

Ark-T Centre

Creativity Changes Lives

Safeguarding Policy: The Ark T Centre

REVIEWED: 3rd July 2017

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The Ark T Centre is open to all. This document outlines the safeguarding policy and procedures for all work undertaken with children under the age of 18, and vulnerable adults at the Ark T Centre, in accordance with Keeping Arts Safe (Arts Council England, October 2005).

The Ark T is a registered creative learning charity and a creative community for artists, performers, audiences and learners alike.
We use the transformative powers of community and creativity to make change.
We believe everyone has the right to access the arts and use creative approaches to tackle stigma, discrimination and prejudice.

This policy applies to all staff, including senior managers and our Board, paid staff, Camerados staff and helpers, commissioned artists, volunteers and sessional workers, tutors, agency staff, students or anyone working on behalf of The Ark T Centre.

We want The Ark T Centre to be a safe, inviting, open, inclusive, professional place for everyone.

This policy applies to all children, young people and vulnerable adults at the Ark T Centre as:

- Audiences to our music, performance and visual arts programme and festivals**
- Performers and artists**
- Participants in our workshops**
- Participants on school / community group visits**
- Customers in our café**
- Volunteers including Camerados Helpers**
- Internships and Apprenticeship placements for up to 12 months at a time**
- Venue Hire, where sole charge is the responsibility of the hirer.**
- Outreach work, which we deliver outside of the building is also be included in our policy**

The Trustees and Ark T Centre are firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognise their responsibility for child protection and to promote the welfare of children and young people. The safety and protection of all children and young people that Ark T supports is paramount, and has priority over all other interests.

The purpose of this Safeguarding Policy is to ensure, at all times, the maximum protection from any kind of harm for all young people involved in any way with Ark T.

For the purposes of this policy, harm is defined as:

- abandonment
- emotional abuse
- neglect
- physical abuse
- racial abuse
- sexual abuse or sexual exploitation
- exposure to drug/ alcohol misuse
- bullying – Including cyber bullying
- grooming

Code of conduct and behaviour

There are times when children, young people and vulnerable adults may be left at The Ark T Centre by their parents / carers to take part in workshops or activities organised by our team. We follow strict recruitment practices to ensure skilled and experienced practitioners leading our sessions are safe and put the welfare of our participants first.

We undertake DBS (Disclosure and Barring Service) checks on all paid staff and regular volunteers. All activities involving children and vulnerable adults should be managed according to this code of conduct, with full risk assessments and risk management as standard.

All staff will be inducted on appointment and made aware of their responsibility and how to respond appropriately to incidents and disclosures

All staff will be trained and alerted to any changes in the Safeguarding Policy.

Volunteers will be inducted on appointment and made aware of their responsibility and how to respond appropriately to incidents and disclosures

Contractors will be asked to read summary sheets and sign an agreement to adhere to our safeguarding codes of conduct

There will be a copy of this policy (policy or/and summary sheet) on the front desk at all Times

All staff will be trained to understand their individual responsibilities in relation to child protection and safeguarding.

We recognise that working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

All adult staff and volunteers will be provided with a copy of this policy and will be requested to indicate their commitment to it by signing a declaration to say that they have read it and will adhere to it. The declaration will be kept in organisational records stored on the online server.

This policy applies to all staff/volunteers and focuses on the following elements:

Staff recruitment and selection – ensuring that all staff and volunteers who have unsupervised access to children/young people have been safely recruited and appropriately checked through the DBS (previously known as DBS) process.

Ensuring that Ark T has a Safeguarding Officer, usually someone from the Management Committee, to whom all suspected or disclosed incidents of a safeguarding nature are reported.

Staff training – ensuring all staff and volunteers attend a basic safeguarding course and that the Safeguarding Officer attends the Oxfordshire Safeguarding Children Board (OSCB) Specialist Course.

Implementing procedures for identifying and reporting suspected cases of abuse.

Establishing a safe and nurturing environment where children/young people feel safe and happy.

