

All Set Project

Safeguarding Policy

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1. Policy Statement

All Set Project is committed to working in partnership with others to safeguard children and adults from all forms of abuse, neglect or exploitation. This policy aims to ensure that a holistic approach to safeguarding is embedded within all programmes delivered, and that elected members, employees, artists and volunteers understand their role and responsibilities in relation to safeguarding.

The implementation of this Policy will create an organisational culture where the reporting of abuse, neglect and exploitation is encouraged and where all council personnel feel supported and equipped with the skills to do so.

2. Aim of the Policy

This policy will set out the framework for safeguarding and ensure that All Set project meets all its legal and moral responsibilities to children, adults at risk and families that it directly or indirectly provides a service to.

This policy aims to:

- ☑ Promote zero-tolerance of harm to all children and adults at risk
- ☑ Continuously monitor and improve safeguarding procedures
- ☑ Influence the way the organisation thinks about harm to children and adults at risk by embedding a culture which recognises every person's right to respect and dignity, honesty, humanity and compassion in every aspect of their life
- ☑ Establish clear procedures for reporting and responding to concerns/ incidents
- ☑ Ensure safe recruitment and selection procedures are integral in creating safe environments for children and adults at risk

3. Safeguarding principles

Whatever the cause and wherever it occurs, harm caused to children and adults by abuse, exploitation or neglect is not acceptable.

This policy requires us to put all children and adults who may be at risk at the centre of what we do, to listen to them and to work in partnership with them and on an inter-agency basis to maintain All Set Project's position as an organisation which operates zero-tolerance of harm to the most vulnerable living in our society.

Effective safeguarding activity will:

- ☑ **Promote** the welfare for the child/ young person/ adult at risk
- ☑ **Prevent** harm occurring through early identification of risk and appropriate, timely intervention
- ☑ **Protect** children and adults at risk from harm when this is required.

Adult safeguarding is based on fundamental human rights and on respecting the rights of adults as individuals, treating all adults with dignity and respecting their right to freedom of choice. It involves empowering and enabling all adults, including those at risk, to manage their own health, well-being and safety. It extends to intervening to protect where harm has occurred or is likely to occur and promoting access to justice. All adults at risk should be central to any actions and decisions affecting their lives. Safeguarding adults is complex and challenging. The focus of any intervention must be on promoting a proportionate, measured approach to balancing the risk of harm with respecting the adult's choices and preferred outcome for their own life circumstances. The right of a person with capacity to make decisions and remain in control of their life must be respected.

This diagram identifies the key safeguarding principles for adults and children.

SAFEGUARDING PRINCIPLES – ADULTS	SAFEGUARDING PRINCIPLES – CHILDREN
<p>Empowerment - People being supported and encouraged to make their own decisions and give informed consent.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.</p> <p>Accountability - Accountability and transparency in safeguarding practice</p>	<p>Paramountcy - The welfare and best interests of the child as paramount.</p> <p>Parental Responsibility - Parental responsibility means all the rights, duties, powers, responsibilities and authority, which by law a parent of a child has in relation to the child and their property.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.</p>

4. Who is this Policy for?

This policy applies to all employees, elected members, volunteers, artists and volunteers and those using our facilities irrespective of their function, remit or role.

There is an expectation that all personnel will work in partnership to as they apply this policy to children and adults at risk. All Set Project will ensure that all personnel are provided with the tools and knowledge to equip them to safeguard children and adults at risk and deal with situations that may cause them concern.

5. Legal and Policy Context

This policy has been developed in line with the following legislation, guidance and good practice guidelines, current at the time of publication.

5.1 Legislation

- ☐ UN Convention on the Rights of the Child 1989
- ☐ The Children’s (NI) Order 1995
- ☐ Crime and Disorder Act 1998
- ☐ Section 75 NI Act 1998
- ☐ Human Rights Act 1998
- ☐ Immigration and Asylum Act 1999
- ☐ Every Child Matters 2003
- ☐ Children Act 2004
- ☐ Mental Capacity Act 2005

- ☒ The Safeguarding Vulnerable Groups (NI) Order 2007
- ☒ The Sexual Offences Order (NI) 2008
- ☒ Safeguarding Board Northern Ireland Act 2011
- ☒ Adult Safeguarding: Prevention and Protection in Partnership 2015
- ☒ Children Services Co-operation Act 2015
- ☒ Co-operating to Safeguard Children and Young People in Northern Ireland 2016

5.2 Good Practice Guidelines

- ☒ NIASP (NI Adult Safeguarding Partnership) - Adult Safeguarding Policy for NI
- ☒ SBNI – Safeguarding Board for NI - Policy standards
- ☒ Co-operating to Safeguard Children (DHSSPS) Guidance
- ☒ Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2014), Volunteer Now
- ☒ National Governing Body of Sport Guidelines
- ☒ Marshall Report – Report of the Inquiry into Child Sexual Exploitation in Northern Ireland 2014
- ☒ Sexting and the Law – Safeguarding Board for Northern Ireland
- ☒ National Crime Agency – CEOP (Child Exploitation and Online Protection)

6. Definition of Terms

6.1 Safeguarding

Within this Policy the term ‘safeguarding’ encompasses both activity which prevents harm from occurring in the first place and activity which protects children and adults at risk where harm has occurred or is likely to occur.

6.2 Preventative Safeguarding

This includes a range of actions and measures. All Set personnel may come into contact with children and adults who may be at risk and so must recognise the potential for harm and put in measures to prevent it. In practice All Set Project supports elected members, employees, artists and volunteers by providing safeguarding procedures e.g.

