



Mayflower Safeguarding Policy

Mayflower Performing Art, as part of its duty of care has appointed a safeguarding Team with a senior Designated Safeguarding Lead (SDSL) and Designated Safeguarding leads (DSL) to support the process of safeguarding children, young people and adults at risk. The safeguarding team includes members of the Instructional team.

The Mayflower Performing Art Safeguarding Team includes:

Senior Designated Safeguarding leads (SDSL)

Krissie Davis - M: 07802828813 - E: krissiewood22@aol.com

Rebecca Buckley - M: 07766003939 - E: BcklyRb@aol.com

Designated Safeguarding Officers (DSL)

World/Open Guard

Krissie Davis - M: 07802828813 - E: krissiewood22@aol.com

Rebecca Buckley M: 07766003939 - E: BcklyRb@aol.com

AGuard

Sharon Smith - M: 07599933513 - E: robertsharonl@aol.com

Junior Guard

Krissie Davis - M: 07802828813 - E: krissiewood22@aol.com

Cadet Guard

Leigh Emmerman - M: 07739987750 - E: lemmerman@warrenprimary.thurrock.sch.uk

Procedures of Mayflower Performing Arts related to staff, instructors and volunteers

All staff, Instructors and volunteers that have direct and possible one to one contact with our members will have suitable checks completed In order for a confirmed appointment and such a position.

This will include:

- Receiving a copy of the safeguarding policy and confirming agreement that it will be adhered to at all times
- Completion of a safeguarding declaration form annually, confirming that they have no
- convictions and criminal offences against them which may hinder their position within the
- organisation
- An enhanced DBS check completed on the individual which deems them suitable to hold
- such a position within the organisation.
- Suitable training and completion of a training declaration to confirm they are aware of the
- types of abuse, signs and symptoms and the procedure to follow at Mayflower
- performing arts if they have a concern about a child/member or one of their family
- members within the organisation.

Any staff, instructor or volunteer that have not had a DBS check completed or during the period that their DBS check is being processed, will not have any one-to-one contact or be left in the sole charge of any groups of members until a suitable check is received.

What will happen if Mayflower Performing Arts receive a DBS check that is not clear?

In the event of DBS check being returned to Mayflower Performing Arts, that contains details of any convictions and criminal activity by the potential member of staff, instructor or volunteer then the following procedure will be followed:

- The safeguarding lead team and the committee of Mayflower Performing Arts will review together the DBS Check and the information regarding each individual.
- A decision will be made on the suitability of the individual and their position within the organisation and this will depend on the scale and type of information supplied in the check.
- If the information is the result of a minor conviction, and is not directly related to suitability of working with children and young people, it will be down to the lead safeguarding team and the committee to agree if a position is offered within the organisation.

Key External Agencies

Essex Safeguarding Children's Board

Provide information and advice about the abuse and the safety of children in Essex, to the disclosure of a specific concern made by a child, a concern that you may have about a child's safety and If you have concerns about an adult working with children.

If you are concerned about an adult working with children contact:

- Essex duty LADO (Local Authority Designated Officer)
- Telephone: 03330139 797

The Essex LADO is specifically involved in cases where there is a concern or allegation that someone working or volunteering with children:

- has or may have harmed a child
- may have committed a criminal offence related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

They give advice and guidance on how concerns or allegations should be investigated against adults working with children. This should not be confused with allegations made by children against other children, which is not the remit of the LADO.

Children & Families Hub Consultation

If the child is at immediate risk of significant harm, then call

- The Children and Families Hub on 0345 603 7627 and ask for the 'Priority line'.
- Out of hours: (Mon-Thurs 5.30pm-9am. Fri & Bank Holidays 4.30pm-9am)
- 0345 6061212 Email: Emergency.OutyTeamOutOfHours@essex.gov.uk

If there is an immediate risk of harm to a child, then contact the Police.

If you have concerns about a child and want an opportunity to talk these through with a social worker before deciding the best course of action, please contact:

- The Children & Families Hub on 0345 6037627 and ask for the 'Consultation line'

Essex Safeguarding Adult's Board

Provide information and advice about the abuse and the safety of adults in Essex, to the disclosure of a specific concern about your own safety of somebody that you know.

