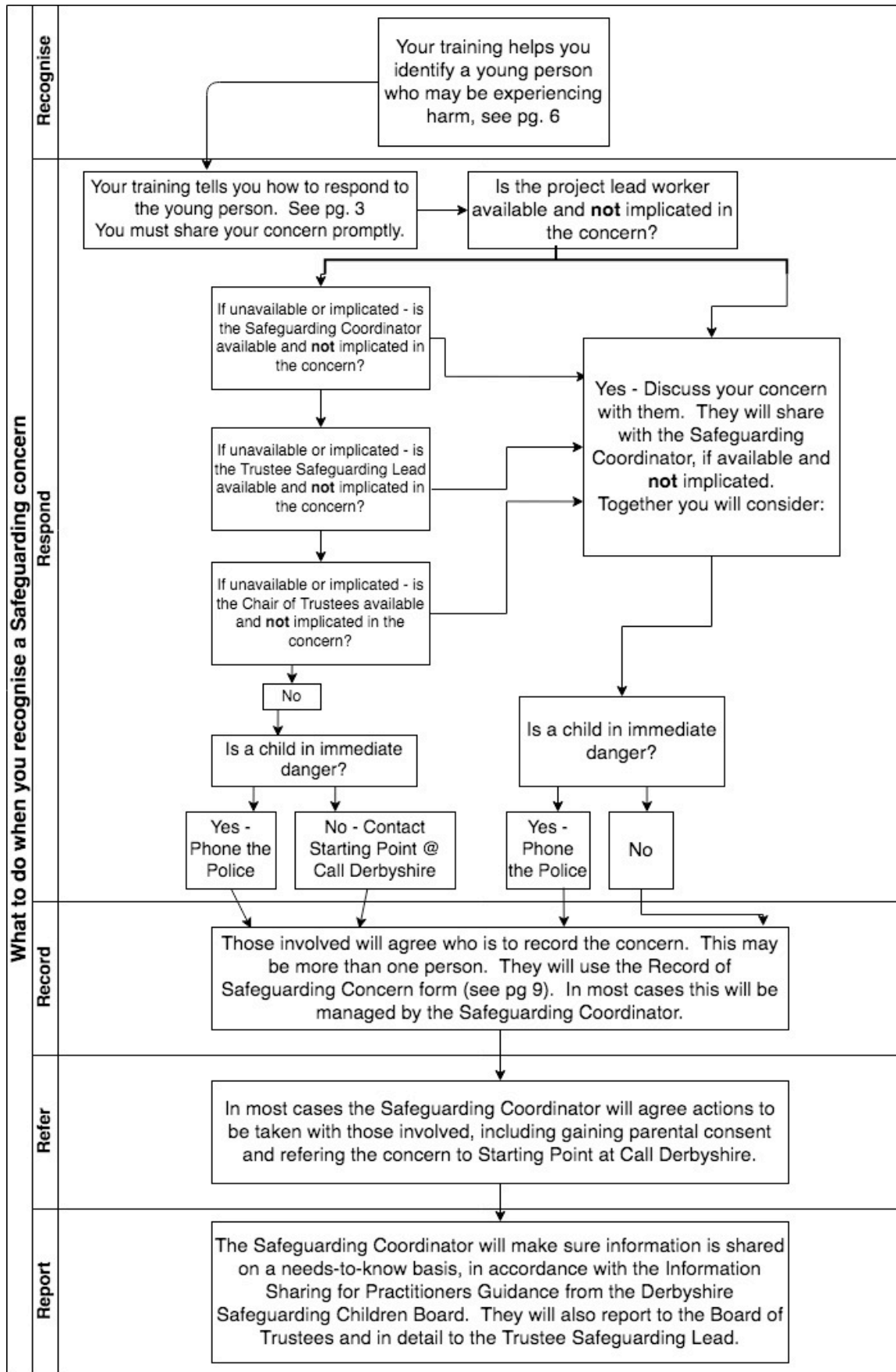


Safeguarding Guidelines

WHAT TO DO IF A SAFE-GUARDING CONCERN ARISES

<p>What the Safeguarding Guidelines are for</p>	<p>These Safeguarding Guidelines set out practical steps to ensure the protection of all children, young people and vulnerable adults who are involved in our work. This includes:</p> <p>Pg.2 Flowchart diagram of the process – Recognise, Respond, Record, Refer, Report</p> <p>Pg.3 How to respond to a child or young person disclosing abuse</p> <p>Pg.3 How to make a Record of concern</p> <p>Pg.4 What to do if a worker or staff are implicated / accused of abuse</p> <p>Pg.4 Guidelines for using Social Media and the internet</p> <p>Pg.5 The role of HPCA Nominated Safeguarding Coordinator</p> <p>Pg.6 Signs, symptoms & definitions of abuse</p> <p>Pg.8 Further useful contacts</p> <p>Pg.9 Appendix – The Record of the Concern form (also available separately)</p>		
<p>Who the Safeguarding Guidelines are for and who it should be used by</p>	<p>These guidelines seek to protect all children, young people and vulnerable adults who are involved in our work.</p> <p>It should be followed by all trustees, staff, workers and volunteers who help to deliver our work.</p>		
<p>Last reviewed</p>	<p>17 Feb 2020</p>	<p>Next review</p>	<p>Feb 2021</p>
<p>Important contacts</p>	<p>HPCA Safeguarding Coordinator Sophie Mackreth 01663 744 516 07881 905 459</p> <p>HPCA Nominated Safeguarding Trustee Maia Preston 07969 392 526</p> <p>HPCA Chair of Trustees Ann Lyon 01663 741 776</p> <p>Other HPCA Staff Alison Bowry (Programme Manager) 07528 159 283 Susie Bennett (Finance & Admin Manager) 01663 744 516</p> <p>If no officer from HPCA is available, report to Starting Point via Call Derbyshire: Call Derbyshire: 01629 533 190 Advice line: 01629 53 53 53</p> <p>If it is felt the young person is in immediate danger the police should be contacted immediately: Derbyshire Police: 0845 123 33 33</p>		
