LEAN safeguarding policy

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Safeguarding Policy

Policy Statement

This policy applies to all permanent and temporary staff (paid or unpaid), board members, volunteers, freelancers or anyone working on behalf of LEAN.

This policy aims to provide guidance for staff, volunteers and trustees to ensure all children or young people have appropriate safety and protection where:

- LEAN staff are directly involved in the delivery of a LEAN project
- LEAN staff recruit or broker relationships between an artist, arts facilitator, organisation or another 3rd party.

LEAN believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare and well-being of all children and young people and to keep them safe. We are committed to practise in a way that protects them and the provision of a caring environment in which children and young people feel safe, secure, valued and respected.

Legal Framework

LEAN has a duty of care to safeguard all children and young people involved in LEAN activities. This policy is primarily guided by the following guidance:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children (December 2023)
- Keeping Children Safe in Education (September 2024)

The Board of Trustees has overall responsibility for safeguarding. The Director of LEAN or a member of the Board is the first person to be contacted regarding any concerns or allegations.

This policy should be read alongside the LEAN Safeguarding Reporting Procedures document.

This policy is monitored, reviewed, approved and endorsed by the Board of Trustees every year or when legislation changes.

NOTE: The LEAN Safeguarding Policy is primarily concerned with children and young people as that is the main focus of our organisational activities. However, it also encompasses adults at risk as we acknowledge that in the course of our work we may need to consider the welfare of adults at risk.

LEAN recognise that:

- The welfare of the CYP and adults at risk is paramount
- All children, young people and adults at risk without exception have the right to be protected from harm and exploitation whatever their race, religion, first language or ethnicity, gender or sexuality, age, health or disability, political or immigration status.
- Working in partnership with CYP, their parents, carers and other agencies is essential in promoting the welfare of CYP/adults at risk.

LEAN seek to safeguard children, young people and other vulnerable adults by:

- Ensuring all concerns and allegations of poor practice abuse will be taken seriously by staff, volunteers and trustees, and responded to swiftly and appropriately
- Ensuring all LEAN staff (paid and unpaid) are clear on how to respond appropriately
- Committing to ensuring all staff that fit the criteria for regulated activity are DBS checked
- Avoidance of lone working

- Having a dedicated safeguarding officer and a nominated Board member for safeguarding issues. Both of whom should have a DBS plus current experience of safeguarding and working with young people.
- Reviewing procedures every year.
- Risk assessing all projects and working with our partner organisations to ensure appropriate systems are in place
- Taking reasonable steps to protect CYP/ adults at risk, from harm, discrimination and degrading treatment and respect their rights, wishes and feelings

Equality Statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs (SEN) or disabilities or health conditions (see section 10)
- Are young carers.
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality.
- Have English as an additional language.
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence.
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation.
- Are asylum seekers.
- Are at risk due to either their own or a family member's mental health needs.
- Are looked after or previously looked after (see section 12).
- Are missing from education.
- Whose parent/carer has expressed an intention to remove them from school to be home educated.
- Are LGBTQ+

Disclosures and Reporting Concerns

If a member of staff, board member, volunteer or freelance artist is confided in by a child/young person, or if they have suspicions or concerns about abuse of a young person, they should carefully follow the reporting procedures which can be found in LEAN's Safeguarding Reporting Procedures guidelines which details how to report safeguarding concerns and issues.

Should a staff member, board member, volunteer, or arts leader working with or on behalf of LEAN receive a caution, or be the subject of an investigation between DBS checks, this must be reported to LEAN as soon as possible. LEAN will then assess the situation to ascertain whether there is any immediate concern of danger to children or staff/vulnerable adults and follow the procedures laid out in LEAN's Safeguarding Reporting Procedures guidelines.

Recruitment Policy

All staff who may have direct contact with children, young people and or vulnerable adults will undergo a DBS check. Staff whose job description changes to include direct contact with children, young people and or vulnerable adults will undergo a DBS check before they undertake those duties. New staff, no matter their role, will be asked to provide a valid or current DBS certificate or be prepared to undergo a DBS check.

Use of video and photography

Permission will be sought before any photography or video is taken of children, young people and vulnerable adults from their parent / carer. The use to which the images will made will be clearly stated.
It is the responsibility of others supplying images to LEAN to ensure permission for their use has been obtained. However, LEAN will always require the organisation to confirm in writing that they have received that permission. LEAN will make careful decisions about the type of images which are then used to represent our work and assess the risk of the potential of using inappropriate images and video footage.

