



CORE Creative Education CIC

SAFEGUARDING Policy & Procedure

Explore - Create - Learn – Grow

Introduction

It is the policy of CORE Creative Education to protect children, young people and vulnerable adults from any form of abuse, whether emotional, physical, sexual or neglect. The staff of CORE Creative Education, recognise their duty of care to children, young people and vulnerable adults.

Policy Statement

- To provide an environment where people feel valued, respected, safe and secure
- Every participant shall feel supported and represent those with greatest need
- To recognise children, young people and vulnerable adults, 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.
- To prevent harm and take action where appropriate.
- To be mindful of the principles of proportion; and take the least intrusive response appropriate to the risk.
- To work in partnership with parents, carers, other agencies and government departments responsible for the safeguarding of children, young people and vulnerable adults.
- To be accountable and transparent in delivering safeguarding.
- To appoint an appropriate person to be responsible for safeguarding of all those associated with this policy.
- To ensure that the procedures relating to safeguarding are robust, fit for purpose, effective and carried out in an appropriate manner.
- To ensure that all staff, volunteers and others who work with, or on behalf of children, young people and vulnerable adults are competent, confident and safe to do so.
- To recruit staff and volunteers using the Safer Recruitment guidelines.
- To ensure that all staff and, where appropriate, volunteers, participate in regular safeguarding training (at least every 3 years, or when there are changes in the law, policy or procedures).
- To review policy and procedures annually or as deemed necessary with regard to changes in the law, recommendations or government guidance.
- To ensure that all those who work for or represent CORE Creative Education activities are aware of the underpinning principles of: The Children Act 1989 & 2004.

Safeguarding Policy Procedures

CORE Creative Education is committed to ensuring effective, careful and a quick response to any concerns about physical, sexual or emotional abuse or neglect of children, young people and vulnerable adults.

To this end these procedures will be strictly adhered to at all times.



CORE Creative Education CIC

SAFEGUARDING Policy & Procedure

Explore - Create - Learn – Grow

Staff

- With regard to the Safer Recruitment guidelines, references will be taken up; a Disclosure and Barring Service (DBS) check will be carried out; and verification of previous work history.
- Have regard for the “Rehabilitation of Offenders Act”, making applicants aware that positions are exempt from this act.
- Have a probationary period of 6 months for new employees.
- All staff are made aware of the named person responsible for safeguarding at CORE: This person is Alasdair Green (Education Manager)
- All staff will be inducted into CORE Creative Education safeguarding procedures. They should know how to react following disclosure, including reporting method.
- All staff will be supplied with and expected to read “Child Protection, a Brief Introduction”, and other materials appertaining to the safeguarding of children, young people and vulnerable adults.
- Team meetings will regularly include safeguarding updates and training.
- Formal safeguarding training will be carried out every 3 years.
- Supervision will include discussion about low level safeguarding concerns.
- Provide adequate and appropriate staffing resources to meet the needs of children, young people and vulnerable adults.
- Seek advice from Dorset Safeguarding Children’s Board/Dorset Safeguarding Adults Board if needed.

Volunteers and Visitors

- Visitors to all CORE Creative Education sites will be asked for identification before being admitted if they are not known to staff.
- All visitors must make themselves known to the Manager on site and not left alone with children, young people or vulnerable adults.
- All adult volunteers will have DBS checks and will not be left in a supervisory role.
- All volunteers will be expected to abide by the principles and procedures of this policy and refer any concerns they may have to the appropriate member of staff responsible and are not to be left alone with students.

Procedure to respond to the signs or suspicions of abuse

Recognising abuse is not easy, and it is not CORE’s staff or volunteers job to decide whether or not abuse has taken place or if a person is at significant risk. This is the role of the statutory services. We do, however, have a responsibility to act if there are concerns about a person’s safety or welfare.

It is important that the person responding to this concern recognises that there is a different method of response for children and young people to that of vulnerable adults.



CORE Creative Education CIC SAFEGUARDING Policy & Procedure

Explore - Create - Learn – Grow

Responding to a child or young person disclosing abuse:

- Do Stay calm
- Don't make promises you cannot keep
- Do listen carefully and note accurately what is said
- Don't interrogate the person or ask leading questions
- Do find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others
- Don't cast doubt on what the person has told you
- Do allow the person to continue at his/her own pace
- Don't interrupt or change the subject
- Do ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- Don't make the person feel responsible for the abuse
- Do reassure the person that they are doing the right thing in telling you
- Do not fail to act
- Do tell them what you will do next and with whom the information will be shared
- Do take further action immediately
- Do record in writing what was said using the person's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Do contact the person responsible for safeguarding – Alasdair Green

Children and young people Safeguarding Policy contact: 01258 472652 / 01305 221450 / 01202 657279 (out of hours) Adults: 01929 557712

Signed: *Rachelle Green* (Director)

Name: Rachelle Green:

Date 1/1/2020

This policy will be reviewed annually, or as and when there are any changes in the law or procedures.