

# **SAFEGUARDING CHILDREN POLICY**

*for*

CALNE IN TUNE (Including Calne Central)

## **Introduction**

CALNE IN TUNE (the Charity) is a registered charity run for the following purpose:

To provide Music, Arts, Crafts and Recreational facilities for all ages & abilities in ways that are Inclusive & Diverse and Enabling & Empowering.

The Charity's operations are based at and from:

Calne Central, 20 Church Street, Calne, Wiltshire - SN11 0HS

The Charity's Office Address: 16 Carnegie Mews, Calne, Wiltshire – SN11 0SQ

Charity Number: 1190226

The Charity has adopted this child (Minor) safeguarding policy (as a supplement to its general Safeguarding Policy) and expects all adults working or helping at Charity to support and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, interns, students, and visitors while working with or on behalf of the Charity.

## **Purpose of the Policy**

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

The Charity believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

## **The Risks to Children**

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)

- grooming and exploitation
- trafficking and modern slavery
- exposure to, or infliction of, domestic abuse
- bullying, harassment, intimidation, or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour, including on Social Media Games, Music & Video, etc.
- self-harm
- physical harm when engaging with activities without adequate supervision, or when play may risk injury to self and others.

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community, including other children and young persons.

### **Safeguarding Principles**

Safeguarding children from harm and abuse is an essential responsibility for our Charity. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding and other risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with us as a Charity
- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of children
- not taking any inappropriate risks (or allow children to do so).
- not smoking, drinking, or taking any form of illicit substances in the presence of children

## **Safeguarding Officer**

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officer:

**Name:** TERRY R COUCHMAN

**Email:** terry-couchman@hotmail.com

**Telephone:** 07910173336

## **Confidentiality and Data Protection**

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at: IN OUR FILES AT CALNE CENTRAL AND ON OUR WEBSITE.

## **Responding to a Safeguarding Concern**

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important to:

- listen calmly and carefully, showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

## **Reporting concerns about other adults within the Charity**

Where any person has a concern regarding the conduct of an adult connected to the Charity, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

this must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Charity.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Charity will include either:

- further initial enquiries
- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Charity
- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Charity who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Charity who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Charity who makes an allegation against another person from within the Charity shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

## **Disclosure and Barring Service (DBS) Checks and Reporting**

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to:

Employees, our Trustees, and our Supervising Community Volunteers.

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in a activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

## **Safeguarding Children at the Charity**

### **Responsibilities and planning**

Although the Safeguarding Officer will hold ultimate responsibility for overseeing the safety of children present at the Charity, all individuals under this policy (and by Law) must also play an active role in ensuring the safety of children at all times.

Where a certain type of events, activity or trip is taking place, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Appropriate background checking shall be undertaken wherever we are legally required to do so in respect of adults who are engaged by us (see the relevant section above).

### **Venues**

We are typically based at:

Calne Central is our main location for activities, some of which are open to the general public. We also provide services and activities in other public locations.

We have carried out a health and safety risk assessment in relation to the premises, in reference to its safety and suitability for children. Where events, activities or trips are to take place at other locations, we shall also carry out a further risk assessment.

The fire safety procedure in relation to the premises can be found in the following location:

Fire Safety Procedures can be found in our documents filing system and in our One Drive Files, with appropriate notices displayed in key areas of the building.

### **First Aid**

We have the following first aid procedure within the Charity:

Our First Aid Policy and Guidelines can be found in Calne Central Filing System, on our One Drive filing system and located with our First Aid boxes.

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

### Supervision

For most activities and events, our procedure for supervision of children is as follows:

We sometimes have young people visit our premises during public opening times.

There is always a DBS Checked and Trained Community Volunteer Supervisors present during public opening times.

If a child is seen to be potentially at risk we seek to engage with their parent, or escort them home.

Wherever a child attends our premises alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

### **Managing Behaviour of Children Generally**

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

Further details regarding our procedures for managing behaviour can be located in our behaviour policy:

The organisation has documents that advise Community Volunteers what to do with regard the management of children and vulnerable groups.

These are on file in the building, on our One Drive and are available in request from our Community Volunteers.

## **Managing Risks Posed by Other Children**

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

In the first instance of any bullying, harassment or unsafe conduct of any kind, the child (or children) are instructed to stop and are warned they will be asked to leave if unacceptable behaviour continues. In the event the conduct continues the individuals concerned are told to leave (and may be reported).

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

Any repeated unacceptable behaviour will result in the individuals concerned being refused access to the facilities.

Where we have their details we will also report the incidents to parents and if the behaviour is seen as an imminent Safeguarding Risk to self or others, we report this to the Police and/or Local Authority Safeguarding Team.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

## **Photography**

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as is possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy.

We ask that any members of the public attending our premises, events or activities do not take photographs.

## **Other Policies**

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy
- Our first aid policy
- Our behaviour policy

This policy should also be read in conjunction with:

We have Health & Safety, Health & Hygiene, Data Protection, Risk Assessment and Confidentiality Policies and Guidelines that we consider to be integral to our General Safeguarding Policies towards both Children, Young Adults and Vulnerable Adults.



## **Legal Framework**

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Charity in the jurisdictions it operates within.

This Policy is approved and robustly endorsed by CALNE IN TUNE and is due for review every 3 MONTHS.

**Signed:** \_\_\_\_\_ MR T R COUCHMAN  
(Safeguarding Officer)

**Date:** 1st March 2022