The policies laid out in this policy are in accordance with Children's Act 1989, Children's Act 2004 and the guidance "Working Together to Safeguard Children 2013".

RECOGNISING ABUSE AND NEGLECT

Abuse may occur in different forms. Abuse can be split into these main categories:

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's

developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It is vital to take action that is needed to safeguard the child/children. The decision should be discussed with the Safeguarding Officer and Director before any action is taken.

Definition of harm – for staff and volunteers:

'Harm' means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

Domestic violence is very damaging to a child's emotional development; where a child is living with domestic violence, schools should consider making a referral to Social Care if the child shows any indicators of significant harm.

Based on the findings of the Victoria Climbié case, it is important to remember that often, only when information held by a number of workers is put together, that a picture of child abuse emerges. In addition to this, whilst respecting cultural differences, the basic requirement that children are kept safe is universal and cuts across cultural boundaries.

Indicators of Abuse

Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child or vulnerable adult is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the young person or vulnerable adult describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person
- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adult's, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequents loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. **It is NOT the responsibility of those working for Ark T to decide that abuse is occurring. It IS their responsibility to act on any concerns.**

Promoting Good Practice

Introduction

To provide children and vulnerable adults with the best possible experience and opportunities everyone must operate within an accepted ethical framework e.g. Every Child Matters.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants within Ark T to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child or vulnerable adult, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

Good Practice

All personnel should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of foundation fun and enjoyable: promote fairness, confront and deal with bullying
- treat all young people equally and with respect and dignity
- always put the welfare of the young person first.
- maintain a safe and appropriate distance. (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child)
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.
- Involve parents/cares wherever possible, e.g. where young people need to be supervised, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs
- request written parental consent if staff are required to transport young people in their cars
- gain written parental consent for any significant travel arrangements e.g. overnight stays
- ensure that if mixed gender participants are taken away, they should always be

accompanied by a male and female member of staff where possible.

- be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
- always give enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of the young person
- secure written parental consent for the project /club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- keep a written record of any injury that occurs, along with details of any treatment given

Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- unnecessarily spending excessive amounts of time alone with young people away from others
- taking young people alone in a car on journeys, however short taking young people to your home where they will be alone with you
- sharing a room with a young person
- engaging in rough, physical or sexually provocative games, including horseplay
- allow or engage in inappropriate touching of any form
- allowing young people to use inappropriate language unchallenged
- making sexually suggestive comments to a young person, even in fun
- reducing a young person to tears as a form of control
- allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature that the young person can do for themselves
- When a case arises where it is impractical/impossible to avoid certain situation e.g. transporting a young person on your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the Senior Designated Person and make a written note of it. Parents should also be informed of the incident.

PREVENT

The Counter Terrorism and Security Act received Royal Assent in February 2015 and will be reviewed regularly.

Prevent Duty:

Prevent is part of the Government's counter-terrorism strategy CONTEST which aims to stop people becoming terrorists or supporting terrorism.

Channel Panel:

Is the Panel safeguarding those vulnerable to extremism. Channel is about safeguarding individuals at risk and it is voluntary. It is about early intervention to protect and divert people away from extremism and radicalisation. Channel provides a multi-agency approach to protect people at risk of being drawn into extremism.

POLICY PROCEDURES

We recognise that staff/volunteers who work regularly with children/young people are best placed to notice changes in behaviour and/or physical injuries. We will therefore:

Report any unusual / inappropriate behaviour to the Safeguarding Officer.

Ensure that children and young people know they can approach any of the adults in our club if they are worried about something and that they will receive a consistent, supportive response.

Never assume that others are monitoring a child or young person. Others may have doubts but you could be the only person taking action.

If in any doubt about what action to take, employees must seek advice from the named Safeguarding Officer.

We will also:

Ensure we have a designated lead staff member for safeguarding (Safeguarding Officer).

