

LOWENDER CIO SAFEGUARDING POLICY AND PROCEDURES

Last Review: November 2024

Next Review: November 2025

SAFEGUARDING POLICY STATEMENT

Lowender CIO is an advocacy and development organisation for Cornwall's living traditions. We run events and support projects, working with creative practitioners, schools and community groups to make sure Cornish culture is accessible and is celebrated in Cornwall and beyond.

Terms of reference

This Safeguarding Policy and Procedures includes all the work and activities of Lowender CIO in any location.

Definitions

Child or Young Person: A child is any person under the age of 18. In this document the terms 'child' and 'young person' are used interchangeably.

Adult at Risk: Any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and / or support.

Lowender Staff: The term 'staff' includes all people working for Lowender CIO on any basis: permanent, part-time, freelance, sessional, casual, or voluntary.

Purpose of this Policy Statement

- a) To protect from harm the children, young people and at-risk adults who receive Lowender CIO's services
- b) To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

This policy applies to anyone working on behalf of Lowender CIO.

Policy Statement Framework

This policy follows guidance provided by the Charities Commission¹ and the National Council for Voluntary Organisations, of which Lowender is a member² and the relevant framework of legislation.³

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children's Act.
- all children and adults at risk, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have a right to equal protection from all types of harm or abuse.
- some children and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, vulnerable adults, their parents, carers, and other agencies is essential in promoting welfare.

We seek to keep children, young people and adults at risk safe by:

- valuing them, listening to, and respecting them
- appointing a Designated Safeguarding Lead and Deputy Safeguarding Leads
- sharing concerns and relevant information with agencies who need to know, and involving children, young people and adults at risk, parents, families, and carers appropriately.
- creating and maintaining an anti-bullying environment.
- ensuring that we have effective complaints procedures in place.

¹ <https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees>

² <https://www.ncvo.org.uk/help-and-guidance/safeguarding/getting-started-with-safeguarding/what-is-safeguarding/#/>

³ See www.legislation.gov.uk: Children Act 1989 / 2005; Data Protection Act 2018; Human Rights Act 1998; Sexual Offences Act 2003; Safeguarding Vulnerable Groups Act 2006 as amended by Protection of Freedoms Act 2012.

- ensuring that we provide a safe physical environment for our children, young people, adults at risk and staff by applying health and safety measures in accordance with the law and regulatory guidance.

Data Protection

We treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with General Data Protection Regulations.⁴ We will not share personal information with any third party, except where required by law.

SAFEGUARDING PROCEDURES

Designated Safeguarding Lead / Safeguarding Board Member

Jowdy Davey
jowdy@lowender.onmicrosoft.com
07969 851293

Deputy Safeguarding Lead

Ryan Jones
07976 835386

These are private telephone numbers and should only be used for the purpose of conveying relevant safeguarding concerns.

The list of projects and Deputy Safeguarding Leads will be kept under review and updated as new activities arise, or as projects close.

Role of the Safeguarding and Deputy Safeguarding Leads

The Designated Safeguarding Lead's responsibilities are:

- overseeing and ensuring that the safeguarding policy is fully implemented
- monitoring and recording concerns
- making referrals to social care, or police, as relevant, without delay
- liaising with other agencies
- arranging training for staff and volunteers

The Deputies are responsible for supporting the Lead, and covering for them as required due to e.g. holiday or illness.

Deputy Safeguarding Leads are responsible for carrying out risk assessments for their respective work areas, and are encouraged to use the HSE online resource to compile risk assessments: <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>. They will be supported as appropriate by the Designated Safeguarding Lead in creating risk assessments, and these documents will be reviewed and held by the Designated Safeguarding Lead.

On a case-by-case basis this will include considering the age, ability and needs of the audience; the nature of the activity; experience of the staff leading the activity; and the number of other staff present supporting the work area in pastoral or management roles.

All Lowender CIO staff are expected to watch the Youth Music Introduction to Safeguarding introductory video: <https://www.youtube.com/watch?v=2GjEnHOqjY>

⁴ <https://www.gov.uk/data-protection>

In addition to this, the Designated Safeguarding Lead and Deputy Safeguarding Leads will receive safeguarding training through a reputable organisation such as TiPP which will be reviewed and updated every 2 years.

