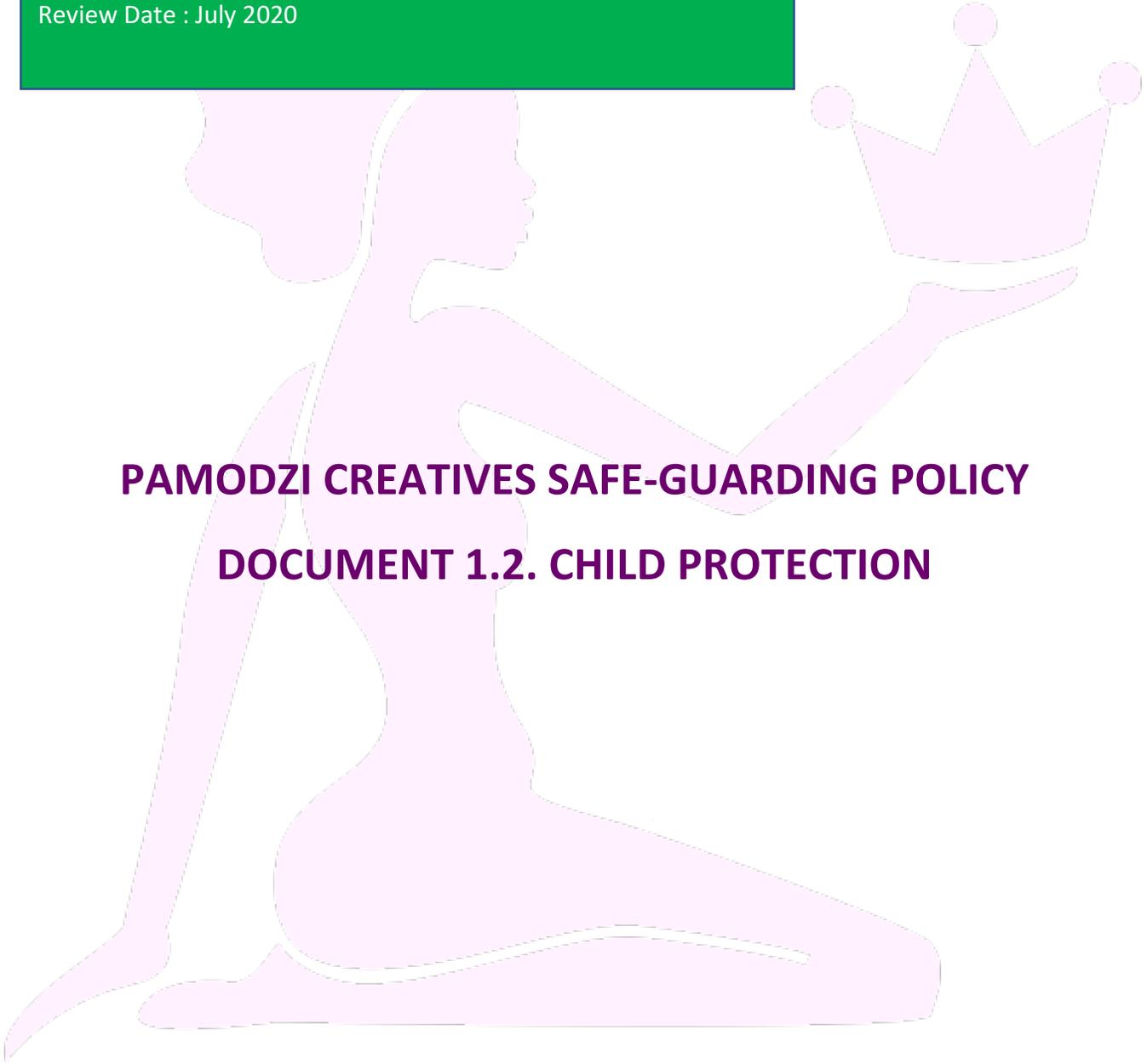


Child Protection Policy : Version 2
Advisory Panel Sign Off: Lisa Veness , West Sussex County Council
Lead Social Worker 15 July 2019
Review Date : July 2020



PAMODZI CREATIVES SAFE-GUARDING POLICY

DOCUMENT 1.2. CHILD PROTECTION

INTRODUCTION

Document 1.2 [Children] & Document 1.3 [Vulnerable Young Adults] contains the Child Protection & Vulnerable adults Policy for **Pamodzi Creatives**, which will be followed by all the members of the community interest company and followed and promoted by those in a position of leadership within the Pamodzi Creatives.

Pamodzi Creatives is a Community Interest Company that believes that artists should be at the forefront collaborating on projects that challenge social injustices and work to improve communities. Part of this work will involve apprenticeship and mentoring opportunities through the Inspirational Women of Portsmouth Project.

The policy is a statement of our intent that we are committed to safeguarding any child, young person or vulnerable adult from harm who is involved in Pamodzi Creatives and its activities. A child or young person is defined here as anyone under the age of 18 years. A vulnerable adult is defined as anyone unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

We know that being a child, young person or vulnerable adult makes them vulnerable to abuse. **Document 1.2 [Children] & Document 1.3 [Vulnerable Young Adults]** sets out the roles and responsibilities Pamodzi Creatives in working together with other professionals and agencies in promoting children, young adults and vulnerable adult's welfare and safeguarding them from abuse and neglect. The policies will ensure that the actions of any adult in the context of the work carried out by the Pamodzi are transparent and safeguard and commit to the welfare of all children, young people and vulnerable adults involved in Pamodzi Creatives. All children, young people and vulnerable adults will have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are committed to anti-discriminatory practice.

This policy covers all Advisory panel, contracted staff, and any one working on behalf of Pamodzi Creatives, volunteers, and young people. The key requirements of the policy include the following :

- To give an overview of children & vulnerable adult safe guarding.
- To ensure that all contracted staff and volunteers are clear about their responsibilities to prevent abuse and safeguard children and vulnerable adults
- To outline the procedures which are to be followed in the event of concerns that a child, young person or vulnerable adult is deemed at risk.

Document 1.2 policies have been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012

Document 1.3. policies have been drawn up on the basis of law and guidance that seeks to protect vulnerable adults, namely:

- The Care Act 2014 and the Care and Support statutory guidance
- Protection of Freedoms Act 2012
- Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect.
<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

Relevant government guidance on safeguarding children and vulnerable adults. This policy will be reviewed on an annual basis (or more frequently should that be required) by the Advisory Panel, the Child Protection Lead and all other necessary persons.

SAFEGUARDING CHILDREN

DEFINING CHILD ABUSE AND SIGNS AND SYMPTOMS

Abuse or neglect of a child is caused 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 (e.g. via the internet). They may be abused 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 can also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated illness by proxy or Munchausen Syndrome by proxy.

Signs and Symptoms Bruising commonly on the head or on soft areas (such as inner arm, stomach, thighs) Burns or scalds Bite marks Fractures or broken bones; unhealed or poorly healed broken bones Scarring Withdrawn or quiet behaviour Extreme anxiety, nervousness and a jumpy disposition Self-harm Aggressive

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 to children that they are worthless or unloved, inadequate, or valued insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child though it may occur alone.

Signs and Symptoms Lack of self-esteem or self-confidence Speech disorders/mutism Self-harming Drug, alcohol and/or solvent misuse Lack of empathy Fear of confrontation Feeling unloved and/or worthless Lacking social skills

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 non-penetrative acts. They may include non-contact activities such as involving children looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Signs and Symptoms

Child Protection Lead : Roni Edwards, Director pamodzicreatives@gmail.com 07811117029
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Oversexualised behaviour and language Frequent UTIs and/or sexually transmitted diseases
Incontinence Regression into younger behaviours eg. Sucking thumb Sudden changes in behaviour and/or
school performance Tendency to cling or need constant reassurance

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and Symptoms Excessive Hunger Poor personal hygiene Frequent tiredness Inadequate clothing Untreated medical problems Rocking, hair twisting, thumb sucking Low self-esteem

Child Sexual Exploitation (CSE)

Sexual exploitation is where a young person under 18 years receives 'something' (e.g. money, food, shelter, drugs, gifts etc.) as a result of performing, and/or, others performing on them, sexual activities. CSE can occur through the use of technology, for example the persuasion to post sexual images on the internet or on mobile phones. Violence, coercion and intimidation are common in CSE cases. The exploitative relationship is characterised by the young person's limited availability of choice resulting from their social, economic and/or emotional vulnerability.

Signs and Symptoms Frequently absconding from school/home/care placement Associating with older people/adults Isolation from family and friends Unexplained possessions, goods and/or money

Substance misuse Physical symptoms including those aforementioned in 'Sexual Abuse Signs and Symptoms.'

Preventing extremism & radicalisation Attempting to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. Each project will include a Risk Assessment, and where appropriate, in consultation with project partners & Portsmouth City Council's Hidden Harm Coordinator <https://www.portsmouthscp.org.uk/> Pamodzi will look at the general risks affecting children and young people in the local area and the specific risks which may affect groups or individuals within the project and it will propose measures to mitigate and manage these risks.

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

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children and young people. 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 the procedures outlined in this policy.

CODE OF CONDUCT (including expectations) The Advisory Panel, contracted staff and volunteers will all follow the basic care guidelines set out in this policy and will adhere to the expectations outlined by Pamodzi Creatives as stated in this policy.

In recognition that the Apprenticeship & Mentoring scheme could involve vulnerable adolescent young people, the following outlines the behaviours expected of all those in association with Pamodzi Creatives. This applies to the Advisory Panel, contracted staff and volunteers.

All those in association with Pamodzi Creatives **must**:

- ✓ Treat all people, including young people, with respect
- ✓ Treat all information and data (including photographs and video footage) pertaining to a young person with sensitivity
- ✓ Be sensitive to the needs of others including the needs of young people
- ✓ Respect people's right to personal privacy
- ✓ Encourage young people and adults to feel comfortable and be willing to challenge behaviours and attitudes which are inappropriate in a caring and supportive way
- ✓ Remember that someone else may misinterpret your actions, no matter how well intentioned, and be prepared to be humble
- ✓ Ensure that all physical contact with young people is child-initiated and be aware that physical contact can be misinterpreted
- ✓ Recognise that special caution is required when discussing sensitive issues with young people

- ✓ Challenge unacceptable behaviour and report all allegations/suspensions of abuse to the relevant child protection lead
- ✓ Operate with the guidelines and procedures outlined in this policy in the event of a disclosure or safeguarding concern All those in association with Pamodzi Creatives **must not**:
 - ✗ Act in a manner that excludes those that you are working with
 - ✗ Make suggestive or derogatory remarks towards or in front of young people
 - ✗ Have inappropriate physical or verbal contact with a young person
 - ✗ Be under the influence of alcohol or other substances when engaging in work with Pamodzi Creatives
 - ✗ Take photographs of young people without permission from the relevant people(s)
 - ✗ Allow your own priorities to compromise the care, happiness or well-being of young people
 - ✗ Jump to conclusions about others without first checking the facts
 - ✗ Either exaggerate or trivialise abuse

COMPLAINTS PROCEDURE In the instance of a breach of the code of conduct, this should be reported to the Director & Lead Contact Roni Edwards or Member of the Advisory Panel Lisa Vaness [West Sussex County Council Social Worker] 07710849420 . Pamodzi Creatives is committed to creating a safe and comfortable place of work where every contracted staff member or volunteer feels able to report any complaints or safeguarding concerns regarding their colleagues. This policy outlines that whistleblowing will remain confidential and promises that any allegations will be taken seriously and will be investigated.

ALLEGATIONS AND SAFEGUARDING CONCERNS Advisory Panel, contracted staff and volunteers should be aware of the signs of abuse as set out in Part V and should deal with any allegation of abuse, concerns about a child's safety or welfare or concerns about the actions of an Advisory Panel, contracted staff member or volunteer in accordance with this child protection policy.

1. Listen to the young person When a young person wants to talk about abuse, it is imperative that you listen carefully to what the young person is saying without asking prompting or leading questions.

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- 2. Listen to concerns or allegations made by a third party.** Within Pamodzi Creatives organisation, a third party person is likely to be an unconnected observer of a mentoring session or a member of school/organisation staffing. It may also be a friend of the young person. It is important to gather as much information as possible from this person, including their personal details (unless they wish to remain anonymous) and as much factual detail as possible about what led to their concerns. They should be advised that the information they have shared will be passed on to the school/organisation contact and that there is the potential that the information be passed onto Social Services.
- 3. Keeping notes and records** Notes should be made as soon as possible, preferably within one hour of the conversation with the child or third party. These note should include exactly what was said, when, and by whom without paraphrasing or embellishment. It should also include the date and time of the conversation with any key observations noted. All handwritten notes should be kept even if subsequently typed. All records and reports –handwritten or otherwise – should be passed onto the Child Protection Lead where they will be securely and confidentially kept for an indefinite period of time.
- 4. Immediate contact** Any reports of allegations or child safeguarding concerns should be passed immediately to your point of contact. Pamodzi Creatives recognises the Director as the direct point of contact for volunteers. In the event of an emergency where the child protection lead cannot be contacted, Pamodzi Creatives advises that a volunteer mentor contact either the police or the NSPCC Emergency Line and then follow up this call with an email to the Director . Volunteers are advised to pass any safeguarding concerns onto the child protection lead Roni Edwards who will then pass on to the appropriate school/organisation contact. Volunteers may seek advice from the designated safeguarding lead should they require advice regarding a child protection concern. All of these communications should be done immediately or at the earliest convenience.
- 5. Continuing responsibilities** Any reports, allegations or concerns raised should not be discussed with anyone other than the designated safeguarding lead and/or points of direct contact. Volunteer mentors are not permitted to share the child protection concerns with anyone other than the Director. All reports are to be kept securely and are not permitted to be shown or shared with any party unless it would aid in protecting the child from further harm. Pamodzi Creatives recognises that sharing stories of child protection issues and discussing live case studies only serves to further the harm experienced by the child and thus promises to ensure that sensitive information is only shared between necessary parties.

GUIDANCE FOR DISCLOSURES

Pamodzi Creatives recognises that a young person may seek another person out to share information regarding their experience of abuse or neglect. It is recognised that volunteer mentors or contracted workers are the most likely to hear disclosures given their direct engagement with young people. It is also possible that young people may talk spontaneously either individually or in groups while you are present and you may overhear information that makes you concerned for their welfare.

It is imperative that certain formations of conversation are adhered to should such a situation arise. The listener **must**:

- ✓ Listen carefully to the child, offering support
- ✓ Give the child time and attention
- ✓ Stay calm
- ✓ Allow the young person to give a spontaneous account, allowing silence
- ✓ Make an accurate record of the information you have heard, taking care to record the timing, setting and the names of people present as well as what was said in the exact words used
- ✓ Reassure the young person that they have not done anything wrong
- ✓ Outline to the young person what is going to happen next: that you will be passing this information on to the Lead Contact to ensure that they can get the best help and support.
- ✓ Explain that you will need to pass this information on in order to help keep the young person safe
- ✓ Seek pastoral support following the disclosure if needed It is good practice to ask a child why they are upset or how a bruise/cut was caused. Make sure to say “how did *that* happen?” as opposed to “How did *you* hurt your arm?” The listener **must not** :
 - ✗ Ask the young person any questions while they are disclosing
 - ✗ Interrupt the child or ask them to stop talking
 - ✗ Make any promises or keep any secrets
 - ✗ Throw away the record sheet on which was noted the time, date and contents of the disclosure

- ✗ Express extreme shock or extreme emotion in response to the disclosure while the young person is talking
- ✗ Ask the child to repeat her account to anyone
- ✗ Pass judgement on what has been said
- ✗ Treat the young person any differently following a disclosure
- ✗ Never push for information even if a young person decides to stop talking. In Pamodzi Creatives, the listener must always report any concerns and disclosures to the Lead Contact or otherwise identified point of contact. Pamodzi Creatives will ensure that any confidential materials such as handwritten or printed reports are stored securely and confidentially for an indefinite period of time. The Lead Contact will pass on any safeguarding concerns to the appointed contact within the school/organisation as soon as possible or at the earliest convenience. If, for any reason, the school/organisation contact cannot be reached, then the Lead Contact will make a referral directly to Social Services. The Lead Contact is permitted to discuss Child Protection cases with the designated Contracted Worker in order to establish best practice in response to the concerns. It is imperative that the Child Protection Lead is informed of all safeguarding concerns and given all related documentation within 24 hours of the safeguarding concern being highlighted. **In the event that a young person discloses abuse to someone contracted to work or volunteer for Pamodzi Creatives:**

Contracted Workers/Volunteers of Pamodzi Creatives shall:

1. Allow the young person to speak without interruption, supporting them in telling you only what they wish to share. Be accepting and non-judgemental. Do not ask any leading questions or investigate anything further.
2. Advise the young person that you will offer support but that you must pass on the information they tell you and that you cannot keep anything secret or confidential
3. If the young person refuses to speak with you unless you keep it a secret, inform that that you want to help but that in order to help you will need to tell. If the child decides not to speak, respect that decision and then email/phone the Lead Contact to flag the conversation up.
4. Ensure that the young person is not at immediate risk of further abuse

5. Immediately after a disclosure contact the Lead Contact. It is important to note the date, time and contents of the conversation using the words used without embellishment or paraphrasing as far as you remember. Email this to your Lead Contact and then phone them to talk about the disclosure.

In the event that a volunteer suspects abuse, but it has not been disclosed by the young person: Contracted workers & Volunteers of Pamodzi Creatives shall:

1. Report the facts as you know and understand them to your lead contact immediately including as much detail as possible.

The lead contact will always respond to safeguarding concerns quickly and efficiently ensuring that the information is passed on to the relevant people.

Pamodzi Creatives are committed to supporting any contracted workers or volunteer who manages a disclosure.

IN AN EMERGENCY An emergency is if you think it is unsafe for a child to return home as they are at risk of immediate significant harm. If this is not the case, then please adhere to the policies and procedures outline in Part IX "Guidance for Disclosures."

In the case of a child protection emergency, all those working with and in association of Pamodzi Creatives are advised to call either the NSPCC Emergency Line on 0808 800 500 or to call the police directly. It is a requirement that should an emergency number be called, there is a follow up email sent to the Child Protection Lead to identify the reasons for the emergency call out and with attached reports on the disclosure.

Where a child has a physical injury, it is imperative that the necessary medical help is sought. An ambulance must be called should a child need urgent medical attention.

Should Pamodzi Creatives be approached by child protective services requiring relevant documents and information, Pamodzi Creatives agrees that it shall provide any information necessary in order to help safeguard young people.

MONITORING

We will maintain and review this policy & consideration will be given, if necessary, to adjusting this policy to reflect any legislative changes.

Pamodzi Creatives will revise and review this policy regularly.

Approved by Advisory Panel July 2019

Review date: June 2020

Signature:



Date: 1 July 2019