- ☒ Recruitment, selection and vetting
- ☒ Code of Conduct
- ☒ Photographic guidance
- ☒ Role of Designated Safeguarding Champion, Designated Safeguarding Officer
- ☒ Supervision levels at classes / events

☒ Managing Challenging Behaviour/Anti-Bullying Protective Safeguarding is targeted at children and adults at risk who are in need of protection, that is, when harm from abuse, exploitation or neglect is suspected, has occurred, or is likely to occur.

The protection service is led by Health and Social Care Trusts and PSNI. This Policy highlights All Set Project's reporting protocols for concerns regarding children and adults at risk, which may lead to referrals to these statutory agencies.

6.3 Protective Safeguarding

This is targeted at children and adults at risk when harm is suspected, has occurred or is likely to occur. The protection service is led by the Health and Social Care Trusts and the PSNI. In practice All Set project has internal reporting concerns regarding children and adults, which may lead to referrals to these statutory agencies.

6.4 Child/ Young Person

Refers to anyone under the age of 18.

6.5 Adult at Risk

It is not possible to definitively state when an adult is at risk as this will change on a case by case basis. The following definition is intended to provide guidance, as to when an adult may be at risk of harm:

An '**Adult at risk**' is a person aged 18 or over where there is an exposure to harm through abuse, exploitation or neglect. This may be increased by their:

☐ **personal characteristics** (*which may include, but are not limited to age, disability, illness, physical or mental infirmity and impairment of, or disturbance in, the functioning of the mind or brain*); and/or

☐ **life circumstances** (*which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions*)

6.6 Adult in Need of Protection

Is a person aged 18 or over whose exposure to harm through abuse, exploitation or neglect maybe increased by their personal characteristics and/or life circumstances

And who is unable to protect their own well-being, property, assets, rights or other interests

And where the action or inaction of another person or persons is causing or likely to cause him/her to be harmed.

6.7 Abuse

Abuse can be a single or repeated act and neglect is something that can occur within many situations including the home, school, communities, public places and all forms of clubs and societies. There are different types of abuse and a child or adult at risk can be abused in more than one way and by one or more perpetrators.

6.8 Significant Harm

In relation to children: The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect are all categories of Significant Harm. Harm is defined as the ill treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill treatment of another". There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt damage or change the child's development.

In relation to adults: A key concept in adult safeguarding work is 'Significant Harm'. The impact of harm upon a person will be individual and depend upon each person's circumstances and the severity, degree and impact or effect of this upon that person. The concept of Significant Harm is therefore relative to each individual concerned

7. Recognizing Abuse

If you suspect a child or adult at risk is being abused and/or neglected it is essential that you recognize high risk situations and the signs and symptoms of maltreatment and exploitation. You must report your suspicions when you are concerned someone is being harmed as this may ultimately protect them and ensure that relevant support/ interventions are put in place.

The following list outlines some of the signs and symptoms of abuse, neglect and exploitation. This list is not exhaustive and so should be used only as a guide

- ☒ Physical signs of injury, such as bruises, sores, burns, cuts, or black eyes (Such injuries may be hidden)
- ☒ Implausible excuses made for injuries or absences
- ☒ Displays personality changes (angry, depressed, moody, irritable, defensive, etc.)
- ☒ Becomes withdrawn, anxious or suddenly fearful
- ☒ Distracted and has difficulty concentrating
- ☒ Has difficulty sleeping, or may display excessive tiredness (can be a symptom of depression)
- ☒ Low self-esteem/sudden changes in appetite
- ☒ Neglects personal hygiene (becomes smelly, goes unwashed; may be an attempt to ward off a sexual predator, or as a consequence of depression).
- ☒ Changes in personal appearance or poor/unsettling condition of living environment
- ☒ Complains of pain in the genital region (more common in children)
- ☒ Demonstrates inappropriate sexual knowledge of behaviour
- ☒ For older children and adults, the victim 'acts out', becoming sexually promiscuous, and/or using drugs/alcohol
- ☒ Lacks needed medical or dental care, immunisation or glasses
- ☒ Has not received help for medical or physical problems brought to the attention of parents/carers (injuries, etc.)
- ☒ Reluctance to go home (arrives very early, stays late)
- ☒ Runs away from family home/residence
- ☒ Frequent absences from school, work, activities
- ☒ Begs or steals for food or money
- ☒ Consistently dirty and inappropriately dressed for weather conditions
- ☒ Behaves irrationally or in a bizarre manner
- ☒ Reports lack of attachment/negative or hostile feeling towards parent/care giver
- ☒ Delayed physical/emotional development that is not related to medical conditions

8. Assessing and Managing Risk

Assessing and managing risks to children, young people and adults at risk should be integral to each department's risk management strategy. Assessment of risk is the process of examining what could possibly cause harm to a child, young person or adult, to the staff or volunteers or any other person in the

context of the activities and services of the organisation. No endeavour or activity, or indeed interaction, is entirely risk free and even with good planning it may be impossible to completely eliminate risks from any activity, service or interaction. However, all set project has in place risk assessment and management practice to reduce the likelihood of it occurring and to minimise the impacts of abuse by responding effectively when it does occur. All risks and risk-reducing measures are recorded in the form of a Risk Register. A risk review is carried out annually and additionally during any change management process.

Risk assessment is fundamental to the whole process of safeguarding and is specifically concerned with the identification of specific risks to a person covered by the Safeguarding Policy and Procedures.