1. Safer Recruitment and Disclosure and Barring Service (DBS) Checks

Lowender CIO is committed to safe recruitment in line with the relevant legislation and guidance from the UK Government and Charity Commission for recruiting all staff.

Employees

Lowender CIO employs a range of strategies to ensure that our staff are suitable for the role and do not pose a risk to the people we work with.

We will apply the following procedures for all paid employees before taking up employment:

- advertising relevant vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- ensuring all reasonable steps have been taken to confirm the successful candidate is suitable to work with children and adults at risk. The interview process will be documented, and references will be taken up – one from the most recent employer or education establishment.
- confirmation of the right to work in the UK (for all paid staff, including freelance and contractors)
- satisfactory proof of identity (name, date of birth and current address) – a secure log of what items were seen, by whom, and on what date will be noted.
- satisfactory DBS check at the appropriate level (refer to: www.gov.uk/dbs).
- signing a written contract

Freelancers

In some cases, freelance staff are appointed on recommendation for short-term or occasional projects with children and adults at risk, as opposed to applying to an advertised vacancy.

Before taking up their work with us, our commitment to safeguarding will be made clear and they will be subject to the remaining safe recruitment procedures as for employees above.

Freelancers who are delivering a one-off session only, such as a guest artist, tutor, or caller at one of our youth events, do not have unsupervised contact with young people or adults at risk as there will always be at least one DBS-checked member of staff supervising the activity. Therefore, following a thorough risk assessment it may be decided that it is not necessary to subject them to all the above checks. They must however abide by Lowender's Safeguarding Policy and Procedures and will be asked to sign a document confirming they have read these.

Volunteers

- Volunteers receive adequate supervision and monitoring and are given responsibilities appropriate to their age, ability, skills, knowledge, and experience.
- Lowender CIO follows the procedures outlined above in Safer Recruitment, with modifications to reflect the level of contact volunteers will be having with children and adults at risk.
- All staff in teaching roles require the appropriate level of DBS check (see section on DBS checks below). Where staff supporting an education project with children or adults at risk, they generally fulfil the role of project assistant, assistant tutor or similar - there will always be at least one DBS-checked member of staff leading and supervising the activity. In these roles volunteers do not have unsupervised contact with children or adults at risk and would not be asked to lead or take sole responsibility for a whole group. As such they are not required to have a DBS check.
- Very occasionally suitably qualified and experienced volunteers may fulfil the role of tutor, workshop leader or similar, in which case they would be required to complete a DBS check as with a paid tutor in a similar role.

Trustees

Trustees are invited to join the Lowender CIO board for the contribution they can make based on their professional and personal experience, and skills.

We apply the good practice in appointing trustees as outlined by the Charity Commission, including requiring the following for all trustees before taking up their role:

- CVs or biographies
- taking up two written references
- proof of identity (name, date of birth and current address)
- signing the Charity Commission's Trustee Eligibility Declaration Form

DBS Checks

Lowender CIO uses the UK Government online tool for determining whether DBS checks are required:

<https://www.gov.uk/find-out-dbs-check>.

Anyone working in regulated activities for Lowender will be required to have an enhanced DBS check. An example of this would be freelance music teachers working with children and young people through the Cornwall Youth Folk Ensemble programme.

As part of their risk assessment Deputy Safeguarding Leads will determine whether staff working on a particular project or event will require a DBS check, and if so what level this needs to be.

2. Induction & Training

All new staff receive a thorough induction as soon as possible against an agreed checklist and sign to record they have:

- received and understood Lowender's safeguarding policy and procedures
- been given any relevant resources
- understood the commitment to safeguarding training

Safeguarding training will happen at least once a year and will include a refresher on the safeguarding policy and procedures and any relevant updates.

When needed, staff will receive further additional safeguarding training, at the appropriate level, as soon as possible.

3. Working in School or other Third-Party Settings, and with Project Partners

When working in a school or other third-party setting or with other organisations as project partners, which has the potential to involve children or adults at risk, Lowender CIO will abide by the school or organisation's safeguarding policy.

If a concern arises during a project in a school or other organisation, Lowender CIO will report to the legally responsible person in that school or other organisation / setting in addition to Lowender CIO's own Designated Safeguarding Lead.