In our organisation that person is Emmy O'Shaughnessy emmy@ark-t.org

Tel: 07770520908

Ensure that our Safeguarding Officer receives Specialist Safeguarding training, refreshed every two years, (to book training courses please contact the OSCB Training Team on 01865 810501 or book online: <http://learning.oscb.org.uk/online-booking-courses>)

Ensure that all staff/volunteers receive basic Safeguarding training every three years.

Ensure that all staff/volunteers have read this safeguarding policy and know who the

Safeguarding Officer is in case they need to pass on concerns.

Keep accurate written records of concerns for a child/young person, even in cases where a referral is not appropriate immediately.

Ensure that all staff/volunteers are recruited safely and have had the appropriate checks, (e.g. DBS) which are re-checked every two years. Online safer recruitment training is available at: www.cwdcouncil.org.uk

All new staff and volunteers are supervised until references have been verified and DBS checks received.

Ensure that all staff/volunteers are aware that they must refer any allegations against a member of staff/volunteer to the club Safeguarding Officer who will then report to the Local Authority Designated Officer (LADO) on 01865 815232.

Ensure that this policy is reviewed annually and is in line with county procedures.

Action to Ensure Security

Immediate action may be necessary at any stage when involved with families and young people.

IN EVERY CASE IT IS OF PARAMOUNT IMPORTANCE TO TAKE WHATEVER ACTIONS ARE NEEDED TO ENSURE THE SAFETY OF THE CHILD OR YOUNG PERSON INVOLVED

i.e. i If emergency medical attention is required, then either phone the emergency services or take young person to the nearest Accident and Emergency department
ii If a child is in immediate danger the police should be contacted, as they alone have the power to remove a child immediately if protection is necessary.

Recruitment

All staff/volunteers should complete an application form supplying the following information:

Personal details

Names of two independent referees

Previous experience

Any criminal convictions

Competencies and areas of interest

Signature and date

If abuse is suspected:

Observations, conversations or concerns will be recorded, signed and dated.

The matter must not be investigated or discussed with anyone other than the Safeguarding Officer or Club Leader.

The Safeguarding Officer will assess the information and within **48 hours** contact Oxfordshire Youth and/or the appropriate local statutory services, if necessary.

If abuse is reported/alleged

The child/young person will be listened to and encouraged to speak without interruption, comment or judgement.

Where possible, clarify what the child/young person means when using certain terms – do

not take it for granted that their understanding of a term is the same as yours or of a legal definition.

It will be explained to the young person that in terms of the club's Confidentiality Policy, information may need to be shared in certain circumstances.

Do not use leading questions. Think T.E.D. instead – Tell me... Explain that... Describe that....

If the child/young person does not want to say anything further they do not have to.

The matter must not be investigated or discussed with anyone outside of the Ark T Centre.

A written account of the report or allegation will be made, signed and dated and the information passed to the line manager who will pass it on to the Safeguarding Officer. The Chairperson of the Management Committee/Safeguarding Officer will assess the information and within **48 hours** contact OXFORDSHIRE YOUTH and/or the appropriate local statutory services, if necessary.

If the matter is regarded as critical it should be referred immediately and directly to the Safeguarding Assessment Team at Oxfordshire County Council (details below) by the Safeguarding Officer, Management Committee Chair or Youth Club Leader if neither of the other two can be reached.

Protecting staff/volunteers

The Management Committee recognises the importance of protecting its leaders from possible allegations of abuse and recommends the following guidelines:

Staff and Volunteers should not:

Be alone with young people

Lock and unlock premises without another adult present

Transport young people in a car/minibus or other vehicle without another adult present

Take young people to their homes

Make inappropriate contact with young people, i.e. develop relationships outside the club setting, including via personal social media websites such as Facebook

Leave young people unattended

Leave young people in the presence of adults who are not suitably trained

Leave young people in the presence of adults not known to leaders

Leave young people in the presence of adults who have not had relevant DBS checks

Show favouritism to young people within the club

Allegations about Staff/Volunteers

If any allegation is made or suspicions emerge regarding any member of staff/volunteer of the club, this should be reported to the line manager who will contact the Safeguarding Officer who will contact the Local Authority Designated Officer (LADO) at Oxfordshire County Council on 01865 810603 within 24 hours.

