

SAFEGUARDING POLICY IDEA DESIGN HUB CIC

Contents:

- **Introduction** - page 1
- **IDEA DESIGN HUB CIC's Policy Statement** - page 2
- **Aims** - page 2
- **Providing good practice** – page 3
 - o What is good practice?
- **Defining Child Abuse** – page 5
 - o Types of Abuse
 - o Indicators of Abuse
- **Responding to Suspicions and Allegations** – page 6
 - o Receiving Evidence of Possible Abuse
 - o Recording Information
 - o Reporting the Concern o Concerns outside Design Education CIC (e.g. a parent/guardian or carer)
 - o Confidentiality
 - o Internal Inquiries and Suspension
- **Child protection procedures** – page 9
- **Recruiting and Selecting Personnel with Children** – page 12
 - o Controlling Access to Children
 - o Interview and Induction
 - o Training
- Guidelines for workshops, events and activities - page 13
- Summary – page 14
- Glossary – page 14
- Safeguarding incident, reporting and recording form – page 17

Introduction

Everyone who participates in events and workshops at IDEA DESIGN HUB CIC is entitled to do so in an enjoyable and safe environment. All staff have a moral and legal obligation to ensure that, when given responsibility for young people, staff and volunteers provide them with the highest possible standard of care.

IDEA DESIGN HUB CIC is committed to devising and implementing policies so that everyone involved accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of IDEA DESIGN HUB CIC and to allow staff and volunteers to make informed and confident responses to specific child protection issues. The policy has been produced in response to legislation and with particular reference to the major cross-departmental government policy concerning the well-being of children from birth to age 18, including the Children Acts of 1989 and 2004 and Working Together 2015.

IDEA DESIGN HUB CIC's Policy Statement

IDEA DESIGN HUB CIC is committed to the following:

- The welfare of the child is paramount.
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in education workshops in a fun and safe environment.
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All IDEA DESIGN HUB CIC employees and volunteers who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures.
- Working in partnership with parents/guardians and children is essential for the protection of children.
- Implementing and monitoring of procedures and addressing gaps and changes in procedures.

Aims

The aim of this policy is to promote good practice in relation to child and vulnerable adults' protection by providing them with appropriate safety and protection while in the care of IDEA DESIGN HUB CIC as an organisation; and to enable all facilitators to make safe, informed and confident responses in relation to child protection issues. The policy and procedures will be reviewed annually by the Designated Safeguarding Officers.

Providing Good Practice

To provide children with the best possible experience and opportunities at education activities everyone must operate within an accepted ethical framework such as the IDEA DESIGN HUB CIC Code of Conduct. It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants/volunteers at IDEA DESIGN HUB CIC to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4

What is Good Practice?

All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).
- Make the experience of education workshops at IDEA DESIGN HUB CIC fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all young people equally and with respect and dignity.
- Always put the welfare of the young person first.
- Maintain a safe and appropriate distance with participants (e.g., it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required, it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.
- Request written parental/guardian consent if IDEA DESIGN HUB CIC staff are taking young people off site.
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental/guardian consent for IDEA DESIGN HUB CIC to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any injury that occurs, along with details of any treatment given.

Code of conduct

All staff are expected to adhere to a code of conduct in respect of their contact with children and vulnerable adults and will be given annual training to ensure familiarity with, and adherence to, good practice and procedures. This can be found on our website.

Designation of Safeguarding Officers (DSOs)

Kin Ming Wong and Yuk Yee Chang are the primary designated DSOs. Their role is to be the point of contact at the organisation in relation to any information or disclosures relating to child and vulnerable adults' protection issues and to pass on this information on to social services and the police when appropriate. IDEA DESIGN HUB CIC will ensure that DSOs are given relevant training in relation to their responsibilities in this area and are kept aware of changes to legislation.

Whistleblowing and complaints

IDEA DESIGN HUB CIC assures all staff, volunteers and freelance/contract workers that it will fully support and protect anyone who in good faith reports concerns regarding a colleague's behaviour towards a child or vulnerable adult. The organisation has a grievance procedure that ensures staff are able to share their concerns in confidence.

The organisation takes all complaints seriously. Any complaints made in relation to child protection either by a child or vulnerable adult or by a staff member, volunteer, parent or carer should be reported to the IDEA DESIGN HUB CIC's DSO and then acted on, with reference to the London Safeguarding Children Board referral and assessment team.