Risk assessment will seek to determine:

- ☐ What the actual risks are – the harm that has been caused, the level of severity of the harm, and the views and wishes of the adult at risk
- ☐ The person's ability to protect themselves
- ☐ Who or what is causing the harm
- ☐ Factors that contribute to the risk, for example, personal, environmental, relationships, resulting in an increase or decrease to the risk
- ☐ The risk of future harm from the same source

When unforeseen issues/risks arise it is essential that mechanisms are put in place to combat the likelihood of them reoccurring. This is a dynamic process that requires consistent vigilance and monitoring to promote robust practices.

9. Reporting Procedures

It is fundamentally important that if any elected members, employees, artists volunteers and service users, have concerns about a child or adult at risk that they seek to report these concerns to the Designated Safeguarding Officer and/or Safeguarding Coordinator and follow the steps laid out in the Procedures. No promises should be made to maintain confidentiality (if someone is at risk you must report it).

Investigating child/adult at risk of abuse is a very complex and detailed process.

REMEMBER you are NOT responsible for deciding whether or not abuse has taken place,

But are;

RESPONSIBLE FOR REPORTING your concerns to the relevant person and completing the recording form.

The reporting procedures in Appendix 2 should be followed when you have a concern, are in receipt of a disclosure or there is a safeguarding incident.

Please note the relevant contact details for all agencies in order to escalate safeguarding concerns are available in Appendix 3.

Please note that a Standard Report Form for accidents / incidents is available in appendix 4, disclosures and concerns of abuse is available at Appendix 5.

In the event of the Safeguarding Coordinator and/or Designated Safeguarding Officer not being available, the individual reporting the incident/concern should proceed to the next stage of the reporting procedure. The Safeguarding Officer should be advised of such actions as soon as practical.

See below for general reporting guidelines

Do

- ☐ Stay calm
- ☐ Listen carefully and hear exactly what is being said to you

- ☒ Reassure the individual that they have done the right thing in telling you
- ☒ Explain that you will have to pass this information on as you are concerned about their safety and/or well-being ☒ Record what was said as soon as possible and keep this record with your report
- ☒ Report this to your line manager or a designated safeguarding officer as soon as possible

Don't

- ☒ Panic
- ☒ Ask leading questions (questions that influence someone to give a particular answer)
- ☒ Promise that you can keep the information a secret
- ☒ Ask for further details (this is not your job and will be undertaken by the PSNI/ Social Services)
- ☒ Advise the suspected abuser of your concerns or any of the information that you have received
- ☒ Require the child/adult at risk to repeat the story unnecessarily

10. The Role of the Designated Safeguarding Champion and Safeguarding Coordinator /Officer

Key to the All Set Project's ability to safeguard children and vulnerable adults during its programmes and enable its elected members and artists to provide a safe environment, a Designated Safeguarding Champion has been identified and a Designated Safeguarding Coordinator/Officer.

APPENDIX 1

Forms of Abuse

The following definitions have been obtained from www.nspcc.org.uk and www.hscboard.hscni.net (August 2017). Further information and detailed information in relation to recognising signs and symptoms can be found by using the links and will be complimented via training and the accompanying procedures.

Types of abuse and the commonly accepted definitions include:

CHILDREN

Physical Abuse

Physical abuse is the deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only when they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Child Sexual Exploitation (CSE)

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Child trafficking

Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- ☒ Child sexual exploitation
- ☒ Benefit fraud
- ☒ Forced marriage
- ☒ Domestic servitude such as cleaning, childcare, cooking
- ☒ Forced labour in factories or agriculture
- ☒ Criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft. Many

children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Harmful Sexual Behaviour

Harmful sexual behaviour includes:

- ☒ Using sexual explicit words and phrases
- ☒ Inappropriate touching
- ☒ Using sexual violence or threats
- ☒ Full penetrative sex with children or adults

Children and young people who develop harmful sexual behaviour harm themselves and others. Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled. If you're not sure whether a sexual behaviour is harmful find out about the signs, symptoms and effects of harmful sexual behaviour by visiting

www.nspcc.org.uk

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Cyber bullying is intentional and repeated cruel or hurtful behaviour that is carried out using technology, such as:

- ☒ SMS or text messages, Email
 - ☒ Blogs, Chat rooms, Discussion boards, Instant messaging, Online games
 - ☒ Photo sharing apps, i.e.; Snapchat and Instagram
 - ☒ Social networking sites and apps like Facebook, Twitter and Ask.fm
- Cyber bullying can include:
- ☒ Sending cruel and threatening messages or material
 - ☒ Putting embarrassing photos of people on the web
 - ☒ Creating fake profiles that are mean or hurtful
 - ☒ Sending unwanted messages online, teasing and making of fun of others
 - ☒ A cyber bully can be someone a young person knows or a stranger

Sexting

'Sexting' is when someone sends or receives a sexually explicit text, image or video on their mobile phone, computer or tablet. It can include sexual chat or requests for pictures/images of a sexual nature. Whether this is illegal or not depends on what the image is or what the chat involves and who it is sent between. However, it is a crime to possess, take, make, distribute or show anyone an indecent or abuse image of anyone under 18 years of age. Always remember that, while the age of consent is 16, the relevant age in relation to indecent images is 18. A copy of leaflet 'Sexting and the Law' published by the Safeguarding Board for Northern Ireland (SBNI) can be obtained from www.safeguardingni.org

ADULTS

The types of abuse are not exhaustive, nor listed in any order of priority.

Physical abuse

Physical abuse is the use of physical force or mistreatment of one person by another, which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.

Sexual violence and abuse

Sexual abuse is any behaviour perceived to be of a sexual nature, which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities. It may involve physical contact, including non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (also known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

Psychological/emotional abuse

Psychological/emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, withholding security, love or support, provoking fear of violence, shouting, yelling, swearing, blaming, controlling, intimidation and coercion.