<p>Related HPCA policies</p>	<p>The policy should be read in conjunction with our Safeguarding Policy. These documents also relate to the:</p> <ul style="list-style-type: none"> • Workers' Code of Conduct • Applying Safeguarding to work at High Peak Community Arts • Equal Opportunities Policy • Privacy Policy • Recruitment Policy • Recruitment of Ex-offenders Policy • Disciplinary Procedure • Complaints Procedure 		



Responding to a safeguarding concern

When a safeguarding concern arises, it is essential you discuss this concern straightaway with the Lead Project Worker or the Safeguarding Coordinator, or if they are unavailable or implicated, with the next contact on the contacts list (see flowchart).

Responding to a child making an allegation of abuse

- Keep calm and do not show distaste, disgust or anger
- Reassure the child but never make promises of confidentiality. Explain early on that the information will need to be shared and what you will do next.
- Take the child seriously and listen to him/her carefully
- Don't ask direct questions - who, what, where, when.
- Don't put words into the child's mouth by suggesting what has happened
- Tell the child that it was right to tell and that they are not to blame.
- Record all that has been said or witnessed straight afterwards, using the child's own words - take as soon as possible to HPCA staff or trustees (see flowchart)
- Keep all documentation safely out-of-sight and only share information with those who need to know
- Do not contact or confront the individual who is alleged to be responsible.

If a child has disclosed abuse the worker and Safeguarding Co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Starting Point at Call Derbyshire and/or police to discuss putting into effect safety measures for the child so that they do not return home.

Keeping a Record of Concern

After this first discussion record what is said or seen and what action was taken. An example 'Incident / Record of Concern Form' is available in the project folder, and on page 9 of these guidelines.

