

THE CRACKED SLIPPER COMPANY SAFEGUARDING POLICY

# The purpose and scope of this policy statement

# The Cracked Slipper Company is committed to safeguarding the welfare of all young people who participate and engage with The Cracked Slipper Company. We will take all reasonable steps to safeguard young people and promote their welfare by a commitment to practice, values and standards that protects young people.

The purpose of this policy statement is:

* to protect children and young people who receive The Cracked Slipper Company [here after referred to as CSC] services from harm. This includes the children of adults who use our services
* to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of CSC, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and Participants and as such every Trustee,, volunteer and member of staff should take time before starting to work with CSC to familiarise themselves with this policy as well as all other policies that CSC expects our Trusties, staff and volunteers to work with in the frame work of and abide by.

It is also expected that Group leaders and assistance and volunteers should make sure that participants in our programs are familiar with our safe guarding policy and procedure so as they feel comfortable if the need for a disclosure arises.

# Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://learning.nspcc.org.uk/child-protection-system).

# Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

* role description for the designated safeguarding officer
* dealing with disclosures and concerns about a child or young person
* managing allegations against staff and volunteers
* recording concerns and information sharing
* child protection records retention and storage
* code of conduct for staff and volunteers
* behavior codes for children and young people
* photography and sharing images guidance.
* safer recruitment
* online safety
* anti-bullying
* managing complaints
* whistleblowing
* health and safety
* induction, training, supervision and support
* adult to child supervision ratios.

# 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 practice in a way that protects them.

# We recognise that:

* 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
* other agencies 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
* extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

# We will seek to keep children and young people safe by:

* valuing, listening to and respecting them.
* Appointing a nominated child protection Officer lead who is a Trustee, a deputy lead and Trustee and a third safeguarding person who is also a Trustee.
* adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
* developing and implementing an effective online safety policy and related procedures
* 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 behavior codes confidently and competently
* recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
* recording and storing and using information professionally and securely, in line with data protection legislation and guidance *[more information about this is available from the Information Commissioner’s Office:* [ico.org.uk/for-](https://ico.org.uk/for-organisations) [organisations](https://ico.org.uk/for-organisations)*]*
* sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
* 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 about sharing concerns.

# **Contact details**

**Trustee/Senior lead for safeguarding and child protection**

Name: Andrew [Andy] Bailey

Phone: 07951145636

email: [aet.bailey@gmail.com](mailto:aet.bailey@gmail.com)

**Deputy child protection lead(s)**

Name: Victoria Craig

Phone: 07771510961

Email: [vlcraig10@yahoo.co.uk](mailto:vlcraig10@yahoo.co.uk)

**Safeguarding Officer**

Name: Carla Good

Phone:  07527246129

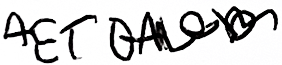
Email:  [thecrackedslippercompany@gmail.com](mailto:thecrackedslippercompany@gmail.com)

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually:

|  |  |  |
| --- | --- | --- |
| Date Reviewed | By whom | Comments |
| 31/03/2023 | A E T Bailey |  |
| 31/03/2023 |  |  |



Signed: ………………………………………………………………………… Date: 31/03/23----------

A E T Bailey

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| *.****More ways to help you protect children** |
| Take our online course Child protection: an introduction [**nspcc.org.uk/cpintro**](https://www.nspcc.org.uk/cpintro) |
| Sign up to our weekly safeguarding current awareness newsletter [**nspcc.org.uk/caspar**](https://www.nspcc.org.uk/caspar) |
| view more information and resources for voluntary and community organisations  [**nspcc.org.uk/vcs**](https://www.nspcc.org.uk/vcs) |

Safeguarding Procedure

Information sharing and confidentiality:

The Cracked Slipper Company recognises that all matters relating to child protection are confidential. We will make sure that ay information is only shared with those who need to know. All staff and volunteers will be aware that they have a professional responsibility to share information with other agencies to safeguard children. (Please see our confidentiality Policy)

Staff and volunteers are aware that they cannot promise a child to keep secrets which might compromise the child’s safety or wellbeing.

Communication with parents is crucial in order to promote the welfare of children effectively.

