



Steel Valley Beacon Arts

Company No: 12845448

Charity No: 1192514



Safeguarding (Children and Young People) Procedures

Purpose

The purpose and aim of these procedures is set out clearly the steps Steel Valley Beacon Arts will take to implement their Safeguarding Policy.

Why are these procedures important?

Steel Valley Beacon Arts have a legal obligation to protect children and young people who participate in our activities and events from harm. This includes the children of adults who use our services.

These procedures apply to anyone working on behalf of Steel Valley Beacon Arts, including the Board of Trustees, paid staff, volunteers, sessional workers and students.

These procedures should be read and understood by anyone working on behalf of Steel Valley Beacon Arts.

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Roles and responsibilities

Everyone is responsible for reporting any concerns over the:

- welfare of a child participating in activities and events organised by Steel Valley Beacon Arts
- conduct of staff and volunteers if they believe a child or young person's welfare is, or has, not been managed in line with Steel Valley Beacon Arts' child protection policies and procedures.

It is the responsibility of the **Designated Safeguarding Lead**, Ann Hall to report allegations made against staff and volunteers Steel Valley Beacon Arts to the relevant authorities.

It is also the responsibility of the **Designated Safeguarding Lead**, Ann Hall, to report allegations made against children participating in activities and events led by Steel Valley Beacon Arts.

If the allegation relates to the Designated Safeguarding Lead, then the allegation should be brought to the attention of their Deputy, TBC, or the Trustee for Safeguarding and Child Protection, Laura Twomey.

Responding to a concern about a child's welfare

Those working with children and young people on behalf of Steel Valley Beacon Arts need to be able to recognise when a child is disclosing an incidence of abuse and know how to respond appropriately.

Disclosure

Disclosure is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act or action. Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.

All disclosures should be taken seriously.

Children and young people may disclose abuse in a variety of ways, including:

- directly– making specific verbal statements about what's happened to them
- indirectly – making ambiguous verbal statements which suggest something is wrong
- behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

Children and young people may not always be aware that they are disclosing abuse through their actions and behaviour. Sometimes children and young people make partial disclosures of abuse. This means they give some details about what they've experienced, but not the whole picture.

Some children and young people are reluctant to seek help because they feel they don't have anyone to turn to for support. They may have sought help in the past and had a negative experience, which makes them unlikely to do so again.

Not all children and young people realise they have experienced abuse, for example if they have been groomed.

Spotting the signs of abuse

Children and young people who have been abused may want to tell someone, but not have the exact words to do so. They may attempt to disclose abuse by giving adults clues, through their actions and by using indirect words.

Adults need to be able to notice the signs that a child or young person might be distressed and ask them appropriate questions about what might have caused this.

You should never wait until a child or young person tells you directly that they are being abused before taking action. Instead, ask the child if everything is OK or discuss your concerns with our Designated Safeguarding Lead, Ann Hall.

How to respond to a disclosure

If a child or young person makes a disclosure to you, you need to take the following actions:

1. **show you care, help them open up:** Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.
2. **take your time, slow down:** Respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
3. **show you understand, reflect back:** Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.

Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

4. **keep accurate and detailed notes** on any concerns you have about a child. You will need to share these with our nominated child protection lead. Ensure your notes include the following information:
 - the child's details (name, age, address)
 - what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
 - any information the child has given you about the alleged abuser.
5. **never promise a child that you will keep the things they're telling you a secret.** Explain that you need to share what they've told you with someone who will be able to help. If a child or young person needs confidential help and advice direct them to Childline. Calls to 0800 1111 are free and children can also [contact Childline online](#).
6. **report the disclosure** to our Designated Safeguarding Lead, Ann Hall, or their designated Deputy in the event of them being unavailable

Managing a complaint or allegation against a member of staff or volunteer

Any allegation or concern that an employee or volunteer has behaved in a way that has harmed, or may have harmed, a child must be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

Steel Valley Beacon Arts will take all allegations against a member of staff or volunteer seriously and maintain confidentiality throughout.

Forms of allegation

An allegation may be made that a staff member or volunteer 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 or children in a way that indicates they may pose a risk of harm to children
- behaved in a way that indicates they may not be suitable to work with children.

How to respond to a complaint or allegation

Never talk to the alleged perpetrator about the complaint or allegation.

Take accurate and detailed notes about the complaint or allegation. You will need to share these with our Designated Safeguarding Lead. Ensure your notes include the following information:

- the child's details (name, age, address)
- what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
- any information the child has given you about the alleged abuser.

Reporting the concern

If you think a child is in immediate danger, contact the police on **999**.

If you're worried about a child but they are not in immediate danger, you should share your concerns our DSL, Ann Hall. The DSL will follow our reporting procedures as laid out in our child protection policies and procedures.

Managing a complaint or allegation about a child

Forms of allegation

There are many ways that a child may be abusive towards others. A child who is displaying abusive behaviour may not realise they are doing so. When a child abuses another child, it is sometimes called 'peer on peer abuse' or 'peer abuse'. Allegations may involve:

- [bullying or cyberbullying](#)
- [emotional abuse](#)
- [online abuse](#)
- [physical abuse](#)
- [sexting](#)
- [harmful sexual behaviour](#)
- [sexual abuse](#).

How to respond to a concern

When responding to an allegation of abuse made against a child, it's important that you consider the needs of everyone involved.

If a child may tell you directly that they have behaved abusively towards someone else. You should:

- reassure the child that they've done the right thing by telling you about it
- listen carefully to the child and let them tell their whole story. Don't try to investigate or quiz the child, but make sure you understand what they're saying
- use non-judgmental language
- remember that a child who is telling you they've abused someone else is a child in need of support
- tell them that you now have to do what you can to keep them and the other children involved safe
- explain what you are going to do next and that you will need to speak to other people who can help
- reassure the child that they can get help to change their behaviour and move forward with their life
- you may want to suggest the child contacts [Childline](#) for support.

Never promise to keep what a child tells you a secret. Explain that you need to talk to other people who can help keep them and the other children involved safe.

If allegations have been made against a child you should speak to our Designated Safeguarding Lead, Ann Hall, who will advise you on the best way to proceed.

Do not confront the child about the allegations before taking advice, it may make the situation worse.

Sometimes you may notice a child behaving inappropriately and you may need to talk to them about this immediately, in order to manage the behaviour. Remember that they may not realise their behaviour is unacceptable. Talk to them calmly and explain why their behaviour is unsuitable and what they can do to improve it.

Refer to the Steel Valley Beacon Arts code of conduct when managing behaviour.

Be aware that a child who displays challenging behaviour may be doing so because they have experienced abuse or neglect. If you think this may be the case, follow our child protection procedures.

Take accurate and detailed notes about the complaint or allegation. You will need to share these with our Designated Safeguarding Lead. Ensure your notes include the following information:

- the child's details (name, age, address)
- what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
- any information the child has given you about the alleged abuser.

Reporting the concern

If you think a child is in immediate danger, contact the police on **999**.

If you're worried about a child but they are not in immediate danger, you should share your concerns our DSL, Ann Hall. The DSL will follow our reporting procedures as laid out in our child protection policies and procedures.

Actions for the Designated Safeguarding Lead (DSL)

Complaints / Allegations against a member of staff or volunteer

The DSL **should not** attempt to investigate the matter, but gather the facts of the case and keep written records.

The DSL must report this **immediately** to the relevant agencies and liaise with your local child protection services and the police to ensure that you are responding appropriately.

If the allegation is against someone Steel valley Beacon Arts does not employ directly, the DSL will involve the organisation they work or volunteer for in the investigation.

The DSL can consult the [online portal for charities in England to help manage safeguarding allegations](#) made against an employee or volunteer in managing the allegation.

Resignations and ‘settlement agreements’

If the event of someone resigning from their post or refusing to cooperate with the process, Steel Valley Beacon Arts will continue to follow up the allegation.

'Settlement agreements' (where a person agrees to resign and the employer agrees not to pursue disciplinary action) **must not be used** in cases of alleged abuse.

Confidentiality and support

The DSL will make every effort to maintain the confidentiality of all parties while an allegation or concern is being investigated. They will ensure that everyone involved in the investigation understands this.

Steel Valley Beacon Arts are committed to supporting the children involved, their parents or carers, and individuals who have had an allegation made against them.

