



REAL ARTS WORKSHOPS LTD

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SAFEGUARDING POLICY

The purpose and scope of this policy statement

Real Arts Workshops Ltd works with children and families as part of its activities.

These include (but not exclusively):

Creative arts activities and workshops which encourage young people to explore techniques and methods in drawing, painting, 3D work, crafting, mask making, recycled art and other innovative creative work which is aimed to break down barriers and build confidence.

Music activities with a particular focus on song-writing and creating new work. This includes: lyric writing; melody creation; structure of the song and recording and distribution of the new work.

British Sign Language (BSL) – delivering Deaf awareness strategies and basic skills in BSL which enable hearing people to communicate with BSL users.

Some of this work involves families who may be present during our sessions or attend exhibitions of work after the creative work has finished.

The purpose of this policy statement for WOLVERHAMPTON is:

- to protect children and young people who receive **RAW's** services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of **RAW** including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

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 and guidance is available from www.nspcc.org.uk/childprotection

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- All children/young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- All children/young people should be encouraged to respect each other's values and support each other
- **RAW** must contribute to the prevention of abuse, victimisation, bullying (including homophobic, bi-phobic, trans-phobic and cyber-bullying), exploitation, extreme behaviours, discriminatory views and risk taking behaviours

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal 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 will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- developing child protection and safeguarding policies and procedures which reflect best practice
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- developing and implementing an effective online safety policy and related procedures
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers

- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely. Related policies and procedures

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation, or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see ***Logging a concern*** below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Logging a concern** form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Peer-on-peer abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If peer-on-peer abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

PREVENT: Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form, and refer the matter to the **Designated Safeguarding Lead (Alex Vann)**.

Concerns regarding radicalisation will be referred to **Channel** which is a multi-agency panel who offer guidance and support with the aim of preventing activity which could be deemed as criminal.

- **Channel** is chaired by the local authority. Meetings are held on a monthly basis. If you have any concerns about someone and would like more advice please contact the Community Safety Team by sending an email to safer@wolverhampton.gov.uk or Telephone on **01902 551214**.
- **Extremism** goes beyond terrorism and is defined in the Governments Counter Extremism Strategy as vocal or active opposition to our fundamental values including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. The calls for the death of armed forces is also considered as extremism.
- We will follow City of Wolverhampton Council guidance on PREVENT here: <http://www.saferwolverhampton.org.uk/tackling-extremism.html>
- Further training on PREVENT is available at the UK Government website here: <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>
- See the PREVENT referral form in STAFF area of our website

Internet Safety

Children and young people spend lots of time on the internet. They may go online to research images to use in artwork; access music; source YouTube videos for guidance on a particular creative technique; and more. The internet holds a massive amount of useful information and can also be a really good way of learning about new things. It can also be a very dangerous place so it is important that children are protected and monitored when they are online.

CEOP (Child Exploitation and Online Protection) has lots of information about how to keep your children safe online and parental controls. The link to the website is below.

Reporting a Concern of Abuse or Neglect

If RAW have concerns that a child is at risk of serious harm through Abuse or Neglect we will report our concerns to the relevant agency. (see **contacts** section below)

Wolverhampton Safeguarding Together

- Below is the link to the Wolverhampton Safeguarding Together. Wolverhampton Safeguarding Together (WST) is a statutory board which has been set up as part of the Every Child Matters government reforms. WST ensures that all organisations that work with children work together to keep children and young people safe from harm. WST undertakes this role through providing training, the development of policies and procedures and awareness raising.

Communication with Parents/Carers

RAW will always discuss concerns with parents/carers and consent for any referrals should be sought unless to do so would:

- Place the child at risk of significant harm or further risk of significant harm;
- Place a vulnerable adult at risk of harm; and

- Compromise any enquiries that need to be undertaken by children's social care or the police.

In the best interests of safeguarding children there may be occasions when **RAW** has to consult with other agencies without a parent or carer's prior knowledge. Our first concern and responsibility is the child's welfare and we have a duty to protect children first and always. Such consultation may result in a formal referral which could prompt visits from social care and/or the police. We fully understand that this can be a very distressing set of circumstances. **RAW** will follow the procedures required by **Wolverhampton Safeguarding Together**.

Our company will employ the services of an interpreter if required.

Managing Allegations against Staff, Carers and Volunteers who work with Children and Young People

<https://www.wolverhamptonsafeguarding.org.uk/safeguarding-children-and-young-people/i-work-with-children-young-people-families/managing-allegations-against-employees-and-volunteers>

All Local Authorities have to have a Local Authority Designated Officer (LADO) to be involved in the management and oversight of individual cases for dealing with allegations against people who work with children.

The Local Authority Designated Officer will provide advice and guidance to employers and voluntary organisations, liaising with police and other agencies and monitoring the progress of cases to ensure they are dealt with as quickly as possible, consistent and fair process.

Organisations working with children should have in place clear policies in line with those from Local Safeguarding Children's Boards for dealing with allegations against people who work with children.

An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against children, or related to a child, or
- Behaved towards a child or children in a way that indicates s/he may pose a risk to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The Local Authority Designated Officer (LADO) should be informed of all allegations within one working day of the allegation coming to light.

The referral form is for any allegation against an adult who works with children and / or adults with care and support needs (known as a person in a Position of Trust) this must be completed when requested by the LADO.

Once an allegation has been received, the following will be considered:

- Police investigation of a possible criminal offence
- An assessment by Children's Social Care to consider if a child is in need of protection or in need of services
- Consideration by the organisation of Disciplinary Action regarding the Person of Concern

If you receive an allegation against a volunteer or employee who is in a Position of Trust:

- Do not ask victims or witnesses to provide statements or ask for their signatures

- Do write down what is said – keep an accurate record and maintain them securely
- Do ensure that the Person we have concerns about is safeguarded and supported
- Do discuss any conflicts which arise with line manager
- Do not prejudge the outcome

This policy statement should be read alongside our organisational policies and procedures, including:

- Procedures for responding to concerns about a child or young person’s wellbeing
- Dealing with allegations of abuse against a child or young person
- Role of the designated safeguarding officer
- Managing allegations against staff and volunteers
- Safer recruitment policy and procedures
- Adult to child supervision ratios
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Online safety policy and procedures for responding to concerns about online abuse
- Photography and image sharing guidance
- Child protection records retention and storage policy
- Whistleblowing policy

[More information about what these policies and procedures should include is available from www.nspcc.org.uk/safeguarding]

Contact details

Designated Safeguarding Lead

1. Name: Alex Vann (Mr)

Phone/email: 07762 213885 realartsworkshops@gmail.com

2. OTHER STAFF: Name(s): Gary O’Dowd (Mr)

Phone/email: 07970 619720 (text only) realartsworkshops@gmail.com

Contact Details & Referral Forms

Wolverhampton LADO: Kenny Edgar

Email: LADO@wolverhampton.gov.uk

Secure Email: LADO@secure.wolverhampton.gov.uk

Tel: 01902 550477

NSPCC Helpline 0808 800 5000

Wolverhampton Safeguarding Together

Opening Hours

Daytime 8.30am-5.00pm (Mon-Thurs) and 8.30am-4.30pm (Fri)

<https://www.wolverhamptonsafeguarding.org.uk/safeguarding-children-and-young-people/i-work-with-children-young-people-families>

<https://www.wolverhamptonsafeguarding.org.uk/report-a-concern>

ADULTS AT RISK: Telephone: **(01902) 551199, 01902 552999** (out of hours)

CHILDREN AT RISK: Telephone: **(01902) 555392, 01902 552999** (out of hours)

CONTACT

<https://www.wolverhamptonsafeguarding.org.uk/contact-us>

Email: wst@wolverhampton.gov.uk

Priory Green Building

Whitburn Close

Pendeford

Wolverhampton

WV9 5NJ

2. Wolverhampton Safeguarding Together

Victoria Bowles – Safeguarding Together Manager

- Tel: 01902 550640
- Email: Victoria.Bowles@wolverhampton.gov.uk
- Secure email (where personal information is included e.g. names and details of situation) : WST@secure.wolverhampton.gov.uk

Beverley McCalla – Safeguarding Together Administrator

- Tel: 01902 550645
- Email: WST@wolverhampton.gov.uk

Amy Dunn-Donachy - Safeguarding Together Administrator

- Tel: 01902 556432
- Email: WST@wolverhampton.gov.uk

Gill Hateley – Child Safeguarding Practice Review (CSPR) and Serious Adult Review (SAR) Administrator

- Tel: 01902 558650
- Email: gill.hateley@wolverhampton.gov.uk
- Secure Email: gillhateley@secure.wolverhampton.gov.uk

FOR TRAINING QUERIES

Caroline Lane – Training Officer

- Tel: 01902 551369
- Email: WSTtraining@wolverhampton.gov.uk

**City of Wolverhampton Council Safeguarding Service contacts
(01902 550477)**

Interim Head of Service: Safeguarding

Andrew Wolverson - responsible for both adults' and children's safeguarding services

Safeguarding Manager - Children

Nicola Hale - Manager of Child Protection & Review Service

Safeguarding Manager - Adults

Jenny Rogers - Manager of Strategic Adults Safeguarding activity

Signed: 

..... [this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on:

Date: ...6.1.2023, updated 28.10.23