

Safeguarding Policy

Safeguarding

Policy statement

- We safeguard and promote the welfare of children and adults at risk.
- Safeguarding is everyone's responsibility. This includes employees, volunteers, trustees and contracted freelancers.
- We make Harmony Maidstone a place where members feel secure, have their viewpoints valued and are encouraged to talk and are listened to.
- We listen to children and young people and take account of their wishes and feelings.
- Our safeguarding procedures meet legal requirements.
- We have a designated person for safeguarding.
- We give training and support to our staff, contractors and volunteers.
- We have documented safe recruitment procedures including DBS checks.
- We show respect for and understanding of our Human Rights as enacted by the Human Rights Act 1998, safety and welfare and the rights, safety and welfare of others.
- We involve outside agencies when needed.
- We give parents, carers and guardians information about how we keep people safe.
- We make sure members know there are adults they can approach if they are concerned about the immediate safety of a child, themselves or an adult at risk.
- We behave in a way that reflects the principles of Harmony Maidstone.

Procedure

1. About safeguarding

Safeguarding is about protecting children, young people and adults at risk from harm and keeping them safe. We do this by following this procedure and:

- working together to protect children and adults at risk wherever possible.
- responding appropriately when we are concerned about the immediate safety of a child, or an adult at risk.

2. About abuse

Abuse is when someone hurts or harms a child or adult at risk.

Types of abuse are:

- physical abuse
- organisational abuse (institutional/neglect)
- sexual abuse
- discriminatory abuse
- emotional or psychological abuse
- self-neglect
- financial or material abuse
- domestic abuse / violence
- neglect and acts of omission (which means missing things out)
- modern slavery.

3. Child, adults at risk or members

A child is under the age of 18. At Harmony Maidstone, some of the children we work with are additionally vulnerable due to their sexuality, gender identity, learning disabilities, neuro diversity and mental health issues.

An adult at risk is defined by the Care Act 2014 as a person who is over 18 years old who: has care and support needs, is experiencing, or is at risk of, abuse or neglect. as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Members are the children, young people, adults and volunteers who attend Harmony Maidstone sessions.

4: Prevent Duty

Prevent is a national programme which aims to stop people from becoming terrorists or supporting terrorism. It works to ensure that people who are susceptible to radicalisation are offered appropriate interventions, and communities are protected against radicalising influences. We all have a role in protecting children, young people and adults from being drawn into terrorism. Extremism and radicalisation in our community are very real and being aware is the first step. We can help reduce the threat from terrorism, radicalisation, and extremism by knowing what to report and reporting it. Prevent referrals are likely to be made in the first instance by people who encounter those who appear to be at risk of being radicalised. There is no single model of a person's radicalisation journey or single profile of a radicalised person. When deciding whether to make a referral, we will consider whether we believe the person that we are concerned about may be on a pathway that could lead to terrorism.

Under the Prevent Duty, we will:

- Identify individuals at risk of being drawn into terrorism or extremist ideologies.
- Undertake training on identifying and reporting concerns related to radicalisation.
- Promote British values of democracy, rule of law, individual liberty, and mutual respect.
- Refer individuals to the Channel programme via the DSL where concerns of radicalisation are identified.

5 How we will behave

ALWAYS:

- Treat others with respect
- Be an example you wish others to follow.
- Make sure another adult is with you when you are with members, avoid lone working.
- Respect people's privacy.
- Remember someone might misinterpret your actions and your comments, no matter how well intentioned.
- Be careful, particularly in sensitive moments, such as when dealing with bullying, bereavement,

HARMONY MAIDSTONE

www.harmonymaidstone.co.uk

Charity no. 1128513

grief or abuse.

- Be careful about any physical contact with members.

NEVER:

- Show favouritism to any member.
- Make suggestive remarks or gestures.
- Allow kissing or extended hugs (a short hug with appropriately placed hands is okay in some circumstances).
- Do things of a personal nature for a member that they could do for themselves.
- Allow members to use inappropriate language unchallenged (such as swearing or language which shows prejudice against others)
- Allow abusive activities between members (such as bullying)
- Jump to conclusions
- Let yourself be drawn into any inappropriate behaviour by members (such as crushes)
- Exaggerate or trivialise abuse issues
- Believe 'it could never happen to me', both when dealing with abuse or being accused of abusing someone else.

6: What to do if someone says or indicates they are being abused

RECEIVE:

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said and react calmly so as not to frighten the child/young person.
- Make a note of what has been said as soon as you can.

REASSURE:

- Reassure the person, but only so far as is honest and reliable.
- Tell them they are not to blame and that it was right to tell; I am glad you came to me.
- Do not promise to keep it a secret as you will need to tell the Designated Safeguarding Lead (DSL) or your workshop leader.

REACT:

- React to the person only as far as is necessary for you to have some information to tell the DSL. Do not interrogate for full details.
- Take what the person says seriously.
- Bear in mind that some people have difficulties expressing themselves using words. Do not ask 'leading' questions, for example 'what did he do next?' (This assumes he did!).
- Explain what you have to do next and whom you have to talk to.

RECORD:

- Make some brief notes at the time on any paper which comes to hand.
- Do not destroy your original notes in case they are needed by a court.
- Record the date, time, place, persons present and any non-verbal behaviour.
- Be specific when noting the words used.

7: What to do if you think someone is being abused or someone tells you about possible abuse

HARMONY MAIDSTONE

www.harmonymaidstone.co.uk

Charity no. 1128513

- Tell the DSL within 24 hours.
- Don't investigate yourself.
- Write down what you know.
- Do not approach a suspected abuser yourself.
- Do not pass judgement on a situation.
- Stick to the facts.

If the allegation is against the DSL, report it to the Operations Manager.

If the allegation is against the Operations Manager, report it to the DSL.

8: One-to-one contact

If one-to-one contact cannot be avoided:

- Make sure it is for as short a time as possible.
- Make sure you remain accessible to others.
- Tell someone where you are going, what you are doing and why.
- Try to move with the member to an area where there are more people.
- Get permission from the member before any physical contact is made, for instance if you need to give first aid.
- Avoid unnecessary physical contact especially if it may be misconstrued

9: Giving lifts

Do not give lifts to members alone - however short the journey, unless it cannot be avoided. When this is unavoidable, get consent from the young person's parents or guardian and agreement from the Operations Manager. Make sure the young person sits in the back of the car. Make sure you have the necessary insurance cover

10: Telephone communication

Volunteers and contractors should not make or receive calls or texts to or from members using their personal mobile phones. There is a Harmony mobile phone available on site for making contact via Whatsapp etc. Sometimes group leaders may communicate directly with members when it is agreed with the Operations Manager. In these cases, formal and professional language should always be used.

11: Social media

We recognise social media is a good way to communicate with people. Current social media applications frequently used by members include TikTok, Facebook, YouTube and Instagram. Volunteers and contractors should use the official Harmony Maidstone Facebook or Instagram page or other organisational forums to communicate with members. They should not use their personal accounts. Contact with colleagues who are classed as adults at risk is appropriate in some circumstances, upon agreement from both parties, but should always remain professional.

HARMONY MAIDSTONE

www.harmonymaidstone.co.uk

Charity no. 1128513

12: Use of photos, audio, stories or videos

The operations manager, workshop leaders and volunteers may take photos of members and visitors on site for promotional purposes providing the photography sign is displayed at the front door. For front facing images an image waiver must be completed and countersigned by a parent or guardian if the person is under 16. Any external contacts such as the press or television will only take photographs, video or audio of our members with written parental consent and the consent of the child (in the case of children and where possible) or the consent of the person themselves (in the case of adults).

13: Monitoring and keeping records

- Record incidents as soon as possible and within 24 hours.
- Attach written notes if any are made separately from the safeguarding report sheet.
- Print your name, state your role and sign and date any notes or reports.
- Pass notes and reports to the designated safeguarding lead or operations manager.
- The operations manager will keep them safe and deal with the safeguarding concern.
- Treat all information with strict confidentiality.

14: Recruitment

- Any posts advertised, job descriptions and interviews must make clear all responsibilities and expectations regarding safeguarding
- Volunteers and contractors who have contact with children or adults at risk must complete an enhanced DBS check which will be renewed every 3 years.
- Contractors and volunteers will undergo safeguarding training annually and will be provided with a copy of this policy
- For more info on our recruitment process, we have a 'Safer Recruitment Policy'

15: Roles and responsibilities

Operation Manager

- Responsible for coordinating action regarding referrals, liaising with social services and other relevant agencies in cases of abuse and allegations of abuse, regarding both young people and members of staff/volunteers.
- Make sure everyone knows our safeguarding policy and has the appropriate training.
- Keep accurate, detailed and secure written records of concerns and referrals.
- Make sure appropriate DBS checks are in place.

Safeguarding lead trustee – designated person

- Act as a source of advice, support and expertise within Harmony Maidstone.
- Support the Operations Manager when dealing with any concerns raised so that all action meets this policy, the law and local authority rules.
- Be the main point of contact for any safeguarding issues raised by members, parents/carers, volunteers or staff

HARMONY MAIDSTONE

www.harmonymaidstone.co.uk

Charity no. 1128513

- Deliver safeguarding training to staff and volunteers.
- Support the Operation Manager with any matters relating to safeguarding including DBS checks.

Trustees

- To report safeguarding matters to the relevant agencies (such as the police, social services or Ofsted) and for putting matters right if things go wrong.
- Trustees should promote an open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.

We expect all trustees to make sure Harmony :

- Has appropriate policies and procedures in place, which are followed by all trustees, volunteers and beneficiaries
- Checks that people are suitable to act in their roles
- Knows how to spot and handle concerns in a full and open manner
- Has a clear system of referring or reporting to relevant agencies as soon as concerns are suspected or identified
- Sets out identified risks and how they will be managed in a risk register which is regularly reviewed
- Follows safeguarding statutory guidance, good practice guidance and legislation relevant to their charity: this guidance links to the main sources of information
- Is quick to respond to concerns and carry out appropriate investigations
- Does not ignore harm or downplays failures
- Has a balanced trustee board and does not let one trustee dominate its work – trustees should work together
- Makes sure protecting people from harm is central to its culture
- Has enough resources, including trained staff/volunteers/trustees for safeguarding and protecting people
- Conducts periodic reviews of safeguarding policies, procedures and practice

16 Review

This policy will be reviewed as legislation changes and at least every year.

Every year we will review how we are doing and address areas for improvement that have come up.