The DSL will

- tell parents or carers and the employee or volunteer concerned about the allegation as soon as possible (as long as this does not place any children at further risk of harm)
- tell them how the allegation will be managed; and
- keep everyone informed about the progress and outcomes of the case.

Record keeping

The DSL will keep a clear and comprehensive summary of:

- all allegations that have been made
- details of how allegations have been followed up and investigated
- decisions made about the allegation and actions taken.

Reporting

If Steel Valley Beacon Arts removes a member of staff or volunteer from working with children because they pose a risk of harm (or if you would have but the person has resigned or left), then we have a **legal duty** to inform the relevant disclosure and barring agency. **Failure to do this is a criminal offence.**

The DSL will refer the matter to the [Disclosure and Barring Service](#) (DBS).

Complaints / Allegations against a child

When a child or young person behaves inappropriately towards another child, it is the DSL's responsibility to determine if there may be a child protection concern.

The DSL should make this decision in consultation with:

- the volunteer or staff member who is responsible for the supervision/pastoral care of the children involved
- the senior manager or trustee responsible for safeguarding
- any other agencies you know are working with the child
- the local child protection services if necessary.

An allegation becomes a child protection concern when:

- the behaviour involves sexual assault or physical assault
- the child who has experienced the abusive behaviour has suffered significant harm
- the behaviour forms part of a pattern of concerning behaviour by the child or young person who is being abusive
- the child carrying out the abuse is displaying harmful sexual behaviour
- you are concerned that the child carrying out the abuse may be doing so because they have experienced abuse or other upsetting experiences themselves.

It is also a child protection concern when there's a significant difference of power between the child who is displaying abusive behaviour and the person being abused, for example when:

- there's an age difference of more than two years
- there's a significant difference in terms of size or level of ability
- the child displaying abusive behaviour holds a position of power (such as being a helper, volunteer or informal leader)
- the child being abused is significantly more vulnerable than the other child or young person.

If the DSL is not sure whether the matter should be treated as a child protection issue they should discuss the matter with Sheffield Child Protection Services.

Informing parents

The child's parents or carers should be told what has happened, as long as it doesn't increase the risk to the child.

Ask the child how they would like their parents/carers to be told. For example, you could suggest:

- talking to parents first without the child there, then summarising everything with the child present
- helping the child tell their parents in their own words, with you present for support.

It's important for parents and children to talk about what's happened and begin to come to terms with it as a family.

When talking to parents or carers, remember that the news their child has behaved abusively may be a shock. Reassure them that support is available to help their child change their behaviour and move forward.

Reporting the concern

If you think a child is in immediate danger, contact the police on **999**.

If you're worried about a child but they are not in immediate danger, you should share your concerns our DSL, Ann Hall. The DSL will follow our reporting procedures as laid out in our child protection policies and procedures.

Sharing information about a child's welfare

Sharing information about a child's wellbeing helps professionals build a clearer picture of the child's life and gain a better understanding of any risks the child is facing. Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet.

When to use this procedure?

You may need to share information about the children and families using Steel Valley Beacon Arts' services for a number of reasons. These include:

- making a referral to arrange additional support for someone in the family
- someone from another agency has asked for information about a child or family
- someone in the family has asked to be referred for further help
- a statutory duty or court order requires information to be shared
- you are concerned that a child or a member of their family may be at risk of significant harm
- you think a serious crime may have been committed or is about to be committed which involves someone in the family.

You must always have a clear and legitimate purpose for sharing a child's personal information. Keep a record of the reasons why you are sharing or requesting information about a child or their family.

You should also make sure you are not putting a child's safety and wellbeing at risk by sharing information about them.

What information to share

You need to decide what specific information is appropriate to share and who to share it with.

- Prioritise the safety and wellbeing of the child and anyone else who may be affected by the situation.
- Make sure you share the information quickly and securely. The sooner you report your concerns the better. This means the details will be fresh in your mind and action can be taken quickly.
- Identify how much information should be shared. This will depend on the reasons for sharing it.
- Use language that is clear and precise. Different agencies may use and understand terminology differently.
- Make sure the information you are sharing is accurate. Make it clear what information is factual and what is based on opinion (yours or other people's).

