



SAFEGUARDING POLICY

This policy applies to all staff, (teaching and non-teaching), volunteers, temporary, supply staff and students/interns working on behalf of Art at the Heart CIC (AATHCIC).

AATHCIC believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to safeguarding all children and young people entrusted to our care. This policy also applies to vulnerable adults.

FOR SERVICES DELIVERED IN BIRMINGHAM, BIRMINGHAM LOCAL AUTHORITY SAFEGUARDING PROCEDURES WILL APPLY.

FOR SERVICES DELIVERED IN SOLIHULL, SOLIHULL LOCAL AUTHORITY SAFEGUARDING PROCEDURES WILL APPLY.

Policy Statement

Children have a right to feel safe and secure (staff, parents, families and pupils) have an essential role to play in making our organisation/community safe and secure. This includes maintaining an attitude of “it could happen here” where safeguarding is concerned. Safeguarding children is everyone’s responsibility.

AATHCIC makes every effort to provide a safe and welcoming environment, underpinned by a culture of openness where both children and adults feel secure, able to talk and believe they are being listened to. This policy demonstrates our commitment to safeguarding; ensuring consistency in practice across the organisation.

Aims

- To identify key roles and responsibilities for all staff in relation to safeguarding and emphasise the need for good levels of communication between all members of staff.
- To provide staff and volunteers with the framework to promote and safeguard the wellbeing of children and in doing so ensure they meet their responsibilities and clear expectations on how this should be adhered to.
- To recognise that 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 them, listening to and respecting them.
- Appointing a Designated Safeguarding Officer (DSO) for children and young people and a deputy for safeguarding.
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers.

- Developing and implementing an effective e-safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers.
- 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.
- Ensuring that we have effective complaints 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.

Specific Safeguarding Roles

AATHCIC's Designated Safeguarding Lead is Mukesh Kumar. Any safeguarding concerns should be notified immediately or as soon as reasonably practicable.

The case manager for dealing with allegations of abuse made against staff and volunteers is Kamaljit Suman and she should be contacted directly and immediately in the event of a concern.

The case manager for dealing with allegations against Kamaljit Suman or Mukesh Kumar is Dr Ruth Joplin, Non-Executive Director who should be contacted directly and immediately in the event of a concern.

Contact Details

Designated Safeguarding Lead: [Mukesh Kumar](#)
 Telephone Number: 07549 046682
 E-mail: mukesh@artattheheartcic.org

Non-Executive Director: Dr Ruth Joplin
 Telephone Number: 07528 737734
 E-mail: ruthjop@hotmail.co.uk

If the above people are not available please contact:

Where AATHCIC services are being provided in Birmingham:

Birmingham Safeguarding Children Partnership

Children's Advice and Support Service (CASS)

Phone numbers: **0121 303 1888** or Out of Hours - **0121 675 4806**

Secure email: **CASS@birminghamchildrenstrust.co.uk**

Key forms you need to complete to access support:

Family Connect form – [click here](#) (For those families with Universal Plus Needs and requiring Early Help or Family Support)

Request for Support form – [click here](#) (For those families with Additional Needs and/or Complex and Significant Needs)

Where AATHCIC services are being provided in Solihull:

Safeguarding Children and Young People

Phone numbers: **0121-788-4300** (Monday to Thursday 8.45am - 5.20pm, Friday 8.45am - 4.30pm) or **0121-605-6060** (Out of Hours)

Link to report incident on-line:

<https://eservices.solihull.gov.uk/ChildrensSocialWorkServiceReferral/>

Child Exploitation and Online Protection (CEOP) Command

Website: www.solihull.gov.uk/democracy/out_of_hours.htm

Child Exploitation and Online Protection (CEOP) Command

Website: www.ceop.policy.uk

In both Birmingham and Solihull, if there is immediate risk of harm dial 999 for the Police.

NSPCC Helpline: 0808-800-5000

Responsibility and Accountability

All AATHCIC staff are responsible for ensuring that safeguarding arrangements are fully embedded within the organisation's ethos and reflected in its day to day practices.

All staff and volunteers and anyone delivering on behalf of AATHCIC external providers are:

- Subject to safeguarding checks in relation to their role in the provision of services.
- Expected to behave in accordance with the code of conduct and act on any breach of the code of conduct by other members of staff or volunteers.
- Expected to know how to recognise, respond and take appropriate and timely action to a safeguarding concern.
- Have a responsibility to provide a safe environment in which children can learn.
- All staff and volunteers have a responsibility to raise concerns where children may be suffering, or are likely to suffer, significant harm.
- All staff and volunteers then have a responsibility to take appropriate action, working with the Designated Safeguarding Lead and/or other services as needed.

What to do if you have a concern (See also Appendix 4 for Report Form)

If you have concerns about a child or young person's welfare or safety, you must tell the Designated Safeguarding Lead. The Designated Safeguarding Lead is trained in what to do.

It's vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the police or children's social care. Keep an accurate record of:

- the date and time of the incident/disclosure;
- the date and time of the report;
- the name and role of the person to whom the concern was originally reported and their contact details;
- the name and role of the person making the report (if this is different to the above) and their contact details;
- the names of all parties who were involved in the incident, including any witnesses to an event;
- what was said or done and by whom;
- any action taken to look into the matter;
- any further action taken (such as a referral being made); and
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such.

The record should always be signed by the person making the report.

Staff Induction, Training and Development

All staff and volunteers are given appropriate safeguarding training and induction that includes basic child protection training and health and safety training. The training and induction is appropriate to their role and responsibilities.

Useful links

Right Help, Right Time, Birmingham Safeguarding Children Partnership

<https://www.lscpbirmingham.org.uk/delivering-effective-support?highlight=WyJzYWZlZ3VhcmRpbmciLCInc2FmZWd1YXJkaW5nliwidGhlliwic2FmZWd1YXJkaW5nIHRoZSJd>

Local Child Safeguarding Practice Reviews Regional Framework

<https://docs.google.com/document/d/1JoABbYspgKXLwArTVimWgh0Hj3SdCB-/edit?usp=sharing&oid=101381722248128024044&rtpof=true&sd=true>

Child Protection Records Retention and Storage Guidance, NSPCC

https://drive.google.com/file/d/1JkMsSsGhFuEtz_Zdqt51l2rYQOEgRdEI/view?usp=sharing

Other Policies to be read in conjunction with this Policy

AATHCIC have a suite of policies which should be read in conjunction with their Safeguarding Policy as below:

- Equality and Diversity
- Code of Behaviour Policy
- Recruitment and Selection Policy
- Code of Conduct
- Whistleblowing
- Complaints

SAFEGUARDING POLICY: APPENDIX 1

ROLE OF DESIGNATED SAFEGUARDING OFFICER (DSO)

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support, advice and expertise when deciding whether to make a referral by liaising with relevant agencies.

Statutory Training for the DSO

- Have a working knowledge of how Local Safeguarding Children Boards (LSCB) operate, the conduct of a child protection case conference, and be able to attend and contribute to these effectively when required to do so.
- Obtain access to resources and attend any relevant and/or refresher training courses.

Training for Staff

- To recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Ensure all staff, volunteers and interns have access to and understand the safeguarding and child protection policy especially new or part-time staff.
- Ensure all staff, volunteers and interns have training covering child protection and are able to recognise and report any concerns immediately they arise.
- Ensure all staff, volunteers and interns receive refresher safeguarding training every three years.
- Be able to keep detailed, accurate, secure written records of referral and/or concerns.

Raising Awareness

- Ensure the Safeguarding and Child Protection Policy is updated and reviewed annually.
- Ensure all stakeholders can access a copy of the Safeguarding Policy which alerts them to the fact that referrals may be made and to the role of ATTHCIC staff in this, to avoid conflict later.

SAFEGUARDING POLICY: APPENDIX 2

ABUSE OF POSITION OF TRUST

The Law

The Sexual Offences (Amendment) Act 2000 established a criminal offence of abuse of trust affecting teachers and others who are in a relationship of trust with 16 – 18 year olds. A relationship of trust is where a teacher, member of education staff or volunteer is in a position of power or influence over a student by virtue of the work or nature of the activity being undertaken. The legislation is intended to protect young people in education who are over the age of consent, but under 18 years of age.

The principle of equality embedded in the legislation applies irrespective of sexual orientation; neither homosexual nor heterosexual relationships are acceptable within a position of trust. Any concern raised by a parent, carer or young person will be listened to and taken seriously in accordance with Solihull's procedures for those working within children and young people.

Grooming a child or person under 18 with a view to a future sexual relationship is an offence.

Reporting concerns relating to a member of staff or other person in a position of trust

If the suspicions in any way involve a member of staff, the matter should be brought to the attention of the Director immediately, who will discuss the allegations with the Local Authority Designated Officer (LADO) as soon as possible. The LADO for Solihull can be contacted on 0121-788 1505. The Birmingham LADO can be contacted on 0121 675 1669.

A referral will be made to the DSO if a person in regulated activity has been dismissed, or removed, due to safeguarding concerns, or would have, had they not resigned.

If the suspicion involves the Director, advice needs to be sought from the LADO.

SAFEGUARDING POLICY: APPENDIX 3

WHAT IS CHILD ABUSE?

Child abuse includes four main categories:

- Neglect
- Physical injury
- Sexual abuse
- Emotional abuse

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may also occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing, shelter (including exclusion from home or abandonment), failing to protect a child from physical harm or emotional harm or danger, failure to ensure adequate supervision, including the use of adequate caretakers or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

PHYSICAL ABUSE

Physical abuse may involve hitting, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent, or carer, fabricates the symptoms of, or deliberately induces, illness in a child.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, or valued, only in so far as they

meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious sullyng, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Cases of preparations for forced marriages should be reported as a form of emotional abuse. Some level of emotional abuse is involved in all types of ill-treatment of a child though it may occur alone.

SAFEGUARDING POLICY: APPENDIX 4

CONFIDENTIAL SAFEGUARDING INCIDENT/DISCLOSURE REPORT FORM

Make sure this report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such.

Date and time of the incident/disclosure

Date and time of the report

Name and role of the person making the report and their contact details

Name of the person to whom the concern was originally reported and their contact details;

Names of all parties who were involved in the incident, including any witnesses to an event;

Describe what was said or done and by whom

Record any action taken to look into the matter, include any discussions with the person concerned/their family

FURTHER ACTION

Record any further action taken (eg referral) OR

Record the reasons why the matter was not referred to a statutory agency

Signature (person making the report)

SAFEGUARDING POLICY: APPENDIX 6

When updating this policy, ensure the following are updated:

Governance Drive: Policies folder					
Website: PDF of policy to be uploaded to website					
Onboarding Document for new staff/volunteers					
Services Drive: Key Documents Folder					