Communication of Safeguarding Policy

All permanent and temporary staff, board members, volunteers and freelancers employed by LEAN will receive a copy of this policy and the code of acceptable behaviour and good practice. They will be required to sign that they have read and will abide by the policy and code.

Education and training

All permanent and temporary staff, board members, volunteers and freelancers employed by LEAN who have direct contact with children, young people and vulnerable adults will have their responsibilities under the policy and code of practice explained to them. The training needs of individuals covered by this policy will be regularly reviewed.

Implementation and monitoring

This policy and the Safeguarding Reporting Procedures will be reviewed every year by the LEAN Manager and the Board of LEAN. It is the responsibility of the Manager and board of LEAN to stay abreast of changes in legislation pertaining to child protection.

LEAN Safeguarding Reporting Procedures

Abuse, neglect, and exploitation are all forms of maltreatment that can severely impact a child's well-being. Abuse involves actively causing harm, such as hitting a child, while neglect refers to failing to protect a child from harm, such as leaving a small child home alone or placing dangerous objects like knives or matches within reach of an unattended toddler. Exploitation, another serious form of maltreatment, involves taking advantage of a child for personal gain, which can include forcing them into labour, engaging them in illegal activities, or subjecting them to sexual abuse. Each of these forms of maltreatment can have devastating effects on a child's physical, emotional, and psychological health.
Types of abuse:

- **Neglect**: failure to provide basic care to meet the Young Persons physical needs, such as not providing adequate food, clothing or shelter; failure to protect the Young Person from harm or ensure access to medical care and treatment
- **Physical abuse**: causing physical harm or injury to a Young Person.
- **Sexual abuse:** involving Young People in sexual activity, or forcing them to witness sexual activity, which includes involving Young People in looking at or the production of pornography.
- **Emotional abuse:** failure to provide love and warmth that affects the Young People's emotional development; psychological ill treatment of a child through bullying, intimidation or threats.
- **Exploitation:** child exploitation encompasses various forms of abuse and maltreatment, including sexual exploitation, forced labour, trafficking, and the use of children in illicit activities such as drug trafficking (County Lines). It also involves the manipulation or coercion of children into performing activities that are harmful to their physical, mental, or emotional development.
- **Bullying:** while bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying is thought to result in up to 12 child suicides each year.
- **Child on Child Abuse:** child on child abuse can take many forms including physical (including hitting, kicking, shaking, biting, hair pulling etc.), sexual (e.g. inappropriate touching) and emotional abuse (including bullying & cyberbullying). Department for Education (DfE). *Keeping Children Safe in Education,* makes it clear that abuse is abuse and should never be tolerated or passed off as 'banter' or part of 'growing up. The Equality Act 2010 replaced previous anti-discrimination laws with a single Act.

Disclosure Reporting Procedure

It is possible that a child or young person may confide in you, regardless of your role. This is something you should be prepared for and must handle carefully. A disclosure may often be presented as a secret, as the person may be concerned about the repercussions of having confided in someone. However, you must be honest with the young person and tell them you are not able to keep this confidential and will need to be passed on for their safety. A disclosure can take place verbally or non-verbally.

LEAN will take all allegations of abuse seriously and will respond with urgency. Allegations will be responded to in line with LEAN's complaints and disciplinary procedures.

What to do if a young person makes a disclosure to you

- **Remain calm** and in control but don't delay acting
- **Listen carefully** – allow the person to tell you at their own pace and try not to interrupt
- **Question only for clarification** and ensure they are open and non-leading
- **Reassure the person** – tell them they were right to tell someone
- **Don't promise to keep the disclosure a secret** – make it clear you will only tell the people who need to know and will be able to help as soon as you can
- **Tell them what you will do next** – acknowledge how difficult it was to say something and explain what you will be doing next in order to keep them safe
- **Safety of the young people is paramount** – it they need urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware this is a child protection issue

- **Make a written report of what was said** using LEAN's template form– using the same language as accurately as possible as soon as possible after the disclosure
- **Pass on this information to your safeguarding officer** (LEAN manager) – who will ensure follow up with relevant partner organisations or authorities (Lewisham Safeguarding Children Board)
- **Remember that the information you hear may be shocking** or distressing – it is important not to respond by showing horror, distaste or anger but remain calm and sympathetic throughout

Lewisham Safeguarding Children's Partnership details:

If you think a child is being abused or neglected please contact the Lewisham Council Multi Agency Safeguarding Hub (MASH). You can contact the MASH during office hours.

Tel: 020 8314 6660

Lewisham Safeguarding Children Partnership - LSCP (safeguardinglewisham.org.uk)

The out of office hours (5pm-8am weekdays, weekends and Bank Holidays) is: 020 8314 6000 and ask for the emergency duty team.

If you think a child or young person is at IMMEDIATE risk, you should treat this as an emergency and call 999 to report your concerns to the Police.

Suspicions of abuse

If you see or suspect abuse of a child, young person or adult at risk you should make the person with legal responsibility for the child or young person (e.g. the teacher, youth or care worker) aware of the problem and your concerns.

If you suspect that the person with legal responsibility (i.e. the teacher, youth or care worker) is actually the source of the problem, you should make your concerns known to another member of staff employed at the site, or if this is not possible you should contact the LEAN Manager.

Make a note of what you witnessed as well as your response and make your line manager (or other relevant person, such as the project organiser) aware of the situation, in case there is follow-up in which you are involved. Pass this information onto the LEAN Manager.

Where we receive information about other organisations that suggests practice which puts children or vulnerable adult participants at risk we will: Assess the information to the same standard we would apply to our own activity and where necessary inform the police or the Duty Social Worker of the appropriate Local Authority. In the interest of best safeguarding practice, if appropriate and safe to do so, we will inform the safeguarding team of the other organisation, this may be a sensitive matter and will need the approval of the person who disclosed that information.

If you suspect a child is being abused or neglected then it is important to tell someone. You don't have to be absolutely certain about whether a child is being abused; if you have a feeling that something's not right, speak to the Lewisham children's social care team.

How to spot the signs of child abuse and neglect

Look for changes in:

- **Appearance** – such as frequent unexplained injuries, consistently poor hygiene, matted hair, unexplained gifts, or a parent regularly collecting children from school when drunk

- **Behaviour** – such as demanding or aggressive behaviour, frequent lateness or absence from school, avoiding their own family, misusing drugs or alcohol or being constantly tired
- **Communication** – such as sexual or aggressive language, self-harming, becoming secretive and reluctant to share information or being overly obedient.

Accidents and injuries

If a child, young person or vulnerable adult is injured during your workshop or activity or while involved in a project you have organised, you must make a record of the injury in the accident book. This record must be counter-signed by the person with responsibility for the individual. The accident book should to be kept for 21 years. If a child, young person or vulnerable adult arrives at your project with an obvious physical injury you need to make a record of this in the accident book. This record should be counter-signed by the person with responsibility for the individual. This record can be useful if a formal allegation is made later. It will also be a record that the individual did not sustain the injury whilst at your project. The accident book should be kept for 21 years.

Rights and confidentiality

If a complaint or allegation is made against a member of staff he or she will be made aware of his or her rights under both employment law and internal disciplinary procedures of LEAN. This is the responsibility of the officer responsible for personnel in the organisation (the Secretary). No matter LEAN feels about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Any possible criminal investigation could be compromised through inappropriate information being released. In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

LEAN Good Practice Guidance When Working with Children and Young People

All LEAN Staff should demonstrate exemplary behaviour in order to safeguarding all young people taking part in LEAN projects. The following are examples of how to create a positive and safe culture.

Good practice means:

- Treating all children and young people equally, and with respect and dignity.
- Always ensuring that someone from the school/educational establishment, youth organisation or care setting is present and therefore meeting their responsibility for ensuring the safety of those in the setting
- Monitoring risks throughout the project – you should always complete a risk assessment for each project.
- Maintaining a safe and appropriate distance from participants
- Only touching participants when it is absolutely necessary in relation to the particular arts activity
- Seeking agreement of participants prior to any physical contact (should the activities deem this necessary, e.g. dance projects etc.)
- Making sure disabled participants are informed of and comfortable with any necessary physical contact
- Always putting the welfare of each participant first, before achieving goals
- Building balanced relationships based on mutual trust which empowers children/young people/vulnerable adults to share in the decision-making process
- Giving enthusiastic and constructive feedback rather than negative criticism
- Making the arts fun, enjoyable and promoting equality
- Being an excellent role model for dealings with other people
- Recognising that children or young people with disabilities may be even more vulnerable to abuse than other children or young people