Financial abuse

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions, which the person did not or could not consent to, or which were validated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult, by a regime or individuals, in settings within which adults who may be at risk reside or use. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate their dignity and human rights and place adults at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails the privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Neglect

Neglect is the deliberate withholding, or failure through a lack of knowledge, understanding or awareness, to provide appropriate and adequate care and support, which is necessary for the adult to carry out daily living activities. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, failure to intervene in situations that are dangerous to the person concerned or to others particularly when the person lacks the capacity to assess risk. Note that self-neglect and self-harm do not fall within the scope of this definition.

Exploitation

Exploitation is the intentional maltreatment, manipulation or abuse of power and control over another person; to take selfish or unfair advantage of another person or situation usually but not always for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

Domestic violence and abuse

Domestic violence and abuse is “threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

Human trafficking

Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be male or female; children or adults; and they may come from migrant or indigenous communities.

Hate crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

APPENDIX 2

Reporting Procedures

It is essential that all personnel understand fully their duties in relation to reporting incidents and raising concerns in relation to safeguarding children and adults at risk. Everyone is expected to adopt an "it could happen here" attitude so as to be aware of all types of abuse and so issues can be identified and help or protection measures put in place when required. If someone has concerns about an adult at risk or a child (as opposed to being in immediate risk) they should speak to the Safeguarding Coordinator or a Safeguarding Designated Officer in order to outline their concerns and to decide upon what action to take. Where there is immediate risk of harm a call should be made to the relevant authority (PSNI/Social Services). All correspondence should be documented in Appendix 5 and Appendix 6.

It must be noted that the procedure for investigating allegations needs to be applied with common sense. For example, cases that do not meet the threshold for significant harm or do not warrant enquires with statutory agencies.

Managing Allegations

This guidance outlines the procedure that should be followed when it is alleged that an elected member, employee, artist or volunteer may pose a risk or do pose a risk to children or adults at risk in their present position or in any capacity. This guidance should be adhered to in all cases where it is alleged that a member of the All Set Project has:

- ☐ Behaved in a way that has harmed a child or adult at risk, or may harm a child or adult at risk
- ☐ Possibly committed a criminal offence against or related to a child or adult at risk
- ☐ Behaved towards a child or adult at risk in a way that indicates he or she would pose a risk to children or adults at risk

Allegations against a former member of staff should be referred to the PSNI.

Allegations against Elected Members, Employees, Artists or Volunteers

When a complaint or allegation has been made against an elected member, employee, artist or volunteer;

- ☐ Take the allegation or concern seriously
- ☐ Consider any allegation or concern to be potentially dangerous to the child, young person or adult at risk
- ☐ Report to and inform your Line Manager or a Designated Officer

- ☒ Record in writing on the template provided at Appendix 6
- ☒ Send this information straight through to a Designated Safeguarding Officer

If the Allegation/Complaint is made against an Elected Member.....

This should be reported to Project Manager who (in conjunction) with a Designated Safeguarding Officer will report directly to the Chairperson of All Set Project, will conduct a thorough investigation in line with this Policy and the “Code of Conduct”. If appropriate it will be reported to the relevant authorities, eg. HSCT, PSNI, and the details of the contact documented on a third party contact recording form (See Appendix 6). Decisions on whether or not to suspend an elected member from their duties must be fully documented and will be managed by the Chairperson.

If the Allegation/Complaint is made against an Employee, Artist or Volunteer.....

It is the responsibility of the Line Manager and a Designated Safeguarding Officer (in conjunction), to conduct a thorough investigation in accordance with All Set’s Procedures. The person must be made aware of their rights under disciplinary procedures.

In all cases a risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the employee, casual worker, agency worker or volunteer. This must include whether it is safe for them to continue their role or any other role within All Set project whilst the investigation is being undertaken. Decisions not to suspend an employee/volunteer from their work must be fully documented.

Actions to be considered will include the following:

- ☒ Is this a supervisory/training issue?
- ☒ Is it a matter for disciplinary procedure in the case of an employee?
- ☒ Does discussion need to take place with other agencies, e.g. the PSNI and Social Services?

Any child/adult at risk who makes an allegation against an elected member, employee, casual worker, agency worker or volunteer MUST be offered the support of an independent person. The child and or adult at risk or anyone acting on their behalf should be assured that they will not suffer harassment or reprisals as a result of raising safeguarding concerns.

Allegations of abuse against an elected member, employee, artist or volunteer must be taken seriously and dealt with sensitively and expediently within the procedures of this Policy. Responding to Allegations or Concerns Against Any Other Person i.e. Parent, Service User

- ☒ Take the allegation or concern seriously.
- ☒ Consider any allegation or concern to be potentially dangerous to the child, young person or adult at risk.
- ☒ Report to and inform your Line Manager who in turn reports to the Designated Safeguarding Officer.
- ☒ Record in writing on a Report Form (see Appendix 4 or Appendix 5) all the details that you are aware of as soon as possible.
- ☒ Designated Safeguarding Officer informs relevant persons, i.e. Social Services, and/or the PSNI if appropriate and records the details of the contact on a Referral Agency Recording form (See Appendix 6).

There is a whistleblowing policy and procedure

Whistleblowing occurs when a member of staff or volunteer raises a concern about misconduct, illegal or underhand practices by individuals and/or an organisation; or about the way care and support is being provided, such as practices that cause harm or risk of harm to others or are abusive, discriminatory or exploitative. This will include situations where a staff member’s or volunteer’s concerns are not acted upon by the Adult Safeguarding Champion or appointed person, or Head of the organisation.

