

SAFEGUARDING POLICY AND PROCEDURES: CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Introduction

Cambridge Junction is committed to practice which protects children, young people and adults at risk from harm. As a company we firmly believe that:

- All children whatever their age, culture, disability, gender, language or religious beliefs have the right to protection from abuse and to a happy and healthy childhood. The needs of disabled children or those who may be particularly at risk should also be taken into account.
- Child abuse in whatever form is unacceptable and should be brought to the attention of the proper authorities.
- Everyone working with children and adults at risk have a responsibility for the safety and wellbeing of each child/person in our care. Children should feel safe and able to speak out if this is not the case.
- All staff will play a part in the prevention of abuse and neglect and must be aware of and alert to signs of abuse.

Aims

The aims of our Policy and Procedures are:

To ensure the safety and wellbeing of all children, young people and adults at risk who participate in Cambridge Junction's learning programme, or who take part in activities in the venue.

To enable all children, young people and adults at risk to participate in our programme in a safe and welcoming environment.

To implement best practice in the safeguarding of children, young people and adults at risk in the planning and delivery of our creative learning programme.

Principles

Cambridge Junction will endeavour to safeguard the welfare of children, young people and adults at risk through the following principles:

- **Awareness:** We ensure that all staff, freelancers, trustees and volunteers are aware of abuse and the risks facing children and adults at risk of harm.
- **Prevention:** We ensure through our awareness and good practice that staff and others minimise the risks facing children.
- **Reporting:** We ensure that staff and others involved in our work are clear what steps to take if concerns arise regarding the safety of children and adults at risk.
- **Responding:** We ensure that the appropriate action is taken to support and protect children and adults at risk where concerns arise regarding possible abuse.

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Who are the Policy & Procedures for?

The Policy and Procedures apply to everyone who works for and on behalf of Cambridge Junction including staff, freelance artists, trustees and volunteers.

Definitions

For the purposes of these guidelines and in accordance with *The Children Act 1989 & 2004*, a 'child' is defined as up to and including the age of 17 years.

The term 'young person' is not a legal term but is used to define the upper age ranges of the official definition of 'child'.

There is no legal definition of 'adult at risk'. However, Cambridge Junction uses the following definition of an adult at risk of harm as a guide:

"A person who is or may be in need of community care services by reason of mental disability, other disability, age or illness and who is (or may be) unable to take care of themselves or unable to protect themselves against significant harm or exploitation."

Who Decides consultation paper Lord Chancellor department, 1997

What is abuse?

Children and young people can be harmed or injured by another person at home, school or whilst they are attending community activities. This can involve any of the following:

- **Physical abuse:** including hitting, shaking, being thrown, burning, scolded or being bitten.
- **Emotional abuse:** harmed by constant lack of love or affection, continued rejection or criticism, made to feel worthless or inadequate, threats, verbal attacks, taunting or shouting, being made to feel afraid or in danger.
- **Neglect:** occurs when there is a persistent failure to meet a child's basic physical and/or psychological needs, such as inadequate food or warm clothing, or if a child is left unsupervised at a young age. It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.
- **Sexual abuse:** occurs when an adult or young person forces, manipulates or coerces a child, young person or adult to take part in sexual activities. May include physical contact, engaging children in producing or watching pornographic material or sex acts, or encouraging children to act in sexually inappropriate ways.

How to recognise possible abuse

Recognising abuse is not easy. A list of signs and symptoms can serve as indicators of possible abuse, but this is not fail-safe. There is usually an overlap between the signs and symptoms of the different types of abuse listed above. Within each category there are both physical and behavioural signs and changes to be aware of.

It is important to be alert and aware of the possibility of abuse when working with children, young people and adults at risk. It is of equal importance to treat such signs and symptoms with caution; the presence of indicators of abuse does not always mean abuse is taking place.

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What is radicalisation?

The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Cambridge Junction recognises that children, young people and adults at risk are vulnerable to extremist ideology and radicalisation and that protecting children, young people and adults at risk forms part of our safeguarding response.

Cambridge Junction will ensure that the Designated Safeguarding Lead (DSL) has undertaken Prevent awareness training and that all staff are aware of the Prevent duty. All staff, freelance workers and volunteers are required to be alerted to changes in a child's, young person's and adult's behaviour which could indicate they need help or protection. Concerns that a child, young person or adult is at risk of radicalisation are referred to the DSL in the usual way. If appropriate, the DSL will make a referral.

Indicators of radicalisation may include identity confusion, change in behaviour and/or appearance as a result of new influences, experience of disadvantage, social exclusion and/or rejection by faith or social group or family.

