



Project Female CIC

Safeguarding & Child Protection Policy

Update on: 01/09/2023

Project Female CIC values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

The name of the designated safeguarding lead for Project Female CIC is Pip Sayers. For contact details please see Appendix 1. A copy of this child protection policy will be displayed on the website and updated in September at a minimum of every 2 years.

Purposes

The purpose of Project Female UK Dance Company is to offer young dancers who identify as female or non-binary a safe and welcoming environment where they can grow and learn as part of a dance company. Whether this be through dance activities or through other independent groups working in partnership with Project Female UK.

Aims

- To provide inclusive dance activities for children and young people to help them develop themselves as a dancer within the context of a dance company environment.
- To enable young people who identify as female or non-binary to express themselves.
- To assist young people who identify as female or non-binary to develop themselves within the context of being part of a team and dancing in a company environment.

Project Female CIC meets their responsibility towards Safeguarding through:

- adopting the NSPCC 2019 Edition Voluntary and Community Sector Standards Six Standards
- ensuring proper recruitment and training for all staff and volunteers, including checking references and the appropriate level DBS certificate checks where appropriate
- sharing information regarding policies and protocols with external contractors and volunteers
- ensuring that all external contractors and volunteers agree to follow the Project Female CIC Code of Conduct
- that all documentation and sensitive information is treated confidentially and held and used in line with the Data Protection Act and General Data Protection Regulation
- that the relevant consent procedures are taken for filming and photography
- that there is sensitivity to the content of project sessions, taking into account age, gender and abilities of the participants

Organisation Project Female UK

- Each child and young person should be formally registered within the group.
- The information includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely.
- Attendance register: a register should be kept for each session.

Child Protection Representative

Project Female UK has appointed a designated safeguarding lead, whose name is displayed in this document (see Appendix 1). If any worker has any child safety concerns, they should discuss them with her. She will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Directors and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

Trips/Outings

- When organising a trip/outing make sure a trip/outing consent form is completed. This includes details about the trip and a section for parents to give their consent. These forms must be completed before the event takes place and must be accessible on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
- Ensure that there is adequate insurance for the work and activities.

Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.

Child Safety

1. Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.

2. Make sure that all workers and assistants know:
 - a. Where the emergency phone is and how to operate it
 - b. Where the first aid kit is
 - c. Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - d. What to do in the event of a fire or other emergency
3. Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen.
4. If private cars are used for an outing, the drivers must be approved by the committee, be properly insured, have rested before driving, and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.

Under normal circumstances, workers should only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if workers' cars will be used and where the children or young people will be returned to.

Recruitment and Training

All staff, external contractors and volunteers undergo a thorough recruitment process, including interview and reference checks.

Staff recruited to work with Project Female CIC have the necessary skills to fulfil their role and are willing to attend relevant training to ensure that their role is performed well.

They are given an induction that includes taking them through Project Female CIC's policies and procedures and are provided with the necessary support and supervision in their role.

Those working with Project Female CIC are required to read, understand and agree to the company Safeguarding policy and procedures, and will work in line with the Code of Conduct in this policy.

Those working with children, young people or vulnerable adults undertaking regulated activity will be required to go through the necessary DBS certificate checks at the appropriate level.

Project Female CIC understand that it is not possible to gain the required level of suitability check from partners and artists who are not resident in the UK. Those without a DBS certificate at the appropriate level will not work alone with children, young people or vulnerable adults nor have access to sensitive information, including images. It is therefore necessary for those international external contractors to be supervised by an adult who is DBS checked at the level required by the DBS.

All Project Female CIC staff will refresh, review changes and read updates to this policy biennially and as and when appropriate through the All Staff Planning Days structure.

It is a great benefit if workers undertake regular training for this type of work. Project Female CIC works with partner organisations to access affordable relevant training and will keep workers informed of relevant courses as the opportunity arises.

Physical Contact

It is recognised that because dance is a physical and creative activity, physical contact may be an appropriate part of different project and workshop activities.

All physical contact must be appropriate to the activity and should never compromise the physical or emotional safety of participants.

- Be aware that every physical contact with a child, young person or vulnerable adult, however well intentioned, may be misinterpreted
- Consider if physical contact is necessary. Use your skills in demonstration, clear instruction, imagery and intonation of voice to support participants to access activity and develop their technical and creative skills
- Where physical contact may be useful or necessary, ensure that permission is given, that clear explanation of the nature of the contact is given, and that an understanding or learning has occurred
- No participant should be forced into physical contact against their will. It is sometimes necessary to look at body language to check comfort and safety, and respond appropriately to meet the needs of the participant
- Any weight bearing activities should be assessed and alterations made to ensure physical safety of participants
- 'Social' physical contact beyond handshakes should be avoided

What is child protection?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person. Abuse and neglect are forms of maltreatment. Someone may abuse or neglect by inflicting harm or by failing to act to prevent harm. Abuse can be committed by an adult or another child. For the full definitions of Types of Abuse, please see Appendix 2.

