



# Policy Document

---

# Safeguarding

---

**Southern Knights Performing Arts**  
**Brighton & Hove, East Sussex**

**Registered Charity Number: 294202**

Southern Knights Performing Arts  
3 Eridge Road  
Hove  
East Sussex  
BN3 7QD  
Tel: 01273 880821  
Email: [enquiries@southernknights.org.uk](mailto:enquiries@southernknights.org.uk)

**Issue 2: 1<sup>st</sup> June 2018**  
**Next review: 1<sup>st</sup> June 2020**

# Southern Knights Performing Arts - Safeguarding Policy

## **Safeguarding Mission Statement**

**Southern Knights Performing Arts are committed to creating and maintaining the safest possible environment for children, young people and venerable adults**

We do this by:

- Recognising that any child / young person under the age of 18 years / venerable adult is entitled to the protection afforded by the contents of this document.
- Acknowledging that the welfare of the child / young person / venerable adult is paramount.
- Recognising that all children / young people / venerable adults, whatever their age, culture, disability, gender, racial origin, sexual orientation, language, or religious belief, have the right to protection from physical, mental, sexual or emotional abuse.
- Ensuring that our volunteers and staff are carefully selected and that they accept responsibility for helping to prevent the abuse of children / young people / venerable adults in their care.
- Ensuring all volunteers and staff with access to the children / young people / venerable adults in our care have had a clear DBS check plus, if possible, we have been able to obtain independent References as to their suitability.
- Responding swiftly and appropriately to all suspicions or allegations of abuse, and providing parents and children / young people / venerable adults with the opportunity to voice any concerns they may have. Any suspicions or allegations of abuse will not be ignored.
- Appointing a Child Protection Officer who will take specific responsibility for child protection matters and who will act as the main point of contact for children / young people, parents and outside agencies.
- Ensuring access to confidential information is restricted to the Child Protection Officer or the appropriate external authorities.
- Reviewing annually the effectiveness of our Child Protection Policy and this document.

**Our Child Protection Officer is:**

**Alan Thompson**

**Chairman of Charity Trustees**

**Tel: 07774 453385**

# Southern Knights Performing Arts - Safeguarding Policy

## Legislation

There is a considerable body of legislation designed to ensure that children and young people are protected and it is important to understand that everyone is responsible for the safety of children and young people.

The main acts include: -

- The Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989 and 2004
- The Protection of Children Act 1999
- Working Together to Safeguard Children 2015 (*updated 16<sup>th</sup> February 2017*)
- Every Child Matters 2004
- No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse 2000
- The Human Rights Act 1998
- UN Convention for the Rights of a Child (1989)

**The welfare of the child is paramount and all reasonable steps must be taken to prevent them from harm.**

## Guidelines for Safeguarding Children’s Welfare

Please read the following guidelines carefully – they will help you to understand child abuse.

### Forms of child abuse

### What to look for

#### **Sexual abuse**

Both boys and girls can be sexually abused in the following ways: -

- full sexual intercourse, masturbation, oral sex and fondling
- showing children pornographic books and videos
- asking children to take part in making videos or taking pornographic photographs.

- pain, itching, bruising or bleeding in the genital area
- stomach pains
- discomfort when walking
- unexplained sources of money
- inappropriate drawings, language or behaviour
- aggressive, withdrawn behaviour or fear of one person.

#### **Physical abuse**

Physical abuse can be in the form of injuries sustained through hitting, shaking, squeezing, biting, or burning.

*In certain situations, abuse may occur when the nature and intensity of training exceeds that capacity of the child’s body.*

- unexplained or untreated injuries
- injuries on unlikely parts of the body
- cigarette burns, bite or belt marks, scalds
- fear of parents being contacted, going home or receiving medical advice
- flinching when touched
- refusal to discuss injury
- covering arms and legs.

#### **Neglect**

Where adults: -

- fail to meet a child's basic physical needs e.g. for food, warmth and clothing
- constantly leaves children alone or unsupervised
- fails or refuses to give children love, affection or attention.

- poor personal hygiene
- constantly hungry
- inappropriate clothing or dress
- constantly tired
- lonely, no friends
- underweight
- no parental support or interest
- dishevelled appearance.

*Neglect might also occur during organised activities if young people are placed in an unsafe environment, are exposed to extreme weather conditions, or where they are at risk of being injured.*



#### **Emotional abuse**

This form of abuse includes: -

- persistent lack of love or affection
- frequently shouting at children
- taunting children
- over protection which can lead to poor social skills.

- over-reaction to mistakes
- sudden speech disorders
- extremes of emotions
- self-mutilation.

*Emotional abuse may include situations where parents, instructors or organisers subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.*



**PLEASE NOTE THESE PARTICULAR REFERENCES WHICH CAN APPLY TO OUR OWN ACTIVITY**

### **What to do if the child or young person tells about abuse**

- Most importantly, you should listen attentively and let him/her know it was right to tell someone about their worries.
- Stay calm and make sure that the child feels safe and knows that he/she is not to blame for what has happened.
- Explain that you will have to tell someone else about the abuse if it is to stop.
- Try to establish the basic facts but leave detailed questioning to the professionals.
- Make a note of what the child said and the date and time of your conversation.
- Don't act without seeking help from the Child Protection Officer, or from Social Services or the Police, who must be informed about all suspected cases of child abuse.
- Seek advice before telling parents or carers about the conversation or let any person suspected of abuse know what's happened - you could be putting the child in greater jeopardy by doing so.
- Don't worry that you may be making things worse by reporting your concerns - few things are worse than allowing child abuse to continue. Many children are devastated by the experience of abuse and, in the most severe cases, may be seriously harmed.

