



Child and Vulnerable Adults Safeguarding Policy and Procedure

This policy applies to all staff, contractees and volunteers including managers all teachers, Board of trustees and other volunteers and anyone working on behalf of Greentop Community Circus Centre. The policy relates to children, young people and vulnerable adults.

Our responsibility

Greentop Community Circus Centre is committed to safeguarding all the children, young people and vulnerable adults involved in its activities and in promoting their welfare. (Please see the end of this document for a definition of terms).

It is the responsibility of each one of us at Greentop to prevent the physical, sexual or emotional abuse or neglect of children/ young people and vulnerable adults. This is not just the role of the Designated Safety Officer or their deputy.

We recognise our responsibility to make staff, volunteers and trustees aware of the issues surrounding child protection and to ensure that they understand and implement the policy and procedures outlined in this document.

Principles underpinning the policy

We believe that All children/young people and vulnerable adults have the right to protection from abuse, regardless of their age, culture, disability, gender racial origin, language or religious belief. We believe that the welfare of the child, young or vulnerable person is paramount. All suspicions and allegations of abuse should be taken seriously and addressed swiftly and appropriately. The responsibilities of this policy are underpinned by Greentop's Values that inform all our work:

Quality: Just as we strive to hone incredible skills, we strive for quality in everything we do.

Participants: Circus is our passion, so we create and deliver it with care and appreciation of our participants and audience

Sustainable: The Green in Greentop reflects our founders' aspiration for working as part of a wider natural world. We are making a future where Greentop is financially, socially and environmentally sustainable.

Safe: We provide a safe space for people of all abilities take physical risks, be ambitious and innovative

Collaborative: We work collaboratively - reaching out across the city, across artforms, activities, cultures and sectors

Policy aims:

1. To ensure the safety and protection of all children, young and vulnerable people whilst in the care of Greentop
2. To enable all staff, volunteers and trustees to make informed and confident responses to issues around the protection of children, young and vulnerable people.
3. To promote a culture where all participants feel safe and respect each other's individuality.
4. To ensure that everyone has access to training, information and guidance in the area of keeping children, young and vulnerable people safe from harm.
5. To ensure that parents and students are knowledgeable about these issues so that they can better protect themselves

Legal background

This policy is based on the following legal background:

Guidance and Legislation Working Together to Safeguard Children 2013 - A guide to interagency working to safeguard and promote the welfare of children

The Police Act 1997 - makes it a criminal offence for an employer not to check an employee working with children or vulnerable adults and/or knowingly give a job to someone who is inappropriate to work with children or vulnerable adults.

Children Act 2004 - outlines the statutory duty on key people and bodies to make arrangements to safeguard and promote the welfare of children, young people and vulnerable adults.

The Criminal Justice and Court Services Act 2000 - superseded The Protection of Children Act 1999 and is specifically about disclosure and child protection issues.

The Sexual Offences Act 2003 - specifically highlights that it is an offence for an adult - such as a teacher - to have a sexual relationship with a child when that person is in a position of trust in respect of the child.

To ensure we provide a safe environment, this policy needs to be read in conjunction with:

- Teaching handbook
- Employees handbook
- Recruitment policy
- Health and safety policy
- Relevant Risk Assessments
- Role Description of Designated Safety officer
- Complaints procedure
- Data protection Policy
- Code of conduct
- Principles of safe Training

Names and roles of responsible people

Designated Safeguarding Officer: Trudi Patient

Contacts: Office 0114 244 8828 mobile: 07967320603 email: Trudi@greentop.org

Deputy Designated Safeguarding Officer: Natalie Allistone

www.greentop.org

Greentop Circus Centre, St Thomas Building, Holywell Road, Sheffield, S4 8AS

Contacts: Office 0114 244 8828 mobile: 07588892138 email: youthcircus@greentop.org
Please ring the office 0114 2448828 for advice on who is on duty as the named person. role description attached.

Board of trustees: Trustee representing safeguarding: Sarah Jones. Safeguarding is a key governance priority for all charities, Trustees are responsible for safeguarding even if certain aspects of the work are delegated to staff. Will make public our clear commitment to safeguarding by publishing our safeguarding policy and we will deal with any failure to follow the policy as a very serious matter. New trustees will be inducted to this policy.

This policy will be reviewed annually (next review July 2019)

Procedure for dealing with incidents

What to do

Do not delay.

- If the situation is critical such that the child/young person/vulnerable adult is in immediate danger then contact the police on 999 directly.
- See the attached Safeguarding Incident Procedure flowchart for further action that is described below.
- Consult with the Designated Safeguarding Officer (DSO): Trudi Patient Contacts: office 0114 244 8828 mobile: 07967320603 email: Trudi@greentop.org
- Or Deputy Designated Safeguarding Officer (DDSO): Natalie Allistone Contacts: Office 0114 244 8828 mobile: 07588892138 email: youthcircus@greentop.org

The DSO will take whatever steps are necessary to secure the safety of any child/young person/vulnerable adult who may be at risk. if necessary, contact will be made with the Sheffield Safeguarding Board, Social Services and the Police.

If for any reason you cannot contact the DSO and you are unsure how to proceed either contact the Centre Director, another member of the office staff or contact Sheffield Safeguarding Board yourself 0114 273 4855

It is important that all concerns are logged whether social services are to be involved or not. There are Incident report forms available in locked cupboard accompanying the class register. Please complete accurately and return to the DSO/ DDSO.

How to recognise abuse:

Child abuse can take a number of forms but can be identified under four general categories:

- Physical abuse
- Neglect
- Emotional abuse (including exposure to domestic violence)
- Sexual abuse

It is not always easy to recognise child abuse. Significant harm includes ill-treatment and/or anything that seriously impairs a child's health, social or physical development or well being. There are a

number of different ways that abuse may be identified including:

- Disclosure by the child or young person
- Information from a third party (e.g. friend, family member, another worker)
- Observation of unexplained injury or changes in behaviour

How to deal with suspected abuse

• Disclosure

If a child/young person or vulnerable adult wants to talk about abuse listen, do not question. Helpful things to say include:

I believe you

I am glad you told me

It is OK to tell

I will try to help

Tell the child/young person/vulnerable adult that you will need to speak to someone else, be reassuring

Make a record of what was said-if possible use the phrases/words that they use.

Never make promises you cannot keep.

• Information

If another person wants to give you information about alleged abuse then listen rather than question, accept what the person says and keep calm, ask them to make a note of what they were told or observed, let them know you need to tell someone else.

• Observation

Some children/young people and vulnerable adults may display one or more of the following signs. They may have an innocent explanation but these signs can also be the keys to identifying potential abuse:

Bruising, cuts or burns particularly if the injuries are on parts of the body not normally injured in accidents such as the back of the legs.

Changes in behaviour

Aggressive behaviour

Weight loss or excessive weight gain

Inadequate or inappropriate clothing

Sexually explicit behaviour

The child/young person or vulnerable adult only seems happy with you

Isolation from the group

Lack of attachment or trust towards parents or other family members

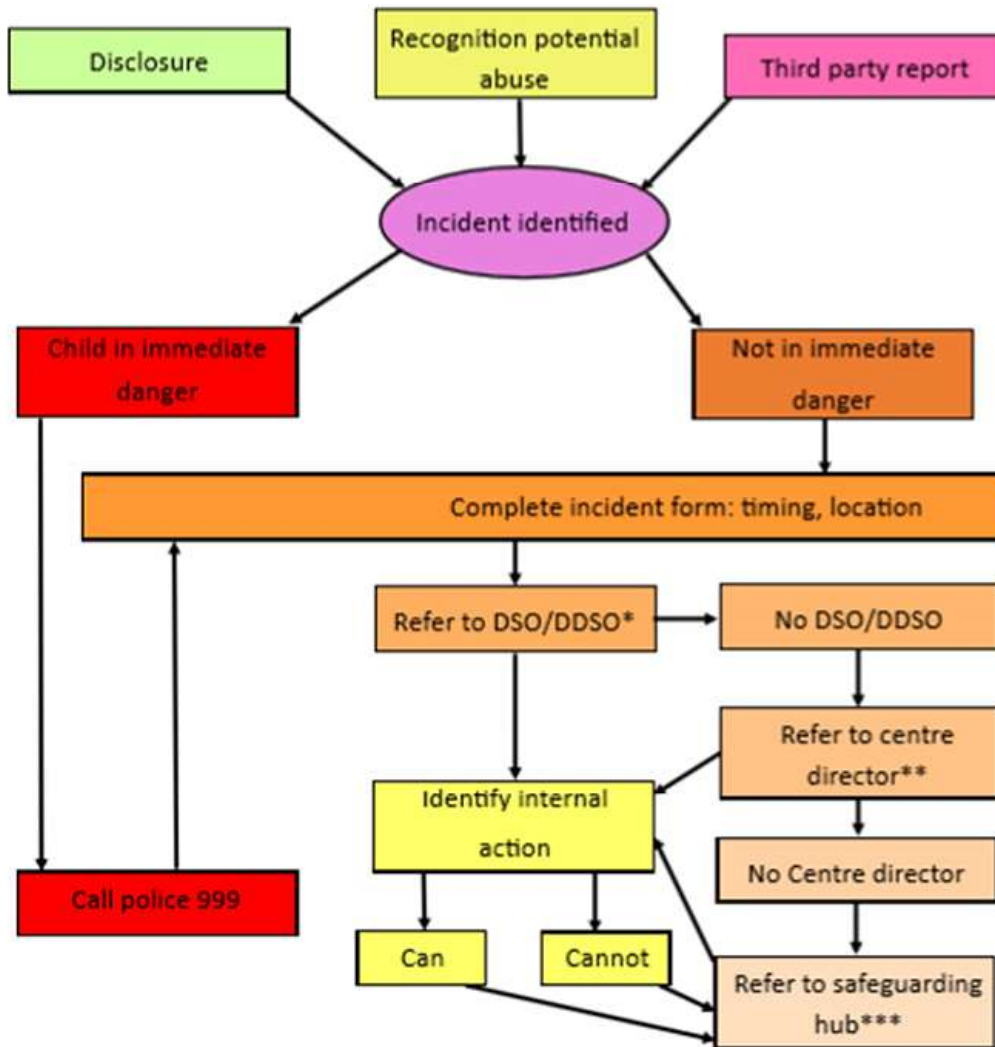
Having strange secrets

Telling untruths

Code of conduct for staff, tutors and volunteers

1. Staff and volunteers are reminded that they must be careful to not to put themselves in a situation where they might be accused of inappropriate or abusive behaviour.
2. Never meet with children/young people or vulnerable adults away from the location of sessions without a parent or other adult being present.
3. Do not invite children/young people or vulnerable adults to your home.
4. Do not connect to young people from any Greentop activity on any personal social networking or similar facility- such as becoming Facebook friends, MSN messenger etc.
5. Never offer a child/young person or vulnerable adult a lift unless it is to take them to hospital.
6. Take care when touching children/young people/vulnerable adults, which is an inevitable part of teaching circus skills, that the contact is appropriate for the activity.
7. Avoid being alone with a child/young person/vulnerable adult and, if that is necessary leave the door open or keep within sight of other responsible adults.
8. Do not make sexual or other inappropriate comments.
9. If you believe a colleague is behaving inappropriately you must report your concerns. All reports, as stated before, will be treated with strict confidentiality.
10. The safety and well being of the children/young people/vulnerable adults must come before any loyalty to colleagues.
11. If you receive an allegation about yourself report this immediately and record the facts as you know them on one of the log forms.

Attached: Safeguarding Incident Procedure flowchart



*DSO Trudi Patient: 07967

320603 trudi@greentop.org

DDSO Natalie Allistone 07588 892138

youthcircus@greentop.org

**Centre Director: Teo Greenstreet. 07939 083954 manager@greentop.org

***Safeguarding hub call 0114 273 4855 at any time

Further Information

Training in Child Protection Disclosure and Barring Service (Formally CRB)

Training in Child/Young Persons and Vulnerable Adults Protection will be offered to all staff, freelance tutors and volunteers at Greentop.

All jobs both paid and voluntary will be subject to a disclosure check with the Criminal Record Bureau.

All jobs both paid and voluntary will be offered subject to confirmation that the applicants are not on record as being unsuitable to work with children.

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Extra safeguards

References will be required for all posts including volunteers and will be checked by the office. All posts will have a probationary period of 3 months.

Any concerns about this policy or its administration can be lodged through the centre's complaint procedure and appeal, copies of which are available at the office.

If the complaint is made about the named person in this document, then please contact one of the trustees of the charity.

DBS Checks

DBS checks will need to be updated approximately every 2 years

DBS checks can be obtained from Youth Association of South Yorkshire - 0114 2755309 or Heeley City Farm - finance@heeleyfarm.org.uk 0114 258 0482

Working in other locations:

Under the Children's Act 1989 all staff paid and unpaid have a responsibility to report any suspicions or evidence of abuse which may have occurred or is occurring to a young person, whether it inside the organisation you work for or outside

It is not your responsibility to identify what form of abuse has taken place or what specifically should be done.

It is your responsibility to: Listen. Observe. Reassure

Report in relation to the location's procedure.

Make notes. Contact the police or social services directly if there is immediate danger

Further reporting Inform the Charity Commission of any serious safeguarding incidents, complaints or allegations which have not previously been disclosed to the charity regulator

Definition of Terms

The term children and young people includes all up to 18. The term vulnerable adult includes people who are, or may be, in need of community care services because of mental instability or other disability, age or illness and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

For Trustees: The Charity Commission have 4 clear expectations of trustees:

- provide a safe and trusted environment. Safeguarding involves a duty of care to everyone who comes into contact with your charity, not just vulnerable beneficiaries like children and young people
- set an organisational culture that prioritises safeguarding, so it is safe for people to report incidents and concerns in the knowledge they will be dealt with appropriately
- have adequate safeguarding policies, procedures and measures to protect people and make sure these are made public, reviewed regularly and kept up to date
- handle incidents as they arise. Report them to the relevant authorities including the police and the Charity Commission. Learn from these mistakes and put in place the relevant mechanisms to stop them happening again

See this link for further details annex 1: trustee safeguarding duties explained