Procedures

Recruitment and selection of paid staff and volunteers

Cambridge Junction will take all reasonable actions to ensure that unsuitable people are prevented from working with children, young people and adults at risk.

All staff, freelance workers and volunteers who will be actively involved with children, young people and adults at risk will be required to have a Disclosure and Barring Service (DBS) check (previously CRB check). Disclosures will be carried out every 2 years for permanent staff, and freelance artists will be expected to have a Disclosure no older than 2 years.

If we have obtained the certificate:

- Cambridge Junction will ask to see the original certificate once the applicant receives it.
- We will ask to keep a copy of the certificate (but the applicant is within their rights to refuse this).

For freelance artists working with us on one-off projects and where they already have a DBS dated no older than 2 years:

- Cambridge Junction will ask to see the original certificate OR
- If the applicant is set up on the online update service, we can view the certificate online. The applicant **MUST** be registered for this service and there is an annual fee. Go to the following site for more details: <https://www.gov.uk/government/collections/dbs-update-service-promotional-material>
- We will ask to keep a copy of the certificate (but the applicant is within their rights to refuse this).

When staff are obtaining and checking DBS certificates, a form will be completed to provide evidence that we have checked the certificate. **A copy of the form can be found in Appendix A**

Any copies made of DBS certificates will only be made at the approval of the applicant. The information revealed is considered only for the purpose for which it was obtained, i.e. on a successful job application, and will be destroyed after a period of 6 months.

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We recognise that there are logistical issues involved in vetting international artists. Where possible we will still require a DBS check, however if this is not possible – for example if there is insufficient time – we will ensure that other safeguards are put in place and that these are identified and recorded within our risk assessment process. As a minimum, this will involve taking at least one written reference in relation to prior work with children, young people and adults at risk and a member of Cambridge Junction’s permanent staff team will be present throughout any work with children. In addition parents, guardians and/or teachers will be made fully aware of the situation.

Training

All staff, freelance workers and volunteers will be made aware of their responsibilities and procedures for safeguarding children, young people and adults at risk from harm.

Cambridge Junction will ensure that all staff and regular freelance workers are provided with specialist training on child, young person and adult at risk protection at least every 2 years. Freelance workers who are only employed on an occasional basis will be briefed by a member of staff.

Good Practice Guidelines are in place for all artists who work for Cambridge Junction, which include the company’s expectations in relation to safeguarding.

Project planning

Where work is taking place with a school or community group, Cambridge Junction will seek a named person with responsibility for the children, young people or adults at risk as a contractual requirement.

Cambridge Junction will undertake a risk assessment at the outset of each project and will monitor any risk throughout the activities. Activities that should be assessed include but are not limited to:

- Who will lead or be involved in the activity and therefore have contact with persons at risk?
- Should such persons have had a DBS check?
- Does that person fully understand the Safeguarding Policy, Guidelines and Procedure?
- Does the working environment present any risks in terms of Health & Safety or specific child protection issues?
- Who is in charge of the building and how do we contact them if anything goes wrong?
- What happens if a child behaves inappropriately during the session?
- What happens if a child leaves or tries to leave the session or activity?

Use of Cambridge Junction spaces

Any hiring organisation or individual who will be working with children, young people or adults at risk will be required to have their own child protection policy and procedures in place as a condition of hire. Cambridge Junction has the right to see these documents on request.

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Photography and film

Cambridge Junction ensures that appropriate safeguards are in place when we take and use images of children or young people. We recognise that inadequate safeguards can lead to a risk of children being targeted or 'groomed', and that there is also a risk of potential manipulation of images for pornographic use.

Where a school or established group is taking part in an activity which Cambridge Junction wishes to photograph or film, we will seek written consent from the group leader that confirms that each child's parent/guardian has given their consent for the images to be taken and used by Cambridge Junction.

For individual children or young people taking part in our activities, we will seek individual written consent from their parent/guardian.

Our signed consent requests will always be specific about the purposes for which the images can be used. Images will not be taken or used without the necessary written consent in place.

Cambridge Junction will not publish the name of any young person or (where relevant) the group they are a member of, in order to prevent the possibility of a young person being identified and targeted.

Images will be stored securely. Where images are stored online, they will be password protected and only accessible to members of Cambridge Junction team unless consent for the use of images has been given.

Social Media

You must keep a professional distance online from young people with whom Cambridge Junction works. Do not befriend young people attending Cambridge Junction except within the confines of Cambridge Junction's own social media profile.