**Refer to the Southern Knights Performing Arts Whistleblowing Policy for additional guidance**

# Southern Knights Performing Arts - Safeguarding Policy

## **Responding to signs of abuse**

It is not the responsibility of everyone working with children to decide if child abuse is taking place. It is, however, their responsibility to act on any concerns and to safeguard children in order to allow the appropriate agencies to take any necessary action.

Social Services and the Police have a legal responsibility to safeguard the welfare of a child and have a duty to investigate any potential case of child abuse.

When concerns about the safety of a child arise the following action should be taken:

If a volunteer has concerns that a child is being abuse they must report their concerns to the Child Protection Officer.

The Child Protection Officer will decide whether to involve Social Services. If the signs are insufficient to warrant reporting the incident a note should be made in an incident book held by the person in charge; recording date, times, nature of injury or behaviour and child's explanation of what had happened. The notes should be based on fact only and should not refer to child abuse.

It is the responsibility of the Child Protection Officer to inform Social Services. In their absence, the volunteer who was first concerned should contact Social Services. If the Child Protection Officer decides not report the incident but the volunteer continues to be seriously concerned they may decide to contact Social Services in their own right.

Out of office hours it may be difficult to contact Social Services, in these circumstances where it is necessary to avoid delay contact the Police.

Parents are the most important people in a child's life and should be involved in decisions relating to their child. Where Social Services are to be involved, decide with them how parents or carers are to be informed.

If a volunteer or staff member of Southern Knights Performing Arts is accused or suspected of initiating any form of abuse then steps will be taken to withdraw/suspend that person from all activities of the Charity until an investigation can and has taken place.

**All concerns regarding child abuse should be treated as a priority and acted upon immediately.**

# Southern Knights Performing Arts - Safeguarding Policy

## **Recording information**

The Child Protection Officer should maintain a confidential record book in which staff or volunteers can log details of any incidents and circumstances that have caused them concern. It is important that all concerns should be recorded whether Social Services are to be involved or not.

The following information should be recorded: -

Name and address of child

Age and date of birth

Name and address of adults involved if known

Date and time of alleged incident

Nature of injury or behaviour

If the child arrived with an injury, child's explanation of what happened in their own words

Adult's explanation of what happened

Date and time of the record

Any questions that were asked

Signature of person recording the incident

# Southern Knights Performing Arts - Safeguarding Policy

## **Local Professional Contacts List**

The Sussex Police unit with responsibility for child protection is contactable via -

**Email:** 101@sussex.pnn.police.uk

**Telephone:** From within the UK call **101** (calls cost a flat rate of 15p per call)

**Local call:** You can also dial **01273 470 101**

Brighton & Hove Social Services Child Protection team provide a single of contact service, called Front Door For Families, and they can provide general advice and support including:

- 1) Help for families - Tell them if you are worried about a child or a young person, and get help for your family or someone else's family
- 2) Support for young people - Find services and groups that offer help and support for teenagers and young adults
- 3) Advice for professionals - Get information, make a referral or contact Front Door for Families, can be contacted via:

Front Door For Families  
Whitehawk Community Hub  
179A Whitehawk Road  
Brighton BN2 5FL  
Telephone (01273) 290400  
Email: FrontDoorForFamilies@brighton-hove.gcsx.gov.uk

**Our Child Protection Officer is:**  
**Alan Thompson**  
**Chairman of Charity Trustees**  
**Tel: 07774 453385**

## **Volunteer and Staff Support Sheet**

### **The child safety code for staff and volunteers**

#### **Do:**

Treat all young people with respect and take notice of their reactions to your tone of voice and manner.

Always seek the parents and child's consent if he/she is very young or disabled and needs help to go to the toilet.

Remember that it is okay to touch children in a way which is not intrusive or disturbing or threatening.

Make sure that any allegations or suspicions are recorded and acted upon.

#### **Do not:**

Engage in rough physical games including horseplay.

Touch a child in an intrusive or sexual manner.

Make sexually suggestive comments to a child, even as a joke.

Do things of a personal nature that a child can do for themselves, such as a going to the toilet or changing clothes.

#### **Try to avoid:**

Spending too much time alone with the child.

Giving a child a lift in your car.

Taking a child to your home.

**If some of these situations are unavoidable, try to get parental permission first. If this isn't possible make sure you let the parents know what happened as soon as you can.**

**Remember : The welfare of the child is paramount and all reasonable steps must be taken to prevent them from harm.**

**Are you concerned about a child?**

**> NSPCC 0808 800 5000 text 88858**

# Southern Knights Performing Arts - Safeguarding Policy

## Volunteers and Staff Declaration

I understand the nature of my role and responsibilities at:

### **Southern Knight Performing Arts**

I confirm that I have received a copy of the club's child protection policy including the "*Volunteers and Staff Support Sheet*" and the "*Guidelines For Safeguarding Children's Welfare*" and am committed to the child protection policy of this organisation.

I have read and understood the "*Guidelines For Safeguarding Children's Welfare*" and I accept my responsibility to care for the children and young people with whom I come into contact. I can confirm that there is no reason why I should not have unsupervised access or otherwise to children or young people whilst working within the organisation.

I have declared all my previous convictions (subject to the Rehabilitation of Offenders Act 1974) to the organisation. There are no criminal convictions, civil findings, or injunctions relevant to this declaration, and I am willing for a criminal conviction check to be carried out. I understand that failure to disclose, or purposely withhold such information will lead to my instant dismissal from the organisation and in some circumstances may lead to criminal prosecution being taken against me.

Signature

---

Name (print)

---

Date

---