

# Children's Safeguarding Policy



**FABLE WORKSHOP**

## Children's Safeguarding Policy for Fable Workshop

FABLE WORKSHOP abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, political affiliation, sex, or sexual orientation has an equal right to 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 believe in the positive development of all young people in the arts. This means creating safe and inclusive environments for all children and young people

## **Purpose:**

FABLE WORKSHOP will:

- Protect children and young people who receive and take part in FABLE WORKSHOP services, productions, training or events from harm.
- This includes the children of adults who engage with us
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of FABLE WORKSHOP, including senior managers, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **Definitions:**

**The Children Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or are in hospital.

### **Adult at Risk:**

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself, herself, or themselves against the abuse or neglect or the risk of it.

**Child and Adult Abuse:** Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

**Safeguarding children:** Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

## **Legal Framework:**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://nspcc.org.uk/learning).

FABLE WORKSHOP should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

### **The Prevent duty**

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

**Radicalisation** is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

**Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

## **Training and Awareness:**

FABLE WORKSHOP will ensure an appropriate level of safeguarding training is available to its Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

## **Confidentiality and Information Sharing:**

FABLE WORKSHOP expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

## **Hearing a Disclosure:**

If a child/young person says or indicates that he or she is being abused, or information is obtained which gives concern that a child/young person is being abused, employees or volunteers for FABLE WORKSHOP should follow the below guidance:

### **RECEIVE:**

Listen to what is being said, without displaying shock or disbelief. Accept what is said and react calmly so as not to frighten the child/young person. Make a note of what has been said as soon as possible.

### **REASSURE:**

Reassure the child/young person, but only so far as is honest and reliable. Tell the child/young person they are not to blame and that it was right to tell.

It is important that you do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child/young person and then break it, you confirm to the child/young person yet again that adults are not to be trusted.

### **REACT:**

React to the child/young person only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.

Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person who has a speech disability and/or differences in language;

Do not ask 'leading' questions, for example 'what did he do next?' (This assumes he did!), or 'did he touch your private parts?' Such questions may invalidate your evidence (and that of the child/young person) in any later prosecution in court.

Explain what you have to do next and whom you have to talk to.

### **RECORD:**

Make some brief notes at the time on any paper which comes to hand. Do not destroy your original notes in case they are required by a court. Record the date, time, place, persons present and any noticeable non-verbal behaviour. Be specific when noting the words used by the child/young person.

### **REMEMBER:**

To share your concerns with the Designated Safeguarding Officer: Sean Hollands

## **Reporting Allegations, Suspicions or Concerns**

It is not the responsibility of anyone working at FABLE WORKSHOP to decide whether or not a child/young person is being abused or might be abused. However, there is a responsibility to act on concerns to protect children and young people in order that appropriate agencies can then make enquiries and take any necessary action to protect the child/person.

If you become aware of any issue or complaint relating to the welfare or wellbeing of children and young people then these should be raised with the Designated Safeguarding Officer who will be responsible for documenting your concern on an Incident Report Form. All concerns will be considered and a decision reached as to whether the concern should be referred to Social Services.

All Incident Report Forms are securely stored in a restricted and protected folder on a FABLE WORKSHOP storage system.

## **Making A Referral to Social Services**

If a decision is made to raise a concern with Social Services it will be the responsibility of the Designated Safeguarding Officer to formally report this concern. Referrals should be made to:

NSPCC Helpline 0808 800 5000

FABLE WORKSHOP will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, FABLE WORKSHOP will record the name and role of the children and young people's services member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral.

If a concern is allayed and a decision is made not to make a referral then FABLE WORKSHOP will still be required to record details of the concern and details as to why a referral was not made. This information may become relevant later on if further concerns emerge.

## **Allegations of Misconduct or Abuse by Staff**

In the event of allegations being made against an employee (staff or voluntary), FABLE WORKSHOP has a dual responsibility in respect of both the child/young person and employee.

Two separate procedures must be followed:

- I. In respect of the child/young person the Designated Safeguarding Officer will lead the process related to the child/young person;
- II. In respect of the staff member against whom the allegation is made the Designated Safeguarding Officer will lead the process related to the staff member.

With regards to the child/young person, the aforementioned process will be followed. With regards to the staff member against whom the allegation is made, the below process will be followed:

1. NYT will make formal contact with the NSPCC who is responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a staff member.
2. NYT is legally required to alert the LADO (local authority designated officer) to all cases in which it is alleged that a person who works with children and young people has:
  - a.) Behaved in a way that has harmed, or may have harmed, a child/children and/or a

- young person/young people;
- b.) Possibly committed a criminal offence against a child/children and/or a young person/young people;
- c.) Behaved towards a child in a way that indicates s/he is unsuitable for such work.
3. The LADO will instruct FABLE WORKSHOP on procedure and what information may be shared with the person who is the subject of an allegation. FABLE WORKSHOP and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.
  4. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, FABLE WORKSHOP will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances FABLE WORKSHOP will seek to ensure that any staff member is treated fairly and honestly and that they are supported to understand the concerns expressed and processes involved. They will be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

The LADO for Kent, as FABLE WORKSHOP'S Headquarters is located in the region.

Telephone: 03000 41 08 88

Email: kentchildrenslado@kent.gov.uk

### **Recording and Record Keeping:**

A written record must be kept about any concern regarding a child with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR). Each organisation we hold contracts with will hold their own Safeguarding Policy, it is vital that FABLE WORKSHOP keep in line with their policy, sharing concerns with their safeguarding lead as well as Sean Hollands, Director of FABLE WORKSHOP.

### **Safe Recruitment & Selection:**

FABLE WORKSHOP is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

### **Social Media:**

All employees and volunteers should be aware of FABLE WORKSHOP social media policy and procedures and the code of conduct for behaviour towards the children we support or work with.

### **Use of Mobile Phones and other Digital Technology:**

All employees, trustees and volunteers should be aware that FABLE WORKSHOP understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

### **Whistleblowing:**

It is important that people within FABLE WORKSHOP have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong-doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by PAWS CIC to protect whistleblowers.

## **Important Contacts:**

### **Designated Safeguarding Officer**

Name: Sean Hollands

Email address: [hello@fableworkshop.co.uk](mailto:hello@fableworkshop.co.uk)

Telephone number: 07877520414

### **Police**

Emergency – 999

Non-emergency – 101

### **NSPCC Helpline**

0808 800 5000