All video and photographic imagery must be cleared by the Head of Creative Learning, prior to being posted live to Cambridge Junction social outposts. The Head of Creative Learning will confirm when the imagery can be released according to whether or not a Media Consent Form has been completed for each participant where necessary.

Any images and videos of Under 18 year olds can be tagged in general terms, e.g. Junction Young Company, but cannot be tagged specifically in relation to their attendance at events, except if done retrospectively. Tags must not name participants or give any identifying information.

Images for press purposes must not list the individuals in the photo but can use the collective name, e.g. Junction Young Company.

All young people asked to engage in social media activities through Cambridge Junction will be briefed on these guidelines and advised of how to remain safe online. All content generated within projects that involved children and adults at risk will be moderated by a Cambridge Junction staff member.

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Physical Contact

Due to the nature of a dance or drama workshop it is accepted that there will be physical contact during a class, however this should be for correctional purposes only and the artist should seek permission from the individual before physical contact is made.

If any of the following occur, staff and artists working for Cambridge Junction are required to report them immediately to a colleague and to record the incident.

- If they accidentally hurt a child.
- If a child is distressed by physical contact.
- If a child appears to be sexually aroused by an artist's actions.
- If a child misunderstands or misinterprets something an artist has done.

Suitable Clothing

Children/ adults at risk must be encouraged to wear suitable clothing for dance and drama work that covers their stomach, back and chest area. This requirement should be stated on the information/consent forms before a project or class.

Being alone with a child

All staff should be aware that any individual who wishes to harm children would create opportunities to be alone with them. In order to protect children and young people attending the venue, all staff and freelance artists should plan their work to ensure that situations where young people are alone with others are kept to an absolute minimum. This will protect children from the risk of harm and protect staff from any concern that they will be the subject of a false allegation.

The following guidelines should be followed:

- Members of staff should avoid being alone with a young person both inside and outside of the venue. Young people should never visit a member of staff's home.
- Wherever possible, a minimum of two persons should work with a group of children or young people.
- If a member of staff finds themselves alone with a young person they should ensure that the contact occurs in an open space or where they can be observed and are clearly visible - for example, with a door open or in a location where they can be seen through a window.
- Members of staff should avoid being alone with a young person behind closed doors.
- If a young person is distressed and requests a one-to-one conversation, the member of staff should use their judgement whether this is appropriate. If it is possible they should take another member of staff with them or in an absolute emergency, follow the guidelines above.
- Staff who find themselves waiting alone with a young person should ensure that they do so in a public place such as the foyer and make use of other staff to avoid being alone with the young person.
- If a young person requires escorting by a member of staff in an emergency they should attempt to find a solution that avoids being alone with them; for example, by using a taxi rather than their own car. They should also advise another member of staff and the young person's parent or carer that they are doing so and report the departure and arrival time for the journey.

Reporting concerns and responding to a child's disclosure

Responding to a direct disclosure

The term 'disclosure' is generally used to describe what happens when a child tells an adult that they are being abused. There are many other ways that a concern may come about, including when a disclosure is made by another child or adult. Any disclosure should be taken seriously. It is not the responsibility of the person receiving the information to decide if abuse has occurred.

Staff and artists working for Cambridge Junction have been instructed and should adhere to the following procedures:

- It is important to stay calm and create a safe environment.
- Actively listen to the child, allowing them to speak at their own pace.
- You must tell the child that you cannot promise to keep what they say confidential.
- Keep questions to a minimum and only ask questions to clarify what is being said, do not ask leading questions or those that can only be answered 'yes' or 'no'.
- Reassure the child by telling them they are brave and have done the right thing.
- Tell the child what will happen next and who will need to know the information.
- Write down everything the child has said using their words as soon as you can.
- Report the disclosure to the Designated Safeguarding Lead (DSL)

The DSL will follow procedure and pass on the information to the appropriate agency. All following action will be taken by professional child protection agencies.

Responding to an indirect disclosure

Staff might also become concerned about a young person in other ways. This could include a report from another adult or young person or by observations of their behaviour or presentation. Some of the main ways in which a member of staff might become concerned that something might be wrong include:

- The young person has an injury which they try to hide or which looks suspicious.
- The young person appears anxious or uncomfortable in the company of particular adults.
- The young person keeps seeking opportunities to talk to a member of staff and they suspect they may have a problem they wish to share.

If the behaviour or presentation of a young person leads a member of staff to suspect that they may have been harmed or are at risk of harm, they should report their concerns to the DSL.

The DSL will follow procedure and pass on the information to the appropriate agency. All following action will be taken by professional child protection agencies.

