



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS, AND PREVENT POLICY

This policy applies to all paid staff, management committee, volunteers, sessional workers, and anyone working on behalf of Greenland Dock Festival CIC.

The purpose of this policy:

- to protect children, young people and vulnerable adults who receive GREENLAND DOCK FESTIVAL's services
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

GREENLAND DOCK FESTIVAL believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of children, young people and vulnerable adults and to keep them safe. We are committed to practices that protect them.

Legal Framework

This policy has been developed based on law and guidance that seeks to protect children. Young people and vulnerable adults.

Children's Act 1989: <http://www.legislation.gov.uk/ukpga/1989/41/contents>

The Care Act 2014: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

London multi-agency adult Safeguarding Policy and Procedures Feb 2016

<https://londonadass.org.uk/safeguarding/review-of-the-pan-london-policy-and-procedures/>

Mental Capacity Act: <http://www.legislation.gov.uk/ukpga/2005/9/contents>

Human Rights Act 1998: <http://www.legislation.gov.uk/ukpga/1998/42/contents>

[Making Safeguarding Personal 2014](#)

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

1. What is safeguarding?

- 1.1 Safeguarding is defined by the Children Act 1989 and Joint Chief Inspectors Report on Arrangements to Safeguard Children (2002) as meaning that:

'Agencies [and organisations] working with children and young people take all reasonable measures to ensure that the risks of harm to the individual's welfare are minimised; and where there are concerns about children and young people's welfare, all agencies [and organisations] take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies'.



2. Who are we safeguarding?

- 2.1 Safeguarding practices are applied to children, young people under the age of eighteen and vulnerable adults.
- 2.2 Throughout various pieces of legislation and guidance, the terms children and young people are sometimes differentiated, where 'children' refers to those under the age of eighteen who are still in full-time education, and 'young people' refers to those under the age of eighteen who have left full-time education. For the purposes of clarity, throughout this policy and related procedures documents, SDBHA uses the term 'child'.
- 2.3 The core definition of "vulnerable adult" from the 1997 Consultation "Who Decides?" issued by the Lord Chancellor's Department, is a person:
"Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation". This definition of an Adult covers all people over 18 years of age.
- 2.4 In the event of an individual who is considered to be 'vulnerable' for other reasons and there being concerns of abuse, then we will follow our safeguarding procedures nonetheless

3. Why is safeguarding necessary at GREENLAND DOCK FESTIVAL?

- 3.1 GREENLAND DOCK FESTIVAL has a duty of care to safeguard all children and vulnerable adults involved with us from harm. All children and vulnerable adults have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. We will ensure the safety and protection of all children involved in GREENLAND DOCK FESTIVAL through adherence to this policy and related procedures.
- 3.2. At GREENLAND DOCK FESTIVAL, we do not work alone with children under the age of 18. If a young person aged 12–18 wishes to take part in our activities, then we will ask that they are accompanied by a responsible adult. Sometimes we work in children's centres where a crèche is provided for children aged 3 months – 5 years.

4. Our commitment

- 4.1 We are committed to providing a safe and secure environment for all students, participants, staff and individual visitors who access our facilities and services.



- 4.2 We recognise our particular responsibility to safeguard the wellbeing of any children and vulnerable adults engaged in the breadth of our activities by ensuring that there are appropriate arrangements in place to enable us to discharge our duty to provide a safe and secure environment and to deal with issues concerned with suspected or reported abuse
- 4.3 We seek to ensure that our policy and procedures comply with statutory duties; reflect guidance and good practice in safeguarding; and that arrangements are proportionate and based upon common sense
- 4.4 We recognise that we have a duty to help staff and students recognise their responsibilities (through guidance, support, and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged. It is not intended that staff should be restricted from normal ways of working, but staff are advised to consider how an action may be misperceived.
- 4.5 When working in other venues, e.g. children's centres and community centres, GREENLAND DOCK FESTIVAL staff will adhere to any relevant policies and procedures of that venue.

**The nominated Lead Safeguarding Officer is –
Miriam Brizuela, Committee Member**

5. Child & Vulnerable Adult Protection

GREENLAND DOCK FESTIVAL ensures that:

- the welfare of the child/vulnerable adult is paramount
- all service users, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff and volunteers working with us have a responsibility to report concerns to the appropriate person in charge

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. They are trained to recognise indicators and to follow the appropriate reporting pathway of referral.

