



Safeguarding Children and Vulnerable Adults Policy

2016

CHILD & VULNERABLE PERSON POLICY 2016

1 Policy Statement

“Wimborne History Festival including its volunteers, directors, partners and employees are committed to practices that protect children and vulnerable persons from harm.”

This document therefore seeks to enable the Wimborne History Festival, its volunteers, board members and employees to recognise signs of abuse, take appropriate action and adhere to good practice at all times. It is important to remember that it is not your job to decide whether or not abuse has occurred.

2 Definition

For the purpose of this policy and procedure the term “children/vulnerable person” includes any person under the age of 18 years, or those adults who are considered vulnerable.

3 Scope of Policy

This policy is for all persons and organisations involved with the Festival and who, in the course of their engagement with the Wimborne History Festival, are required to deal with children, young people and vulnerable adults in any capacity. This includes those persons who directly and/or indirectly engage children, young people and vulnerable adults on a regular basis or during specific History Festival led events.

4 Implementing the Policy : Wimborne History Festival intends to safeguard children by:

4:1 Adopting child protection policies and guidelines through a code of behaviour for its volunteers, board directors, partners, contractors and employees

4:2 Sharing information about concerns with agencies who need to know, and involving parents and children appropriately

4:3 Ensuring that the Disclosure and Barring Service (DBS), in accordance with their guidelines, checks all volunteers, directors, partners and employees with responsibility for children and vulnerable people

4:4 Making all new volunteers, directors, partner, contractors and employees aware of our child and vulnerable person protection procedures and policies

4:5 Appointing two designated people to enable any concerns to be reported in accordance with our procedures

4:6 Having procedures for dealing with allegations of abuse

4:7 Making sure directors, volunteers, and employees receive training that help them to recognise signs of abuse or radicalisation and how to take appropriate action and adhere to good practice at all times

4:8 Reviewing our policy and good practice at regular intervals

5 Code of Behaviour for Directors, volunteers, partners, contractors and employees

5:1 Wimborne History Festival believes it is possible to minimise the opportunity for abuse and or radicalisation by encouraging its directors, volunteers, contractors and employees to promote good practice. The following guidelines aim to promote best practice and point to a code of practice that should be adhered to when working with children, young people and vulnerable adults.

5:2 All Staff, Volunteers, Directors, Contractors must:

- Respect the rights of children and vulnerable people
- Ensure that parents / carers take responsibility for their child/vulnerable person where possible
- When supervising children/vulnerable people ensure that volunteers or Partnership staff work in pairs
- When supervising mixed groups ensure that there is a male and female adult present
- If any form of physical contact is required, you should provide it openly and appropriately and unless the situation is an emergency you should ask permission in advance of any such contact
- Feel confident to report any concerns about other people's actions to a designated officer
- Report any accident or injury to a child or vulnerable person in your charge to the designated person in the form of a written report
- Ensure that the use of cameras and videos at events and activities is with the consent of those involved and upon completion of the permission form available from the Festival Coordinator
- Ensure that the respective DBS application process has been satisfactorily completed for all contractors engaged, or volunteers, by the Festival to work with children

5:3 If a child or vulnerable person seems to be distressed, misunderstands or misinterprets something you have done, report it to the respective action group chair or project team leader in the form of a written report.

5:4 Staff, Volunteers, Directors or Contractors must not:

- Leave children/vulnerable persons unattended.
- Enter changing rooms of the opposite sex.
- Take children/vulnerable persons alone on a car journey, however short.

- Take children/vulnerable persons to your home where they will be alone with you.
- Arrange to meet children/vulnerable persons outside an organised activity / event.
- Engage in rough physical games.
- Engage in sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children/vulnerable persons to use inappropriate language unchallenged, or use it yourself.
- Make sexually suggestive comments about, or to, a child/vulnerable person, even in fun
- Ignore any allegation a child/vulnerable person makes.
- Share a room with a child/vulnerable person.
- Do things of a personal nature for children/vulnerable persons that they can do for themselves.

5:5 If it is unavoidable for you to be alone with a child/vulnerable person you should ensure this is done with the full prior knowledge and consent of a Festival Employee/Director and the child or vulnerable person's parents/carer

6 Responding to Abuse

www.proceduresonline.com/pandorset_scb/user_controlled_lcms_area/uploaded_files/Pan-Dorset%20Safeguarding%20Leaflet.pdf

6:1 In general, there are three situations in which you may need to respond to a concern or case of alleged or suspected abuse:

- Responding to a child's or vulnerable person's disclosure of abuse
- Responding to your own concerns or someone else's concerns or allegations about a director, volunteer, partner, employee or contractor
- Responding to your own concerns or someone else's concerns or allegations about any other person e.g. parent, carer

6:2 What you should consider if a disclosure or allegation is made?

Children, young people and vulnerable adults will only speak with people they trust and feel safe with. By listening and taking them seriously, you are already helping. The following points may help you to respond appropriately if anyone makes a disclosure or allegation to you:

- Remain as calm as possible
- Take the allegation or concern seriously and consider any allegation or concern to be potentially dangerous to the child or young person.
- Listen carefully to what the person says and let them talk at their pace.
- Find an early opportunity to explain that you will need to share the information with others – don't promise to keep secrets.
- Avoid asking questions that suggest a particular answer.

- Reassure the person that they have done the right thing in telling you and tell them what you will do next and who you will share the information with.
- Record in writing as many of the details as soon as possible

6:3 What should I record about the disclosure/allegation?

6:3:1 If you have concerns or anyone makes a disclosure or allegation to you about abuse of a child, young person, or vulnerable adult you must record as much as possible in writing as soon as possible as soon after the disclosure as possible.

6:3:2 Your report should include the name of the person abused, their age, date of birth (if known), address and contact details along with those of the respective parent/carer(s).

6:3:3 A description of what prompted the concern of abuse, with details of the particular physical, behavioural or indirect signs of abuse and a summary of any discussions with the parent/carer(s) and the person abused.

6:3:4 The report should be signed/dated by the person reporting the disclosure/allegation and indicate who it was submitted to.

6:3:5 When you have completed this report, please pass it on to one of the nominated officers set out in the next section.

6:4 Who should I report the disclosure/allegation to:

6:4:1 Submit the completed report to any of the following people:

Tracy Whitham or the Venue Managers/Designated Child Protection person when working in a venue setting

These officers will deal with any allegation that they receive and liaise with Social Services and the Police if necessary, in accordance with the Bournemouth, Dorset, and Poole safeguarding procedures.

<http://pandorsetscb.proceduresonline.com/index.htm>

6:4:2 PREVENT

To report suspicions of young people being exposed to extremist propaganda or who you suspect may be victim to radicalisation please report in the same way and or contact:

PC Gary Thorpe responsible for PREVENT REFERRALS

Contact Details: gary.thorpe@dorset.pnn.police.uk (01202) 229336 with a summary of the details.

6:4:3 If you are unable to access any of the two designated persons identified above, you can report the disclosure/allegation to your Directors, Project Lead or

Volunteer Coordinator. In such cases, the person to whom the disclosure is made must prepare a report to the designated officers on behalf of the person making the disclosure/allegation and providing the details outlined in the section above – What should I record about the disclosure/allegation? The report should be read to/by the person making the allegation or disclosure and verified as correct before submission to the designated officer.

7 CONFIDENTIALITY

7:1 It is extremely important that you only discuss any allegations with one of the persons identified above if they approach you to discuss the matter. Any breach of confidentiality could be damaging to the child, young person, or vulnerable adult, their family and any subsequent investigations.

7:2 It is important the rights of both the victim and the alleged perpetrator are protected, by ensuring that only those who need to know are given the relevant information in accordance with the Data Protection Act and data sharing protocols agreed with other public authorities.

8 REVIEW

8:1 This policy will be reviewed every two years or in line with any legislation changes