To report a concern call:

- Southend- 01702 215008
- Essex - 0345 603 7630
- Thurrock - 01375 511000
- Or complete A SETSAF form

Police Child Abuse Investigation Team (CAIT)

How to contact the Triage Team (Child or Adult)

In an emergency situation: If there is an immediate threat to life or safety Essex Police should be contacted on 999.

If urgent response to a referral is required - but no immediate threat to life or safety:

Between the hours of 08:00 to 18:00 Monday to Friday: Contact:

- The Triage Team directly by telephone: 101, extn 180022 or 180043.
- For urgent cases a verbal referral will initially be accepted however it is requested that the original referral be supported by a written referral (see Essex Police Child Information Sharing Form), as soon as the urgency of the situation has been reduced.

Outside of the above hours: Contact

- The relevant Geographical Child Abuse Investigation Team (CAIT) via the Essex Police Force Control room, by using the 101-call number.
- There are now 6 CAIT: Colchester - Chelmsford - Basildon - Southend - Grays & Harlow.
- Non-urgent response to a referral required: It is requested that the referral be in writing using the
- Essex Police Child Information Sharing Form which must be sent via a secure email address e.g . gsi/.pnn /.nhs.net.
- Email for the Triage Team - OC.triage.team.essex@essex.pnn.police.uk

NSPCC

If you're worried about a child, even if you're unsure, contact the professional counsellors 24/7 for help, advice and support.

- Call: 0808 800 5000 (or TEXT 88858)
- Email: help@nspcc.org.uk.

The above number can also be used to contact the NSPCC radicalisation helpline also supports adults who have concerns about children and young people being radicalised or who need advice on how to talk to their children about issues related to terrorism.

'Prevent' Contacts for Essex

Prevent is the multi-agency set of arrangements aimed at preventing individuals and groups from engaging in violent extremism. Prevent is not aimed at suppressing freedom of thought and expression.

Early indicators of extremism may include:

- Showing sympathy for extremist causes
- Glorifying violence
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations such as 'Muslims Against crusades' or other non-proscribed extremist groups such as the English Defence league
- Out of character changes in dress, behaviour and peer relationships

(reproduced from Tower Hamlets I.SCB Prevent guidance 2015)

Contact numbers to be gathered from Essex Safeguarding children's board website when it is available again.

- General enquiries: 0333 013 8936 escb@essex.gov.uk

Any worker who has concerns someone is vulnerable to radicalisation should contact Essex Police Prevent team.

If you have concerns that a crime is being committed, planned, or you are aware of any terrorist activity please contact Essex Police on either 999 (if urgent) or 101 (for all other enquiries).

Policy Statement

Mayflower Performing Arts believes that it is always unacceptable for a child, young person or adult to experience abuse of any kind and recognises its responsibility to safeguard and promote the welfare of children, young people and adults at risk, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child, young person or adult at risk is paramount
- All children or adults at risk, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, and adults at risk, their carers and other agencies is essential in promoting the young peoples and adult at risk's welfare.

The purpose of this policy is:

- To provide protection for the children, young people or adults at risk who are part of our organisation
- To provide the Staff, instructors and volunteers with guidance on procedures they should adopt if they suspect a child, young person or adult at risk may be experiencing, or be at risk, of harm.

This policy applies to all staff, including directors, Instructors, leaders and volunteers.

We will seek to safeguard children, young people and adults at risk by:

- Valuing them, listening to and respecting them
- Adopting child/adult protection guidelines through procedures and a code of conduct for staff and members
- Recruiting staff, instructors and volunteers safely, ensuring all necessary checks are made, including the receipt of a suitable DBS check.
- Sharing information about child/adult protection and good practice with children, parents/carers, staff, instructors and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents/carers and young people/adults at risk appropriately
- Providing effective management for staff, instructors and volunteers through support and training.
- Safeguarding training will be mandatory for staff and will be updated every 3 years.

We are committed to reviewing this policy and good practice annually.

Mayflower performing Arts staff may encounter child/adult protection concerns, such concerns could emerge from a member rehearsal, from a member of the public or by a parental complaint.