The whistleblowing policy and procedure in place makes it clear that:

The organisation is committed to the highest possible standards of conduct, openness, honesty and accountability;

All Set Project takes poor or malpractice seriously, giving examples of the types of concerns to be raised, to ensure that a whistleblowing concern is clearly distinguished from a grievance;

Staff or volunteers have the option to raise concerns outside of line management structures;

Staff or volunteers are enabled to access confidential advice from an independent source;

The organisation will, where possible, respect the confidentiality of a member of staff raising a concern through the whistleblowing procedure; and

It is a disciplinary matter both to victimise a bona fide whistleblower and for someone to maliciously make a false allegation.

Reporting

Coming across possible abuse and neglect can be a stressful time for elected members, employees, casual workers, agency workers or volunteers particularly where they may be unfamiliar in this area or unsure or uncertain of what is happening. All Set Project personnel through fears about repercussions may find it difficult to raise child/adult at risk safeguarding concerns about colleagues, managers or elected members. All Set is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we encourage employees and others with serious concerns about any aspect of All Set Project's work to come forward and voice those concerns.

It is fundamentally important that if any personnel have concerns about an adult at risk, a young person or child that they report these concerns to their line manager who will in turn report the matter to a Designated Safeguarding Officer and follow the steps laid down in this policy. This will help protect personnel and the wellbeing of the individual concerned.

It is important to remember, however, that referrals to the PSNI and Social Services may not involve all the steps – particularly where the abuse occurs outside of the family. In relation to abuse that occurs within a family context, the Children (NI) Order and best practice requires that, where problems can be dealt with through support and practical assistance this is the approach that will be adopted by the agencies concerned.

MANAGING RECORDS AND DATA PROTECTION

While all such matters are confidential officers should, at all times, adhere to All Set Project's guidelines on the management of records including the requirements of Data Protection. While information about children, young people and adults at risk is confidential, it may be disclosed to external agencies to ensure the care and safety of an individual or of others or where a crime is suspected.

This includes the disclosure of information to the HSC Trust or PSNI for such purposes.

When processing Safeguarding referrals/incidents the following must be followed:

- ☑ All forms, reports and related matters will be retained with the safeguarding officer
- ☑ No copies to be retained by the departments/facilities (exception enforcement when it is evidence relating to a criminal proceedings)
- ☑ Clearly marked strictly confidential and for the attention of the safeguarding officer

Information should only be shared on a need to know basis – if you want further guidance please contact the safeguarding officer

APPENDIX 3

Emergency and Referral Contact Details

Adult Safeguarding champion **Mary Fox - 07711987182**

Designated Safeguarding Officer **Janet White - 07753637487**

Health and Social Care Trust	Regional Centralised Out of Hours Service for NI	02895049999
Southern Health and Social Care Trust	Southern Gateway Team (Children’s)	028 3741 5285
Southern Health and Social Care Trust	Adult Safeguarding Gateway Team	Normal hours 028 3756 4423 Out of Hours number 028 9504 9999
PSNI	Central Referral Unit	02890259299
National Crime Agency (CEOP)	Child exploitation and Online Protection Team	Immediate risk – 999 Enquiries - 0370 496 7622

Table of the All Set Project’s Roles, Responsibilities and Contact Details

ROLES	RESPONSIBILITIES	CONTACT DETAILS
Chairperson	<ul style="list-style-type: none"> ☐ Raise the profile and support implementation of the Safeguarding Policy. ☐ Designate a Safeguarding Champion ☐ Promote the development of initiatives to ensure the protection of children and adults at risk within the Borough. ☐ Allocate resources to enable All Set Project to meet its responsibilities. ☐ Ensure that Safeguarding is a standing item on the Agenda of the Executive 	☐Connor Moore t: 07900923648

	<p>Management Team and other Management Team meetings as appropriate.</p> <ul style="list-style-type: none"> ☑ Support the development of a Safeguarding Working Group. ☑ Ensure adequate Safeguarding training is provided to all elected members and employees, casual workers etc. ☑ Resolve any inter-agency disputes in the capacity of Executive Lead for the organisation 	
<p>Designated Safeguarding Champion</p>	<ul style="list-style-type: none"> ☑ Promote good practice, make policy recommendations to corporate management ☑ Advise the Management Board of any immediate Safeguarding concerns and report annually via Section 12 Audit to the Safeguarding Board (NI). ☑ Act as a Champion for safeguarding within All Set by raising and maintaining awareness about safeguarding in the organisation. ☑ Advise All Set Board of any safeguarding training needs. ☑ Promote the inclusion of safeguarding in regular facility management meeting agendas. ☑ Oversee the review of the Safeguarding Policy and Procedures at least every three years. ☑ Submit annual progress reports to the Management Board to ensure that the child and adult at risk Safeguarding Policy requirements are met. 	<p>Mary Fox t: 07711987182</p>