Child supervision and DBS checking

IDEA DESIGN HUB CIC activities for children are carried out under the supervision of parents, carers, school teaching staff or community youth workers. In usual circumstances the organisation does not undertake unsupervised activity for children. In any exceptional circumstances in which unsupervised activity takes place, the organisation will ensure that appropriate processes, such as DBS checks, are in place in relation to all staff involved.

In addition, under the organisation's recruitment procedures, all staff engaged in education activity – and any other relevant staff - undergo standard police checking procedures, as undertaken by the DBS, and all professional and personal references provided are followed up and recorded. If a DBS disclosure reveals a criminal record this will be dealt with by the directors.

Photographs and video footage

IDEA DESIGN HUB CIC endeavours to ensure that any photographs or video footage taken of children and used by the organisation or by a third party, is by written permission of parents, school or other responsible adults as appropriate. The organisation carries out permission procedures where photographs or video footage are taken of children in relation to any activity. This applies to all photographic and video material that may be used in any form of publication or broadcast including leaflets, brochures, websites, social media, film etc.

Any information which could be used to identify or trace a child or adult at risk should be withheld (names of individuals, schools, groups or institutions). Crests, badges and uniforms should not be shown, or the names should be digitally obscured. Where providing the name of an individual, school etc. it is important (e.g. when celebrating an achievement, competition winners etc.) written permission is needed.

Consent can be withdrawn at any time by contacting the DSO. If there is a need to verify the identity of the person in the photograph or the person requesting the withdrawal, the image will be withdrawn in the meantime. All photographs and videos will be stored digitally in a folder with restricted access.

Health, safety, accident and injury

IDEA DESIGN HUB CIC has a Health & Safety policy in relation to the building and its activities. In addition, the organisation undertakes health & safety risk assessments in relation to all of its activities for children and vulnerable adults and these are made available to all parents, schools and institutions with which we are collaborating. In situations where children are present at the organisation for an extended period (such as a work-related placement or attendance on an extended course), the organisation holds health, Accident & Emergency contact forms for participating children. H&S risk assessments and emergency contact forms are held by the organisation.

Defining Child Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: physical abuse, sexual abuse, emotional abuse and neglect. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood. Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

Types of Abuse

- **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse. This category of abuse can also include when a parent/guardians/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after. This is called Munchausen's syndrome by proxy.
- **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.
- **Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).
- **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Refusal to give love, affection and attention can also be a form of neglect.
- **Sexual Abuse** occurs when adults (of any gender) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse

and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the young person describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person
- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness • engaging in sexually explicit behaviour
- distrust of adult's, particularly those whom a close relationship would normally be expected • difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including overeating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes • a shortage of money or frequents loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is NOT the responsibility of those working at IDEA DESIGN HUB CIC to decide that child abuse is occurring. It IS their responsibility to act on any concerns.

Responding to Suspicions and Allegations

It is not the responsibility of anyone working at IDEA DESIGN HUB CIC in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies BOTH to allegations/suspicions of abuse occurring within IDEA DESIGN HUB CIC and to allegations/suspicions that abuse is taking place elsewhere.

Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this

document, it may be reported to us by someone else or directly by the young person affected. In the last of these cases, it is particularly important to respond appropriately.

If a young person says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the young person
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning.

Only ask questions to clarify

- **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information
- **report** the incident to the Programme Manager at IDEA DESIGN HUB CIC

In all cases if you are not sure what to do you can gain help from NSPCC 24 hour help line Tel No: 0800800500

Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Have the parents/guardians been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details.
- Has anyone been alleged to be the abuser? Record detail.

Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where

there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

IDEA DESIGN HUB CIC expects its volunteers and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken. If the directors or the IDEA DESIGN HUB CIC project managers are not available you should take responsibility and seek advice from the NSPCC helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary** or misconduct in which case the directors of IDEA DESIGN HUB CIC or project managers will be involved.

As mentioned previously in this document IDEA DESIGN HUB CIC are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection. Social services have a legal responsibility under The Children Act 2004 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern.

Any suspicion that a child has been abused by an employee or a volunteer should be reported to IDEA DESIGN HUB CIC directors, who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- IDEA DESIGN HUB CIC staff will refer the matter to social services department.
- The parent/guardian/carer of the child will be contacted as soon as possible following advice from the social services department.
- The directors of IDEA DESIGN HUB CIC should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings.
- If the project manager is the subject of the suspicion/allegation the report must be made to one of the directors of IDEA DESIGN HUB CIC who will refer the matter to social services. If one of the directors is the subject of the allegation, then the report must be made to the other director.