The concern might relate to:

- What is or may be happening (or happened in the past) to a child/adult in an organisation they have previously been a member of.
- The concern may be brought to our attention by the child/adult themselves, alleged by others or through direct observation within member rehearsals.
- The concern may be about a current situation or past events and may be about allegations of disclosures of physical abuse, sexual abuse, emotional abuse or neglect, or a combination of one or more of these abuses.
- Where an adult at risk is concerned, it could also involve discriminatory or financial abuse.

WHAT IS ABUSE?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

CATEGORIES OF ABUSE

Physical abuse

- A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding drowning, suffocating or otherwise causing physical harm to a child.
- Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

- The persistent emotional maltreatment 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 for meeting the needs of another person.
- It may include not giving a child the opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that 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 seeing or hearing the ill-treatment of another.
- It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse

- Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

- 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 misuse.
- 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-takers); or ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- (Definitions taken from Working Together to Safeguard Children 2015)

Other forms of abuse associated with adults at risk include:

Financial Abuse

- Including theft, fraud, exploitation, the misuse of possessions or benefits and pressure applied in relation to financial transactions

Discriminatory Abuse

- That is based on a person's disability including harassment.

Institutional abuse

- This can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affects the whole of that service.

OTHER SAFEGUARDING ISSUES WHICH MAY GIVE CAUSE FOR CONCERN:

- Child sexual exploitation (CSE) - Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

Female Genital Mutilation (FGM)

Professionals in all agencies, individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present it could signal a risk to the child or young person.

Victims of FGM are likely to come from a community that is known to practise FGM. Staff should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Where a professional discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, he or she should personally report it to the police. Those failing to report such cases to the police will face disciplinary sanctions unless the professional has good reason not to. They should still consider and discuss the case with the DSL and involve Children Social Care as appropriate.

- Staff, instructors and volunteers may hear about the possibility of FGM happening or having happened to a member's family member, e.g. sister/female cousin:
- A staff member, instructor or volunteer may hear reference to FGM in conversation between members.
- A member may confide that they or a sister/cousin is to have a 'special procedure' to become a woman;

- A member may report that they or their sister/cousin is going out of the country for a prolonged period;
- A member may disclose the worry about them or a sister/cousin being at risk;

Terrorism

The referral procedures set out in this policy also applies where there are concerns about children/young people or adults who may have been drawn into terrorism. Mayflower Performing Arts recognises its duty to have due regard to the need to prevent members from being drawn into terrorism and adopts appropriate protocols to minimise the risk.

The Senior Designated Safeguarding leads are the designated Prevent Duty Officers responsible for coordinating action within Mayflower Performing Arts and liaising with other agencies. Mayflower Performing Arts will implement prevention measures such as discussing dangers with members, when appropriate in suitable forums, of the use of the internet sites likely to promote terrorist and extremist material, and undertaking Prevent awareness training periodically to ensure that staff, instructors and volunteers can identify members at risk and know how to intervene.

The Senior Designated Safeguarding Leads with the Chairperson will also assess and manage appropriately any risks identified in the vicinity of the organisation, including those posed by any visiting leaders/instructors. Mayflower Performing Arts will work in partnership with the Essex LSCB over such matters; the level of risk will determine the most appropriate referral. Further information is available from the government Channel guidance.

- So called 'honour-based' violence (HBV) - encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so-called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubts staff should speak to the designated safeguarding leads. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.
- Other forms of abuse that can be a concern Include;
Abuse of trust, Bullying including cyberbullying, deaf and disabled children and abuse, domestic violence and abuse, drugs, gang and youth violence, homophobia, faith abuse, fabricated or induced illness, internet abuse, mobile phone use of abusive images, peer sexual abuse, racism, trafficking/sexual exploitation and teenage relationship abuse. The effects of child abuse/ adult abuse are wide-ranging and profound.

They vary accordingly to the type of abuse and how long it has been endured but can include:

- Behavioural problems
- educational problems
- mental health problems
- relationship difficulties
- drug and alcohol problems
- suicide and self-harm
- In extreme cases, death following abuse.

The Children's Act 1989 places a duty on local authorities to take steps to protect children and gives certain powers to the Police so that they can take action to protect them where necessary. The Act defines a child as a person under the age of 18. The Police and Social Services have the primary legal responsibility to protect children and investigate allegations of abuse.