Good practice in professional development means:

- Keeping up-to-date with health and safety in artistic practice
- Being informed about legislation and policies for protection of children, young people and vulnerable adults
- Undertaking relevant development and training

Creating a safe environment

LEAN activities can take place in a variety of settings as we work with a variety of different partners. Where possible, follow these guidelines to make our spaces as safe as possible for young people:

- make sure rehearsal or teaching rooms are open, accessible and well lit
- provide separate changing areas for children of each gender and for adults
- follow health and safety legislation and guidance
- ensure the activity is suitable for children to be involved in and risk assess with partners if necessary
- make sure any physical contact is appropriate, justifiable, agreed by the child and approached sensitively
- ask for children's opinions and encourage them to speak out about anything that's worrying them.

Adult to child ratios

We recommend adhering to the NSPCC guidelines of having at least 2 adults present when working with or supervising children and young people. These are the following adult to child ratios as the minimum numbers to help keep children safe:

0 - 2 years	1 adult to 3 children
2 - 3 years	1 adult to 4 children
4 - 8 years	1 adult to 6 children
9 - 12 years	1 adult to 8 children
13 - 18 years	1 adult to 10 children

LEAN Safeguarding / Disclosure Form

Confidential information is contained in this document. Without prior permission you may not distribute, print or copy this document or disclose its contents to anyone.

Please note that the details of the disclosure **MUST** be passed to

Sharon Trotter (LEAD Designated Officer for Lewisham Education Arts Network).
Contact details:
Address: Lewisham Education Arts Network
The Albany, Douglas Way
London SE8 4AG
sharon@leanarts.org.uk; Tel: 07985 968061

Name Report writer:	Date of report:
Date of incident:	Time of incident:
Name of Young Person:	
Age of Young Person:	Date of Birth*:
Address of Young Person*:	
Telephone number*:	
Emergency contact* (e.g. parent / carer name)	
*please leave blank if the report writer does not have access to personal data	
Details of incident/ allegation (Please do not interpret what is seen or heard; simply record the facts. Record the Young Persons words verbatim – if appropriate).	
Designated Safeguarding Contact informed	Yes No
Details of project or activity that was in progress?	
Any other relevant details (e.g. other witnesses or organisations present, professional observations,)	
Signature of writer**:**	Date:

Section 2: For designated staff use only

Action Taken	Yes	No	By Whom	Date	Outcome
Discussed with Young Person					
Checked Young Person file					
Contacted parents/guardian *(if appropriate)*					
Referred to Safeguarding and Social Care *Please provide detail in outcome box*					
Other Action Taken (Please specify)					

Important Safeguarding Contacts

Lewisham Safeguarding Children's Partnership
If you think a child is being abused or neglected contact the Lewisham Council Multi Agency Safeguarding Hub (MASH).

Tel: 020 8314 6660

Lewisham Safeguarding Children's Partnership
Third Floor
Laurence House
1 Catford Road
SE6 4RU

Tel: 020 8314 3396

Email:safeguardingpartnership@lewisham.gov.uk
http://www.safeguardinglewisham.org.uk/lscb

NSPCC
0808 800 5000

Childline
0800 1111 (24 hour helpline), 0800 884444 (The Line)

If you think a child or young person is at IMMEDIATE risk, you should treat this as an emergency and call 999 to report your concerns to the Police.

LEAN Safeguarding Policy – Staff Declaration of Understanding

LEAN has a duty of care to safeguard all children and young people involved in LEAN activities. We are required to ensure that all staff have an understanding of and a commitment to the safeguarding and wellbeing of the children in our care.

All staff, board members, volunteers, freelancers or anyone working on behalf of LEAN must read the following documentation:

- LEAN Safeguarding Policy
- LEAN Safeguarding Reporting Procedures
- LEAN Safeguarding Good Practice Guidelines

Staff Declaration

I _____have read and understood the above documents

Role _____

Signed _____

Date _____

Please return this signed document to the LEAN Manager