The safeguarding officers will always undertake appropriate discussion with parents prior to involvement of another agency unless to do so would place the child at further risk. The safeguarding officer will ensure that parents/carers have an understanding of the responsibilities placed on the board of Trustees staff and volunteers to safeguard children and their duty to co operate with other agencies.

Challenge and Escalation

The Cracked Slipper Company recognizes that professional disagreements may arise between any agencies and resolving problems is an integral part of co-operation and joint working to safeguard children.

As part of our responsibility for safeguarding children, we acknowledge that we must be prepared to challenge each other if we feel that responses to concerns, assessments or the way in which plans are implemented are not safeguarding the child and promoting their welfare.

Flowchart for referral:

|  |  |
| --- | --- |
| Trustee/Senior lead for safeguarding and child protection | Andy Bailey  Tel: 07951145636  Email [aet.bailey@gmail.com](mailto:aet.bailey@gmail.com) |
| Deputy Lead safeguarding and | Victoria Craig  Tel: 07771510961  Email [vlcraig10@yahoo.co.uk](mailto:vlcraig10@yahoo.co.uk) |
| Safeguarding Officer | Carla Good  Tel: 07527246129  Email:thecrackedslippercompany@gmail.com |

If the matter is urgent because a child or adult at risk of harm is in immediate danger

phone 999 for the Police

SEE IT

Are they safe? If you are concerned about a child at Risk of Harm you could help stop abuse

if you follow the safeguarding policy and procedure (use this flowchart)

It is your responsibility to report this to the named Safeguarding officer Senior Lead Andy Baily or the named deputy child protection lead or safeguarding Officer named within this policy.

Use the logging a concern about a child’s safety and welfare form included in your safeguarding pack. Any member of staff or volunteers receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible but before the drama session ends) writing down exactly what was said, using the child’s own words as far as possible. All notes should be timed, dated, and signed, with name printed alongside the signature. Contact the Designated Safeguarding lead, deputy to discuss the concern. This form should then be sent to the named safeguarding Senior Lead, deputy or safeguarding officer via secure email.

Other Resources:

### Herefordshire Council’s Talk Community Directory holds information, links and resources for children and families. Visit [Home - Talk Community Directory](https://www.talkcommunitydirectory.org/), or go directly to the Children and Families page: [Children and families - Talk Community Directory](https://www.talkcommunitydirectory.org/children-and-families/)

### The NSPCC have a number of resources and learning pages on different child safeguarding topics - <https://www.nspcc.org.uk/>

### CORAM Children’s Legal Centre publish legal factsheets and run advice lines on matters related to children’s rights - <https://www.childrenslegalcentre.com/get-legal-advice/>

The Designated Safeguarding lead will assess what type of concern has been reported. What actions need to be taken. At this point the DSL will record all the information given, the actions they take and why. The DSL will contact the Muli Agency to discuss the next procedure and whether a referral is appropriate. If the concern is about another professional the CSC policy and procedure for managing an allegation against staff and volunteers will be followed.

Multi-agency Referral Hub (“MASH” for children’s safeguarding referrals)(Herefordshire) **If you are concerned about a child, telephone 01432 260800 or click to visit the**[**Report concerns about a child**](https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-children-partnership/report-concerns-about-a-child/)**page.**

If you have completed the Multi-Agency Referral Form (MARF) electronically please email the form from a **secure email address** to [cypd@herefordshire.gov.uk](mailto:cypd@herefordshire.gov.uk)

If you are still unsure whether a referral is appropriate, please telephone the Multi-Agency Safeguarding Hub on **(01432) 260800;** MASH secure email: [**cypd@herefordshire.gov.uk**](mailto:cypd@herefordshire.gov.uk) The Herefordshire LADO can be contacted by e-mail to [LADO@herefordshire.gov.uk](mailto:LADO@herefordshire.gov.uk) or by telephone to the LADO on **01432 261739**. The Herefordshire LADO is Terry Pilliner who can be contacted as follows:

Email:  [LADO@herefordshire.gov.uk](mailto:LADO@Herefordshire.gcsx.gov.uk)

or [tpilliner@herefordshire.gov.uk](mailto:tpilliner@herefordshire.gov.uk)

Tel: 01432 261739