



Kids on the Green Safeguarding policy (Children and Young People)

Introduction & Policy aims

Kids on the Green ('KOTG') works with children and young people through a variety of programmes and projects.

KOTG believes that safeguarding and protecting children and young people from harm should underpin all of our work to ensure they have positive experiences, not only when engaging with our services but in their daily activities.

For the purpose of this policy, a child is defined as a person under the age of 18 and also any person aged 18, 19 or 20 who has been in care (since the age of 16) or who has a learning disability (The Children Act 2004 and the SEND Code of Practice 2014 – where young people with an EHC Plan are covered under the Children's Act until they are 25yrs of age).

KOTG is required to fulfil its legal duty under Section 11 of the Children Act 2004 and fulfil statutory responsibilities set out in Working Together to Safeguard Children (HM Government 2006) and its latest updated version in 2018.

Therefore, safeguarding and promoting the welfare of children and young people must be an integral part of the services offered within KOTG.

This Policy applies to all staff and volunteers of the Company.

The aims of the Policy are to set out the responsibilities of KOTG and everyone to whom the Policy applies to safeguard and promote the welfare of children and young people. Whilst the Policy aims to be as comprehensive as possible, staff and volunteers should complete risk assessments for all events involving children and young people in order to identify and manage any potential risks.

What is Safeguarding?

Within KOTG, safeguarding is protecting children and young people from abuse, neglect and any form of harm. Thereby, protecting their health, welfare and human rights.

Safeguarding means children and young people are safe from adults and other children who might pose a risk. The following people are those responsible for overseeing our child protection practices, knowledge, awareness and referrals.

KOTG Safeguarding Lead Staff

The Company's appointed Safeguarding Consultant is: Leearna Oliffe – Board member and external private and safeguarding advisor – contact details: tel.no: 07968-237919; email: safeguarding@kidsonthegreen.com

The Designated Safeguarding Lead (DSL) at KOTG is: Andrew Ioannou – Managing Director at KOTG - contact details; tel.no: 07985-394591; email: andrew@kidsonthegreen.com

The Deputy Safeguarding Lead (DDSL) at KOTG is: Louis Levin – Senior youth worker/ Mentor / Pastoral Advisor – contact details: tel.no: 0203-581-9132; email: louis@kidsonthegreen.com

Nb./ The details of the above safeguarding lead officers is posted on our safeguarding notice board for all users and parents to see, to be transparent and inform of those who can be approached in any arising safeguarding matters or concerns, including for Whistle Blowing.

These persons will be available to all staff and volunteers to speak to when they have any concerns, issues, or complaints regarding the safety, well-being or conduct of volunteers or staff.

The Safeguarding team will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, keep confidentiality, adhere to and promote this Policy within the Company, and support or provide access to support for individuals suffering harm or abuse.

Who should be safeguarded at KOTG

Children and young people (as defined above).

What is Safeguarding for a child? -

- protecting them from abuse, maltreatment or exploitation
- preventing harm to their health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes in life
- ensuring the needs of the child or young person are of paramount importance

Commitment to safeguarding

KOTG is committed to working in the best interests of children and young people, to promote their welfare, and to put in place safeguards and measures to protect them. Staff and volunteers should treat all young people in a professional and respectful manner, and with transparency.

We will endeavour at all times to minimise risk to any children and young people and to ensure that they are as safe as we can make them.

KOTG aims to protect children and young people from any act or behaviour of any member of staff or volunteer which, whether deliberately or unknowingly on the part of that member of staff or volunteer, gives rise to harm or ill treatment.

Such harm or ill treatment includes abuse (physical, psychological, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect, or impairment of their health or development.

KOTG recognises that it has a duty to act on reports or suspicions of abuse or neglect. It adopts a “zero-tolerance” policy of abuse within the Company.

We will create an environment where volunteers and staff feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities.

All volunteers and staff are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism, or Female Genital Mutilation (FGM).

Responsibility for safeguarding must be shared, with all relevant agencies and individuals accepting responsibility and working effectively together, professionally and ethically. KOTG will therefore work in partnership with local/national agencies, such as social services, the police and the NSPCC to put in

place appropriate procedures for reporting, making referrals, and accessing training and specialist support, as and when required.

Legislative framework

Children Act 2004

- The legislative basis for the reform of children's services following the death of Victoria Climbié and the subsequent recommendations of the Laming enquiry and the Green Paper, Every Child Matters. A duty is placed on the local authorities to promote cooperation between agencies to improve children's wellbeing. The PCT as a key agency has a duty to safeguard and promote the welfare of children and to participate on the Local Safeguarding Children Board (LSCB) The Act gave provision for a national data base containing basic information about all children to enable better information sharing – Contact Point (however as of 6 August 2010 Contact Point is no longer in operation)

Children Act 1989

- Placed a duty on Local Authorities to promote and safeguard the welfare of children in need in their area. The primary focus of legislation about children in need is on how well they are progressing and whether their development will be impaired without the provision of services (section 17 of the Act). The Local Authority carry the lead responsibility for ensuring that services provided are appropriate but does not require the LA themselves to be the provider of such services. Under section 47 of the Act the PCT and other agencies must assist the Local Authority in its enquiries as to whether or not a child is at risk of significant harm. Revisions to the 1989 Act made provision in respect of private fostering which must be reported to the Local Authority.

Safer recruitment

The Company will seek to recruit staff and volunteers using appropriate procedures, safeguards and checks. The company will carefully plan the recruitment process and timeline.

These processes include;

- interviews with a minimum 2 persons present, where 1 person at least will be at senior management level, with possibly a Trustee board member and where possible/viable, a young person/attendee, or a parent. Questions will be pre-determined and always include a safeguarding and health and safety concern issue. Scores will be given for each response and responses and score sheets kept as evidence of 'equality of opportunity' and 'fair practice'.
- In certain circumstances, a prior volunteer may be offered a direct professional position within the company, but the interview process should still be followed and all other safer recruitment checks carried out.
- KOTG carry out thorough pre-appointment checks of applicants and will take up at least two references for all staff posts and volunteer roles prior to appointment. These checks include – obtaining an enhanced DBS; checking rights to work in the UK; checking of official ID and residency; collecting a minimum 2 references – preferably from prior employers, including the

last employer – where a position is offered to a college/university leaver, then 1 reference should be from a lead tutor and the other from someone of repute in the community – ie. Religious leader/gp/ex teacher etc.

- The Company will provide an induction programme for all new volunteers and staff, and appropriate training and ongoing/refresher training for them at regular intervals, to enable all volunteers and staff to undertake their roles safely, effectively and confidently. The induction will make it clear to them that they have an obligation to implement this Policy and to learn about protection issues and their related responsibilities. All staff have to familiarise themselves with our policies and procedures and regular checking of safeguarding awareness is covered via supervisions and on the spot questioning, as well as in-person professional safeguarding and child protection external training. The induction process will also include health and safety and risk assessing procedures, such as fire practice, signing in and out registers, food handling/hygiene, etc.
- All new appointees will receive mentoring support and monthly ‘mini-supervisions’ during their 3 month probation period, for non-management positions, and 6 months for management positions. Probations can be extended if progress is evident but not reached within the set probation time periods. Failure to meet KOTG standards, after regular supervisions and ‘official warnings’, can result in full contracts not being drawn up and the person being let go from the company as a result.
- On commencement of position, even during the probation period, the employee should be provided a contract, which they sign and is witnessed by their mentor/or manager, along with a full job role description, which must also state the need to be familiar with KOTG policies and procedures and their obligations to keeping children safe.
- As stated, KOTG will use the Disclosure & Barring Service (“DBS”) checks to assess suitability of a candidate for a particular volunteer or staff role which is treated by the DBS as Regulated Activity and is therefore subject to a barring list check. As we work directly with vulnerable young people, it is necessary that almost all of the positions offered within the company require an Enhanced DBS to be obtained. The Company will assess any criminal record information that is disclosed in line with its data protection and equalities policies. New appointee’s need to complete a disclosure form for any prior offences that might jeopardise them gaining a position within KOTG. Staff are also required to inform of any new information that might jeopardise continued employment/volunteering within the company, where it is deemed the offence might put our users at potential risk.

The Company will regularly review its recruitment and other human resources procedures in response to changes in legislation and systems external to the Company, e.g. DBS and barring list checks.

Volunteers

All volunteer roles will be supported by a Volunteer Co-ordinator /Supporter.

Volunteers will be treated equally alongside paid staff, and all volunteers will be offered the same opportunities for advancement, responsibility, training and gaining qualifications, and acknowledgement for their contribution to the Company.

In turn, volunteers will be required to adhere to the applicable parts of the Code of Conduct (Staff and Volunteers) at all times as a representative of the Company. Before they take up their role, they will each be given a clear description of the requirements and responsibilities of their role and the member of staff recruiting them will discuss their role with them, to ensure that they understand what is expected of them.

Any volunteer roles, which would be Regulated Activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

All volunteers will adhere to this policy and be made aware of the importance of safeguarding.

No new member of staff or volunteer will be left alone with children or young people at any point. For probationary staff, once they have successfully completed this period and been given a permanent contract, only then can they become part of the official ratio in regards to being in charge of groups of users at the centre. Volunteers must always be supervised or have a professional with them, or in the seen vicinity, when working with KOTG users.

Awareness of harm and abuse within the Company

Awareness of physical and behavioural changes in any children or young people is vital and should not be ignored.

All incidents of harm to any child will require an appropriate response to reduce risks and improve the KOTG's services.

Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g. grooming, bullying via the internet, or radicalisation).

Deliberate acts of harm and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any staff member or volunteer, the police and the Local Authority Designated Officer (LADO) will be informed immediately.

Allegations against members of staff (Whistle Blowing)

KOTG'S procedures are as follows:

If a staff member, or a young person user, or volunteer, or external professional working with KOTG, raises any concern about another professional, or volunteer, working with any of our users at KOTG, it is our legal duty to follow national safeguarding protocols, including;

- collecting the statement and recording, dating and putting in times, from any witness/ess coming forwards
- Asking the staff member/volunteer/external professional who the allegation is against, to meet with the DSL immediately – this meeting will inform of the fact that an allegation has been received against them – will suspend them from duty (dependent on the seriousness of the allegation – as if a minor incident, a warning might be issued only and a 1-2-1 person assigned to monitor their activity and interactions with the users, until such time as the investigation into the allegation is completed internally) until such time as the allegation is investigated by the LADO.
- The RBKC named LADO details are: Aqualma Daniel - Safer Organisations Manager & Local Authority Designated Officer (LADO) Kensington and Chelsea and Westminster -Tel : 07870 481712 - Email Aqualma.Daniel@rbkc.gov.uk
- The LADO online referral form can be accessed via: <https://www.rbkc.gov.uk/lscp/sites/default/files/atoms/files/LADO%20referral%20form.pdf>
- If the DSL requires advice as to whether the allegation warrants a LADO referral or not, then RBKC offers the following advisory service contacts: phone - 020 7361 2120 and ask to speak to the Duty Child Protection Adviser – or, Email kclado.enquiries@rbkc.gov.uk
- If the LADO find the allegation to be warranted and the person to have placed a child's welfare, mental health, well-being, or physical health at risk, then the LADO may well pass the information to the police.

- It is then up to the police to decide whether to prosecute the individual or not. If found guilty of an offence in the workplace, the individual will most likely end on the barred list and their DBS will be nullified, meaning they cannot work with children or vulnerable people in any capacity again.
- Throughout an ongoing serious allegation investigation, the person is not permitted on-site or to work with KOTG and if it is known that the person works with other vulnerable groups, the DSL must inform the LADO at the time of reporting, to ensure that all children and young people are kept safe from harm.
- The DSL must inform the parent/carers of any child/Yps who might have been subjected to any form of abuse by a staff member/volunteer, or professional on-site, that there has been an allegation made – however, they cannot, due to GDPR, inform the parent/carer who the staff member is, but can reassure them that the person concerned and the incident is being dealt with professionally and all official agencies have been informed and the staff member suspended until investigations are completed.

The most common allegations are of bullying, preferencing, grooming and sexual exploitation.

Under no circumstances should the recipient of the disclosure approach the staff member or volunteer who is the subject of the allegation.

IN THE CASE THAT THE ALLEGATION IS MADE AGAINST THE CENTRE MANAGER, THE DSL OR DEPUTY DSL then;

- Contact KOTG's Safeguarding consultant and advisor, as registered on the Companies House CIC official site – **Leearna Oliffe** – on **07968237919**, or via email at: leeoliffe@hotmail.com, as a matter of urgency.
- Leearna will then become the person responsible for carrying out the same procedures that the DSL would carry out, as indicated above.
- In the event that Leearna is unavailable, then the **Founder / Director of KOTG, Zoe LeVack**, should be contacted, as a matter of urgency, primarily at KOTG on: **0203 581 9132**, or if not onsite at the time of contacting, on: 07904808347. She can also be contacted via **email at: zoe@kidsonthe green.com**

It is imperative that any serious concerns are reported IMMEDIATELY! Delays will only further endanger the children/young people/staff member or volunteer, who has been 'potentially' subjected to unwarranted attention/behaviour/bullying or other form of abuse.

How to identify possible abuse or neglect in our child/YP users

In every case, for every one of our child/young person users of our services, it is imperative that everyone needs to be aware of the possible warning signs, of any types of abuse - some of which are listed below, although this is not an exhaustive list and further categories and identifiers can be found via the NSPCC site at: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>.

The presence of any of the tell-tale signs listed below does not necessarily prove abuse, but it should alert your staff and volunteers to the possibility. In summary though, things to look out for include elements of the following 3 factors, in most cases of abuse/neglect

1. Changes of appearance
2. Changes of behaviour
3. Changes in academic progression/attendance/engagement

It is also important to remember that signs and symptoms could also present as opposite to the expected norm too – e.g. Neglect – withdrawal, could also become overly attention seeking – due to not getting attention at home, or Sexual Abuse – wearing baggy clothing to hide the body and reduce sexual attraction from predators’, could also become, wearing sexually overt clothing and seeking sexual advances.

Neglect:

this is where a child’s basic physical and psychological needs are not met, which is likely to result in serious impairment to their health or development e.g.:

- Frequently absent from school
- Ill- fitting clothing and shoes
- Clothes consistently dirty or smelly
- Being hungry
- Hands are cold, red or swollen
- Unkempt appearance and poor hygiene
- Lacking necessary medical and dental care

Physical and Domestic

- No explanation for injuries
- Malnutrition
- Frequent injuries
- Injuries that are not consistent with the person’s lifestyle
- Changed or subdued behaviour in the presence of certain people
- Burns, bruises or cuts
- Loss of large amount of hair
- Munchausen’s syndrome by proxy – now known as Fabricated Illness

Psychological and Emotional

- Low self-esteem
- Inability to sleep
- Lack of appetite
- Weight loss
- Quieter than normal in company of certain people
- Signs of depression
- Withdrawal
- Aggression

Sexual

- Bruising on the thigh, upper arm or neck
- Bloody or stained clothing
- Unusual difficulty in sitting or walking
- Pain or swelling in the genital area
- Sexually transmitted diseases
- Unusual behaviour towards a certain person
- Poor concentration
- Sleep disturbances
- Inappropriate sexual awareness
- Evidence of exploitation in the form of unusual, expensive gifts, mobile phones, money

Bullying

- Physical (e.g. hitting, kicking and theft)
- Verbal (e.g. name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures)
- Emotional (e.g. tormenting, ridiculing, humiliating and ignoring)
- Sexual (e.g. unwanted physical contact or abusive comments)
- Online abuse and harassment, through mobile phones and social media platforms

Indicators of bullying & abuse:

- Behaviour changes such as reduced concentration, becoming withdrawn, depressed,
- emotionally unstable, reluctance to go to school
- Disengagement with activities that were once exciting/fulfilling or friendships
- Physical indicators including headaches, stomach aches, trouble sleeping, bedwetting,
- Bruising, damaged or dirty/unkept clothes and bingeing, for example on food, cigarettes or alcohol
- loss of appetite

Modern Slavery

- Malnourished appearance
- Lack of personal properties
- Bruises and cuts
- Low self-esteem
- Unwanted pregnancies
- Fear
- Symptoms of emotional abuse

Radicalisation

- Isolating themselves from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger, general changes of mood and behaviour
- Increased secretiveness, especially around internet use
- Changes of friends and mode of dress
- Use of inappropriate language
- Possession of violent extremist literature
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others

Financial – only relevant in possible cases of our young people aged over 18yrs

- Missing money or personal possession
- Unexplained deductions in accounts

- Unusual interest in the properties of a vulnerable person
- Recent changes in the title of the property
- Uncooperative actions by the manager of vulnerable persons property/funds
- A disparity between the vulnerable persons resources and their financial resources

It is important to remember that the above are not exhaustive lists and that each child/young person is an individual with unique circumstances. It is, however, vitally important to be aware and alert to signs that might indicate that not all is well with the child or young person. There should never be a delay in making a referral if there is a genuine belief that the child or young person is at risk of significant harm.

Confidentiality and consent

All reports and logs (including personnel records) will be kept securely, in locked cabinets, where only the 2 main Directors of the company hold the keys, and confidentially according to the Company's Data Protection Policy will be maintained, until or unless it is necessary to share this material with the official agencies named above, i.e. MASH, Social Services and the Police. Information will be shared by the Company on a "need-to-know" basis only.

Regards sharing of information related to disclosures, this will be judged on the 'at serious risk of harm' basis, where the child/Yps well-being and safety is paramount to informing parental carers that might place the child/Yps at greater risk. However, as is legal guidance under the London Safeguarding Procedures, parents would be informed by the investigating officials from social services, that investigations will be made, to all agencies involved with the family, from schools, nurseries, youth clubs, GP's, health visitors, referral agencies etc. The parent can decline but if safeguarding children from significant harm is the paramount reason for these investigations to be made, then it is appropriate to count informing the parent/carer as consent to act.

On other occasions, it may be necessary to disclose certain information to other agencies, about the children/Yps attending KOTG. When this is the case, when sharing information, we consider the principles set out below to support the safeguarding of children and young people:

- Necessary and appropriate – Consider how much information to release by not sharing more data than necessary. The information must be proportionate to the need
- Relevant – Ensure the information is relevant and only shared with those who need it.
- Adequate – the information should be of the right quality to ensure it can be understood and **relied on**.
- Accurate – the information should be accurate and up to date and distinguish between fact and opinion.
- Timely – timelessness is key to reduce the risk missed opportunities to offer support and protection to a child
- Secure – any written information will be stored correctly and encrypted in line with our handling information policy
- Record - all information sharing decisions will be recorded and kept in line with our data retention guidelines

Further information can be found on the governments sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)

Reports of possible or actual harm

KOTG supports and encourages all volunteers and staff to promptly speak up and contact the Designated Safeguarding Lead where there is any concern (i.e. a worry about a child/YP, issue or doubt about a colleagues professional practice, or that of the particular service provision), or a disclosure (i.e. information about a child at risk of or suffering from significant harm) or an allegation of an incident or a possibility that a volunteer or staff member has caused harm or could cause harm to a child.

Staff or volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.

In the first instance the staff member or volunteer making a report should speak to the DSL, or deputy DSL if the DSL is not present on site. However, if the report implicates their DSL, the staff member or volunteer making the report should instead speak directly to Safeguarding Consultant. The report should include a written record of what was either disclosed, observed, noticed, and should be dated, and signed with the time of recording this written record. It should then also be countersigned by the DSL, with a date and time of countersigning, in order to comply with official reporting regulations.

Under normal procedures, for most abuse and neglect categories, as well as Whistle Blowing, it is then down to the DSL to make the decision as to whether to report the matter through officially to the MASH (Multi-agency Safeguarding Hub) team. However, there are 2 categories of abuse where it becomes the individual's responsibility primarily to refer on the 'abuse' matter directly to the police, via contacting 101 non-emergency police line. These 2 categories are; Radicalisation under the Prevent Duty 2014, or FGM. The staff/volunteer still needs to report the matters to their DSL though and complete the written records, the DSL will then decide whether to pass it onto the MASH team in addition to the Police who've been contacted directly by the staff/volunteer member identifying the matter.

Where disclosures or reporting of safeguarding matters witnessed at work do not protect the identity of the person referring to social services/police, as staff/volunteers cannot remain anonymous in a work environment, if referrals outside of employment are made by individuals who have identified private situations outside of the workplace, then anonymity can be respected – e.g. Domestic violence by a next-door neighbour.

KOTG also supports its staff/volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistle-blowing (disclosure in the public interest – see section above).

Where a child makes a disclosure, the following procedures should be followed;

- Find a quiet and calm place for the child/yp to feel comfortable to disclose – but this must be in sight of other staff members – and should not be completed by a volunteer on their own – the other staff member should be calmly alerted to why the adult is sitting aside with a child/yp
- The child/yp needs to be praised on being brave enough to come forward and speak and reassured that they have done the right thing and that the staff member is there to help stop 'whatever it is' that is having a negative impact on them, from happening any longer

- The staff member must avoid using any leading questions and must refrain from putting suggestions in the child's mouth
- The staff member must record information in the child/yp's words and not their own interpretation of those words
- Swear words will need to be asterixis to avoid the MASH referral form submitted online being rejected
- Information gathered must be gained via 'clarifying questioning' which includes the use of the following;
 - What – what happened?
 - When – what time of day/night?
 - Where – if indoors, in what room, if outdoors, where?
 - Who – who did the abuse and were there any other people present?
 - How – basic details of the abuse – what led up to it, and whether it has happened before or not, and if so, how many times before.
- Staff cannot promise not to tell anyone else but be honest and reaffirm the fact that the information will be shared with the DSL to make sure the abuse stops happening and to protect the child/yp
- A written record, using the KOTG recording form should be completed immediately after the disclosure, using the young person's words, with all of the clarifying questions and responses. It should be signed and dated, with the time by the person who received the disclosure. The DSL should then also sign, date and put the time of receiving the disclosure record form from the staff member.
- The DSL then needs to contact the MASH team for RBKC on: Kensington and Chelsea - socialservices@rbkc.gov.uk ; or email directly the disclosure to: Or email: SSSocialServiceLine@rbkc.gov.uk or tel: 020 7361 3013 to discuss and complete the online referral process

If in doubt of what action to take regards referrals: - **Reference should be made to the REPORTING CONCERN FLOWCHART or REFERRAL FLOWCHART FOR ACTUAL OR SUSPECTED ABUSE, both of which are attached to this Policy by way of Appendices.**

Responsibility of the Designated Safeguarding Lead

Where there is risk of Significant Harm to any child, the Safeguarding Officer has the power to act as necessary and, in particular, as follows:

- log all conversations regarding the issue writing down exactly the same words used
- sign and request signatures on reports and statements
- confidentially seek advice from expert sources
- share concerns (with consent where required and appropriate) internally with senior staff
- share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances
- make a referral to the DBS regarding staff or volunteers in Regulated Activity whose conduct is harmful to a child and refer them to DBS when they are removed from Regulated Activity.

Communication by KOTG about safeguarding and this Policy

All staff and volunteers have an obligation to learn about protection issues and their related responsibilities. All staff contracts will outline their major safeguarding and health and safety responsibilities. Induction processes will include opportunities for the new member of staff to familiarise themselves with the policies and procedures. Regular quarterly supervisions will check staff knowledge and understanding on a range of safeguarding matters. In addition, staff training will be provided at least every 2yrs in safeguarding, by our LSCB professionally trained private consultant, and 'refresher' internal courses will be held at least annually.

Data protection

KOTG has access to personal information about children and young people through our Children & Youth Services programmes. Children and young people have a right to access the personal information we hold about them.

KOTG abides by the principles of lawful processing of personal information contained in the he UK GDPR which are:

1. Lawfulness, fairness and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality (security)
7. Accountability

These principles lie at the heart of the KOTG'S approach to processing personal data. Further information can be accessed via our Data Protection Policy.

Local Safeguarding Children Partnership

Following the Children and Social Work Act 2017, the revised statutory guidance 'Working Together to Safeguard Children 2018' specifies that all local areas must publish the multi-agency arrangements for safeguarding children, to be led by the three Safeguarding Partner agencies.

These partners are: • The local authority • Clinical Commissioning group • The police

The purpose of these arrangements is to support and enable local organisations and agencies to work together in a system where:

- Children are safeguarded and their welfare promoted
- Partner organisations and agencies collaborate, share and co-own the vision for how to achieve improved outcomes for vulnerable children
- Organisations and agencies challenge appropriately and hold one another to account effectively
- There is early identification and analysis of new safeguarding issues and emerging threats
- Learning is promoted and embedded in a way that local services for children and families can become more reflective and implement changes to practice
- Information is shared effectively to facilitate more accurate and timely decision making for children and families

- The Safeguarding Partners have come together to form the Local Safeguarding Children Partnership, following consultation with the previous Local Safeguarding Children Board

Photography & filming

If KOTG wants to use photographs or films of children and young people in any external or internal materials, the following guidelines should be followed:

- Individuals must give consent using the KOTG Consent Form
- Consent must be given in order to use the person's real name attached the photograph or video.
- Consent of the individual must be sought for people over 18.
- If the individual is under 18 the consent must be sought from them as well as a parent, guardian or carer before taking and using photographs or video if the person is under 18.
- Photographs or video should never be taken of young people in one-to-one situations.
- With regard to young people under 18, consent will mean that the photography and/or video can be used for up to two years without confirmation of continued consent being sought.
- In exceptional cases, a child aged 16 or 17 may be able to give consent to partaking in photography or filming without seeking additional consent from a parent, carer or guardian.

In these circumstances it is vital that:

- The materials are only used for purposes relating to the activities undertaken by KOTG
- The child aged 16 or 17 is made fully aware of how and where the photos and/or video will be used and any future implications
- A framework based on Fraser Guidelines is used to assess the child's ability to make an informed decision about consenting to being photographed or filmed
- Where circumstances exist that would make it impossible for a child aged 16 or 17 to gain additional consent these must be assessed on a case by case basis by the KOTG Team before final authorisation for photography or filming of the child will be sought from the Chair. In these circumstances, the Kids on the Green Team and all those involved in the decision making should thoroughly assess whether it is in the best interest of the child to be photographed or filmed and whether or not the child is fully capable of making an informed decision
- The safety and best interests of the child should always underpin any decisions made about when it is appropriate to photograph or video a child aged 16-17.
- All consent must be given in writing using an appropriate consent form which must be signed by the participant and, if appropriate, a parent/carer/guardian.

Risk Assessing and staff ratios

As can be evidenced from these policies and procedures, we take the welfare of all our users, children/YPs, staff and other professionals and parent/carers extremely seriously. As such we have rigorous procedures in place to safeguard children and ensure the welfare and well-being of everyone.

Our entrance systems are via a buzzer entry system, where we have a full-time caretaker on duty at the reception entrance, who oversees people's entry and exit to the premises and gets everyone, both users, staff and visitors, to sign in and out as appropriate. He checks ID and is made aware of any 'expected' visitors.

Further safety measures on-site include:-

- Carrying out regular Health and Safety checklist sweeps prior to the start of each session
- Regular fire drill practices

- Regular checking of the fire alarm function
- Including safeguarding matters in the team meeting agendas
- A formal annual risk assessment being carried out, which is updated with any new risks as identified
- Staff knowing the signs and symptoms of abuse and neglect and keeping up-to-date with current legislation asking them to also be mindful of children/YPs at risk of radicalisation and girls at risk/or victims of FGM.
- Staff being confident in being able to officially report and record any incidents of abuse, neglect, FGM or signs of radicalisation, or any incidence of witnessing another member of staff acting inappropriately with the children, thereby using the 'whistle blowing' policy
- Signposting the fire evacuation procedure around the premises
- Keeping parent/carers and users of our services informed of any contagious illnesses and posting notices on doors in these incidents
- Using safer staff recruitment systems, including requiring an enhanced DBS check
- Encouraging the children/YPs they work with and are responsible for, to understand how to keep themselves safe and healthy
- Working within official adult to child ratios, which varies from our under 5s groups to our teenager and young people groups – ratios identified in the following section.
- No mobile phones or unauthorised cameras to be used on the group room floor or around children's/YPs areas
- Students and volunteers are not to be left alone, or be responsible for children/Yps without supervision, and should NEVER be allowed to take them children to the toilet
- Child/YP staff ratios maintained inside and outside
- Ensuring that parent/carers/visitors and staff are not permitted to let people into the premises unless they know them as staff or fellow parent/carers
- Staff being informed that there should always be a minimum 2 staff in an area where children and/or young people are present – to safeguard themselves and children

Staff to child/YP ratios

Whilst there are no official adult to child ratios in non-statutory educational or recreational environments, or specific guidelines on what is deemed 'best practice', the NSPCC (accessed via: <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>) has put together these general suggestions on what makes good practice to safeguard children and young people and keep them and adults working with them, safe.

They also recommend that no less than 2 staff should be on duty, to safeguard each other from unwarranted allegations but in general, despite there being

- 2 – 5 years – one adult to 8 children (this doesn't apply to KOTG as our only under 5s programme has been a 'stay and play' where parent/carers remain on site with their children, so are fully responsible for their safety whilst with us.
- 4 - 8 years - one adult to six children (on-site holiday programmes and local Primary school 'out of school hours' provision clubs – 1 to 6 children due to range of age abilities in this range)
- 9 - 12 years - one adult to eight children (on-site holiday programmes and local Primary School after school clubs)
- 13 - 18 years - one adult to ten children (on-site youth provision and holiday clubs)

Despite the above recommended ratios by the NSPCC, most of our work with our young people never exceeds a 1 to 8 ratio, there are always a minimum of 2 staff on duty, plus as the recording studios only allow space for a few young people at a time, the child/YP to staff ratio is even smaller.

Indeed, we pride ourselves on a targeted small group personalised delivery model, so prefer have a 'floating' staff team, in order to increase our reach, rather than limit delivery options by increasing child/YP to adult ratios.

As already stated, we complete a premises risk assessment each year, which is reviewed and added to as new risks, or changing equipment etc. requires additions to this document. In addition, when conducting off-site visits, or attending performance venues, we produce off-site specific, one-off risk assessments pertinent to these events.

All of our risk assessments identify and respond to the following headings:

1. Risk Identified
2. Level of Risk – low, medium or high
3. Who is at risk?
4. Mitigating circumstances – how to reduce the risk
5. Who is responsible?
6. When it was resolved
7. How often does this need monitoring

These headings fall in line with our current up-to-date health and safety certified training.

Implementation of this whole safeguarding policy

This Policy must be followed by all staff and volunteers of the Company. Failure to follow it will be treated as a very serious matter and could result in a disciplinary process and/or dismissal.

This policy is controlled and owned by:

Name: Kids on The Green CIC

Contact details: 02035819132 / admin@kidsonthegreen.com

This policy will be reviewed annually by Kingfisher HR, KOTG management and the Directors/Board of Advisors.

DATE POLICY UPDATED: 6th December 2023

Annual review next due: December 2024

DATE POLICY REVIEWED: 31st May 2024

Annual review next due: May 2025