Allegations of abuse are sometimes made sometime after the event. Where such an allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

Concerns outside IDEA DESIGN HUB CIC (e.g. a parent/guardian or carer)

- Report your concerns to one of the Directors.
- If they are not available, the person being told or discovering the abuse should contact their local social services department or the police immediately.
- Social Services and the directors will decide how to inform the parents/carers.
- The Directors should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.
- Maintain confidentiality on a need-to-know basis.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Directors of IDEA DESIGN HUB CIC.
- The project manager for the specific project.
- The lead teacher or youth worker for the project (if a school or youth group is involved).
- The parents/guardians of the child.
- The person making the allegation.
- Social Services/police.
- The alleged abuser (and parents/guardians if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser. All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

Internal Inquiries and Suspension

- The Directors at IDEA DESIGN HUB CIC will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries
- Irrespective of the findings of the social services or police inquiries the Directors at IDEA DESIGN HUB CIC will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the Directors at IDEA DESIGN HUB CIC must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Child protection procedures

- i. Designated Safeguarding Officer (DSOs) IDEA DESIGN HUB CIC's designated Safeguarding Officer is: Lam Sze Ching Cici, info@ideaproject.design. The DSOs contact details are available to all staff and any concerns or queries regarding child protection issues should be reported to one of the DSOs.
NB: the DSOs responsibilities also extend to vulnerable adults visiting the museum.
- ii. Code of conduct
All IDEA DESIGN HUB CIC staff, volunteers, freelance/contract workers in contact with children – particularly those involved in the learning activities for children or vulnerable adults – must:
 - treat all children equally and with respect and dignity

- put the welfare of each child first before any personal or organisation goals and before loyalty to friends and colleagues
- form appropriate and respectful relationships with children
- make the visits or activities fun and enjoyable and promote equality
- give children supportive feedback rather than negative criticism.
- plan and organise the work and workplace so as to minimise risks
- be aware of situations which may present risks and manage these. For example, staff members, volunteers, freelance/contract workers should not allow themselves to be alone in the toilets with children or at any time when administering first aid. IDEA DESIGN HUB CIC staff should be aware of the first aiders on-site and should contact them in relation to any injury or incident requiring medical attention.
- as far as possible be visible when working with children and ensure that there are two adults present at all times
- ensure that unnecessary physical contact with children does not take place

All staff or volunteers or freelance/contract workers must avoid action or behaviour that could be construed as poor practice or potentially abusive.

Staff must not:

- use language which is inappropriate, offensive or abusive.
- use bullying behaviour to control children.
- behave physically in a manner which is inappropriate or sexually provocative.
- do things for children of a personal nature that they can do themselves.
- engage in any form of illegal activity in relation to children
- act in ways intended to shame, humiliate, belittle or degrade children

Any poor practice will be dealt with through the IDEA DESIGN HUB CIC's Disciplinary Procedure.

Roles and responsibilities relating to suspicions or allegations of child abuse

It is not the responsibility of IDEA DESIGN HUB CIC staff to decide whether abuse has taken place or not. All staff must act if there is a cause for concern. Any suspicion, allegation, or incident of abuse must be reported to the DSO.

iv. Responding to allegations of abuse or inappropriate or dangerous behaviour against a member of staff, volunteer or other contracted worker

If the allegation is against a member of staff, volunteer or freelance/contract worker then the concern should be reported in the first instance to the DSO. If the DSO is not available staff members should go to their immediate line manager. If the allegation is against the staff member's line manager or the DSO, then concern should be reported directly to the other Director. Any allegation made against a member of staff should be reported to the Local Authority Designated Officer (formerly abbreviated to LADO) within one working day of the incident.

Irrespective of action by Social Services or the police, Senior Management must follow IDEA DESIGN HUB CIC's Disciplinary Procedure as appropriate.

v. Responding to an allegation of abuse

Abuse or suspected abuse of a child may present in two ways: a staff member may observe abuse, or a child may confide in a member of staff ('disclosure').

Observation of an abusive incident requires:

- immediate action to protect the child
- immediate medical attention if necessary
- consultation with the DSO who will contact the appropriate services or, if appropriate, call 999.

