



Safeguarding Children & Vulnerable Adults Policy

interpretations

“Staff” are all members including directors, freelancers, volunteers or anyone working on behalf of deep:black.

“Directors” are those deep:black members that hold a company share of deep:black london.

Introduction

deep:black believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of all children, young people and vulnerable adults that we come into contact with by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person/vulnerable adult is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, vulnerable adults, their parents, carers and their agencies is essential in promoting young people’s welfare.

The purpose of the policy is:

- To provide protection for the children, young people and vulnerable adults who come into contact with deep:black services, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

We will seek to safeguard children, young people and vulnerable adults by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

This policy applies to all staff, including directors, freelancers, volunteers or anyone working on behalf of deep:black

We are also committed to reviewing our policy and good practice annually

Safeguarding Procedure

The following procedures apply to all people who are working on behalf of deep:black and come into contact with children, young people and vulnerable adults. They are to be followed in the event an allegation of abuse (physical, emotional or neglect) made by a child, against anyone whilst in the care of deep:black london (deep:black) at any time.

N.B All allegations of sexual abuse made against any deep:black staff, freelancer or volunteer while carrying out work for deep:black will immediately be passed to Social Services and/or the Police, whether or not the child and/or the alleged perpetrator is associated with deep:black. The client (if not Social Services) will also be informed.

For all other allegations concerning deep:black staff, freelancers or volunteers the following procedures apply:

1. The Safeguarding Officer (Petra Hilgers) at deep:black will be informed as soon as possible. If she is not available, Katharine Yates (Director) should be informed;
2. An interview will be arranged with the person making the allegation and the Safeguarding Officer. Details of the allegation must be taken down word for word, and agreed at the time with the person making the allegation, who may have someone accompany them to the interview for support, or as a witness. Two adults must be present when this takes place, who will witness the statement. All statements will be signed to verify that they are accurate;
3. If the person making the allegation is not the child, young person or vulnerable adult concerned, the Director (in 1. above) and the Safeguarding Officer will speak to the person concerned at the earliest opportunity;
4. The details of the allegation will be recorded in an electronic folder that is pass-word protected, and will be kept indefinitely;
5. The Director and the Safeguarding Officer will arrange to meet, at the earliest possible opportunity, the person or persons against whom the allegation has been made to obtain their statement of events;
6. Their statement will be recorded verbatim, signed and witnessed as in 2. above;
7. The matter may rest there, but if any of the parties are wanting to pursue the matter, for whatever reason, then a representative of the client organisation will be involved; deep:black will then inform the police and if necessary Children's Services/Adult Social Services

8. If the Director and the Safeguarding Officer are themselves the subjects of the allegation, then they will find a third party who will then follow this procedure in their place
9. On completion of the investigation, appropriate action will be taken to resolve the complaint. All parties will be informed in writing of any decisions and/or action that will be taken.
10. deep:black will assess participant to adult ratios when working groups on a case by case basis dependant on the specific needs of each group. Details will be included in the risk assessment for each event.

***This policy was approved on 23. April 2011
This policy was last reviewed on 17 October 2014
This policy next be reviewed in: October 2016***

