



Starlight Arts UK Charity

Starlight Arts is a Charitable Incorporated Organisation (CIO) with the following trustees:

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Starlight Arts registered address is: 84 Lincoln Gardens, Scunthorpe, North Lincs, DN16 2ED

Registered CIO number 1201332

SAFEGUARDING CHILDREN POLICY

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1.0 INTRODUCTION

Starlight arts provide high-quality care and support each session. We create happy places that are safe, friendly and supportive, so that we can be trusted to be doing the best for each member.

Purpose: This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us. This includes online and in person.

As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers to guide our approach to child protection and safeguarding. It is the responsibility of the manager to ensure that volunteers are aware of and understand this policy and support a multi-agency approach to all safeguarding arrangements within the service. The Responsible Individual carries the lead responsibility for ensuring safeguarding arrangements are complied with at both a local service and local authority level.

2.0 RATIONALE

All members are protected from abuse, or the risk of abuse, and their human rights are respected and upheld.

3.0 GUIDELINES

3.1 Risks to children

Most children grow up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children and vulnerable adults need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

3.2 Definitions of Abuse (Working Together 2018)

Abuse is the harming of another individual, usually by someone who is in a position of power, trust or authority over that individual. The harm may be physical, psychological or emotional, or it may be directed at exploiting the vulnerability of the victim in more subtle ways (e.g., through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of financial resources). The threat or use of punishment is also a form of abuse. In many cases, it is a criminal offence. Abuse might be intentional or could be the result of unintentional actions.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation 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

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victims needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

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. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);

- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3.3 People Who Might Abuse

Abuse can happen anywhere and can be carried out by anyone, for example:

- Informal carers, family, friends, neighbours.
- Paid staff, volunteers, other service users.
- Strangers.

3.4 Recognising risks

- 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 the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else—a child or adult, expresses concern about the welfare of another child
- Unexplained changes in behaviour—e.g., becoming very quiet, withdrawn, or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engages in sexually explicit behaviour in games
- Is distrustful of adults, particularly those with whom a close relationship will normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

We recognise that the above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working or volunteering for Starlight Arts to decide that abuse is occurring, but it is their responsibility to act on any concerns.

3.5 Identifying and reporting concerns

- Starlight Arts will take very seriously any allegation of impropriety on the part of any member. A member of Starlight Arts who discovers anything amiss should immediately report it to the named safeguarding officer (see the list on page 1) or the trustees.
- Any and all concerns raised must be accurately recorded. Write down exactly what the child has said in their own words. Write down the conversation held, where it was held, when and what was happening beforehand. Alternatively write down what you have observed, details of any witnesses, location, and your specific concern if you believe that a child has been abused or neglected. Record dates and times of the events and when the record was made.
- The trustees will review the allegation and the likely risk and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of Starlight Arts.

If a person does not feel comfortable raising a safeguarding concern with either the named safeguarding officer or any of the other Charity Trustees, the following organisations can be contacted:

NSPCC help@nspcc.org.uk, 0808 800 5000

Mencap: helpline@mencap.org.uk, 0808 808 1111

Immediate concerns of a child or vulnerable person in immediate danger MUST be reported to the Police: 999

NORTH LINCOLNSHIRE COUNCIL CONTACT INFORMATION:

Children's Services

01724 296500 (9am to 5pm Monday to Thursday, 9am to 4.30pm Friday)

08081 689667 (free phone)

01724 296555 (out of office hours and at weekends)

Local Authority Designated Officer (LADO) – 01724 298293

Police

101 – Police non-emergency

999 – Police emergency

3.6 Good Practice

Recruitment

- All volunteers will have a full and satisfactory DBS certificate renewed every 3 years, unless on the update service.
- Check references thoroughly including appropriate Disclosure.
- All volunteers have a duty to declare any existing or subsequent convictions.
- Throughout the recruitment process individual candidates are assessed with regards to their suitability to work with children at risk.

3.7 Training

- The Manager will offer all staff safeguarding training.
- It is the manager's responsibility to clarify with the worker their roles and responsibilities regarding their relationships with children with whom they will be in contact.
- Regular supervision for staff will monitor the work and offer the opportunity to raise any issues or concerns.
- Training will be refreshed on a frequent basis.

3.8 Whistleblowing

Volunteers are supported to report concerns without worrying about consequences, as they are made aware of their rights under the current Public Interest Disclosure legislation.

It may be very hard to report a concern but as with all other difficulties people will come across, the safety and protection of a child at risk must be the priority in any decision that is made.

People can refer concerns to:

Any of the contacts in section 3.5, Identifying and reporting concerns, above

Starlight Arts is committed to ensuring that all individuals have the ability to raise genuine concerns in good faith without fear of victimisation, subsequent discrimination or disadvantage, even if they turn out to be mistaken.

3.9 Support for the child at Risk

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To be provided with appropriate help and support to report abuse, including being made aware of, and supported to access, external sources of support
- To receive fair and respectful treatment throughout
- To be confident that their care, treatment and support will not be compromised if they raise issues of abuse
- To be involved as much as possible with consideration with current legislation.
- To receive information about the outcome with consideration to the current legislation.