Disclosure: If a child confides an abusive situation to a member of staff, volunteers, freelance/contract workers, they have placed that person in a position of trust to help them - even if they ask them not to do anything or tell anyone. If such a disclosure occurs, the member should:

- React calmly so as not to frighten the child
- Take what the child says seriously and record the information as soon as possible
- Pass on information to the DSO**

The staff member, volunteer, freelance/contract worker should not:

- Make promises that cannot be kept (such as the ability to stop the abuse)
- Promise confidentiality: Staff members, volunteers, freelance/contract workers have a duty to report any disclosures
- Ask leading questions

If there is a serious and immediate threat to a child, then the police must be contacted immediately.

Children's Social Care should also be contacted.

**It is essential that any disclosure is acted on by the relevant member of staff and reported by IDEA DESIGN HUB CIC's DSO to relevant authorities (social services, school or police). It is NOT for the member of staff, volunteer, freelance/contract worker or DSO to make a judgement about the severity, nature or authenticity of the disclosure.

Reporting a disclosure might, for example, provide the information social services needs to build a more complete picture of an 'at risk' child or vulnerable adult.

vi. Recording an allegation of abuse

The member of staff, volunteer or freelance/contract worker who receives a concern or disclosure of abuse should record the incident first hand.

To make an accurate recording of any concerns or disclosures the member of staff should fill out IDEA DESIGN HUB CIC's Safeguarding Incident Reporting Form and include the following:

- A timely response, write down the details as soon as possible
- Date and sign the record- if you later recall further information do not change the original record, add as addendum
- Record verbatim notes of what child/ young person says
- The details of the concern: nature of any injury/ abuse

The form can be found at the end of this policy, or the DSO can supply one. It is the DSO's responsibility to pass this on to Children's Social Care.

The completed incident form will be passed on to the Local Authority Designated Officer IDEA DESIGN HUB CIC's DSO. All forms are stored electronically with IDEA DESIGN HUB CIC until the child is 25 years of age (or for 10 years if the incident involves a vulnerable adult) before being destroyed. Access is strictly controlled to this documentation.

Recruiting and Selecting Personnel with Children

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

Controlling Access to Children

- All staff should complete an application form. The application form will elicit information about the applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Disclosure and Barring Service.
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).
- All volunteers should complete an application form.

The application form will elicit information about the applicant's past and a self-disclosure about any criminal record.

- Volunteers are not DBS checked **BUT**:
- Volunteers are never left alone with children or vulnerable adults – under any circumstances. Two DBS-checked staff members are present at all times.

Interview and Induction

All employees and volunteers will be required to attend a briefing for the project they are participating in, carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures.
- They should sign up to IDEA DESIGN HUB CIC's Code of Conduct.
- Child Protection Procedures are explained, and training needs identified e.g. basic child protection awareness.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

IDEA DESIGN HUB CIC requires:

- All staff who have access to children to undergo a DBS check.
- Volunteers never to be left alone with children (two DBS-checked staff members to be present at all times).
- All employees to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff and volunteers to receive advisory information outlining good practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.

Guidelines for workshops, events and activities

All staff and volunteers who are leading the workshops are required to:

- Wear name badges at all times so they are easy to identify.
- Ensure children and young people are accompanied around the building and on any trips outside the building.
- Gain signed permission forms from parents/guardians leaving their children in the care of IDEA DESIGN HUB CIC agreeing for first aid to be administered on site in case of an accident or emergency.
- Gain signed permission forms from parents/guardians leaving their children in the care of IDEA DESIGN HUB CIC agreeing they are happy for their child to be photographed and filmed taking part in the workshops.
- Ensure children are accompanied to the toilet by a DBS checked member of staff if there is the likelihood other adults will be using the same facilities.
- Record any accidents or emergencies with one of the Directors – they will have access to the accidents and emergencies record book and [REDACTED]
- Be aware of the risk assessment that has been completed for the workshop, event or activity and ensure recommended actions before, during and after the session are taken to prevent identified risks.
- Take responsibility of children and young people during fire evacuations.
- Use only tools and equipment appropriate to the skills and experience of the age group attending the workshop, event or activity, or provide adequate training in how to use the equipment safely.

Summary

This Child & Vulnerable Adults Safeguarding Policy and guidance confirms IDEA DESIGN HUB CIC's commitment to promote the welfare and safety of all visitors and participants and to those engaged in its activities. All staff members, volunteers, freelance/contract workers will be supported in relation to promoting the welfare of children and vulnerable adults by being made aware of the procedures outlined in this document and via annual training. All staff, volunteers, freelance/contract workers will be expected to read this policy, sign an agreement to comply with it, and apply the procedures in practice.