In relation to children and young people, GREENLAND DOCK FESTIVAL adopts the definition used in the Children Act 2004 and the Department for Education (DfE) guidance document: Working Together to Safeguard Children 2015 which defines safeguarding and promoting children and young people's welfare as:



Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

When working with vulnerable adults

All Vulnerable Adults Have a Right to:

- The protection of the law
- Live free from violence and abuse
- Privacy
- Be treated with dignity
- Lead an independent life and be enabled to do so
- Independent support and representation
- Have their rights upheld regardless of ethnic origin, gender, sexuality, disability, age, religious or cultural background, beliefs
- Not be treated as unable to make a decision unless all practicable steps to help them to do so have been taken without success
- Have decisions made for or on behalf of them (if they lack capacity), that are in their best interests
- Assessments of themselves and their families which are consistent with current best practice
- Know that all staff and volunteers have a responsibility to report all concerns regarding abuse or suspected abuse.
- Also, all staff and volunteers have the right to expect that their concerns are acted upon and treated seriously without fear of reprisal

6. Safeguarding structure and responsibilities

We have an organisational structure and procedures for safeguarding children and vulnerable adults with key staff having designated safeguarding responsibilities as set out below

- 6.1 The PROJECT MANAGER is our designated Lead Safeguarding Officer, who has overall accountability for safeguarding children and vulnerable adults.
- 6.2 The PROJECT MANAGER is also the nominated manager for e-safety.
- 6.3 Staff and students working in direct contact with children and vulnerable adults on a day-to-day basis may come across signs of harm and/or abuse. Staff must ensure that significant concerns for the wellbeing of a child or vulnerable adult are reported to the appropriate nominated manager. This will invoke the appropriate procedures to protect the child or vulnerable adult, involving social services and/or the police as



appropriate. Where staff members are unsure and need guidance about safeguarding issues, they are encouraged to seek support from their nominated manager.

- 6.4 Where an allegation of abuse or inappropriate behaviour is made against a member of staff and relates to their actions as an employee of GREENLAND DOCK FESTIVAL, in addition to actions set out above, the PROJECT MANAGER will advise and guide the line manager of the member of staff against whom allegations have been made in relation to employment issues.
- 6.5 Where an allegation of abuse or inappropriate behaviour is made against a volunteer and relates to their actions as a member of GREENLAND DOCK FESTIVAL, in addition to actions set out above, the PROJECT MANAGER will advise on the disciplinary procedure.
- 6.6 When working in other venues, GREENLAND DOCK FESTIVAL will always seek to find the named lead safeguarding officer of that venue to report any concerns to

7. Promoting good practice

The aim of GREENLAND DOCK FESTIVAL's Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in our care by carrying out risk assessments, DBS checks for staff where necessary and by providing appropriate training for staff and sessional workers.
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues. All staff and volunteers receive appropriate trainings and clear routes of referrals regarding child safety concerns.
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Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and other activities. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the organisation's activities having been subjected to child abuse outside our environment, our activities can play a crucial role in improving the child's self-



esteem. In such instances the organisation activity organiser must work with the appropriate agencies to ensure the child receives the required support.

GOOD PRACTICE GUIDELINES

All personnel including sessional and agency staff should be encouraged to demonstrate exemplary behaviour in order to promote the welfare of children and vulnerable adults and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children/vulnerable adults equally, and with respect and dignity.
- Always putting the welfare of each person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with children and vulnerable adults (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with or to share a room with them).
- Building balanced relationships based on mutual trust, which empowers them to share in the decision-making process.
- Making activities fun, enjoyable and promoting fairness.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and with the agreement of parents/carers present or the person themselves.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children/ward in isolated spaces. If groups have to be supervised in isolated areas, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed groups are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act IN LOCO PARENTIS, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given on the incident report form
- Requesting written parental consent if members of the organisation are required to transport young people in their cars.



8. The Nature of Public Abuse

Forms of abuse include physical, sexual, psychological, financial or material, neglect and acts of omission, discriminatory abuse, self-neglect and institutional abuse.

Abuse can be a single event or repeated events or as in the cases of neglect, it may be a process going on over time. Abuse may occur as a result of deliberate intent, negligence or ignorance or as a result of poor practice.

Vulnerable adults can be abused by anyone, including carers, relatives, professional staff, volunteers, neighbours, friends or organisations. More than one person may abuse a vulnerable adult and some perpetrators will abuse more than one victim.

Institutions and services can be guilty of abuse if they persistently fail to care for the needs of people using their services.

GREENLAND DOCK FESTIVAL when working with vulnerable people will:

- Promote the general welfare, health and development of vulnerable people and protect them from harm
- Recognise that vulnerable people have rights and treat them with respect
- Be sensitive to every person's identity including culture, beliefs, ethnic background, gender, disability, age and sexuality
- The Training Manager is responsible for overseeing the operation of procedures. This involves:
 - Overseeing the referral of cases of suspected abuse/radicalisation or allegations to the City/County Council's Department of Children and Young People's Services, or other agencies (such as the police, Channel) as appropriate.
 - Plan the work to minimise opportunities for vulnerable people to suffer harm whilst using your organisation's services
 - Develop effective policies and procedures for responding to incidents and alleged incidents of abuse
 - Develop effective policies and procedures to handle complaints
 - Ensure their policies and procedures include mechanisms for reporting and recording
 - Apply their service principles and practice procedures around safeguarding in a consistent way
 - Ensure that an appropriate system for referral to and co-operation with Vulnerable Adults Support Organisations is in place
 - Take incidents of potential abuse seriously, discuss these with line managers and ensure they are recorded
 - Adopt and consistently apply a safe method of recruiting and selecting staff and volunteers
 - Train volunteers and appropriate staff members to be aware of risks to, and the needs of, vulnerable people
 - Establish links with other relevant agencies, services, carers and families.

9. Practices to be avoided

The following should be **avoided** except in emergencies. If cases arise where these



situations are unavoidable it should be with the full knowledge and consent of someone in charge in the organisation or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending time alone with children or vulnerable adults away from others
- avoid taking or dropping off a child or vulnerable adult to an event or activity.

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative situations
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

10. Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parent/carers are informed:

- if you accidentally hurt a child/vulnerable adult
- if he/she seems distressed in any manner
- if a young person appears to be sexually aroused by your actions
- if a young person/vulnerable adult misunderstands or misinterprets something you have done.

11. USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT EVENTS

There is evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. All organisations should be vigilant and any concerns should be reported to the Child Protection Officer.

During sessions ground rules are laid down at which we request no one takes photographs. If GREENLAND DOCK FESTIVAL wants to take photographs they will obtain explicit consent before taking and using photos/videos.

12. 'Control Measures'/Procedures



We take a risk management approach to safeguarding, in organising learning and teaching, and delivery of services to the public. Where necessary the tutors and the Training Manager carry out risk assessments, and make reasonable, proportionate adaptations to their activities.

We reserve the right to refuse to admit a vulnerable adult to a programme of study, or other GREENLAND DOCK FESTIVAL-managed activities, if we judge that the adaptations necessary to safeguard that individual's wellbeing go beyond what is reasonable and proportionate, including measures to manage inappropriate or disruptive behaviour.

Where adaptations are reasonable and proportionate, we then put in place a number of 'control measures' (in the language of health and safety) in order to safeguard the wellbeing of children and vulnerable adults.

Where students work or volunteer on specified activities or in specified settings they will be subject to the relevant checks as outlined in the relevant departmental procedures.

Where children of students, staff members or visitors are present on our premises, they remain the responsibility of their parent/guardian.

Safeguarding the wellbeing of any children visiting GREENLAND DOCK FESTIVAL without their parent/guardian is the responsibility of the organiser of the activities in which the child is participating.

13. Recruitment and training of staff and volunteers

13.1 GREENLAND DOCK FESTIVAL recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Carry out a DBS check where appropriate (see below)
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo)

13.2 Interview and induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:



- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Safeguarding procedures are explained and training needs are identified.
- They should sign up to the organisation's Code of Ethics and Conduct and Safeguarding Policy.

13.3 Disclosure checks:

- Disclosure checks will be obtained where staff work alone with children or vulnerable adults in a specified setting.
- Where possible, disclosure checks will be obtained for new starters prior to the commencement of any work where a Disclosure check is required.
- Where a Disclosure check has not yet been received, a department may allow supervised access or accept a portability check following a risk assessment.
- All information regarding Disclosure certificates will be processed by the Training Manager and will not be passed to third parties, unless written consent is given by the staff member
- If items appear on the Disclosure that give cause for concern, the Training Manager will discuss these with the relevant manager/PROJECT MANAGER. The Training Manager will then discuss with the applicant if any conditions are to be applied or the offer withdrawn.

