

Policy Title	Safeguarding Policy
Organisational Lead	Chief Executive
Policy Owner	Learning and Participation Director
Approved by	Board of Trustees
Date Reviewed	17 Jan 19
Supporting / Related Documents (where applicable)	Safeguarding Procedure Safer Working Practice Anti Bullying Health and Safety, First Aid Risk Assessments Off Site Activity Guidance

Scope

All of our Policies and Procedures are underpinned by Our Vision, Mission and Core Values.

This Policy is applicable to Employees, Volunteers, Freelancers and Contractors.

This policy may be amended from time to time in line with best practice and any changes in legislation or applicable codes of practice.

Unless otherwise stated, this policy does not form part of your Employment Agreement (contract of employment) save as required by law.

Policy Statement

The organisation is committed to safeguarding and promoting the welfare of all children. We strongly believe that all children have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

References & Contact Details

Designated Safeguarding Officer (DSO)

Name: Wendy Ellis, Learning and Participation Director

Phone: 01603 598610

Email: w.ellis@theatreroyalnorwich.co.uk

Deputy DSO(s)

Name(s): Jo Reil, Training and Skills Development Manager

John Simpson-Wedge, Learning and Education Manager

Sam Patel, Community Participation Manager

Phone: 01603 598600

Senior lead for safeguarding

Name: Stephen Crocker, CEO

NTR Out of Hours Emergency Contact for Safeguarding

07554871058

Definitions

Child' in the context of this policy refers to any individual under the age of 18, as recognised by the Children Act 1989; however, the policy is also applicable to other young people and vulnerable adults who use the Organisation and its educational resources and facilities. Whenever the word 'child' is referred to it also refers to young people and vulnerable adults.

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1. Purpose and Scope

The purpose of this policy is:

- To ensure every child who receives services from the Organisation is safe and protected from harm. Our organisation fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children.
- To provide parents, employees and volunteers with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of [name of group/organisation], including senior managers and the board of trustees, paid staff, volunteers, sessional workers and students.

2. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, and has been developed in accordance with the principles established by;

Children Act 1989 and 2004

Keeping Children Safe in Education 2018

Working Together To Safeguard Children 2018

What to do if You're Worried a Child is Being Abused 2015

HM Government Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)

3. Principles

We believe that:

- Children should never experience abuse or harm of any kind.
- Everyone who uses or visits the Organisation, has a right to protection from abuse or harm.
- We have a responsibility to promote the welfare of all children, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare.

We will seek to keep children safe by:

- Valuing, listening to and respecting them.
- Appointing a designated safeguarding officer for children, a deputy and an organisational lead for safeguarding.
- Adopting safeguarding best practice through our policies, procedures and code of conduct for employees and volunteers.
- Recruiting employees and volunteers safely, ensuring all necessary checks are made.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Ensuring that all employees and volunteers are clear of their responsibilities in respect of safeguarding.
- Recording and storing information professionally and securely.
- Sharing information about safeguarding and good practice with children, their families, employees and volunteers via leaflets, posters, group work and one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, parents, families and carers appropriately.
- Taking seriously any allegation or suspicion of abuse towards a child with whom we are in contact with, and dealing with any matters arising appropriately following a clear set of procedures.
- Not making promises to any child and we will not keep secrets. Every child will know what the adult will do with whatever they have been told.
- Addressing poor practice swiftly and appropriately through clear procedures.
- Using our procedures to manage any allegations against employees and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a

policy and procedure to help us deal effectively with any bullying that does arise.

- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, employees and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

4. Roles & Responsibilities

The Responsibility for managing this policy lies with the Organisation's Designated Safeguarding Officer and supported by the Organisational Lead for Safeguarding and Deputy Designated Safeguarding Officers.

All Staff, Volunteers and Freelance Practitioners

We all have a responsibility to safeguard children from harm, including:

- Being vigilant of the signs that may indicate a child is experiencing harm or is at risk of harm
- Report any disclosures or concerns, as soon as possible, to the Designated Safeguarding Officer or a Deputy.
- Ensuring that the relationships they form with children at the Organisation are appropriate.

Designated Safeguarding Officer (DSO)

The DSO leads upon *policy development and reporting*, including:

- Reviewing and updating the Organisation's safeguarding policy on an annual basis or when necessary.
- Leading upon contact with Children's Services and other agencies where necessary, in the event that a child is at risk of harm.
- In cases where there is an allegation or suspicion of child abuse, take steps immediately to ensure that no child or adult is placed in a position which could cause further compromise.
- Managing complaints about poor practice and allegations against staff/volunteers.
- Referring relevant issues of safeguarding to the Organisational Lead for consideration.
- Collecting monitoring data on all safeguarding activities across the organisation.
- Ensure safer recruitment procedure and promoting safeguarding across the organisation.
- Ensure that where appropriate, staff, volunteers and freelance practitioners have received appropriate safeguarding training.

Organisational Lead for Safeguarding

Organisational Lead for Safeguarding leads upon *policy and procedure oversight*, including:

- Contributing to the review and update of the safeguarding policy and procedures.
- Providing guidance to the DSO regarding concerns serious safeguarding incidents.
- Being kept informed of all serious safeguarding incident forms and feeding in as necessary. Reporting to Trustees upon relevant observations and/or findings concerning safeguarding.

Department Managers

Department Managers will always be satisfied staff, volunteers and freelance practitioners are aware of their responsibilities under this Policy. They will also use good supervision as a means of protecting children, taking and creating opportunities to observe employees while they are working with children.

Where urgent issues of child protection are involved, Department Managers have the authority to suspend employees and volunteers. The suspending Manager will inform the CEO and the Designated Safeguarding Officer immediately.

5. Policy Promotion

We ensure that our safeguarding policies and procedures are distributed through a variety of means;

- Copy on employee noticeboards
- Induction Pack
- Available on Global Drive
- Included in Safeguarding Training
- Updates sent to all volunteers and staff on distribution list
- Employee meetings
- Information packs sent to parents/carers

6. Policy Review

We will always make any changes immediately to our procedures in line with Norfolk Safeguarding Children Board's guidance on www.norfolkscb.org

This Policy will be reviewed annually.

General Information

For a Full Copy of the Organisation's *Safeguarding Procedures* document please contact the DSO.