In relation to adults at risk the government set out key principles in its guidance document 'No Secrets' (DOH, 2000) which said, "the protection of venerable adults should always receive a high priority and that all agencies should be able to clearly demonstrate they are able to respond to abuse with prompt, timely and appropriate action".

RECOGNISING ABUSE

All staff, instructors and volunteers should be aware of the signs of abuse and neglect so that they are able to identify cases of children, young people or adults who may be in need of help or protection. Staff, instructors and volunteers are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, young person or adult, staff, instructors and volunteers should always act in their best interest.

Young people who regularly go missing from home and work may be at risk of sexual exploitation and abuse, this must be viewed as a safeguarding concern.

Child abuse can and does occur both within a child/young person's/adult's family and in institutional or community settings. It is acknowledged that some individuals seek to use childcare and community organisations to gain access to children, and that it is necessary to have an open mind when the possibility arises that a member of staff, instructor or volunteer appointed by Mayflower Performing Arts is suspected of abuse or inappropriate activity.

Physical signs that may indicate that a child or adult is being or has been abused:

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally
- An injury for which the child's or adult's explanation appears inconsistent
- Bruising/burns/cigarette burns/fractures which are unexplainable
- Genital injuries/infections/bleeding or discomfort

- Sudden speech disorders, delayed development, failure to grow
- Constant hunger, stealing food, frequently dirty, smelly,
- Untreated medical conditions or lack of treatment for illness or injury

A behavioural sign that may indicate a child or adult has been abused or is being abused:

- Inappropriate sexual awareness or sexually explicit behaviour
- The child appears distrustful of adults
- Unexplained changes in behaviour
- Aggressive behaviour or severe temper outburst
- Running away, not wanting to go home
- Cover up clothing to hide injuries
- Flinching when approached, fear of adults, fear of men or women
- Depression, low mood, self-harm, eating disorders
- Sexualised language, play, drawings or knowledge
- Nightmares, bed wetting
- Behaving increasingly secretly, possessing unexplained amounts of money, gifts
- Drug and alcohol abuse, suicide
- Excessive lack of confidence, need for approval, attention or affection
- Missing classes, appointments, being continually late
- Difficulty forming relationships, no friends

The recognition of abuse is not easy and it is not the place of staff, instructors or volunteers to make such a judgement. However, it is their responsibility to act on concerns in order to safeguard the welfare of the child/adult. If you feel uneasy about something you have seen or heard which could be deemed to be child abuse, seek advice from a Mayflower Performing Arts Designated Safeguarding Officer.

DOING NOTHING IS NOT AN OPTION

In some cases of suspected abuse, parents/carers may not be informed first. This is the decision of the Designated Safeguarding Leads/ Designated Safeguarding Officers.

Reasonable physical restraint to prevent a child from harming themselves, another person, or from causing serious damage to property is not deemed to be abuse.

HOW TO RESPOND TO SIGNS OR SUSPICIONS OF ABUSE

All Mayflower Performing Arts staff, instructors and volunteers should report their concerns to a member of the Mayflower Performing Arts Safeguarding Team. There will always be a member of the designated safeguarding team available to respond to any allegations/suspicions/concerns of abuse. The safeguarding team include members of staff and instructors from each class/group within the organisation. All members of the team will receive training to carry out these roles and this will be reviewed and updated on a regular basis.

sometimes concerns about a child/adult may not be about abuse. You may be concerned that a child or family may need some help in making sure all of a child/adult's needs are met or to address a particular problem. Examples of this might be where a child is suffering because of poverty, getting into trouble in the community, or has a disability and needs extra help. In these instances, staff, instructors or volunteers would still be expected to ask for advice from a member of the safeguarding team.

HOW TO RESPOND TO A CHILD/YOUNG PERSON OR ADULT TELLING YOU ABOUT ABUSE.

There are some basic principles in reacting to suspicions, allegations, and/or disclosures of abuse.

