



Society for the Advancement of Black Arts

SABA Charity Network
UK Registered Charity No: 1079821
Limited By Guarantee, UK Registered 3768201
Head Office
Resource Business Centre
537 Norwood Road
London
SE27 9DL
Tel: 0208 776 6776
Email: info@saba.org.uk

Child, Young People & Vulnerable Adults Safeguarding & Protection Policy

CONTENTS

Introduction

Policy Statement

**SAFE GUARDING Children & Young People
(Staff & Volunteers Recruitment & Selection)**

Management & Support of Staff & Volunteers

Bullying

Managing Gang Influences

Gang Membership Risk Assessment

Awareness of Filming & Recorded Images of Young People

**CHILD PROTECTION
(Abuse & Neglect Awareness)**

Abuse Alert & Reporting Concerns

Children Reporting Abuse

Consulting Child Protection Concerns

Information for Referrals

Incident Reporting

Confidentiality & Contact Numbers

Introduction

This document is the Child & Vulnerable Adults Safeguarding and Protection Policy for the Society for the Advancement of Black Arts (SABA). This will be followed by all members of the organisation and will be promoted by our management committee.

SABA is responsible for ensuring that our employees, members and volunteers are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.

The Society for the Advancement of Black Arts (SABA) is concerned to safeguarding the wholeness and the well-being of every person in our community, of whatever age. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of every member of our community, and particularly the abuse of those most vulnerable among us, including children and young people.

It is the duty of all those who work with children and young people to prevent harm and abuse of every kind, and to report any abuse discovered or suspected. In the context of child protection, children and young people refers to anyone aged under 18.

This policy establishes the roles and responsibilities of everyone who works for us in relation to the protection of young people with whom their work brings them into contact. It is based on, and reflects, the principles of both UK legislation, guidance and other relevant policies and procedures within this area.

We aim to promote good practice, providing young people with appropriate safety/protection whilst in the care of SABA and to allow all staff volunteers, volunteers and members to make informed and confident responses to specific child protection issues. This policy will make sure that the actions of any adult, in the context of the work carried out by the organisation, are transparent and safeguard and promote the welfare of all young people

Policy Statement

SABA is committed to the following:

- The welfare of the child or young person is the paramount consideration
- All children and young people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse
- Taking all young people should be able to participate in any SABA activity in a fun and safe environment
- Taking all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- That all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- That all SABA staff, trustees, members and volunteers who work with young people, will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and training in good practice and child protection procedures.
- To work in partnership in partnership with parents and young people to safeguard and protect all young people

It is the policy of SABA that no-one shall work or volunteer to work with children and young people within or on behalf of SABA who:

- has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of the Children and Young Person's Act 1933; or
- has been convicted of or has received a formal police caution concerning sexual offences against children and young people.

SAFEGUARDING CHILDREN & YOUNG PEOPLE

Recruitment & Selection

Our policy & procedures ensure that all potential paid staff and volunteers:

- Complete an application form or letter of application which will include address, evidence of relevant qualifications, the reasons why they want to work with children and young people, paid work and voluntary work experience and all criminal convictions.
- Provide two pieces of identification which confirm both identity and address
- Undergo an interview (formal or informal) involving at least two interviewers
- Provide at least two references which are followed up before a post is offered. One reference is from the last employer or an organisation that has knowledge of the applicant's work or volunteering with children or young people. If the applicant has not worked with children or young people before, then they should confirm this and give an alternative referee.
- Consent to a "Criminal Records Disclosure (CRB)" check at the appropriate level (standard or enhanced). CRB Disclosure checks should be approved by a manager and updated every 3 years.
- New staff and volunteers awaiting a CRB Disclosure are supervised by a member of staff who holds an enhanced CRB Disclosure check approved by a manager
- New staff and volunteers awaiting a CRB Disclosure complete a self-disclosure form declaring details of any criminal convictions or convictions pending. This includes and "spent" convictions.

Furthermore, SABA complies with the Safeguarding Vulnerable Groups Act 2006, Regulations 2009, introduced in October 2009:

- We understand that a person who is barred from working with children, or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer with these groups.
- We understand that an organisation which knowingly employs someone who is barred to work with these groups will also be breaking the law
- We understand that if we dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they have not left, we must tell the Independent Safeguarding Authority

Management & Support of Paid Staff & Volunteers

- All staff and volunteers are provided with a job description (paid staff) or a role profile (volunteers) outlining their main responsibilities. This includes a requirement to comply with our Safeguarding Policy and procedures and Ground Rules for appropriate behaviour.
- All paid staff and volunteers complete a role review at the end of their induction period before being confirmed in post. Inductions will be completed within 6 months.
- All paid staff are given supervision at least every 6 weeks by their line manager/ Chair of the organisation.
- All volunteers are given regular support sessions. (This may include one to one or group support, mentoring or shadowing opportunities).
- Implements disciplinary and grievance procedures for all paid staff and volunteers, which comply with the ACAS Code of Practice.
- All paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role.
- All paid staff and volunteers receive an induction, which includes information on all the organisation's policies and procedures.

Providing Safer Activities

- All paid staff and volunteers undertaking specialist roles, (e.g. taking children and young people off site on trips) are provided with appropriate training.
- All activities are risk assessed to ensure that all reasonable steps are taken to prevent children and young people being harmed whilst participating in the organisation's activities.
- Employer's liability and/or public liability insurance has been taken out to ensure that all activities and services and all people taking part, are covered.
- All activities being provided are properly planned and organised. Planning ensures that the activities are: age-appropriate, appropriately supervised, take account of staff ratio and use qualified instructors.
- We have a Filming/Photography & Recording Policy about taking and using images of children and young people and a consent form for this use

Bullying

Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include:

- Physical pushing, kicking, hitting, pinching etc.
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals.
- Sectarian/racial taunts, graffiti, gestures.
- Sexual comments and/or suggestions.
- Unwanted physical contact.

We will ensure:

- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to work together to stop bullying – the coach/volunteer, the parent/guardian, the child/young person, the official commitment to the early identification of bullying and prompt, collective action to deal with it.
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether it's the child/young person being bullied or the child/young person who is bullying. A bullying report form will be completed and appropriate action taken.

Any reported incident of bullying will be investigated objectively and will involve:

- listening carefully to all those involved.
- Children/young people being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying.

Managing Gang Influences:

Volunteers to be made aware of risks associated with working with gangs that can be brought to the project

- Risk of violence between gangs either retaliatory, displaced or territorial being brought into the project
- Initial one 2 one meetings with young people will seek to gain their trust, outline the benefits of the project, and gain their confidence in believing they should feel safe within our environment without the need to bring any weapons with them.
- Zero tolerance on drugs or drug dealing in and around the project

Volunteer Good Practise Within Gang Related Situations:

- Work to a ratio of no more than 1 volunteer to 5 vulnerable adults or young people at a time
- Volunteers to meet with SABA project management team to assess the young people attending and review the project programme delivery
- The project planning meeting will review and assess all intelligence related to the participants which will highlight any issues of conflict that may arise during the project
- Volunteers to meet with all project participants individually prior to the project start as an opportunity to learn more about the background and aspirations of the young people.
- The volunteers meeting will also represent an opportunity for the parameters and rules of the project to be outlined to the participants. This will also include what will happen if the rules are broken
- These one 2 one “prior project” meetings will enable the participants to get to know their supporting volunteers before the project starts.
- The findings of these meetings will be discussed with the project delivery team, given enough time to make any required changes or additions to the project.

Awareness of Risks to Children from Project Gang Members:

- Volunteers need to be aware of the risks to children of their interaction with gang members and they need to be knowledgeable of the different levels that participants on the project may be involved with local gangs.
- Initial risk assessments may uncover those young people who are on the fringes of serious gang related activity, but may be at risk of becoming more serious gang members.
- Be aware of those young people who are not involved in street gangs but who are at particular risk of being victimised by street gangs

Awareness of Gang Influences mixing with others outside or on gang peripheries:

There is the requirement to set the project's standards of what will be tolerated on the project. Aim to set the project's targets as being more accessible and beneficial to the participants than being involved with gangs

Gang Membership Risk Association

Awareness of those on the periphery becoming involved in gangs:

These points are not exclusive, but may indicate a young person's progression into a local gang.

- Young person becoming more withdrawn from their family, school and other social circles
- Appearance changes by wearing dress styles with colour displays that are similar to other local young people
- Changes in codes of behaviour, ways of talking, hand gestures or movements
- New expressions of aggressions to other young people, even without genuine reason or even logic
- Reluctance, or even being scared, to enter certain areas or being anxious when seeing unknown or unfamiliar youths in the area.

Lambeth Council's Young & Safe Department and Brent Council's Children & Families Sector Gang Risk Factors

The following factors are known to be associated with a risk of young people being drawn into street gang activity and are based on evaluated casework evidence. These factors also need to be noted when looking at the risk of young people joining gangs, especially within projects where gang members are working with non-gang members:

HIGH Risks Factors:

- Previous conviction for an offence of serious youth violence
- Persistent offending in a group offending context
- Early onset of criminal or anti-social behaviour
- Family members are known adult gang members
- Permanent exclusion from pupil referral or alternative education

MEDIUM Risk Factors:

- Criminal conviction in a group offending context
- Criminal convictions of parents or siblings
- Friend or associate of known gang members
- Victim or witness of domestic violence
- Victim of serious youth violence
- Neglect or lack of emotional care
- Violent discipline in the home
- Perpetrator of bullying
- Permanent exclusion from mainstream school

LOW Risk Factor

- Presence of gangs in local communities
- Absent parent or unstable home environment
- Victim of bullying or peer rejection
- Inadequate parental supervision / Absence of parental boundaries

- Truancy or fixed term exclusion from mainstream school for disruptive behaviour

Awareness of Photographic/Filming & Recorded Images

SABA is committed to adhere to the appropriate guidelines detailed below.

- All young people featured in photographs/recordings must be appropriately dressed for the activity they are undertaking.

- The photograph/recording should ideally focus on the activity, where possible images of young people should be recorded in small groups.

- SABA staff will still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions with the written consent of parents/carers/young person.

- Care should be taken in the dissemination and storage of the material.

- If a photograph/recording is used, personal details of young people such as e-mail address, home address and telephone numbers should never be revealed.

- Parental/guardian permission should always be received to take and use an image of a young person. This ensures that parents/carers are aware of the way the image of their child is representing the performing arts activity or SABA as an organisation.

- Where a recorded story concerns an individual, (e.g. their selection for representative side, triumph over adversity) particular attention should be paid to ensuring permission is gained from parent/guardian and young person to use a photograph/recording and relevant details.

- In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing). If video/film clips are delivered from your own server, that material can be downloaded.

- Apply an increased level of consideration to the images of youngsters used on websites e.g. watermarking to dissuade third parties from using or attempting to access controlled imagery.

Computers

- All computers used by children and young people are equipped with "parental controls" to ensure safe internet use.

- All children and young people will be guided through an agreement about using the internet, including appropriate use of social networking sites

- Children and young people are supervised whilst using the internet and webcams.

- The Child Exploitation and Online Protection (CEOP) Centre training around internet safety is completed by children & young people, staff and volunteers where appropriate.

Child Protection

Abuse & Neglect Awareness

Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families. In all cases it is vital to take whatever action is needed to safeguard the child or children concerned.

If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department. If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use police protection.

Recognition of Abuse or Neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, by an adult or adults, or another child or children.

Physical Abuse

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

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying worthlessness, being unloved, inadequate, or valued only in so far as they meet the needs of another person. Also, age or developmentally inappropriate expectations being imposed on children including interactions beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. Other examples are seeing or hearing the ill-treatment of another or serious bullying, causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is 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. This may also include neglect of, or unresponsiveness to, a child's basic emotional

needs.

Abuse Alert & Reporting Concerns with Parents/Carers

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children and where there are concerns about a child's welfare.

There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

When You Must *Not* Discuss Your Concerns with Parents/Carers

It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you **MUST NOT** discuss your concerns with parents/carers in the following circumstances:

- where sexual abuse or sexual exploitation is suspected
- where organised or multiple abuse is suspected (see complex, organised or multiple abuse procedure)
- where Fabricated or Induced Illness (previously known as Munchausen Syndrome by proxy) is suspected (see Fabricated or Induced Illness procedure)
- where Female Genital Mutilation is the concern (see Female Genital Mutilation procedure)
- in cases of suspect Forced Marriage (see Forced Marriage procedure)
- where contacting parents/carers would place a child, yourself or others at immediate risk

These decisions should not be taken in isolation. Consult with your senior manager/line manager/designated safeguarding lead, Bob Baker.

What to do if Children Talk to You About Abuse or Neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations YOU MUST:

- Listen carefully to the child. DO NOT directly question the child
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child that:
 - a) they have done the right thing in telling you;
 - b) they have not done anything wrong;
- Tell the child what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask the child to repeat his or her account of events to anyone

Consulting Child Protection Concerns

If you have a Child Protection concern or are worried about a child you should: Consult about your Concern

Because of your observations of, or information received you may become concerned about a child who has not spoken to you.

Ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. Initially you should talk to one of the people designated as responsible for child protection within your organisation. In this organisation the two designated safeguarding people are:

1. Pauly Skerrett tel: 0208 776 6776 / 07899 882 557

2. John Downie tel: 0208 776 6776 / 07932 949 319

The designated person will then get in touch with the Referral & Initial Assessment for the respective local authority

All reports or enquiries concerning the welfare or safety of a child must go straight to the Lambeth Children Social Services Intake Team

0207 926 6785 or Brent Council's Children & Families Unit on **0208 937 3674**

This applies to reports from council staff, the public, partners and outside agencies.

If a child is in immediate danger of being harmed, or if a child is home alone, the police should be called on 999.

If a caller rings out of office hours, facilities will be in place to divert the call so no alternative numbers need to be provided.

Make a Referral

A referral involves giving the Referral and Initial Assessment Team, the Police, or the Local Authority Designated Officer at the Safeguarding Children Unit, of the appropriate borough, information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

Parents/carers should be informed if a referral is being made except in the circumstances outlined in the Abuse Alert & Reporting section.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with the Referral and Initial Assessment Team about how and when the parents should be approached and by whom.

If your concern is about harm or risk of harm from a family member or someone known to the children, you should make a telephone referral to the Referral and Initial Assessment Team of the appropriate local authority

If your concern is about harm or risk of harm from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.

Information Required When Making a Referral

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

Action to be taken following the referral

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to the Referral and Initial Assessment Team following the referral (within 48 hours - and using the multiagency referral form).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

Allegations against Adults who work with Children

If you have information which suggests an adult who works with children (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child/ren in a way that indicated s/he is unsuitable to work with children

You should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) at the Safeguarding Children Unit.

If one of those people is implicated in the concerns you should discuss your concerns directly with the appropriate LADO .

Where you are aware that a member of staff/volunteer against whom an allegation has been made, works with children/young people for another organisation, you must inform a manager in that organisation of your concerns and actions and also let the LADO know.

Incidents Reporting:

All incidents or accidents must be reported as soon as they happen using the SABA Incident/Accident Report form. This will include the following information:

- Name of person in charge of the session
- Site where the incident/accident took place
- Date of the incident/accident
- Name & address of those involved in the incident/accident
- Name & address of those injured
- Nature of incident/accident and extent of any injuries
- Provide details of how and precisely where the incident/accident took place (e.g. what was taking place etc)
- Details of what took place from those involved (i.e. reporting on both sides of an incident)
- Details of action taken during any first aid treatment and the name of first aiders
- Details of contact made with parents/carers, police, ambulance
- What happened to those involved in the incident/accident after it happened
- Signed by the incident/accident reporter.

Confidentiality

The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection - see the Information Sharing and Confidentiality Guidance chapter in the Salford Inter Agency Procedures Manual.

If in doubt, consult.

Useful Telephone Numbers


- **Referral & Initial Assessment Team – Lambeth: 0207 926 6583**
Referral & Initial Assessment Team – Brent: 0208 93 3674

- **LADO (Local Authority Designated Officer) – Lambeth: 0207 926 6785**
LADO (Local Authority Designated Officer) – Brent: 0208 937 3675

- **Police:**
Lambeth / Brixton- 367 Brixton Road, SW9 0DX – Tel: 101
Brent / Harlesden - 76 Craven Park Road, NW10 8RJ – Tel: 0208 965 1212

- **SABA Child Protection Champion, Pauly Skerrett , 07899 882 557 / 0208 776 6776**

This Child & Vulnerable Adults Safeguarding & Protection Policy has been adopted into the SABA's administrative procedures for its staff, trustees, members & volunteers from May 12th, 2025

Signed: 

Print: John Downie

Position: Director