<p>Designated Safeguarding Officer</p>	<ul style="list-style-type: none"> ☑ Assist the Safeguarding Champion and advise of any new legislation, guidance or training etc. ☑ Issue operational guidance to employees/artists/volunteers/elected members etc. ☑ Receive and record concerns ☑ Monitor the implementation of the Safeguarding Policy and Procedures and specifically to inform the appropriate Statutory agency i.e. Social Services/PSNI within the appropriate Trust area of any concerns about a child or adult at risk ☑ Ensure that any referral made by telephone is confirmed in writing or any documentation relating to concerns to be passed to Social Services or the PSNI ☑ Act as source of advice and assistance on safeguarding matters in All Set Project ☑ Assist with administration of safeguarding matters for All Set Project ☑ Act as a point of contact for safeguarding matters for All Set Project ☑ Communicate Safeguarding Procedures to all employees/artists /volunteers/elected members ☑ Responsible for reporting all concerns to the Safeguarding Champion ☑ Attend training and development opportunities ☑ Identify & procure training packages relevant to employees/artists/ volunteers/elected members training needs (i.e. basic awareness for all employees/artists/volunteers & elected members and enhanced training for frontline services where appropriate) ☑ Provide advice to employees/artists/volunteers/elected members with safeguarding concerns 	<p>Janet White t: 07753637487</p>
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<p>Safeguarding Working Group</p>	<ul style="list-style-type: none"> ☑ Oversee the practical implementation of this policy and to develop/review safeguarding procedures. 	<p>Mary Fox t: 07711987182</p>
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	<input type="checkbox"/> Identify safeguarding training needs within services <input type="checkbox"/> Develop supplementary safeguarding procedures as they are required <input type="checkbox"/> Promote good practice within All Set's services	
Elected Board Members	<input type="checkbox"/> Scrutinise All Set Project's Safeguarding Policy and safeguarding reports to Management Board. <input type="checkbox"/> Responsible for approving any policy amendments. <input type="checkbox"/> Undertake relevant training in Safeguarding <input type="checkbox"/> Report any concerns regarding the safeguarding of children and adults at risk <input type="checkbox"/> Adhere to the "Code of Conduct"	
All Employees, Artists and Volunteers	<input type="checkbox"/> Report any concerns regarding the safeguarding of children and adults at risk <input type="checkbox"/> Undertake relevant training in safeguarding <input type="checkbox"/> Familiarise themselves with the Policy requirements/procedures <input type="checkbox"/> Where appropriate advise & liaise with relevant Officer to ensure safeguarding is incorporated into the procurement of services and contracts <input type="checkbox"/> Regular team meetings, supervision and clear process to enable staff to highlight any potential concerns <input type="checkbox"/> Embed safeguarding in risk assessments for activities and events	

Appendix 4

ALL SET CROSS CULTURAL PROJECT

Accident / Incident Report Form

Date:

Location:

Name of Facilitator/ Artist:

Name of Pupil:

Witnesses:

Where specifically did this accident occur? (be as exact as possible)

Was the Facilitator/ Artist present? YES/NO

Was the Class Teacher/Supervisor/Project Manager contacted? YES/NO

Was First Aid required? YES/NO

Please describe in as much detail as possible the circumstances of this accident:

SIGNED: _____

DATE: _____

Appendix 5

**ALL SET PROJECT
Safeguarding Report Form**

**THIS COMPLETED REPORT IS STRICTLY PRIVATE AND CONFIDENTIAL
IT SHOULD BE SENT AS SOON AS POSSIBLE TO THE SAFEGUARDING COORDINATOR/OFFICER**

Please answer all the questions fully

INCIDENT/ DISCLOSURE/ CONCERN LOCATION: _____

NAME OF THE *CHILD/ADULT AT RISK: _____

(AGE): _____

* PARENT, DESIGNATED PARENTAL RESPONSIBILITY OR DESIGNATED CARER'S

FULL NAME: _____

HOME ADDRESS: _____

PHONE NUMBER: _____

Please complete those sections below that are relevant and mark 'not applicable' in those sections that are not relevant

DISCLOSURE/ INCIDENT/ CONCERN

When was the disclosure/concern/incident (dates and times)?

What were the circumstances of the disclosure/incident/concern? (Record factually what happened/ What was said)

What were the events leading to the disclosure/incident/concern?(Background Information)

Were there others present at the time?

Yes _____ No _____ Don't Know _____

If YES, please state who (name and position) and what role they played:

SIGNS

Describe any signs of physical injury/ behavioural changes evident on the child or adult at risk

Has the child or adult at risk alleged that any particular person is the abuser?

(If so , please record the details below)

Did the child or adult at risk (if appropriate) agree to any future course of action?

Was contact made with the parent/guardian/carer? (Name, relationship, Details of conversation)

SIGNATURES

TO BE SIGNED BY THE PERSON REPORTING THE CONCERN

Referred to Social Services (contact name): _____ ref: _____

Referred to PSNI (contact name): _____ ref: _____

Referral Agency Contact Form Completed: YES / NO

Additional Evidence/Records Attached: YES / NO

Signed: _____ **Date:** _____

Received by the Safeguarding Officer: _____ **Date:** _____

APPENDIX 6

Referral Agency Recording Form

NAME OF THE *CHILD/ADULT AT RISK: _____

(AGE): _____

PARENT, DESIGNATED PARENTAL RESPONSIBILITY OR DESIGNATED CARER'S

FULL NAME: _____

HOME ADDRESS: _____

AGENCY CONTACTED: _____

DATE: _____ TIME: _____

NAME OF PERSON RECEIVING THE REFERRAL: _____

DETAILS OF THE CONVERSATION

ADVICE GIVEN/ACTIONS
REPORTED COMPLETED BY: DATE:

Appendix 7

**Recruitment, Selection and Vetting
Recruitment Practices**

It is important that All Set Project follows its recruitment policy for employees, artists and volunteers where there is substantial unsupervised contact with children and adults at risk. All Set Project operates transparent and clearly defined recruitment and selection procedures in line with legislative requirements and best practice. Thorough procedures help to screen out those who are not suitable to work with children, young people and adults at risk.

AccessNI is a criminal history disclosure service in Northern Ireland. It supplies criminal history information to organisations and individuals on three levels of criminal record check (sometimes called disclosures) the level of checks will be determined at recruitment and the related processes will be managed by All Set Project via Aardvark Training Services (who will conduct the process)

An AccessNI Enhanced Disclosure with Barred List Check is required for staff and volunteers in regulated activity (as defined under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)).