In a school the Designated Safeguarding Officer is usually head teacher or another senior member of staff (e.g. Deputy Head or Assistant Head). Representatives of Lowender CIO working in these settings are required to make themselves aware of the Designated Safeguarding Officer in these instances.

When working in partnership with other organisations the Deputy Safeguarding Lead assigned to these projects will:

- Ensure that partner organisations have a copy of Lowender CIO's safeguarding policy and procedures and receive written assurance that these policies will be adhered to.
- Incidents are reported to the Designated Safeguarding Lead of the partner organisation and the Designated Safeguarding Lead of Lowender CIO in line with point 5 of this policy: Handling and reporting disclosures, observations, or concerns.

4. Lone Working and One-to-One Working

Lowender CIO discourages lone working and one-to-one working whenever possible to protect both individuals. Transportation of children or adults at risk involved in Lowender CIO activities by Lowender CIO staff is not permitted.

Lowender CIO ensures that staff members are not asked to take sole charge of a group of children or adults at risk in a school, or other third-party setting as the 'duty of care' and insurance liability lies with that organisation.

When projects take place in these settings, a teacher or other suitably qualified member of staff is present during workshops, taking overall responsibility for the children's or adult at risk's welfare and discipline.

Lowender CIO ensures that only staff with an Enhanced DBS Disclosure and appropriate qualifications, training, skills and experience are asked to teach or lead groups of children or adults at risk on their own, in appropriately safe situations assessed on a case-by-case basis.

Where lone working is unavoidable, a risk assessment will be carried out to ensure:

- the care or activity provided is suitable for one-to-one working
- the lone worker has been recruited, trained, and supervised to undertake this particular role
- that health and safety issues have been identified and recommendations followed
- safeguards are in place to protect individuals' rights to safe working practice
- safeguards are in place in relation to strategies for emergency situations

5. Handling and reporting disclosures, observations, or concerns

Any member staff who is made aware of actual or possible child or adult abuse should report and discuss their concerns as soon as possible (within 24 hours) to the Designated Safeguarding Lead.

In an emergency do not delay: DIAL 999 if a crime has been committed, or a child or adult at risk is in immediate danger of harm.

A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

When a disclosure is made by a child or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay and always:
- seek advice from the Designated Safeguarding Lead or relevant Deputy Safeguarding Lead
- make a careful recording of anything you are told or observe, date and sign (using the Safeguarding Monitoring Report Form in the appendix)
- pass the form (and any original informal notes you may have made) securely to the Designated Safeguarding Lead (for safekeeping and use in further action if appropriate). These notes should be anonymised where possible.

In the unlikely event of both the Designated Safeguarding Lead and Deputy Safeguarding Leads being unavailable (or the concern is about them) urgent concerns should be reported to:

- Children - Cornwall Council Multi-agency Referral Unit: 0300 123 1116 or Out of Hours 01208 251300
- Adults at Risk - Cornwall Council Adult Social Care Team: 0300 1234 131 or Out of Hours 01208 251300.

6. Lost Persons

During activities where Lowender CIO is the lead organiser, when an adult becomes aware that they have lost a child or adult at risk in their care they should go to the lost person point. Deputy Safeguarding Leads responsible for their respective work areas must brief relevant Lowender CIO staff with the location of the lost person point and make them aware of the following procedures:

An announcement must be arranged through the PA system where applicable. The name and details of the person will NOT be broadcast.

If a child gets lost, they will be taken by Lowender CIO staff to the lost person point.

Announcements from the stage should be made according to the following protocol:

- Make a public announcement stating only that a lost child has been found and where they can be collected.
- Do not give the child's name or a description of them.
- When an adult comes to collect the child, make sure you are satisfied that they are who they say they are. You may ask for identification.
- You must ask for identification if you are not sure that the person is who they say they are or if the child's behaviour or attitude gives you any reason to doubt this.
- If you are not sure, you should contact the police for advice.
- If the child is obviously upset, you should contact the police immediately.

What to do if you can't find the adult who is responsible for the child.

- If the responsible adult fails to appear within 15 minutes of the first announcement you should contact the police immediately.

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