What to do:

- stay calm
- listen, hear and believe
- ask open ended questions for clarification only
- give the child/young person/adult time to say what they want
- reassure and explain that they have done the right thing in telling. Explain that only those people who need to know will be informed consider their immediate safety-take necessary action if required to protect the child or young person/adult in an emergency situation (calling the police or any of the direct numbers above)
- act immediately in accordance with the procedure in this policy
- consider their immediate safety-take necessary action if required to protect the child or young person/adult in an emergency situation (calling the police or any of the direct numbers above)
- report to a member of the safeguarding team
- record in writing as near as verbatim as possible what was said as soon as possible on a cause for concern form (include a body map if there are physical signs or injuries)

What not to do:

- do not over-react. It is extremely unlikely that the child/young person/adult is in immediate danger
- do not probe for more information, questioning the child/young person/adult may affect how their disclosure is received at a later date
- do not make assumptions, paraphrase and do not offer alternative explanations
- do not promise confidentiality to keep secrets or that everything will be ok (it might not)
- do not try to deal with it yourself
- do not make negative comments about the alleged abuser
- do not 'gossip' or disclose any information with colleagues about what has been said to you
- do not make the child/young person/adult repeat the story unnecessarily
- It is the duty of anyone who works with children/young people/adults to report and record disclosure of abuse.
- It is not for staff, instructors and volunteers to decide whether or not a suspicion or allegation is true.

- All suspicions or allegations must be taken seriously and dealt with accordingly to this procedure. If the disclosure is made by a parent/guardian/carer, you should follow the same procedure and refer them to a Designated Safeguarding Lead.
- Individual staff, instructors and volunteers should never deal with abuse disclosures in isolation and should always refer to a Designated Safeguarding Lead or Officers with responsibility for child/adult protection.
- The decision whether or not to report suspected abuse to Social Services or the Police will be made collectively by the Safeguarding Team.

ONCE A REFERRAL IS MADE TO THE DESIGNATED SAFEGUARDING LEAD

The Designated Safeguarding Lead will make an initial assessment of the allegation; consult with the staff, Instructor or volunteer involved and other designated staff as appropriate. This could involve speaking to the member at the earliest opportunity. The priority at first is to ensure that the member is not in any immediate danger. Designated staff will seek medical attention if the member is suffering from a serious injury.

The member may be asked to repeat the disclosure they have made. Every effort will be made to communicate with the member in a way that is appropriate to their age, understanding and preference. This is especially important for learners with a disability or those who's preferred language is not English.

The member will be asked if there are younger children or any other adults who might also be at risk. However, the Designated Safeguarding Leads will avoid asking leading questions and will not attempt to investigate the allegations. A written account will be made of the disclosure and the context and the learner may be asked to sign it.

If the member wishes to take the allegation forward, the DSL should support the member in contacting social Services, the Police or the NSPCC. When a member is not sure about taking the allegation forward, the Designated Safeguarding leads can, without necessarily identifying the person in question, discuss concerns with Social Services or the Police, so that an informed decision can be reached.

Following consultation, the Designated Safeguarding Leads will ask for the member's views, if it is clear that they can understand the significance and consequences of a referral to Social Services or the Police (or Forced marriage Unit).

It remains the responsibility of the Safeguarding Team to take whatever action is necessary to ensure the member's safety and that of any other children or adults who may be at risk. This may on occasion involve a referral against the wishes of the member involved.

Where practicable, concerns will be discussed with a parent or guardian unless this may, either by delay or the behavioural response it may prompt, place the member at risk of harm. The member's view will also be considered in deciding whether to contact their

parent/guardian. A written record will be made of any discussion with parents/carers or guardians.

In the event of a decision to report, a member of the Safeguarding Team should inform the member of the proposed action and the reasons for the decision. Ideally this should happen before the appropriate agency is informed, unless doing so would place the young person/adult at greater risk.

The Designated Safeguarding Leads should contact the Social Services Department of the appropriate local authority by telephone in the first instance and record the date and time that this took place. The Designated Safeguarding Leads will agree with the recipient of the referral what the learner and parents/carers will be told, by whom and when. The Designated Safeguarding Leads will make a confirmation of the referral in writing within 48 hours.

All concerns, discussions, decisions made and reasons for those decisions will be recorded. Written records will be kept confidential in a securely locked location and in accordance with the Data Protection Act. However, where the police are involved then such records may need to be disclosed.

There may be instances where more than one member of the designated staff will be involved in a particular disclosure. On occasion, they may work collaboratively to deal with a case.

