**SAFEGUARDING CHILDREN POLICY**

***for* Bromsgrove Independent Design Centre (IDC) CIC**

**Introduction**

BROMSGROVE IDC CIC is a Community Interest Company run for the following purpose:

To educate young people in a safe environment in their local community in the Arts and Crafts

The CIC is based at:

The Artrix  
Slideslow Drive

Bromsgrove

B60 1 GN

The CIC has adopted this safeguarding children policy and expects every adult working, volunteering or helping at the CIC to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of CIC.

**Purpose of the Policy**

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

The CIC believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

**The Risks to Children**

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse

- neglect

- sexual abuse

- female genital mutilation (FGM)

- grooming and exploitation

- trafficking and modern slavery

- exposure to or infliction of domestic abuse

- bullying or cyber bullying

- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour and including but not limited to inappropriate images

- self-harm

- physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

**Safeguarding Principles**

Safeguarding children from harm and abuse is an essential responsibility for our CIC. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children

- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)

- taking positive steps to maintain the safety and well-being of children engaging with us as a CIC

- reporting concerns expeditiously and appropriately, in line with the CIC’s stated child protection procedures (see Safeguarding site information board and website policy document)

- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)

- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly

- acting appropriately in the presence of children

- not taking any inappropriate risks

- not smoking, drinking alcohol or taking any form of illicit substances in the presence of children nor being intoxicated by any substance while in the presence of children.

**Designated Safeguarding Officers (DSO) & Designated Safeguarding Lead (DSL)**

The management and oversight of all child safeguarding matters is allocated to the CIC Directors named:

(The Designated Safeguarding Officer)

Sharon Pogson 07779 363176 Designated Safeguarding Lead

If an allegation or concern is made involving the actions of either the DSL and the Board of Directors will be informed at the earliest opportunity.

**External Contacts**

# Safeguarding children

If you have reason to believe that a child, young person or adult is at immediate risk from harm contact the **Police**:

* telephone: [999](tel:999)

If you have any concerns about a child or young person living in Worcestershire and feel that they may be in need of protection or safeguarding contact the **Family Front Door.**

Staff are available Monday to Thursday from  9.00am to 5.00pm and Fridays from 9.00am to 4.30pm.

* telephone: [01905 822666](tel:01905 822666)

For assistance **out of office hours** (weekdays and all day at weekends and bank holidays):

* telephone: [01905 768020](tel:01905 768020)

If a child is resident outside Worcestershire, a referral will be made to both Worcestershire Family Front Door and to the Safeguarding Authority in which the child is resident, and to their school DSL (where this information is known).

**Confidentiality and Data Protection**

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at:

Office of Bromsgrove (IDC) CIC, The Artrix, Slideslow Drive, Bromsgrove B60 1 GN

**Responding to a Safeguarding Concern**

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the CIC's Designated Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with an available Designated Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a **disclosure relating to harm or abuse** to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their their views are taken seriously

- provide an appropriate and honest level of reassurance

- avoid interrogating children or asking probing, intrusive and/or leading questions

- Do not make promises regarding secrets and confidentiality with the child. Explain that what they tell you may have to be shared in order to help keep them safe. Any concern of abuse/harm must be shared with a Designated Safeguarding Officer and may lead to a safeguarding referral.

- make a **confidential *written* record** of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and names of people concerned. The information recorded should reflect the child’s own words where possible. Sign and date the document. Audio and video recordings of children making disclosures should not be made.

* refer all relevant information to an available Designated Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the same day.

If a child or young person makes a disclosure concerning harm happening to another child, whether that child is part of the CIC groups or not, follow the same confidentiality and recording procedure above. Offer reassurance to the child that they have done the right thing in telling you their concern. Obtain as much information as possible about the child who is named as potentially at risk, for example their full name, school and year group, or another community group attendance eg. Scouts or a faith group.

Upon receipt of any safeguarding concern, a Designated Safeguarding Officer shall consult in confidence with the DSL. The DSL and any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Safeguarding Team (See above). A written record of discussions held and the decision made about how best to act shall be kept in a secure and confidential document.

The DSL will advise the Board that a Safeguarding concern has been raised at the earliest opportunity, maintaining the confidentiality of those concerned. The Board is to be informed if the disclosure involves a person directly associated with the activities of the CIC. In these circumstances, not less than two Directors will be selected to support the DSL and to make decisions relating to the appropriate action to be taken. Confidential information will not be disclosed further than is necessary to ensure the safety of the child, participants, volunteers and staff at the CIC.