All Set Project’s recruitment and selection procedures for artists and volunteers include the following:

- ☐ Defining the post through clear job descriptions and personnel specifications for staff and clear role descriptions and volunteer specifications for volunteers. These identify the key skills, qualities, abilities and qualifications required to fill the post. The job/role description indicates whether the post constitutes regulated activity under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012); or if the post meets the pre-September 2012 definition of regulated activity;
- ☐ An open recruitment process
- ☐ Completion of an application form/registration form, which will cover past work/ volunteering experience.

- ☐ Completion of a declaration and consent form. The applicant must declare any past criminal convictions, cautions and bind-overs, which are not protected and any cases pending against them. The applicant must provide information on any investigation that has been carried out in relation to child or adult at risk abuse in which they have been the alleged perpetrator. They must also give consent for the relevant level of Access NI Disclosure Check to be requested if they are considered the preferred candidate for a post, and have been conditionally offered the job/role subject to the results of appropriate checks;
- ☐ Interview (or meeting in the case of a volunteer) appropriate to the job/role with at least two representatives from All Set Project are present. Photographic identification and, where required, documentary evidence of qualifications and any accredited training should be produced by the candidate at the interview or meeting. Following a conditional offer of employment/volunteering the following procedures apply:
 - ☐ Request for two written references, which may be followed up orally as necessary;
 - ☐ Appropriate checks will be undertaken where required. An Access NI Enhanced Disclosure with Barred List Check will be requested on the preferred candidate if the job/role constitutes regulated activity. Where the post meets the former definition of regulated activity (pre- September 2012) an Enhanced Disclosure without Barred List check will be requested. If required, a registration check with an appropriate Professional Body will also be required; All Set Project will ensure that all information relating to recruitment and selection is securely and confidentially stored. Handling and storage of criminal history information complies fully with Access NI's Code of Practice for the storage, retention and disposal of disclosure information. Copies of All Set Project's policy on the handling of Access NI information; the security policy regarding disclosure information; and the policy on the recruitment of ex- offenders are available on request.

Management and Supervision of Staff and Volunteers

Effective management of staff and volunteers ensures that everyone in All Set Project is clear about what we are trying to achieve and what their particular job/role is. All Set Project wants to prevent harm to the children, young people and adults at risk who engage in our services and the provision of appropriate training and support and supervision of staff and volunteers helps to achieve this. We also want staff and volunteers to feel valued and listened to. Employees, artists and volunteers who have substantial contact with children and adults at risk should also have regular supervision from line managers where any child/adult at risk safeguarding concerns should be raised and discussed.

All Set Project's management procedures for staff and volunteers include the following:

- ☐ Induction, which covers;
 - All Set's ethos, activities, policies and procedures.
 - The job/role and the staff member/volunteer's area of responsibility.
 - What is expected of staff and volunteers and the boundaries within which they may operate.
 - Staff must receive a copy of the Safeguarding Code of Behaviour upon taking up their post.
 - Identify the support available to the staff member/volunteer.
 - Meeting fellow colleagues and volunteers.

Appendix 8

Safeguarding Code of Behaviour

It is important for all elected members, employees, artists and volunteers to have a clear statement as to what appropriate conduct is in relation to any dealings with children and adults at risk.

Underlying principles and philosophy

All Set Project recognises that children and adults at risk should be listened to, taken seriously and have a right to the safe use of its services. Elected members, employees, artists and volunteers have both a moral and legal responsibility to protect children and adults at risk through following these procedures and adhering to this policy.

As an organisation All Set Project, through its policies, procedures and dealing with children and adults at risk, will involve them as much as possible (and where appropriate) in decisions that affect them. All Set Project will promote a culture in the organisation where children/adult at risk participation is both encouraged and promoted. As stakeholders All Set will endeavour to consult with children and adults at risk and ensure services are suitable to their needs.

It is possible to limit the situations where child, young person and adult of risk of abuse may occur, by promoting good practice and ensuring council run spaces are well managed and maintained. All personnel must be familiar with the policy and take an active role in ensuring concerns are reported and recorded.

The guidelines aim to promote positive practice and are examples of care, which should be taken by all while working with children, young people and adults at risk.

Good Practice Guidelines for Elected Members, Employees, Artists and Volunteers

In accordance with NSPCC – All Set Project will ensure an adult:child ratio as following: 1:6 (under 8yrs), 1:8 (under 12yrs) 1:10 (12-18yrs).

The above will be adhered to during FastTrad music classes and during music workshops. In a school setting, All Set artists will adhere to the school's policy. During classes a tutor (artist) may be responsible for teaching in a group format. We suggest that the door is left open. In FastTrad classes, it is very likely for the project manager to enter classrooms and tutors expect this throughout. If any form of physical contact is required it should be provided in an open environment and according to appropriate guidelines, i.e. National Governing Body of Sport Guidelines, support organisation (Barnardos, Disability Sport NI, etc.)

All personnel are expected to:

- ☑ Respect everyone and create a safe, transparent and positive environment.
- ☑ Respect the rights and dignity of every person.
- ☑ Employees, artists and volunteers must place wellbeing and safety of the child, young person or adult at risk above the development of performance.
- ☑ Report concerns or worries about other elected members, employees, artists or volunteers to the appropriate person in authority, i.e. Designated Safeguarding Officer.
- ☑ Where appropriate project manager and parents must be informed of all incidents and accidents at the earliest opportunity (in line with safeguarding procedures and confidentiality).
- ☑ Follow procedures and make a written report If a child or adult at risk is accidentally injured as a result of anyone's actions, seems distressed in any way, misunderstands or misinterprets something you have done, always report such incidents as soon as possible to another colleague

- ☒ Follow procedures in this policy If a child, young person or adult at risk arrives at an event showing any signs or symptoms that give you cause for concern you must act appropriately
- ☒ Operate within All Set project's photography guidance.

