



Safeguarding Policy

Section 1

Details of Charity

Name: Created Creative

Address: Buckingham Parish Church, Castle Street, Buckingham. MK18 1BS

Tel No: 07789 434764

General Email address: info@createdcreative.co.uk

Chair of Trustees: Mandy Hagon

Chair of Trustees Contact Telephone / Email: 07895 031581, mandyhagon@uwclub.net

Safeguarding Co-ordinator: Emma Elias

Safeguarding Co-ordinator Contact Telephone / Email: 07789 434764, info@createdcreative.co.uk

Registered Charity Number: 1187027

Insurance Company: Case Charity Insurance

The following is a brief description of our organisation and the type of activities we undertake with children and adults who have care and support needs: We are a Christian Charity that uses creativity and art to support people, enabling God's healing through creativity times in churches, in mission situations, in communities. We run workshops for groups, which may include children and adults who have care and support needs. Creativity times and activities are carefully planned and appropriated to each group's needs.

Our commitment

As a Leadership, we recognise the need to provide a safe and caring environment for children, young people, and adults. We acknowledge that children, young people, and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which state that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that any premises we use meet the requirements of the Equality Act 2010 and all other relevant legislation, and that they are welcoming and inclusive.
- Support the Safeguarding Co-ordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- Follow current government guidelines and advice when running a physical creativity session, taking into account health and safety at all times.
- Not to allow this document to be copied by other organisations.

Section 2 Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution, or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults, the UN Universal Declaration of Human Rights with particular reference to Article 5 states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.
- A disclosure and barring service (DBS check) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Management of Workers – Code of Conduct

As a Leadership, we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. **Please see Appendix 1.**

Section 3 Practice Guidelines

When Created Creative works with children, young people and adults with care and support needs, we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

Our code of conduct, **Appendix 1**, sets out our standards for workers volunteering/working with us.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations. It is also our expectation that any organisation using our premises, or any other premises that we utilise, as part of the booking agreement, will have their own policy that meets thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding; to those we wish to protect, to everyone involved in working with children and adults, and to all those with whom we work in partnership. This Safeguarding Policy is just one means of promoting safeguarding.

Section 4 Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- Documenting a concern: The worker or volunteer should make a report of the concern using the Record of Safeguarding Issue Form. **Please see Appendix 3.**
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: (hereafter the "Safeguarding Co-ordinator") Emma Elias

Tel: 07789 434764

Email: info@createdcreative.co.uk

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: (hereafter the "Deputy") Pauline Stanton-Saringer



Tel: 07766 189758

Email: pmsaringer@btinternet.com

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Buckinghamshire County Council's First Response

Tel: 01296 383962

Out of hours Tel: 0800 999 7677

Or the Police Tel: 999

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern;
 - Chair or Trustee responsible for safeguarding who may need to liaise with the insurance company or the Charity Commission to report a serious incident.
 - Designated Officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspensions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.



If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact for advice thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator/Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker.
- Make a referral to a Designated Officer or LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Designated Officer or LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

The Safeguarding Co-ordinator/Deputy will:

- Liaise with Adult Social Services in regards to the suspension of the worker.
- Make a referral to the DBS following the advice of Adult Social Services.

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not Created Creative.

Section 5

Pastoral Care

Supporting those affected by abuse

The Leadership of Created Creative is committed to sign posting to ongoing support.

Working with offenders and those who may pose a risk

When someone attending Created Creative is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual concerned and offer support. However, in its safeguarding commitment to the protection of children and adults with care and support needs, the Leadership will set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and thorough consultation with the Board of Trustees.

Adoption of the policy

This policy was agreed by the Leadership at the Trustee meeting on 12 October 2022 and is reviewed annually.

Trustees of Created Creative:

Emma Elias
Justin Elias
Angela Hardy
Mandy Hagon (Chair)
Pauline Stanton-Saringer

A copy of this policy is also lodged with the Office Manager in the Buckingham Parish Church Office.

This policy is reviewed annually by the Trustees of Created Creative: Last reviewed October 2022

Appendix 1

Code of Conduct

Created Creative's behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Created Creative. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.
- Work in a responsible, transparent and accountable way.
- Be prepared to challenge unacceptable behaviour or to be challenged.
- Listen carefully to those you are supporting.
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures).
- Seek advice from someone with greater experience when necessary.
- Work in an open environment. Avoid private or unobserved situations.
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations and suspicions to the Safeguarding Co-ordinator.
- Don't make inappropriate promises particularly in relation to confidentiality.
- Do explain to the individual what you intend to do and don't delay taking action.



Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns.
- Taking unnecessary risks.
- Any behaviour that is, or may be, perceived as threatening or abusive in any way.
- Passing on your personal and/or social media contact details and any contact that breaches Created Creative’s social media policy.
- Developing inappropriate relationships.
- Smoking and consuming alcohol or illegal substances.
- Favouritism/exclusion – all people should be equally supported and encouraged.

Breaching the Code of Conduct

If you have behaved inappropriately, you may be subject to disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Created Creative. We may also make a referral to statutory agencies such as the police and/or the local authority children’s or adult’s social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Co-ordinator.

Name:

Signature:

Date:

Appendix 2

Online Safeguarding

This following statement is attached to each email that Created Creative send with a Zoom link/passcode for a virtual creative session or meeting. “Every effort is made to keep Zoom sessions safe and protected for the intended participants who have signed up to take part in a creative session. If, during a Zoom session with Created Creative, there is an unforeseen breach of security to this, and you have any safeguarding concerns, please email/call us directly and we will follow this up with the relevant support and actions.”

Appendix 3

Record of Safeguarding Issue Form

Record of Safeguarding Issue:	
Date of Safeguarding Issue:	
Who is it about? (the names of all key people)	
What happened? (use exact quotes where possible in quotation marks)	



Where and when did it take place?	
Follow up action	
Keep a record of how the next steps have been implemented with dates	
Name and Role	
Signature and date	