



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.

“Safeguarding” are pro-active measures to ensure all deep:black's systems and policies help minimising risk of harm to all children, young people and vulnerable adults.

“Child Protection” is the re-active response to an individual child, young person or vulnerable adult who may be suffering significant harm or has made a disclosure.

“Disclosure” refers to information given by a child, young person or vulnerable adult that they are or have been harmed or abused, or to being informed of such a disclosure by a staff member, partner or member of the public.

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, ability, gender, race or ethnic origin ~~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.
- abuse of children, young people and vulnerable adults can take any of the following forms: physical abuse; emotional abuse; sexual abuse; or neglect. These forms of abuse include organised practices such as forced marriage, trafficking, child sexual exploitation and Female Genital Mutilation (FGM).

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 that all staff have valid enhanced DBS checks to be renewed every 2 years; and all staff undertake safeguarding training for practitioners every 2 years
- sharing information about child protection and good practice with children and young people, parents and carers, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and carers and children and young people 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 committed to reviewing our policy and good practice annually

SAFEGUARDING PROCEDURES

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 if a concern that a child, young person or vulnerable adult is at risk of significant harm or where a disclosure or an allegation of abuse (physical, sexual, emotional or neglect) has been made by a child, young person or vulnerable adult against anyone whilst in the care of deep:black at any time.

If a deep:black staff, freelancer or volunteer observes any behaviour by a child, young person or vulnerable adult that raises their concern about the safety of that person or another vulnerable person in their environment, the deep:black staff is expected to take action as follows:

- if the child, young person or vulnerable adult seems in immediate risk of significant harm, or someone they know is in immediate risk of significant harm to inform the local police and social services immediately;
- if this occurs on the premises and under contract of a partner organisation, to inform the Designated Safeguarding Lead of that organisation immediately – or the contact person that deep:black has been liaising with
- as soon as possible to record the incident in writing – by hand or computer on a deep:black Concern Form – and share it with deep:black's Designated Safeguarding Lead who will liaise with the relevant professionals and agencies
- if there is no immediate risk of significant harm, or the disclosure refers to a historic harm that is not currently a risk of harm to anybody, to record the details of the disclosure or concern in writing – by hand or computer on a deep:black Concern Form – and inform the project partner and deep:black's Designated Safeguarding Lead who will take next steps depending on what the child, young person or vulnerable adult wishes to do; the Designated Safeguarding Lead may consult with the Local Safeguarding Board on next steps

The following steps are recommended by Tower Hamlets Local Safeguarding Board in the event of a child, young person or vulnerable adult making a disclosure to staff working with them:

- Listen, stay calm, do not appear shocked or disgusted
- Accept what the child says without judgement
- Do not ask leading questions because they could interfere with police investigations
- Let the child, young person or vulnerable adult know that you will need to tell someone
- Record what has happened without interpretations; use quotation marks and the direct words of the child, young person or vulnerable adult as much as possible
- Reassure but be honest and don't make promises
- Give the child, young person or vulnerable adult as much information & choice as possible
- Stay with the child, young person or vulnerable adult if possible

In the case that deep:black needs to escalate a safeguarding concern and make a referral to the relevant local authority; deep:black is committed to providing the highest level of emotional and practical support to the child/young person or vulnerable adult concerned. This may include escorting them to interviews with the police or meetings with social workers and will be agreed on a case by case basis.

Professional boundaries

deep:black staff will always be aware of the need to manage careful boundaries in the way they relate to participants. This will be particularly relevant where staff members are closer in age to young people e.g. young volunteers or young facilitators that might support the delivery of a deep:black project.

deep:black staff will be aware that any sexual relationship or sexual behaviour with a young person under the age of 16 is illegal and will be dealt with through disciplinary procedures as gross misconduct – this includes any actions which might encourage sexual behaviour; any sexual relationship or sexual behaviour with participants aged 16-25 will generally be considered inappropriate and dealt with as gross misconduct

In situations where deep:black staff including volunteers or young facilitators already have a relationship with participants prior to starting a piece of work, they will immediately inform the deep:black team about this.

Where a participant appears to be developing an attraction towards a deep:black staff member including a young volunteer/facilitator or where they are showing inappropriate sexualised behaviour, the staff member will inform one of the deep:black directors immediately to agree together on next steps of keeping staff and young person safe.

Other professional considerations

deep:black will assess participant to adult ratios when working with groups on a case by case basis and dependant on the specific needs of each group. Details will be included in the risk assessment for each event.

Allegations against deep:black staff, freelancers or volunteers or other professionals

All allegations of 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 or young person and/or the alleged perpetrator is associated with deep:black. The client organisation (if not Social Services) will also be informed. For all allegations the following procedures apply:

1 The Designated Safeguarding Lead (Petra Hilgers) at deep:black will be informed as soon as possible. If she is not available, another director (Katharine Yates or Trupti Magecha) should be informed;

2 An interview will be arranged with the person making the allegation and the Designated Safeguarding Lead. 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 to 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 Designated Safeguarding Lead 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 Designated Safeguarding Lead 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; The matter may either rest there or, if any of the parties are wanting to pursue the matter 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

7 If the Director and the Designated Safeguarding Lead are themselves the subjects of the allegation, then they will find a third party who will then follow this procedure in their place. 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.

8 deep:black is committed to providing the highest level of emotional and practical support to the child/young person or vulnerable adult making the allegation.

Designated Safeguarding Lead (DSL)

It is the responsibility of the Designated Safeguarding Lead to

- Co-ordinate any safeguarding action on behalf deep:black
- Liaise with other agencies about child protection or safeguarding concerns and referrals
- Offer support and advice to staff who may have concerns about children, young people or vulnerable adults
- Ensure there is cover for the role if the DSL is absent

- Attend & contribute to safeguarding/child protection conferences if invited to
- Ensure that **all** staff, freelancers and volunteers as well as clients can access and understand the safeguarding policy
- Ensure that **all** staff undertake safeguarding training every 2 years, are aware of this policy and are able to recognise & report concerns
- Keep accurate, detailed & secure safeguarding concerns and child protection records
- Update training every 2 years
- Work with the relevant Governing body to ensure the Safeguarding policy is reviewed annually

This policy was approved on: 23. April 2011

This policy was last reviewed on 16 November 2017

This policy will be reviewed annually and will next be reviewed in: October 2019