Seeking consent to share information

Children and young people should be given the opportunity to decide whether they agree to their personal information being shared. If a child or young person doesn't

have the capacity to make their own decisions you need to ask their parent or carer (unless doing so would put the child at risk of harm).

Tips for getting consent:

- be open and honest
- make sure the person you're asking for consent understands what information will be shared and why
- explain who will see the information and what it will be used for
- make sure the person you're asking for consent understands the consequences of their information not being shared
- get the consent in writing, in case there are any disputes in the future. If it's only given verbally, make a written record of this
- make sure the person knows they can withdraw consent at any time.

Sharing information without consent

If consent is refused or if you're unable to seek consent, you can still share information with relevant professionals if this is in the public interest.

This includes protecting children from significant harm and promoting the welfare of children.

When deciding whether to share information without consent, you should consider each case individually.

- Decide if the need to share information is in the public interest and whether it outweighs the need to maintain confidentiality.
- Consider all the implications of sharing the information, for example if you are sharing sensitive details about a person's life.

If you're sharing information without consent keep a written record explaining:

- what steps you took to get consent
- the person's reasons for not giving consent (if known)
- why you felt it was necessary to share information without consent.

Pass a copy of this record on to the agency/agencies you're sharing the information with.

Confidentiality

Never promise a child that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help.

If a child or young person needs confidential help and advice direct them to Childline. Calls to 0800 1111 are free and children can also [contact Childline online](#).

Reporting concerns

If a child is suffering or at risk of suffering significant harm, you can share information with appropriate agencies or professionals without the child's or their parent's consent

If a child is in immediate danger, call the police on 999.

If a child is not in immediate danger:

- Follow Steel Valley Beacon Arts' procedure for **responding to a concern about a child's welfare** as soon as possible.
- **Contact your local child protection services.** Their contact details can be found on the website for the local authority the child lives in.
- **Contact the police.** They will assess the situation and take the appropriate action to protect the child.
- **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing help@nspcc.org.uk. Our trained professionals will talk through your concerns with you, give you expert advice and take action to protect the child as appropriate. This may include making a referral to the local authority.

If you make a verbal referral to local children's services you should follow this up with a written referral as soon as possible, ideally within 48 hours.

Taking action to keep all children and young people safe

Depending on the nature of the allegation or concern, Steel Valley Beacon Arts may need to take action to protect and support children who have experienced peer abuse. This might include:

Sanctions

Steel Valley Beacon Arts has a behaviour code which explains how we expect people to behave and the sanctions which will apply to anybody who chooses not to behave appropriately. We will follow these sanctions for any child who does not behave in the right way.

Emotional support

We will make sure children, young people and adult supervisors have access to the emotional support they need and know who they can talk to if they are worried about anything.

Risk assessment

The Board of Trustees and Safeguarding team may conduct a risk assessment and develop a risk management plan to ensure Steel Valley Beacon Arts are doing everything we can to keep all children and young people safe.

Multi-agency working

If statutory agencies are investigating and assessing the situation the DSL will stay in contact with them and share all relevant information with multi-agency partners.

Learning lessons

Steel Valley Beacon Arts are committed to learning lessons if an allegation is substantiated.

The DSL will ensure that:

- any factors that may have contributed to or failed to prevent abuse occurring have been considered
- safeguarding and child protection measures are review to ensure ongoing vigilance
- any changes to organisational policies and procedures are made, as necessary.

Safeguarding Children and Young People at our activities and events

Those planning any activity or event on behalf of Steel Valley Beacon Arts must ensure a risk assessment has been carried out and signed off by the Trustee with responsibility for Health and Safety. The risk assessment will enable Steel Valley Beacon Arts to make decisions about how many adults are needed and what skills and experience they require.

Please contact Laura Twomey to discuss the process for undertaking a risk assessment.

The risk assessment will also be used to establish the level of **vetting** required for adults supervising activities and events on behalf of Steel Valley Beacon Arts.

Before an activity or event takes place staff and volunteers need to have:

- an understanding of their responsibility to keep children and young people safe
- clear procedures to follow if they have a concern about a child's wellbeing
- insurance for certain activities
- codes of practice which they understand and agree to follow.