An accurate note should be made of:

- Date & Time of the incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Any further action, e.g. suspension of a worker
- Referral to a statutory agency, or reasons why none was made
- Names of person reporting and to whom reported

Freelance workers or volunteers should forward this record to the person they originally discussed the concern with. They must not discuss your suspicions or allegations with anyone other than those nominated above.

This record or any other written record will be kept in a specific locked cabinet or drawer with our Accident Reports. Access should be limited to only:

- The person who has completed the form
- The nominated Safeguarding Coordinator & Trustee Safeguarding Lead
- The project leader or manager

It may be shown to the police or social services and could possibly be used in court.

Allegations Against Staff (also known as Whistleblowing)

All staff, freelance workers and volunteers must commit to following the Code of Conduct for Workers. Workers have a responsibility to bring concerns about unacceptable practice or behaviour to the attention of senior management (see flowchart).

Where there has been an allegation or suspicion that a member of staff has breached the Code of Conduct by behaving in a way that has harmed or may harm a child or young person, HPCA will follow their disciplinary process to determine actions necessary. This may include appraisal and CPD or for serious breaches of conduct, dismissal and / or police involvement.

In addition to the disciplinary process, following any allegation the Trustees will assess if policies/procedures and practices of the organisation require amendment.

If you have concerns about another worker (also known as Whistleblowing)

- Your report will be taken seriously and you will be updated on progress of any enquiries
- HPCA Board of Trustees has a responsibility to protect staff from harassment or victimisation
- No action will be taken if the concern proves to be unfounded and was raised in good faith
- Malicious allegations will be considered a disciplinary offence

Social Media

Workers are aware of the additional risks young people are exposed to online (see Safeguarding Policy), and they reinforce safety online in project discussions and report any concerning behaviour as per the process above.

High Peak Community Arts uses Facebook, Twitter, Instagram and Youtube to promote their work, host content and manage some aspects of project work.

- We gain consent from all participants and young people's parents before using their work or images anywhere on the internet, with opt-out options to limit our use of images and a written commitment not to identify any young person by name.
- Staff host content through our Facebook High Peak Community Arts page and HPCA twitter account, and use a separate professional profile to communicate with young participants.

- When in contact with participants via social media we encourage parents, carers and other family members to link into this contact and keep all communication transparent and project-related.
- When using social media professionally staff avoid campaigning for their own personal views on matters unrelated to our charitable objectives, for example showing political allegiance.

Freelance artists are encouraged to link to our Facebook page, Instagram and Twitter profiles. We advise our freelance workers to consider their personal use of social media in the following ways:

- Social media can be an important part of promoting freelance work and freelancers should consider creating a separate professional profile or page and manage all work-related contact through this profile or page.
- All work relating to High Peak Community Arts should only appear on Facebook or Twitter or Instagram.
- Never host material containing images or video of participants without the agreement of HPCA and the necessary consent from participants and parents. Even with this consent no participant should be identifiable by name.
- Freelance workers must not approach project participants on social media, or accept friend requests from young people.
- Freelance workers should inform a member of HPCA staff if any project participant approaches them on social media. If there is other non-HPCA activity which a participant can be signposted to, freelancers should direct this information through their professional profile or page and keep all messages on the public 'walls' of these pages. Again, inform HPCA staff of this contact, or pass information on to HPCA to send on to participants.

HPCA Nominated Safeguarding Coordinator

The role of High Peak Community Arts' nominated Safeguarding Coordinator is to:

- Receive information from staff, volunteers, children, parents or carers who have child protection concerns and make sure it is recorded.
- Assess the information carefully & act promptly.
- Where possible gain parental consent to refer concerns and contact Starting Point and complete an Early Help Assessment if requested. Ask for advice if the concern is not clear. Starting Point at Call Derbyshire on 01629 533 190, or Advice line on 01629 53 53 53.
- Act on advice without delay. It is NOT our role to judge whether a child has or has not been abused. This is the responsibility of the social services department.
- Report a summary of all safeguarding reports to the board at quarterly meetings and in full to the Trustee Safeguarding Lead.