Elected Members, Employees, Casual Workers, Agency Workers and Volunteers Should Never:

- ☒ Spend ANY time alone with children, young people and adults at risk away from others.
- ☒ Take children or adults at risk alone on a car journey, however short.
- ☒ Take children or adults at risk to your home.
- ☒ Arrange to meet children or adults at risk outside an organised activity or service.
- ☒ Engage in rough physical games including horseplay.
- ☒ Engage in sexual or provocative games.
- ☒ Allow or engage in inappropriate touching of any form.
- ☒ Allow children or adults at risk to use inappropriate language unchallenged, or use it yourself.
- ☒ Enter a private house when only children are present.
- ☒ Ask unnecessary questions about a child's personal details.
- ☒ Show favouritism – treat all children equally.
- ☒ Make sexually suggestive comments about or to a child, young person or adult at risk, even in fun.
- ☒ Request children or adults at risk as a friend on Facebook or any other form of social media or exchange personal telephone numbers.
- ☒ Let any allegation a child, young person or adult at risk make be ignored or go unrecorded.
- ☒ Do things of a personal nature for children, young people and adults at risk that they can do themselves, e.g. assist in changing (Where assistance is required the Personal and Intimate Care Guidance must be followed and this must only be completed by someone in a regulated post with an approved Enhanced Access NI Check)
- ☒ Share a room with a child, young person or adult at risk whilst on residential
- ☒ Leave children unsupervised (when in responsible for supervision)
- ☒ Enter areas designated only for the opposite sex.
- ☒ Use the internet to access child pornography sites.
- ☒ Use a personal device (mobile phone, etc.) to take photographs of children/adults at risk.

E-Safety

Understandably, with use of mobile phones, text messaging, e-mail and other forms of electronic communication becoming common place, these methods of communicating have become a feature of all settings and environments. There is evidence of the use of mobile phones and other electronic communication for the purposes of abuse by those in positions of trust and the general public.

The primary responsibility of the staff member must be the supervision and safety of the participants that they teach and the provision of a structured, quality learning experience.

Interactive social media technology has revolutionised the way that people connect and interact. Facebook, Twitter, blogs, instant messaging and photo and video exchange sites are increasingly popular, and provide an opportunity for people to connect. However the use of social networking sites also introduces a range of potential safeguarding risks.

MOBILE PHONES/ELECTRONIC EQUIPMENT

Contact between children and parents/guardians/carers or vice versa can be made via the tutor/project manager.

This will also help ensure no unauthorised photographs of the programme or young people emerge.

All Set Project will not be responsible for any devices lost or stolen.

If children do bring devices to FastTrad events, they must be warned that they are not permitted to take any videos or photographs.

Exception is whilst recording music during classes / music sessions for the purpose of learning the tunes.

E-safety checklist

Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.

When engaging with digital technology/social networking companies (e.g. Facebook, Twitter) it is important to ensure that they adhere to relevant legislation and good practice guidelines.

Review existing safeguarding and social media policies and procedures to ensure that online safeguarding issues are fully integrated

☑ reporting online concerns about possible abuse

☑ reporting other breaches of terms.

Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.

Do not share or exchange personal information such as phone numbers, social media accounts with members of the public. Always remember you are in your work environment and a professional distance should be maintained.

Consent and Registration Guidance Children and Young people

Obtaining consent before providing services to children and young people is both a fundamental part of good practice and a legal requirement. When engaging children and young people in our services it is essential to obtain the consent of the person/s with parental responsibility.

The *Children Act 1989* sets out who has parental responsibility and these include:

-The child's parents if married to each other at the time of conception or birth;

-The child's mother, and the father if his name is registered on the birth certificate

-The child's legally appointed guardian – appointed either by a court or by a parent with parental responsibility in the event of their own death;

-A person in whose favour a court has made a residence order concerning the child;

-A local authority designated in a care order in respect of the child (but not where the child is being looked after under section 20 of the *Children Act*, also known as being 'accommodated' or in 'voluntary care');

-A local authority or other authorised person who holds an emergency protection order in respect of the child.

The following factors must be considered:

* Ensure parents/guardians understand the nature of the activity

- * Ensure that any reasonably foreseeable consequences of the child's participation are understood (expected behaviour/terms and conditions)
- * Provide parents/guardians with information about the ethos of the organisation in relation to safeguarding and participation

Registration forms must be completed fully by a person who has parental responsibility for the child. The purpose of registration is to ensure that staff who have sole responsibility for children and young people for a period of time (music classes, music workshops, music sessions etc.) have all the relevant information to best care for and meet the needs of each individual. It also forms part of All Set Project's risk assessment process, as staff are aware of any precautions they need to take in relation to allergies, etc.

Exceptions - One off activity sessions and large events where the parents/guardians are present do not require a registration form to be completed as the child/young person is under their observation and care. However if photos were to be taken the "Photography/Video/Audio and Mobile Phone Guidance" must be adhered to. All registration forms will require a signature to agree to photos & recordings.

Adults at Risk

While it is not for All Set Project Personnel to make a decision about whether an adult lacks capacity, it is important that you have an understanding of the notion of capacity when engaging adults at risk. Capacity refers to an individual's ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear, what activity to participate in but they lack the capacity to make more complex decisions about financial matters.