**Reporting Concerns About Other Adults**

Where any person has a concern regarding the conduct of an adult connected to the CIC, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally

- exposing a child to behaviour which may cause physical or emotional harm

- engaging in criminal activity concerning a child

This must be raised in the first instance with an available Designated Safeguarding Officer (or where this is not appropriate, a member of the Board of Directors) so that the next appropriate steps may be agreed and actioned.

We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the CIC.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the CIC will include either:

- further initial enquiries

- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation

- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the CIC

- a referral to the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland, or any other relevant regulatory bodies

Any person within the CIC who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by a Designated Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the CIC who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, and communicated clearly, with the safety of any child concerned at the heart of the process.

Any person from within the CIC who makes an allegation against another person from within the CIC shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

**Safeguarding Children at Events and Activities**

Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children:

Arts & Crafts weekly evening classes

The Designated Safeguarding Officers shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint an appropriate delegate for some responsibilities for the purpose of a specific event.

Although the Designated Safeguarding Officers and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which are specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

**Venues**

Any events or activities held by us will typically take place at:

Bromsgrove (IDC) CIC Studios

The Artrix  
Slideslow Drive

Bromsgrove

B60 1 GN

We have carried out a health and safety risk assessment of this location in reference to its safety and suitability for children. Where any events or activities are held at any other location we shall also carry out a risk assessment.

The fire safety procedure at this location can be found in the following location:

Fire safety signs are located on the Health & Safety boards located in each studio space, Fire extinguishers are maintained under contract with an outside fire safety company and are serviced annually

**First Aid**

We have the following first aid procedure within the CIC:

First aid boxes are kept in each studio space and in the kitchen areas. We have a first aider on site at all times

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to an available Designated Safeguarding Officer.

**Consent Forms**

We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained as follows:

We have a parental consent form for all age groups that covers photo consent, Doctors information for emergency, parents and guardians’ telephone and address information. The file is kept securely with the main weekly register while activities are underway and locked away overnight.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children (eg. Allergies and known health conditions).

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

**Supervision**

For most activities and events, our procedure for supervision of children is as follows:

groups of up to 8 aged 7 to 11 have one adult tutor and one support worker  
groups of 8 up to aged 12 to 15 have one adult tutor and one support worker  
Groups of 10 plus ages 15 to 18 have one adult tutor and two support workers

Where we hold any events or activities whereby a child attends alongside their parent or guardian, the parent or guardian will be responsible for properly supervising their child.

**Managing Behaviour of Children Generally**

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally

- approach the situation in a calm and neutral manner

- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others

- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed

- make a written record of the incident and ensure this is reported appropriately to an available Designated Safeguarding Officer

Further details regarding our procedures for managing behaviour can be located in our behaviour policy which is kept in the CIC office under Safeguarding in the file section of a locked cabinet.

**Managing Risks Posed by Other Children**

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and

- has the intention of hurting somebody either physically or emotionally.

Bulling can sometimes be motivated by prejudices based on certain groups, for example gender, ethnicity, religion, disability or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child

- name calling and threats

- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

All Children will be spoken direct to regarding the problem, and the matter will be dealt with according to our bullying policy. Parents/guardians will be informed.

Where any behaviour amounting to bullying continues following this, and positive supervision has not proved effective, the following steps will be taken:

Persistent bad behaviour after a reasonable warning and parental/guardian notification will result in the child concerned being excluded permanently from CIC activities.

All steps in relation to the prevention or management of bullying should be taken in consultation with a Designated Safeguarding Officer. The CIC recognises that perpetrators of bullying behaviours may themselves be in need of support and that this should also be a Safeguarding consideration.

**Photography**

Our Photographs

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner

- the general risk of sharing images and the impact this could have on child's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them

- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared

- always ensure that a child's identity is protected as far as is possible within any published material

- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian

- always store photos in accordance with our data protection policy.

Members of the Public

We ask that any members of the public attending our premises, events or activities do not take photographs.

Further information is contained in our photography policy which can be found:

this is located as part of the consent application form that we collect for each child who enrols on the workshops, this information is kept locked in the office.

**Other Policies**

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy

- Our first aid policy

- Our photography policy

- Our behaviour policy

This policy should also be read in conjunction with:

Health & Safety policy on the website

**Legal Framework**

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the CIC in the jurisdictions it operates within (England).

Signed by The Chair of The Board

Annual Review Date: 24.3.24

Next review due: 24.3.25