13.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or adult.
- Work safely and effectively with children or adults.

GREENLAND DOCK FESTIVAL requires:

- All staff to attend appropriate safeguarding awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice
- Where appropriate, volunteers will complete safeguarding awareness training.
- Relevant personnel to gain a national first aid training certificate (where necessary).



14. RESPONDING TO ALLEGATIONS OR SUSPICIONS

It is not the responsibility of anyone working in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

14.1 ALLEGATIONS MADE AGAINST GREENLAND DOCK FESTIVAL STAFF

GREENLAND DOCK FESTIVAL will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child/vulnerable adult.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

14.2 Action if there are concerns

Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; the designated Lead Safeguarding Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Lead Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant Local Authority officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Concerns about suspected abuse:

- Any suspicion that a child/vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the Lead Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the child/vulnerable adult in question and any other child who may be at risk.
- The Lead Safeguarding Officer will refer the allegation to the social services department who may involve the police.
- The Lead Safeguarding Officer will need to take the following information from the person making the allegation:
 - Full details of the incident/concerns, including details of the alleged perpetrator.



- Information about whether they witnessed the events or were told about them (and, if the latter, who by).
 - Details of any reaction by the child.
 - Their (i.e. the parent/carer's) and child's full contact details.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Lead Safeguarding Officer should also notify the relevant Community Affairs Department of the Council who in turn will inform the Local Authority who will deal with any media enquiries.
- If the Lead Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence who will refer the allegation to Social Services.
- GREENLAND DOCK FESTIVAL will refer concerns that a child, young person or vulnerable adult might be at risk of significant harm to the City/County Council's Department of Children and Young People's Services, the City/County Council Adult Social Care Service, the police or in cases of radicalisation to the Channel Scheme as appropriate

15. Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- the Lead Safeguarding Officer
- the parents/carers of the person who is alleged to have been abused
- the person making the allegation
- social services/police

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

16. Internal enquiries and suspension

- The Lead Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Disciplinary Committee must reach a decision based upon the available



information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child/vulnerable adult should remain of paramount importance throughout.

16.1 Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, vulnerable adults, parents/carers and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

17. Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children/vulnerable adults).

Where such an allegation is made, the organisation should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children/vulnerable adults, either within or outside, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

18. Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

18.1 Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage everyone to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.



- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Lead Safeguarding Officer or the school (wherever the bullying is occurring).

18.2 Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's tutor.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by staff and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the designated Lead Safeguarding Officer as in "responding to suspicions or allegations" above.

19. Concerns outside the immediate environment

If a GREENLAND DOCK FESTIVAL staff member has concerns about the safety of someone they are working with they will adhere to the following procedures:

- Report concerns to the Lead Safeguarding Officer, who should contact social services or the police as soon as possible. **See below for the information social services or the police**
- If the Lead Safeguarding Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social Services and the Lead Safeguarding Officer will decide how to involve the parents/carers.
- The Lead Safeguarding Officer should also report the incident to the (Organisation/Club) Governing Body. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in (Organisation/Club) and act accordingly.
- Maintain confidentiality on a **need to know** basis only.
- See below regarding information needed for social services.



Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The person's name, age and date of birth of the child.
- The person's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The person's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents/carers been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child/vulnerable adult was not the person who reported the incident, have they been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Helpline on 0800 800 5000, or Childline on 0800 1111.

PREVENT

- Possible signs of radicalisation include:
 - The individual's views become increasingly extreme regarding another section of society or government policy. They are observed downloading, viewing or sharing extremist propaganda from the web
 - They become withdrawn and focused on one ideology
 - The individual becomes increasingly intolerant of more moderate views. The individual may change their appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.
 - The individual expresses a desire/intent to take part in or support extremist activity
- In respect of safeguarding individuals from radicalisation, the GREENLAND DOCK FESTIVAL works to the Prevent element of the Government's Counter Terrorism



Strategy, and where deemed appropriate seeks external support for learners through referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly entering the criminal justice system because of their actions. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others

Next Review: November 2024