What you should do

1. Listen to the child/young person

2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
3. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
4. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
5. See Appendix 3 for the Disclosure Report Form.
6. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

What you should *not* do

1. Project workers/volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.

Things to say or do:

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

Things *not* to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

Contact Information:

Children and young people at risk:

Front Door for Families, Brighton & Hove provides support and guidance for parents, carers, members of the public, young people and professionals.

- Phone: (01273) 290400
- Email: FrontDoorForFamilies@brighton-hove.gov.uk
- Available: 9am to 5pm, Monday to Friday

You can also use the Online Referral Form Out of hours emergency - to contact Children's Services outside normal working hours, call 01273 335905.

If a child is in immediate danger or left alone, you should contact the police or ambulance service on 999 - Brighton & Hove -

Local Area Designated Officer In Brighton & Hove:

[Local Authority Designated Officer \(LADO\) - BHSCP](#)

Adults at risk:

[Report a safeguarding concern \(brighton-hove.gov.uk\)](#)

In an emergency, phone the police on 999.

Monday to Friday, 8.30am to 4.30pm, phone the Access Point on 01273 29 55 55, or send an email to hascsafeguardinghub@brighton-hove.gov.uk.

Outside these hours calls will be answered by CareLink Plus.

If you think a crime has taken place, but it's not an emergency, phone Sussex Police on 101. You can remain anonymous when reporting abuse and neglect if you wish.

Outside of Brighton & Hove, please contact your Local Area Designated Officer or Adult Services in your local authority area.

This policy was adopted by Project Female CIC on 01/09/2023

Signed on behalf of the Creative Producer by:

Signature.....



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Name in Capitals.....Pip Sayers.....

The policy has been reviewed by the Creative Producer on:

Date.....01/09/2023.....

APPENDIX 1: Contact Details of DESIGNATED SAFEGUARDING LEAD:

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| Name | Pip Sayers |
| Role | Creative Producer |
| Qualification | Caring for Carers: Safeguarding Train the Trainer 22nd September 2020 |
| Telephone | 07812987167 |
| Email | proectfemaleuk@gmail.com |
| Address | 2 St Luke's Road, Brighton BN29ZD |

APPENDIX 2: Recognising signs of abuse in children aged under 18

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| <p>Neglect / Self-neglect 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</p> <p>Indicators</p> <ul style="list-style-type: none"> • Hunger • Poor personal hygiene • Inappropriate clothing • Frequent lateness or non-attendance • Untreated medical problems • Poor social relationships • Compulsive stealing or scrounging • Tiredness | <p>Sexual Abuse Forcing or enticing a child to take part in sexual activities, physical contact including non-penetrative act, and non-physical contact including making pornographic material, being exposed to sexual activity, encouraging to behave sexually and verbal sexual abuse.</p> <p>Indicators</p> <ul style="list-style-type: none"> • Bruises, scratches, burns or bite marks on the body • Scratches, abrasions or persistent infections in the anal or genital regions • Sexual awareness inappropriate to the child's age • Public masturbation • Teaching other children about sexual activity • Refusing to stay with certain people or go to certain places • Aggressiveness, anger, anxiety, tearfulness • Withdrawal from friends • Pregnancy |
| <p>Physical Abuse Hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, otherwise causing physical harm, or factitious illness by proxy</p> <p>Indicators</p> <ul style="list-style-type: none"> • Unexplained injuries or burns • Refusal to discuss injuries/improbable explanations • Untreated injuries/illness • Admission of punishment which appears excessive • Shrinking from physical contact • Fear of returning home or of parents being contacted • Fear of undressing or medical help • Aggression/bullying • Over compliant behaviour or 'watchful attitude' – Running away • Significant changes in behaviour | <p>Emotional Abuse Persistent emotional ill-treatment of a child causing severe and persistent adverse effects on child's emotional development</p> <p>Indicators</p> <ul style="list-style-type: none"> • Continual self-deprecation • Depression, withdrawal • Inappropriate emotional responses to painful situations • Self-harm or mutilation • Compulsive stealing/scrounging • Drug/solvent abuse/eating problems (over/under-eating) • 'Neurotic' behaviour or obsessive rocking, thumbsucking • 'Don't care' attitude or desperate attention seeking behaviour • Social isolation • does not join in and has few friends |
| <p>Radicalisation Factors to indicate that a young person might be in danger of radicalisation include:</p> <ul style="list-style-type: none"> • Isolation • Lack of self-esteem • Victim of bullying • Family tensions • Searching for personal identity • Race and hate crime • Use of internet glorifying violence • Political grievances | <p>Other safeguarding indicators</p> <ul style="list-style-type: none"> • Persistent lateness or absence • Bullying, including cyber-bullying • Use of drugs/excessive alcohol consumption • Persistent illness • Gender-based violence • Mental health problems • Panic attacks • Aggressive outbursts |

Recognising Signs of Abuse in Adults

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| <p>Psychological or emotional abuse Enforced social isolation, removing mobility or communication aids, failing to respect privacy, preventing activities, intimidation, coercion, harassment, use of threats, humiliation, bullying or swearing, threats of harm or abandonment.</p> | <p>Sexual Abuse Rape, attempted rape or sexual assault, inappropriate touching, non-consensual masturbation, any sexual activity that the person lacks capacity to consent to, indecent exposure.</p> <p>Indicators</p> |
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| <p>Indicators</p> <ul style="list-style-type: none"> • an air of silence when a particular person is present • withdrawal or change in the psychological state of the person • insomnia • low self-esteem • uncooperative and aggressive behaviour • a change of appetite, weight loss/gain • signs of distress: tearfulness, anger • apparent false claims, by someone involved with the person, to attract unnecessary treatment | <ul style="list-style-type: none"> • bruising, particularly to the thighs, buttocks and upper arms and marks on the neck • torn, stained or bloody underclothing • bleeding, pain or itching in the genital area • unusual difficulty in walking or sitting – pregnancy in a woman who is unable to consent to sexual intercourse • the uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude • self-harming • poor concentration, withdrawal, sleep disturbance • excessive fear/apprehension of, or withdrawal from, relationships |
| <p>Physical Abuse Assault, hitting, biting, scalding, burning, excessive restraint, bullying, force-feeding or withdrawing food, over-medication.</p> <p>Indicators</p> <ul style="list-style-type: none"> • no explanation for injuries or inconsistency with the account of what happened • injuries are inconsistent with the person's lifestyle • bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps • frequent injuries • unexplained falls • subdued or changed behaviour in the presence of a particular person • signs of malnutrition • failure to seek medical treatment or frequent changes of GP | <p>Domestic violence or abuse Psychological, physical, sexual, financial, emotional, including threatening behaviour, coercive control, 'honour'-based violence, FGM and forced marriage.</p> <p>Indicators</p> <ul style="list-style-type: none"> • low self-esteem • feeling that the abuse is their fault when it is not – physical evidence of violence such as bruising, cuts, broken bones • verbal abuse and humiliation in front of others • fear of outside intervention • damage to home or property • isolation • not seeing friends and family • limited access to money. |
| <p>Financial or material abuse Theft of money or possessions, fraud, scamming, undue pressure, duress or threat</p> <p>Indicators</p> <ul style="list-style-type: none"> • missing personal possessions • unexplained lack of money or inability to maintain lifestyle • unexplained withdrawal of funds from accounts – failure to provide receipts for shopping or other financial transactions carried out on behalf of the person • disparity between the person's living conditions and their financial resources | <p>Other forms of abuse Modern slavery: Human trafficking, forced labour, servitude, sexual exploitation.</p> <p>Discriminatory abuse: unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation (protected characteristics).</p> <p>Neglect: both self-neglect and neglect of others.</p> <p>Organisational or institutional abuse: denying visitors, failure to care for residents.</p> |

Appendix 3: Safeguarding Disclosure Report Form

Name of Individual:

Date of Birth:

Way in which they are involved with Project Female CIC:

Date and time of occurrence/disclosure:

Report made by:

Job title/Position in organisation:

Signed:

Date:

Report:

Within this report please note what was witnessed/said in as much of the own words of the witness/child/young person/ adult at risk of harm including any names mentioned/observed.

Action taken

Report received by

(Lead/Deputy Safeguarding Officer)

Signature

Date:

Action taken:

Proposed next actions by Safeguarding Lead:

These policies and procedures have been written in line with the following government legislation and guidance:

- Children's Act 1989, Children's Act 2004, and Children and Social Work Act 2017
- Working Together to Safeguard Children (July 2018)
- Protection of Children Act 1999 • Police Act 1997
- Care Act 2014
- Data Protection Act 2018
- Mandatory reporting of female genital mutilation (FGM) (Serious Crime Act 2015)
- Counter-Terrorism and Security Act 2015 (Prevent Act)
- Sexual Offences Act 2003 • Protection of Freedoms Act 2012
- Disclosure and Barring Service
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006, amended 2010
- Children (Performances and Activities) (England) Regulations 2014
- Mental Health Act 1983
- Public Interest Disclosure Act 1998