

DEEP ROOTS TALL TREES (DRTT) - CHILD PROTECTION AND SAFEGUARDING POLICY

The purpose and scope of this policy statement

DRTT works with children and families as part of its activities. These activities can include but are not limited to:

- Music and performing arts activities including workshops and tuition/training
- Community events and performances

The purpose of this policy statement is:

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

This policy statement applies to anyone working on behalf of DRTT 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 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.

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 designated safeguarding lead, a deputy designated 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.

Information about what these policies and procedures should include is available from www.nspcc.org.uk/safeguarding

Recruitment

All workers recruited to undertake work involving children and their families will need to undergo a DBS check or produce a recent DBS check. In addition, workers will be provided with an induction by the Designated Safeguarding lead or Deputy Safeguarding Lead to familiarize themselves with this policy.

Induction training will include:

- Understanding different forms of abuse (as defined within current government legislations and guidelines)
- Reporting procedures
- Procedures for protection of workers
- Creating inclusive activities

Photography Policy

Only designated photographers will be used in projects. Any photographs or filming of children will only be taken with permission of the child's parent or guardian. Where children are recognisable in photographs or films, those photographs or films will only be used with the agreement of the parent or guardian and only for the purposes agreed by the parent or guardian.

Where photographs or films of children are to be shown in the public domain, including on the internet, ways of identifying children by name will not be used in association with the image or will be removed from the image.

Reporting Procedure

If any worker or group member has concern for the welfare of a child, a written record of the concern should be made immediately and given to the Designated Safeguarding Lead or the Deputy Safeguarding Lead and the concern should not be shared with anybody else. The Safeguarding Leads have the responsibility to take a decision on whether that concern needs to be acted on and how, and the correct organisations will be notified to deal with the concern. It is the responsibility of the worker or group member to report the concern; however, the worker or group member should not deal with the concern themselves, but continue to monitor the situation confidentially.

In responding to a disclosure we state that it is vital that staff/volunteer actions do not abuse the child further or prejudice further enquiries. To ensure this staff/volunteers should adhere to the following processes and procedures:

- Listen to the child and if shocked by what is being said, endeavour not to show it
- Allow the child to speak freely
- Observe bruises but do not ask a child to remove or adjust their clothing to observe them
- If a disclosure is made the pace should be dictated by the child without them being pressed for detail by being asked questions. The staff/volunteer's role is to listen not to investigate. Questions should only be used where absolutely necessary for clarification.
- Accept what the child says and do not offer judgement
- Acknowledge how hard it was for them to tell staff/volunteer this information
- Do not promise confidentiality, reassure the child that they have done the right thing, and explain who they will have to tell (i.e. the designated person) and why. It is important not to make promises that cannot be kept.
- Offer appropriate comfort if required, including reassurance that it is not the child's fault.

Regarding recording information, our policy states that staff/volunteers should:

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording facts and not assumption

and interpretation. Notes must be signed and dated. Any type of paper or incident form may be used for your recordings but staff/volunteers should try not to use personal diaries and notebooks, as they could become evidence in the future.

- Record observed injuries and bruises. Where injuries are present it may be appropriate for them to use a body map to record details of the injuries (NB: this is included as an appendix in our policy)
- Note the non-verbal behaviour and the keywords in the language used by the child (i.e. do not translate into “proper terms”)
- Keep original notes and pass them to the designated person
- All referrals to Social Services must be followed up within 24 hrs

We instruct all staff/volunteers that they have a professional responsibility to share relevant information about the protection of children with other professionals particularly investigating agencies. If a child confides in a member of staff/volunteer and requests that the information be kept secret, it is important that the member of staff/volunteer tells them sensitively that they have a responsibility to refer for the child’s own sake.

At the discretion of the Artistic Director in consultation the Chair and Board of Trustees, the information will be shared with the relevant authorities/teams. If designated as a non-emergency referral, the Artistic Director will forward details to the relevant authorities/referral teams (see Appendix A). In an emergency, or if it is believed a crime has been committed, then the Artistic Director will contact the police as soon as possible.

Protection Of Workers

No project worker should be left in charge of children on their own. There should always be at least one other worker or adult in charge present.

In the event of a complaint against a worker, this complaint should be made in writing confidentially to the Designated Safeguarding Lead or the Deputy Safeguarding Leads who will then deal with the complaint by notifying the appropriate organizations.

In the event of a complaint against the Designated Safeguarding Lead or the Deputy Safeguarding Lead, the complaint should proceed instead to the Senior Lead for Safeguarding and Child Protection.

Creating Safe And Inclusive Activities

Risk assessments will be made when planning all projects and activities, and steps taken to minimize the risks.

Workers will share practice and consistently monitor the activities that they are providing in order ensure that the activities are accessible to all. This includes adapting activities and taking steps to create supportive environments for children to enable each and every child to play a full part in the activity. Inclusiveness of activities will be reviewed at each project meeting.

Contact Details:

Designated Safeguarding Lead:

Name: Neil Paris

Phone/email: neil.paris@deeprootstalltrees.org

Deputy Designated Safeguarding Lead:

Name: Simon Steptoe

Phone/email: simon.step toe@deeprootstalltrees.org

Senior Lead for Safeguarding and Child Protection

Name: Di Goldsmith

Phone/email: diane.goldsmith@hotmail.com

NSPCC Helpline

0808 800 5000

Living Document

Important note. This is a living document and the definitive version is on the DRTT OneDrive system. Updates and amendments should be expected. The Policy will be reviewed on a biennial basis, or to reflect updates in legislation. This Policy is next due for renewal in February 2024. This version was reviewed in February 2022.

APPENDIX

Referral teams – West and North Northamptonshire

All non-emergency referrals to the Designated Officer (formerly known as the Local Authority Designated Officer or LADO) should be through the MASH on:

- **Tel: 0300 126 7000 (Mon-Fri 8:00 – 18:00)**

Out-of-hours support can be obtained at:

- **Tel: 01604 626 938**

Email enquiries:

- MASH@northamptonshire.gcsx.gov.uk
- prevent@northants.pnn.police.uk

Timescales:

Referrals to the Designated Officer must be made within 24 hours of the incident.

The Designated Officer has 3-5 working days and where a Designated Officer strategy meeting is appropriate, the Designated Officer will arrange the initial meeting to include the employer and relevant multi-agency partners.

Allegations should be resolved within three months.