



## **Child Safeguarding Policy November 2021**

### **The purpose of this policy is:**

- To protect any child under the age of 18 who receives representation from Limelite Management Ltd, from Harm, Abuse or Neglect.
- To ensure all Limelite Management staff are aware of our principles that guide our approach when dealing with protection.

The policy is accepted and applies to everyone involved with Limelite Management Ltd, whether paid or a voluntary capacity.

Everyone has a responsibility to be aware, protect and take necessary steps.

### **We believe that:**

- children and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### **We recognise:**

- the welfare of children is paramount in all the work we do and in all the decisions we take.
- working in partnership with children, young people, their parents, carers and productions is essential in promoting young people's welfare.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

We will seek to keep people from harm, abuse and neglect by:

- valuing, listening to and respecting them.
- we have appointed (Krisshan Weedall) as Designated Safeguarding Lead.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recruiting and selecting staff using thorough background check via the barring service and ensuring they have a clear DBS.
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.

- making sure that children, young people and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable.

Evidence from national agencies such as the NSPCC, and other organisations concerned with the safety of children, suggest that abuse which occurs within a public setting is rarely a one-off event. All allegations relating to potential abuse or poor practice which contradicts Limelite Management Codes of Conduct must be treated seriously including action to implement the appropriate reporting procedures. If a young person discloses, indicates or complains that he or she is being abused (by an adult or another child) or information is obtained which raises concerns about the welfare of a young person immediate action should always be taken. All adults working with Limelite Management, either through direct employment or through joint purpose and endeavour, have a responsibility to act on concerns or information about potential abuse. In the first instance this means reporting concerns to the Designated Person. Attached is the Companies reporting form if there are concerns about the welfare of a child. The procedure is based on the fundamental responsibility to report concerns and place information with appropriately trained personnel and partner agencies so that they can be investigated.

### **Action if a young person discloses or indicates they are being abused:**

- Try to react calmly
- Reassure the child that they are right to tell someone.
- Listen to what the child says seriously
- Keep questions short and clear to clarify the information and that you have an accurate understanding of what the child has told you.
- Reassure that child that they can help, but they will need to share the information with other colleagues in order for things to be put right and stop the situation.
- Not enter in any confidentiality promises, that would delay reporting or prevent you from meeting your responsibilities to the child and other children who may be at risk.
- Make a detailed record of what has been said, heard or seen as soon as possible after the event. The record should focus on actual statements rather than impressions.

### **The person receiving the information shouldn't:**

- Panic
- Allow shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises they can't keep
- Share information with adults outside the reporting procedures.

### **Reporting procedure**

Information provided to the Designated Officer concerning potential abuse will be shared with Children's Services and the Police. Information provided about concerns, allegations or disclosures needs to be as clear and detailed as possible and it may be used in any subsequent investigation and legal action. The Incident Report (Appendix B) should contain the following information:

- The child's name, address and date of birth, ethnicity and disability (if appropriate)
- The nature of the allegation
- The child's account of what has happened and how any bruising or other injuries occurred
- A description of any bruising or other injuries
- Any other observations made by you
- Relevant times, locations, dates or other relevant information
- Clarity about what are the facts and what is opinion or hearsay
- Information about what knowledge the reporter has about the child and their relation to the child e.g. Parent
- Information about the adult who is responsible for the abuse
- A record of the report, who the information was passed to and when should be retained by the person reporting the information

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, working in partnership with other organisations, children and young people and their parents/carers is essential. If there are any concerns of appropriateness of an individual who is already involved or who has approached us to become part of Limelite Management Ltd Team in any capacity, guidance will be sought from appropriate governing bodies. All decisions are made in the best interests of children and young people.

Limelite Management Ltd acknowledge the identification of bullying as a category of abuse. Bullying of any kind is not acceptable. If bullying occurs, all participants or parents/carers should know that incidents will be dealt with promptly.