Arrangements for rehearsals involving children and young people

At all rehearsals at minimum of two adults who have been appropriately vetted in line with the risk assessment for the rehearsal will be present in the rehearsal space. This excludes adults undertaking administrative roles, such as signing in and out.

At least one adult supervising a rehearsal should hold a valid first aid certificate.

Supervision levels in the rehearsal space will follow guidelines set out by the NSPCC in the table below:

Age of children / young people	Minimum number of supervising adults in rehearsal space
4 to 8 years	one adult to six children
9 to 12 years	one adult to eight children
13 to 18 years	one adult to ten children

Parents who attend activities with their children **should not** be used to supervise other children unless they have been recruited into the role, undergone the necessary checks and had the relevant child protection training.

If the supervisory arrangements agreed in the risk assessment are not available, the rehearsal should be cancelled.

Arrangements for performances involving children and young people

Steel Valley Beacon Arts will ensure that one chaperone is in place for every 12 children for all performances, including dress and technical rehearsals.

An adult should be the same gender as the children they are chaperoning.

Adults acting as chaperones are unable to perform other duties to support the production as they are responsible for the children in their care at all times.

If the chaperoning levels required are not available, a decision on whether to proceed with the performance will need to be made by the Designated Safeguarding Officer and Trustee with responsibility for Safeguarding.

Arrangements for social events

Steel Valley Beacon Arts expect children and young people to be supervised by the parents or carers at any social events arranged on behalf of the organisation. This shall be made clear to parents and carers in the promotional material for the event.

Arrangements for residential activities

In addition the measures described above for the supervision of children and young people at our activities and events, if our activities involve an overnight stay we will ensure that there are separate sleeping, washing and toilet areas for:

- adults and children
- older and younger children
- boys and girls.

Supervision ratios will align to those outlined above for chaperoning children at performances.

As far as possible, Steel Valley Beacon Arts will arrange to have exclusive use of the accommodation. Where this isn't possible we will ensure premises are zoned to limit interaction between groups.

Supervising adults bedrooms will be located near to those in their group.

A Health and Safety briefing will be undertaken to ensure all members of the residential activity know what to do in the event of an emergency.

Arrangements for Transport

If transport is required for an activity and provided by Steel Valley Beacon Arts due diligence will be completed by the Activity Lead to ensure the company has appropriate insurance and safeguarding vetting in place.

The supervision ratios for our activities and events must be adhered to on the mode of transport.

Clear drop off and collection points will be communicated to parents / carers. Permission for other parents / carers or family members to collect children will need to be collected in advance of the activity.

Steel Valley Beacon Arts are not responsible for the safety of children and young people travelling to and from activities privately. This is considered a private arrangement.

Conditions for supervision

Steel Valley Beacon Arts accept responsibility for ensuring the above supervision arrangements are in place once a child or young person has been signed into the activity or event by their parent or carer until they have been signed out again by their parent or carer at the end of the activity / event.

Young people aged 13 and over may be allowed to sign themselves into and out of rehearsals and performances provided permission has been received in writing from their parent / carer.

Whistleblowing

If you feel Steel Valley Beacon Arts is not responding to or sharing information about child protection information appropriately, then you can contact the NSPCC Whistleblowing Advice Line on:

- [0800 028 0285](tel:08000280285)
- help@nspcc.org.uk

Contact the Whistleblowing Advice Line if:

- you feel Steel Valley Beacon Arts doesn't have clear safeguarding procedures to follow
- you feel concerns aren't dealt with properly or may be covered up
- a concern that you raised hasn't been acted upon
- you are worried that repercussions are likely to arise if you raise a concern.

This applies to incidents that happened in the past, are happening now, or may happen in the future.

Contact details to support safeguarding

Designated Safeguarding Lead

Name: **Ann Hall**

Phone/email: 0114 288 5858 / annhall1956@gmail.com

Deputy Safeguarding Lead(s)

Name:

Phone/email:

Trustee for safeguarding and child protection

Name: **Laura Twomey**

Phone/email: 0790 863 4675 / laura.twomey@btinternet.com

Emergency Services

999

Sheffield Child Protection Services

[insert number]

Childline

0800 1111

We are committed to reviewing our procedures and good practice annually.

This procedure was last reviewed on 16th August 2020

Signed: *Laura Twomey*

Date: 16th August 2020