If an allegation concerns either the Safeguarding Officer the report should be made to the Chairperson.

If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

A detailed factual record of the allegation and action taken to be written

Information will be passed to the Chairperson who may contact OXFORDSHIRE YOUTH Consideration will be given to the suspension of the person involved, taking account of the risks to other young people and the member of staff/volunteer concerned

If the allegation involves another participant (young person/young volunteer), contact will be made with the young person's parent/guardian to advise them of the process.

Relevant external bodies will be advised.

Photography

Since young people may be photographed while participating in Ark T projects, events and activities, written permission from parents/guardians will be obtained which will also allow photographic material to be used in the public domain.

Written permission from a parent or person with legal parental responsibility must be given for a child to do the following:

- Use of social media at Ark T Centre, to keep people safe online. Consent will be required from next of kin if under 16**
- Be photographed or filmed if under 16**
- Take part in a project / activity (if under 16, unless living away from home in foster / institution care or with other legal guardian). This is to ensure that the Ark T Centre are safeguarding our participants whilst enabling them to prepare for independence in adulthood.**

Confidentiality

ï Under no circumstances will any staff or volunteer keep confidential any information that raises concerns about the safety and welfare of a child or young person.

ï This statement relating to confidentiality must be made known to all who access any provision of The Ark T Centre.

ï All staff and volunteers must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people.

ï All staff must be aware that they cannot promise a child that they will keep secrets.

ALL STAFF and Volunteers and Venue Hirers have a responsibility for action in cases of suspected child abuse. The following procedure should be followed if you have concerns about the safety of a child/young person or if a disclosure is made.

OSCB Guidance:

If a child/young person asks to speak to you about a problem, DO NOT promise confidentiality, but explain that it may be necessary to consult a senior colleague. Explain this as soon as possible to the child/young person.

RECEIVE – Stop and listen if someone wants to tell you about suspicions of abuse. Listen

quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief and take what is said seriously.

REASSURE – Stay calm and give reassurance to the child/young person. Explain to the child/young person that they have done the right thing by telling you and that what has happened is not their fault.

REACT – Establish the facts of what has happened but do not ask leading questions. Keep questioning open, e.g. 'Is there anything else you want to say?' or 'Can you tell me more about that?' Do not criticise the perpetrator. Explain to the child what you will do next, e.g. you will need to pass this information to your Safeguarding Officer.

RECORD – If possible, make brief notes about what the child/young person is telling you as they are speaking. If this is not appropriate, write down what was said, as soon as the child has left. Record the date, time, place, your name and role and what was said, (rather than your interpretation of it). Use the child's/young person's language wherever possible.

Note - In most cases it is more appropriate to listen and record immediately afterwards.

REPORT – Report the incident to your Safeguarding Officer as soon as possible and do not tell any other adults or children/young people about it. Ensure that the lead person has your notes of what was said so that they can keep them in a safe place.

Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

Ark T expects its members and staff to discuss any concerns they may have about the welfare of a child or vulnerable adult **immediately with the Senior Designated Person** and subsequently to check that appropriate action has been taken.

If a safeguarding suspicion or disclosure occurs, report to the Ark T's Safeguarding Officer:

Emmy O'Shaughnessy (name of person)

Safeguarding Officer - Contact number: 07770520908 (phone number)

Management Chairperson:

Andrew Gant (name of person)

Chair - Contact number: 07545 122560 (phone number)

If you cannot contact your Safeguarding Officer or Management Committee Chair, please call Oxfordshire's Multi-Agency Safeguarding Hub (MASH) for guidance as soon as possible. You can also make a no-name consultation with MASH.

MASH - 0845 0507666.