Recognising the four main forms of abuse

Definitions and signs of the four main forms of abuse are given below

The information and guidance is taken from First Check (NSPCC) - A guide for organisations to safeguard children.

The lists below are not exhaustive but are a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof conclusive that abuse is occurring.

There may well be other reasons for changes in behaviour, such as death or the birth of a new baby in family, relationship problems between parents, carers etc:

Recognising child abuse is not easy. It is not your responsibility to decide whether abuse has /is taking place (do not investigate yourself). It is your responsibility to act if you do have a concern, because they may be at risk of abuse or harm.

By simply acquiring some basic knowledge you will be much more alert and vigilant to the signs of possible abuse and will be taking your responsibility and privilege of working with children as seriously as possible.

1) Neglect

Where adults *persistently or severely fail* to meet a child's basic physical and/or psychological needs.

It is likely to result in the serious impairment of the child's health or development. It may include failing to provide warm clothing or food, failure or refusal to give children love, affection and attention. Children may also be consistently left alone or unsupervised.

Physical Signs may include:

- Running away
- Constant hunger, loss of weight including stealing food from other children
- Poor Personal Hygiene
- Inappropriate dress for the conditions
- Untreated medical problems

Changes in behaviour, which can also indicate neglect may include:

- Complaining of being tired all the time
- No social relationships - unable to make friends, engage in social activities (games, conversation)
- Low self-esteem
- Mentioning being left alone or unsupervised

2) Physical abuse

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting, or by giving children alcohol or inappropriate drugs or poison.

Most children collect cuts and bruises in their daily life! - these types of commonplace falls and rough play tend to show on bony parts of the body, like elbows knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g.. on the cheeks or thighs.

Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

Physical Signs may include:

- Unexplained bruising, marks or injuries
- Bruises, which reflect hand marks or fingertips
- Cigarette burns
- Bite marks
- Broken bones
- Scalds
- Running away

Changes in behaviour, which can also indicate physical abuse may include:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour

3) Sexual abuse

Girls and boys are abused by adults or other young people - both male and female - who use children of all ages to meet their own sexual needs. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to what is happening. The sexual activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse.

Usually in cases of sexual abuse it is the child's behaviour that may cause you to be concerned.

Physical Signs may include:

- Pain or itching in the genital /anal areas
- Bruising or bleeding near genital /anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Pregnancy

Changes in behaviour, which can also indicate sexual abuse may include:

- Fear of being left with a specific person or group of people
- Sexual knowledge, which is beyond their age or developmental level

- Sexual drawings or language
- Self-harm or mutilation, sometimes leading to suicide attempts
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not being allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults
- Eating problems, such as anorexia or overeating
- Having nightmares
- Sudden or unexplained changes in behaviour

4) Emotional Abuse

Emotional abuse is the persistent and emotional ill treatment of a child, such as to cause severe and persistent effects on the child's emotional development. For example, persistent lack of love and affection, constantly shouting, threatening or taunting a child. All these actions may make the child very nervous or withdrawn. It may also involve making the child feel or believe that they are worthless or inadequate. Emotional abuse may also occur when an adult places on a child's inappropriate expectations considering the child's age or development. Bullying is a typical of form of emotional abuse, which is often inflicted by other young people.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Physical Signs may include:

- A failure to thrive and grow
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour, which can also indicate emotional abuse may include:

- Neurotic behaviour, e.g.. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm

Useful Contacts

Derbyshire Safeguarding Children Board
www.derbyshirescb.org.uk

01629 533 190

Derbyshire Safeguarding Training team

01629 531 933 or 01629 531 934

NSPCC
www.nspcc.org.uk

0808 800 5000

Child Line

0800 1111

APPENDIX: Safeguarding Incident / Record of Concern

Date & Time of the incident or disclosure	
Parties who were involved	
What was said or done and by whom	
Any action taken by the organisation to investigate the matter	
Any further action needed	
Other statutory agencies or partner organisations informed or involved	
Names of person reporting and to whom reported	