The Mental Capacity Act does not apply to children under the age of 16.

3.10 Support for those who Report Abuse

Anyone making a complaint or allegation or expressing concern, whether they are staff, service users, carers or members of the general public, should be reassured that:

- They will be taken seriously
- Their comments will be treated confidentially.
- Action will be taken to minimise the risk of reprisals or intimidation
- They will be given support and afforded protection if necessary.

3.11 Record Keeping

- There should be a written record of any concerns. This confidential information will be kept secure and in line with current Data Protection Regulations.

All incidents should be reported according to local safeguarding procedures.

Maintenance of records

- Retention
 - For concerns raised and acted upon, a record should be kept until the child is 25 years old.
 - For concerns not acted upon, a record should be kept for 6 years after the child has ceased association with the organisation.
 - For concerns regarding staff or volunteers (even if they are no longer associated with the organisation) they should be kept on their personal file until retirement age 67 years old or for 10 years whichever is longer.
- Storage
 - Documents are stored in a locked cabinet which is only accessible by Laura Bassenger and all electronic documents are password protected on a password protected laptop.
- Destruction
 - Any confidential waste is shredded, also ensuring that the shredder does not leave any identifiable information remaining in the paper and that no one would be able to be identified by the leftovers. This shredding is then recycled.
 - Any digital records are deleted from the laptop, with no automatic back up system. The recycle bin is checked to make sure it has been deleted from the recycle bin and any copies of the documents sent in emails are also deleted.

4.0 UNIVERSALITY OF PROTECTION

We recognise that:

the welfare of the child is paramount

everyone regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.

- some children or young adults are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

5.0 SAFEGUARDING CHILDREN AT EVENTS/ACTIVITIES

There are four kinds of events/activities:

1. Those open to adults and children of all ages,
2. Those for children accompanied by a ' parents and/or guardians, carers or other agencies',
3. Those for unaccompanied children, which are sometimes run alongside other events/activities.

4. Those which are held virtually/online.

At events and activities open to all ages:

- Children under 16 must be accompanied throughout by an adult of 18 or over who not only brings the child but also takes the child home again afterwards.
- In some situations, young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents and/or guardians. This won't apply to any persons considered vulnerable.

At events and activities for children accompanied by a 'parents and/or guardians, or carer':

- children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards.
- If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them.
- In some situations, young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents and/or guardians. This won't apply to any persons considered vulnerable.

Starlight Arts will not have any events where children can be left unattended.

5.1 Online/Virtual risks

- Starlight Arts accepts there is an element of risk when holding online community groups, chats or events.
- Pages will be moderated to identify inappropriateness/bullying or harmful interactions and will be dealt with by the moderator.
- All aspects of this policy are relevant to online interactions.

6.0 POLICY ON THE PREVENTION OF BULLYING

We will not tolerate bullying either by adults or children. If any incident of child-on-child bullying should arise at an event, those involved will be separated immediately and the parents and/or guardians, or carer of the children involved will be asked to deal with the matter. The Team will review all incidents of child-on-child bullying and assess the likely future risk. If appropriate, the Team will consider removing a child from future events, but only in full accordance with the rules and procedures of Starlight Arts. Allegations of adults bullying children will be dealt with swiftly and relevant authorities will be notified where appropriate.

7.0 MANAGING BEHAVIOUR, DISCIPLINE AND ACCEPTABLE RESTRAINT

Adults supervising children at Starlight Arts events must never use any form of corporal punishment.

- If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.
- Unacceptable behaviour at events will generally be stopped by separating the children from each other and from the group. Those involved will be suitably supervised and will be returned as soon as possible to the care of their parents.

- Starlight Arts may apply a further disciplinary sanction, e.g., banning of the child for a time appropriate to the behaviour. Any such sanction would be determined and applied by the trustees.
- A parent and/or guardian, or carer who is aggrieved by any sanctions may appeal to Starlight Arts who will hear the views of all relevant persons. The decision of Starlight Arts is then final. Any such appeals should be made to, and will be determined by, the trustees.

8.0 PHOTOGRAPHING CHILDREN AND E-SAFEGUARDING

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact Starlight Arts immediately.

E safeguarding and acceptable use policy for electronic equipment

- All tablets accessible within the building are password protected and have limited apps and features available on them with passwords to be able to download any other apps etc. WIFI access is password protected and only available on Starlight Arts devices. No laptops or computers are used within the building.
- Social media accounts are managed by two persons and content is filtered, with any users following the social media pages blocked who do not conform to the social media platforms rules and regulations.

9.0 PREVENT DUTY (2015)

There is due regard to prevent people being drawn into terrorism (The Counter Terrorism and Security Act). We must be alert to any reason for concern raised at any Starlight Arts events or online platforms, including awareness of the expression of extremist views. Free online training can be accessed here:

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

10.0 LEGAL FRAMEWORK

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)