Any suspicions should not be discussed with the person suspected of harming the child, the parent or carer, or anyone else other than those mentioned above prior to the referral to social services.

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Recording and reporting disclosures or concerns

Any person to whom an allegation or concern is made should make a written record of the discussion as soon as possible. This should include:

- The young person's name, date of birth and address
- The exact words of the young person making the allegations
- Exactly what the member of staff said to the young person
- The date and time they spoke to the young person
- Any observations of the manner or presentation of the young person which caused concern
- A note of any other parties present should also be made
- A record of the action taken and the name of the person spoken to
- Signed by the member of staff and given to the DSL

For an example 'report form' please see Appendix B

It is the immediate duty of staff and artists to report any concern or disclosure by a child to the Designated Safeguarding Lead for Child Protection at Cambridge Junction, who is the Head of Creative Learning. This information is confidential and will only be shared with staff that need to know.

For contact details of the Designated Safeguarding Lead and who to approach in the absence of the designated person, please see Appendix C

Cambridge Junction will keep a written record of all referrals made to social services, and all documentation concerning the referral will be confidentially held for 3 months. It should then be destroyed.

For agency contact numbers please see Appendix D

TITLE	Mr / Mrs / Ms / Miss		
LAST NAME			
FIRST NAME			
ADDRESS			
		POST CODE	
DATE OF BIRTH		APPLICANT POSITION	

CERTIFICATE NUMBER		DATE OF ISSUE	
PROVIDED BY CAMBRIDGE JUNCTION?	YES	NO – PROVIDED BY:	
ARE YOU PART OF THE ONLINE UPDATE SERVICE	YES	NO	
ONLINE UPDATE SERVICE	The update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. An annual fee of £13.00 is required. Visit www.gov.uk/dbs-update-service to register.		

COPY OF CERTIFICATE RETAINED?	YES	NO
DATE COPY TO BE DESTROYED (6 MONTHS FROM NOW)		
DATE DBS CHECK TO BE RENEWED (2 YEARS FROM NOW)		

SIGNATURE OF APPLICANT	DATE:		
SIGNATURE OF CAMBRIDGE JUNCTION WITNESSES	WITNESS 1		
	NAME: _____		
	POSITION: _____		
	SIGNATURE: _____	DATE:	
	WITNESS 2		
	NAME: _____		
	POSITION: _____		
	SIGNATURE: _____	DATE:	

YOUNG PERSONS DETAILS			
LAST NAME			
FIRST NAME			
ADDRESS			
		POST CODE	
DATE OF BIRTH			

DISCLOSURE/CONCERN DETAILS			
DATE		TIME	
LOCATION			
DESCRIPTION			
ACTION TAKEN			

NAME			
JOB TITLE			
SIGNED		DATE	

Designated Safeguarding Lead

Lisa Broom
Head of Creative Learning
07715995850

lisa.broom@junction.co.uk

In the absence of the designated person please contact

Beth Bailey
Creative Learning Manager
01223 403 353
Beth.bailey@junction.co.uk

Matt Burman
Artistic Director

07980 003294
matt.burman@junction.co.uk

Helen Chamberlain
General Manager
01223 403477
Helen.chamberlain@junction.co.uk

If none of the above members of staff can be contacted in an emergency situation, please see the Duty Manager.

**Cambridgeshire County Council
Contact Centre**

Telephone: 0345 045 5203 (between 8am and 6pm Monday to Friday)

If it is outside office hours or at the weekend, call the First Response and Emergency Duty Team on 01733 234 724, or the police on 999.

Email: ReferralCentre.Children@cambridgeshire.gov.uk or
referralcentre.childrens@cambridgeshire.gcsx.gov.uk.

Fax: 01480 376 748.

If you think a child is in immediate danger and needs urgent help, call the police on 999.

Your call will be received by the Contact Centre who will:

- take details to help them gain an understanding of your concerns
- send the information to a specialist team to investigate. This team may then need to call you to follow up on details

All telephone referrals made by practitioners should be followed up in writing within 48 hours using the following online form:

https://www.cambridgeshire.gov.uk/site/xfp/scripts/xforms_form.aspx?formID=85&language=en

NSPCC Child Protection Helpline

The NSPCC Child Protection Helpline offers advice and support to anyone concerned about the welfare of a child. The NSPCC Helpline is a confidential and free service open 24 hours a day, seven days a week. Calls are dealt with by Helpline counsellors, who are all trained child protection officers

NSPCC:

Weston House
42 Curtain Road
London
EC2A 3NH

Telephone: 0808 800 5000

Email: Helpline@nspcc.org.uk

Website: www.nspcc.org.uk/helpline