Glossary

Child/Children

In keeping with 'Every Child Matters', the Children's Act 2004, 'child' or 'children' refers to young people up to 18 years of age

Vulnerable adults

This might include adults with learning or physical disabilities, asylum seekers or refugees

Abuse

A form of maltreatment of a child. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (as contained in Working Together 2013). They can also be abused by other children.

Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). DBS is an executive non-departmental public body of the Home Office.

In Loco Parentis (person acting)

A person who has been given explicit permission to assume parental responsibility for a child by a parent or legal guardian. Last reviewed by: Lam Sze Ching Cici, July 2023 Next due for review: July 2024

IDEA DESIGN HUB CIC Safeguarding Incident Reporting and Recording Form

Date and time of the incident or disclosure:

Date and time of this report:

Person who observed the incident or the disclosure was revealed to

Name:

Email:

Phone number:

Person completing this report (if different to above)

Name:

Phone number:

Email address:

Child/young person/vulnerable adult who is the subject of the incident

Name:

Home address:

Phone number:

School:

Names of all persons involved in the incident, including any witnesses

Other information ascertained about the child who is the subject of the incident, including parents, siblings, carers:

Complete the following (if known)

Preferred language:

Disability:

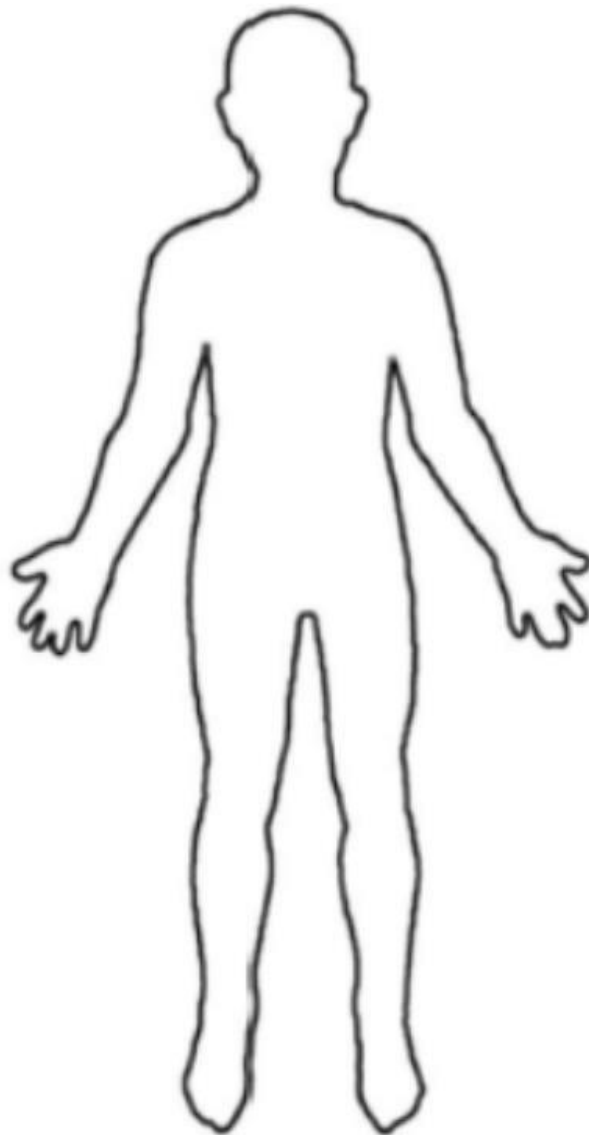
Ethnic Origin:

Religion:

Details of concern – include where incident occurred, who witnessed it, date, time, etc.

Physical appearance/ behaviour of child.

Use the diagram below if it helps to more accurately record your observations.



If a phone call was made, who reviewed the call? Please include the date, time, what was said and what actions will be taken.

Has the child been spoken to? If so, what was said? Please record this as accurately as you can remember it.

Use the exact words the child or vulnerable adult used: Professional opinion should be set aside from factual observations and should be labelled as such.

Who has discussed this or been consulted at IDEA DESIGN HUB CIC about this concern?

What action is IDEA DESIGN HUB CIC's Designated Safeguarding Officer taking?

Recorded by Name:

Job Title:

Contact Details:

Date:

Signature: