

Safeguarding Policy

Introduction:

Sandbach Craftworks makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Sandbach Craftworks meets with children and vulnerable adults through the following activities:

- Classes, workshops and events

This policy seeks to ensure that Sandbach Craftworks undertakes its responsibilities regarding the protection of children and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support tutors in their practices and clarifies the organisation's expectations.

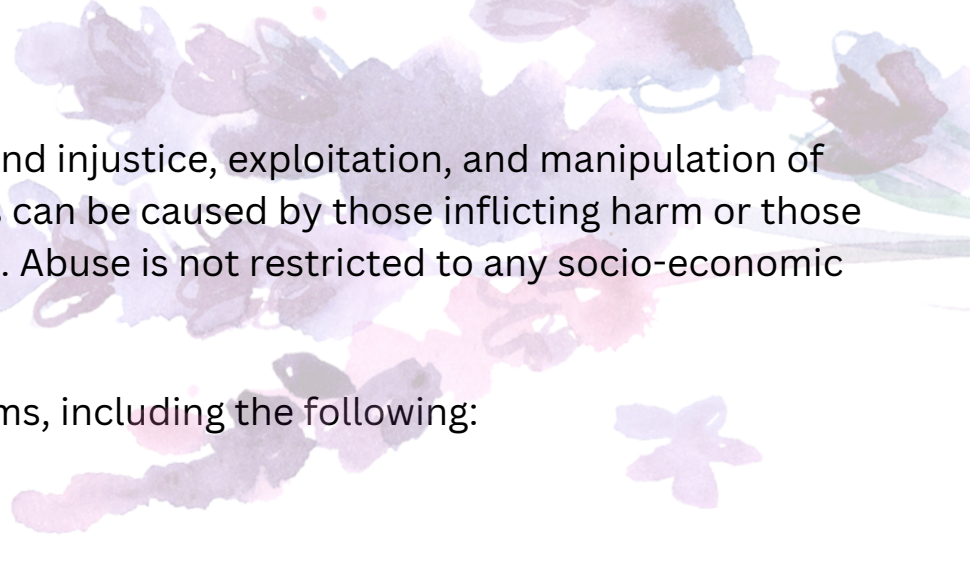
Legislation:

This policy has been developed in accordance with the principles established by the Children Act 1989, and in line with the following:

- "Working Together to Safeguard Children 2015"
- "Framework for the Assessment of Children in Need and their Families" 2000
- "What to do if you are worried a Child or vulnerable adult is being Abused" 2015
- Cheshire Safeguarding Children Board guidelines

Definitions:

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.



Abuse is an act of oppression and injustice, exploitation, and manipulation of power to another person. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender, or culture.

The abuse can take several forms, including the following:

- Physical
- Sexual
- Emotional
- Bullying
- Neglect
- Domestic
- Financial (or material)
- Radicalisation
- Human trafficking/modern slavery
- Forced marriage
- Fabricated or induced illness
- Female genital mutilation
- Child sexual exploitation

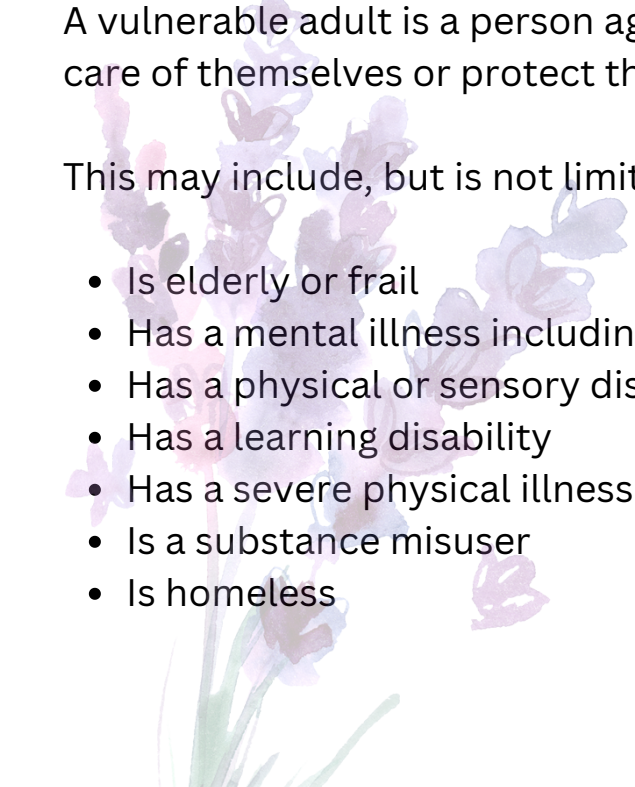
Definition of a child:

A child is under the age of 18 (as defined in the United Nations convention of the rights of a Child).

Definition of a vulnerable adult:

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include, but is not limited to, a person who:

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- Is elderly or frail
 - Has a mental illness including dementia
 - Has a physical or sensory disability
 - Has a learning disability
 - Has a severe physical illness
 - Is a substance misuser
 - Is homeless



Responsibilities:

All tutors have a responsibility to follow the guidance laid out in this policy and to pass on any welfare concerns using the required procedures.

We expect all tutors to participate in identified training, promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The Designated Lead Officer:

The designated lead officers is Susan O'Connell Company Director.

The designated lead officer has the responsibility to ensure that:

- The policy is accessible
- The policy is monitored and reviewed annually
- The welfare of children and vulnerable adults is promoted within the organisations culture
- Tutors are given a list of on line training which they can complete at their own expense and this is recorded
- Tutor concerns about safeguarding will be responded swiftly, and appropriately making onward referrals as necessary to the police and or appropriate social services
- They understand and follow local arrangements for safeguarding and CRB
- They understand and follow links with the Cheshire Safeguarding Board
- They take forward concerns about responses
- They keep records of concerns and actions
- They ensure effective exchange of policies and information with all partners and tutors using the building and ensuring that the organisation has appropriate safeguarding policies in place

Implementation:

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the laws of Britain and the organisation.



These include:

- Grievances- to address breaches of procedures/policies
- Health and Safety policy, including lone working procedures, mitigating risk to tutors and customers
- Equal opportunities policy-ensuring safeguarding procedures are in line with this policy, around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored and access to those records)
- Staff induction
- Tutor contracts

Safe Recruitment:

Sandbach Craftworks ensures safe recruitment through the following processes.

- DBS checks will be conducted for identified roles which involve regular unsupervised access with children and vulnerable adults.
- DBS checks will be conducted for any staff with line-management responsibility for roles which have unsupervised access with children and vulnerable adults even if they themselves do not have such access.

Disclosure and Barring Service Checks:

Sandbach Craftworks maintains and reviews the list of tutors which involve contact with children and vulnerable adults. This will be reviewed annually by the Safeguarding lead.

- Sandbach Craftworks will ensure that the tutors are regularly reviewed through a three-year rolling programme of re-checking DBS's is in place for all tutors



Communications training and support for staff:

Sandbach Craftworks commits resources for induction, training of tutors, effective communications and support mechanisms in relation to safeguarding.

Induction will include:

- Discussion of the safeguarding policy (and confirmation of understanding)
- Discussion of other relevant policies
- Familiarisation with reporting processes and the role of the Designated Safeguarding Leads


Training:

In addition to induction, tutors who, through their role, may be in unsupervised contact with children and vulnerable adults will be required to complete safeguarding training to an appropriate level as detailed below.

- Cheshire Council, Safeguarding
- Reading of Safeguarding reporting within Sandbach Craftworks

Restraint:

It is not our policy to provide tutors with industry recognised training in restraint, therefore no tutor should carry out any form restraint. If a situation occurs where these measures may be necessary tutors should contact the Safeguarding lead who will in turn, contact the emergency services.



Communications and discussions of safeguarding issues:

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Tutor 121 Meetings (formal or informal)
- Tutor team meetings

In all meetings open discussions will be encouraged to identify any barriers to reporting so that they can be addressed.

- All tutors will be reminded of policies and procedures on an annual basis and informed when any changes or alterations are made.

Support:

Sandbach Craftworks recognises that involvement in situations where there is risk or actual harm can be stressful for tutors concerned. The mechanisms in place to support staff include:

- Debriefing support for tutors so that they can reflect on the issues that they have dealt with
- Tutors who have initiated protection concerns will be contacted by the Designated Lead within one week and signposted to support services such as counselling.

The tutor contract also contain guidance on staff conduct.

If professional boundaries are breached this could result in the termination of the tutor contract.



Reporting:

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Sandbach Craftworks..

Step One:

Tutors should report their concerns to the Safeguarding Lead.

Step Two:

The Designated Safeguarding lead will contact Cheshire County Council for advice via the LADO or Safeguarding Officer.

Step Three:

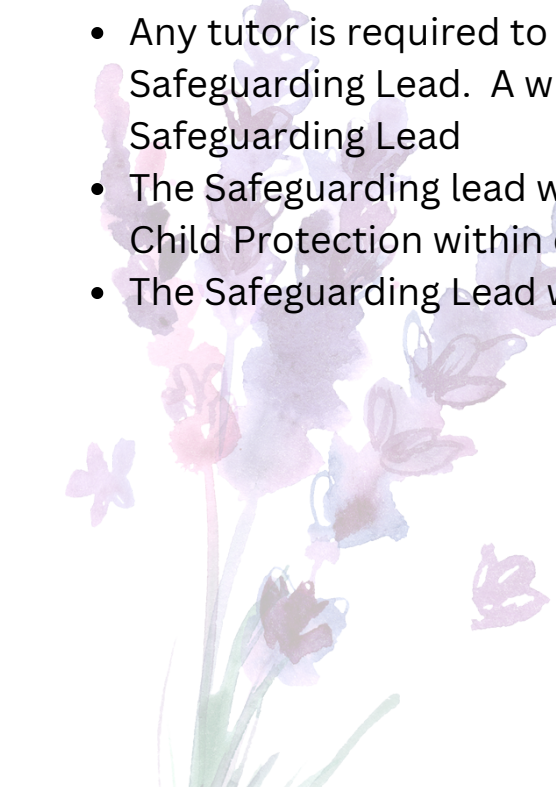
The Designated Safeguarding lead will then follow the advice provided.

The full Local Authority process can be found at cheshire.org.uk.

Allegations Management:

Sandbach Craftworks recognises its duty to report concerns or allegations against its tutors within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

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- Any tutor is required to report any concerns in the first instance to the Safeguarding Lead. A written record of the concern will be made by the Safeguarding Lead
 - The Safeguarding lead will contact the Local Authority Designate Officer for Child Protection within one working day
 - The Safeguarding Lead will then follow advice provided

Monitoring:

Sandbach Craftworks will monitor the following safeguarding aspects of:

- DBS checks undertaken
- Records made and kept of supervision sessions
- Training- a training record of staff who have undertaken relevant training
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current procedure in place

Managing Information:

Information will be gathered, recorded, and stored in accordance with the data protection policy.

All tutors must be aware that they have a professional duty to share information with other agencies to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the Designated Safeguarding Lead.

All staff must be aware that they cannot promise participants that or their families/carers that they will keep secrets.

Communicating and reviewing the policy:

Sandbach Craftworks will make participants and customers aware of the Safeguarding Policy by the following means:

- A link on the organisation website
- A copy of the policy clearly displayed in the workshop area
- A hard copy of the policy will be kept on file
- All tutors will be issued a copy of the policy electronically

This policy will be reviewed by Sandbach Craftworks Company Director annually and when there are changes in circumstance or legal requirements.



Contacts:

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Cheshire East Consultation Service: 0300 123 5012

Email: CESCP@cheshireeast.gov.uk

Telephone: 01606 274302

Out of hours: 0800 123 5022

DBS Provider:

Name of Service: <https://dbscheckonline.org.uk>

Phone: 0333 880 5843

*Policy wording courtesy of The Mill Arts Centre Trust, Spiceball Park Road,
Banbury, Oxfordshire OX16 5QE and Sandbach Art Room, Sandbach*

Updated March 2024.