CONFIDENTIALITY

The legal principle that the "welfare of the child is paramount" means that taking action to safeguard the child, young person is most important. Privacy and confidentiality should be respected, but if doing nothing leaves a child at risk of harm, the child's safety must come first.

So legally, it is fine to share information if someone is worried about the safety of a child/adult. When a concern or worry is raised, not everyone needs to know about it. This respects the child/adult's, family and or staff's rights to privacy.

The Senior Safeguarding Lead:

- Will deal with any concerns raised against any Designated Safeguarding Officers
- Will ensure the organisation's safeguarding policy is implemented, monitored and that safeguarding practices are regularly reviewed and evaluated.

ROLE OF THE DESIGNATED SAFEGUARDING LEAD'S (DSL)

- To appoint designated staff, instructors and volunteers with responsibility for child and adult protection, this will include members of all class/groups within the organisation.
- To attend regular safeguarding training (every 3 years or in the light of changes within laws) and access ad hoc advice.

- To review and monitor the policy and its procedures annually.
- To ensure that all new staff, instructors and volunteers are subject to an enhanced Disclosure and Barring (DBS) check.
- To ensure a risk assessment is undertaken in considering a member requesting to join the organisation who may pose a threat to others
- To reserve the right to refuse appointment to any person who may pose a risk to children, young people or vulnerable adults
- To provide appropriate training to all staff, instructors and volunteers at the recommended level (every 3 years for other staff) to ensure they are all aware of the issue of protection from abuse and the procedures to follow, starting from their initial induction.
- To refer any young person or vulnerable adult to Social Services or other appropriate agency e.g. the Police or NSPCC, when the person requests it or the situation necessitates it.
- To ensure the person who discloses abuse is offered all possible appropriate support around the time of and after disclosure.
- To support staff, instructors and volunteers who deal with a disclosure relating to
- safeguarding.
- To keep records of a disclosure in a confidential file.
- To make the policy & procedures available to all staff, instructors, volunteers, parents, carers and members.
- To work together with the Local Safeguarding Children's Board and Adult Protection Committees.

ALLEGATIONS OF ABUSE MADE AGAINST MEMBERS OF MAYFLOWER STAFF, INSTRUCTORS, VOLUNTEERS OR MEMBERS.

Any allegation made against a member of staff, Instructor, volunteer or another member will be treated seriously and Investigated Immediately. The Designated Safeguarding Officers will report to the Designated Safeguarding Leads who will report to the Chairperson of Mayflower Performing Art and appropriate action will be taken to safeguard the welfare of the child/young person, adult at risk or any others who it may affect. If necessary, Children's social care and the Police may have to be notified.

This is about managing cases of allegations that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children, young people (and in some cases adults at risk) in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a member of Mayflower Performing Arts staff, instructor, volunteer or member has:

- behaved in a way that has harmed, or may have harmed a child or vulnerable adult;
- possibly committed a criminal offence against or related to a child or vulnerable adult; or
- behaved towards a child/children or vulnerable adult in a way that indicates he or she would pose a risk of harm to children or vulnerable adults.

In the event of such an allegation arising, the member of staff, instructor, volunteer or member will be asked to leave the rehearsal, if during a rehearsal time, and/or asked to not attend any further rehearsals until a full investigation can be conducted by the Designated Safeguarding Team. This is to protect the safety of everyone within the organisation including the members (children and adults) and the staff team. This will also prevent any further allegations being made against the staff, instructor, volunteer or member that the original allegation was made against. This does not mean that the staff, instructor, volunteer or member is deemed to be guilty of the allegation made against them.

Mayflower performing Arts will ensure they provide effective support for anyone facing an allegation and provide the staff member/Instructor with a named contact if they are suspended. It is essential that any allegation of abuse made against a member of staff, instructor, volunteer or member is dealt with very quickly, in a fair and consistent way that provides effective protection for the child/young person and at the same time supports the person who is the subject of the allegation.

Allegations of abuse from a staff, instructor or volunteer towards any member should be reported to the Senior Designated Safeguarding Leads as soon as possible. The Senior Designated Safeguard Leads will follow the guidelines set out in 'Working Together to Safeguard Children 2015' and seek advice from the Local Authority Designated Officer or Safeguarding Adults services (Essex). The Senior Designated Safeguarding Leads will take appropriate action following the advice of the LADO