If the Senior Designated Person is not available you should take responsibility and seek advice from the following services

For Children contact: Children's Social Care Team

Access to Information and Services Team (in office hours): 0845 050

7666 Emergency Duty Team (outside office hours): 0800 833 408 Banbury

Assessment Team: 01865 816670 Oxford Assessment Team: 01865

323048 Abingdon Assessment Team: 01865 897983

For Vulnerable adults contact: Oxfordshire Social & Community Services

by ringing 0845 050 666, or you can email socialandhealthcare@oxfordshire.gov.uk

If you need urgent help or a crime has been committed you should contact the police

if it is an emergency you should call 999 or 112

Otherwise you should call the Thames Valley Police Public Enquiry Centre on 101

Where there is a complaint against an employee or volunteer, there may be three types of investigation.

Criminal in which case the police are immediately involved

Child protection in which case the social care team (and possibly) the police will be involved

Disciplinary or misconduct in which case Ark T will be involved

As mentioned previously in this document, Ark T staff and volunteers are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with the appropriate professional agencies.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern

Any suspicion that a child or vulnerable adult has been abused by an employee or a volunteer should be reported to the Ark T Senior Designated Person who will take appropriate steps to ensure the safety of the child or vulnerable adult in question and any other individuals who may be at risk. Any Suspicions regarding the senior designated person should be reported immediately to the appropriate agency. Please see the above section for up to date contact details.

Allegations of abuse can be made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to the appropriate services. This is because other children or vulnerable adults may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children or vulnerable adults is automatically excluded from working with children; **Safeguarding Vulnerable Groups Act (SVGA) 2006** and ISA Registration & VBS.

Concerns outside the immediate Environment (e.g. a parent or carer)

Report your concerns to the Senior Designated Person

If the Senior Designated Person is not available, the person being told or discovering the abuse should contact their local social care team or the police immediately

The social care team and the senior designated officer will decide how to inform the parents/carers

Maintain confidentiality on a need to know basis

4.6 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 Senior Designated Officer

The parents of the child

The person making the allegation

Social Care Team/police

The alleged abuser (and parents if the alleged abuser is a child)

Seek advice from the social care team on who should approach the alleged abuser.

4.7 Internal Inquiries and Suspension

Ark T Senior Nominated Person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social care team inquiries in line with the **Safeguarding Vulnerable Groups Act (SVGA) 2006** and ISA Registration & VBS.

Irrespective of the findings of the social care team or police inquiries the Ark T 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; especially where there is insufficient evidence to uphold any action by the police. In such cases the Ark T Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of children and vulnerable adults will remain of paramount importance throughout.

Recruiting and Selecting Personnel with Children and Vulnerable Adults

Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children or vulnerable adults. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children and vulnerable adults the following steps will be taken by Ark T

Controlling Access to Children and Vulnerable Adults

All staff and volunteers will complete an application form. The application form will elicit information about the applicants past and a **self-disclosure** about any criminal record. Consent will be obtained from the applicant to seek information from the Criminal Records Bureau.

Two confidential references, including one regarding previous work with children or vulnerable adults will be obtained. These references **MUST** be taken up and confirmed through telephone contact and to check identity.

Evidence of identity and the right to work in this country must be checked this evidence must be photo ID (passport or driving licence with photo).

Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers will receive formal or informal induction during which:

A check will be made that the application form has been completed in full, including sections on **criminal records and self-disclosures**

Their **qualifications** will be substantiated

The job requirements and responsibilities will be clarified

They will sign up to the organisation's Code of Ethics and Conduct

Safeguarding Procedures will be explained and training needs identified.

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 what is deemed good practice, and to ensure their practice is likely to protect them from false allegations

Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse

Respond to concerns expressed by a child or vulnerable adult

Work safely and effectively with children and vulnerable adults

Ark T requires:

All staff and volunteers who have access to children to undergo a DBS check

All employees, volunteers, to undertake relevant safeguarding training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection

All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person or vulnerable adult.

Declaration

On behalf of Ark T we, the undersigned, will oversee the implementation of the Safeguarding Policy and Training and take all necessary steps to ensure it is adhered to.

Name:

Date:

Witnessed by:

Date of next review 3rd November 2017

Ark T' Behaviour Code

For staff and volunteers working with children and young people

Purpose

This behaviour code outlines the conduct expected of staff and volunteers from Ark T, who engage with children and young people through Ark T and its activities.

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

Staff and volunteers expecting to have contact with children or young people as part of their work with Ark T should read and sign the behaviour code, and keep a copy for reference, during their employment/volunteering with Ark T.

For the purposes of this code, a 'child' or 'young person' is anyone under the age of 18, or

someone over this age who is a pupil or student at a secondary school.

Upholding this code of behaviour

All members of staff and volunteers are expected to report any breaches of this code to a Ark T Child Protection Officer under Ark T child protection procedures.

Staff and volunteers who breach this code of behaviour may be subject to Ark T's disciplinary procedures.

Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

The role of staff and volunteers

When working with children and young people for Ark T all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times.

The following guidelines are not intended to be comprehensive. One important role of this behaviour code is to protect you and the organisation from the risk of allegations being made against you, and the subsequent risk to the reputation of Ark T this would represent. It's important that you view these guidelines in that context

It should be emphasised that Ark T staff and volunteers only ever work with groups of children and young people, through organisations that these children already attend (eg a school or youth organisation). We work as guests of the host organisation, and we are never in sole charge of children or young people. The responsibility for children and young people with whom we work remains at all times with the host organisation.

When working with children and young people, it is important to:

- follow Ark T' child protection procedures and behaviour code;
- listen to and respect children at all times;
- avoid favouritism;
- treat children and young people fairly and without prejudice or discrimination;
- value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible;
- ensure any contact with children and young people is only in relation to Ark T activities which specifically involve children and young people. 'Contact' in this case refers to physical contact, contact through electronic media, or any other communication. 'Appropriate contact' is contact which does not expose you or Ark T to any reputational risk, and which has been agreed in advance with the host organisation.
- ensure your language is appropriate and not offensive or discriminatory;
- ensure any sessions you lead have been planned; and that where appropriate, a session plan and risk assessment guidance have been provided to and agreed by the host organisation (see appendices 3 and 4);
- ensure all Ark T equipment used in sessions you lead is used safely and for its intended purpose. You may wish to make reference to specific items in your risk assessment (see appendix 4)
- provide examples of good conduct you wish children and young people to follow;
- dress appropriately for the setting and the activity;
- challenge unacceptable behaviour (including inappropriate language) and report all

- allegations/suspicious of abuse;
- ensure that there is always more than one adult (including at least one member of school staff) present when you work with children or young people.
- respect a child/young person's right to personal privacy;
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- recognise that sensitivity is required when you are discussing particular issues (eg obesity, crime and anti-social behaviour, bullying) with children or young people.

You must not:

- patronise or treat children and young people as if they are silly;
- allow allegations to go unreported;
- develop inappropriate relationships such as contact with children and young people outside group activities, unless this contact is overseen by a member of school staff (e.g. email to students' **school** email addresses, to remind them, agreed to in advance and cc'ed to teacher)
- attempt to 'befriend' children or young people. Instead, maintain professional boundaries at all times. For example, don't talk about the party you went to at the weekend, or your own behaviour as a young person.
- conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of Ark T represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances;
- give children and young people your personal contact details;
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people;
- act in a way that could be perceived as threatening or intrusive;
- make unnecessary physical contact with children or young people. See appendix 2
- make inappropriate promises to children and young people, particularly in relation to confidentiality;
- jump to conclusions about others without checking facts;
- either exaggerate or trivialise child abuse issues;
- rely on your reputation or that of Ark T to protect you.

I agree to uphold the behaviour code for working with children and young people at all times, while working/volunteering for Ark T.

Signed

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Date/...../.....