If you are worried about a child, it is important that you report your concerns to the Designated Safeguarding Lead: Krisshan Weedall at [info@limelitemanagement.co.uk](mailto:info@limelitemanagement.co.uk)

If the concern is extremely serious – possible child abuse, where possible, we will contact the Local Authority first, then immediately contact the police or children's services. If the child needs immediate medical assistance take them to the hospital or call an ambulance and tell them there is a child protection concern. Let the School Welfare Officer know what action you have taken, they in turn will inform the appropriate governing bodies.

## **Main types of abuse**

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. They may be abused by an adult or adults, or another child or children.

The following definitions are adapted from 'Working Together to Safeguard Children a guide to inter-agency working to safeguard and promote the welfare of children' (HM Government 2006).

**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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

**Physical abuse** occurs where adults *or other young people* physically hurt or injure children by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a child.

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

**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 only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions which are 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. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

### **Indicators of potential abuse**

There are physical and behavioural signs that may raise concerns about the safety of a child. These include:

- Unexplained or suspicious bruising and injuries for example on parts of the body not normally prone to such injuries
- Sudden and unexplained changes in behaviour
- The child describes what appears to be an abusive act involving him or her or something is said to you by someone else (another child or adult) which gives you concern about the welfare of a child
- Sexually explicit behaviour or language or inappropriate sexual awareness
- Distrust of adults including those with whom a close relationship would normally be expected
- A child becomes increasingly dirty and unkempt
- Suspicions arising from observing the behaviour of another adult towards a particular child or group of children.

This is not an exhaustive list and the presence of one or more of these indicators is not proof that a child is being abused. These signs are potential indicators of abuse but could be related to other circumstances. Where concerns about the behaviour or health of a child exist they should be clarified either by checking with parents or by reporting them to the Designated Person in order that they can be investigated.

It is not the responsibility of those working to decide if child abuse is occurring but it is their responsibility to act on any concerns.

**If the child is in immediate danger, then please contact:**

**The police on 999**

**NSPCC [0808 800 500](https://www.nspcc.org.uk) (24 hour helpline)**

**Local children protection service – their contact details can be found on the website for the local authority the child resides in.**

**Social Media, Photographic and Videography**

Limelite Management Ltd, understand the protection of children when it comes to social media, photographs and videography. We will only ever film/photograph and post on our Agencies social media when we have written consent via email to do so. When posting children on social media, we will only ever use their first name for their protection.

### **Hiring Process**

Applicants who apply for job within Limelite Management Ltd, will be thoroughly vetted. They will have a Enhanced DBS background check, an in person interview and have to provide two references who will will contact regarding previous employment.

They will then have Safe Guarding training, First Aid Training and Data Protection Training.

Designated Safeguarding Lead – Krisshan Weedall

[Info@limelitemanagement.co.uk](mailto:Info@limelitemanagement.co.uk)

0161 706 1573

Reviewed Annually by Krisshan Weedall

**SAFEGUARDING INCIDENT REPORT FORM – SG1**

This form is to be used to record basic information in the light of an allegation, suspicion or disclosure of a potential safeguarding concern. **Completing this record should not stand in the way of contacting Police or Social Services in the event of an emergency or urgent safeguarding incident.**

Name of the person completing this form (YOU)
Date and time of completing this form:
Your position or relationship to who your safeguarding concern is about
Your telephone number:
Your Address:
Name/names of person/s the safeguarding concern or incident is about:
Address (if known) of person the safeguarding concern is about:
Telephone number (if known) of the person the safeguarding concern is about:
Name and Address of Parent, carer or guardian of alleged victim:
Telephone Number:
Age and Date of Birth of alleged victim (if known):
Date and time of any incident:
What have you seen or heard?

Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details) – Continue on another sheet if required

Any other relevant information:

Action taken so far:

**ACT NOW - SEE "REPORTING CONCERNS" TEMPLATE IF YOU ARE UNSURE WHAT TO DO**

External agencies contacted – See Essential Contacts	
<b>Police - 999</b> yes/no	Name and contact number: Details of advice received:
<b>Social services</b> yes/ no	If yes – which: Name and contact number: Details of advice received:
<b>Local Authority</b> yes/no	If yes – which: Name and contact number: Details of advice received:
<b>Other</b> (e.g. NSPCC, NGB, OFSTED?)	Which: Name and contact number: Details of advice received:

Signature: