



PARADIGM ARTS
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PARADIGM ARTS Ltd

Child Protection Policy - May 2021 Update

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A General Policy Statement

1. Paradigm Arts Ltd. has a moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of children.

Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”. The governing body recognise that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

Paradigm Arts is committed to ensuring that the organisation

- Provides a safe environment for children and young people
- Identifies children and young people who are suffering
- Takes appropriate action to see that such children and young people are kept safe from harm

In pursuit of these aims, Paradigm Arts will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people.
 - providing procedures for reporting concerns
 - Establishing procedures for reporting and dealing with allegations of abuse against members of staff
 - The safe recruitment of staff
2. The organisation has nominated Robert Pitman (Director) as lead person with special responsibility for child protection issues for the year 2021/22. In this role the designated lead person has undertaken and will continue to attend appropriate training as and when appropriate/relevant. This person is a member of the management committee.
 3. Staff and volunteers working with children will receive training adequate to familiarise them with child protection issues and responsibilities and the organisation’s procedures and policies, with refresher training at least every 3

years. If appropriate there will be also be a member of the management team or volunteer who may through their employment background have particular expertise in child protection issues. He/she may be delegated by the management committee.

4. The designated senior member of staff with lead responsibility for child protection will produce, where required, an annual report which reviews how the duties have been discharged.
5. It is important that the guidance provided on Child Protection is read in conjunction with the other Policies Outlined below:
 - Anti Bullying & Cyber Bullying Policy
 - Domestic Abuse Policy
 - Equality & Diversity Policy
 - Online Safety Policy
 - The Complaints Policy
 - Whistleblowing Policy
 - GDPR Policies & Procedures

These are all available from our Policy Hub:

<https://www.paradigmarts.co.uk/policy-hub>

B. The Statutory Guidance:

It is worth noting that definitions and terminology used across the four nations differs however the principles of Child Protection remain throughout - as an individual and as a representative of the organisation you will be expected to uphold the highest standards and ensure that the aims outlined in Section A are achieved without exception.

England:

[‘Working Together to Safeguard Children: A guide to interagency working to Safeguard and promote the welfare of children’ 2018,](#)

[‘Keeping Children Safe in Education -Statutory Guidance for Schools and Colleges’ 2020](#)

Northern Ireland:

[Safeguarding Board for Northern Ireland Procedures Manual](#), May 2018.

[Co-operating to Safeguard Children and Young People in Northern Ireland](#), 2017

Wales:

[Social Services and Well-being \(Wales\) Act 2014](#),

[Violence Against Women Domestic Abuse and Sexual Violence \(Wales\) Act 2015](#).

[Wales Safeguarding procedures \(application and Web based\)](#)

Scotland:

[Scottish Government 2014 National Guidance for Child Protection in Scotland](#) for

further clarification, as necessary and in accordance with their job role/departmental focus.

Paradigm Arts Ltd recognises the following as definitions of abuse:

i Physical Abuse

Physical abuse 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.

ii Neglect

Neglect is the persistent or severe failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive.

iii Sexual Abuse

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 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.

Iv Emotional Abuse

Emotional abuse is 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 inadequate, unloved, worthless or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities 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 over-protection 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 cyberbullying), 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, though it may occur alone.

C. Designated Staff with Responsibility for Child

Protection i.e Senior Staff Member with Lead Responsibility

1. The designated senior member of staff with lead responsibility for child protection issues is Robert Pitman, Director, Paradigm Arts Ltd., UK, rob@paradigmarts.co.uk
2. He has a key duty to take lead responsibility for raising awareness within the organisation of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people.
3. He is responsible for ensuring that exempted questions are asked on relevant volunteer and employment application forms.
4. He has received appropriate training and should keep up to date with developments in child protection issues. He will also have responsibility for making new staff and volunteers aware of the existing child protection policy.

5. He will be the main contact point for Child Protection issues and will have contact details for relevant organisations available for employees and volunteers. This list will usually include contact details of relevant individuals and provisions such as the NSPCC Helpline 0808 800 5000 and the local police child protection unit..

D. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a child or young person tells a member of staff about possible abuse:

- Listen carefully and stay calm.
- Do not interview the child, but question normally and without pressure, in order to be sure that you understand what the child is telling you.
- Do not put words into the child's mouth.
- Reassure the child that by telling you, they have done the right thing.
- Inform the child that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- Note the main points carefully.
- You will be expected to complete an Incident Reporting form with as much detail as you can. This form can be accessed here: <https://www.paradigmarts.co.uk/incident-reporting>
- Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person.

E. Regulated Activity and obtaining Enhanced Disclosure & Barring Service checks

1. Under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, an individual working unsupervised with children is considered to be engaged in regulated Activity and must have an

enhanced Disclosure and Barring Service (DBS) check which will involve a check of the children's barred list, in order to perform their duties.

2. However, an individual working in a directly and permanently supervised position is not considered to be engaged in regulated activity but should still have an enhanced DBS disclosure check. However because they are working in a supervised role the enhanced check will not include a check of the children's barred list.
3. Note that applications for a DBS enhanced check can only be submitted where the applicant is aged 16 or over at the time of making the application.

F. Duty to refer to the DBS

1. The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). This means that the designated member of staff responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults, this includes anyone who is believed to have a record of inappropriate conduct.
2. The organisation has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS, failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.
3. Referral forms can be downloaded from the DBS's website www.homeoffice.gov.uk/dbs.
4. Paradigm Arts has a responsibility to inform the DBS when an individual is disciplined, dismissed or resigns if they have harmed or may cause harm to a child.

G. The DBS's barring process

1. Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.
2. The applicant should be advised by the designated member of staff to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the **Children's Barred List** or the **Vulnerable Adults Barred List** or both depending on the offence. The applicant must then be removed from regulated activity.
3. The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.

G. Reporting and Dealing with Allegations of Abuse against Members of Staff.

The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

1. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Paradigm Arts Ltd recognises that an allegation of child abuse made against a member of staff

may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

2. The Organisation recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way.
3. Should any Safeguarding incidents be reported to the designated lead person - these should be reported to the Local Authority Designated Officer (LADO): Jemma Parkinson/Rachel Powis on lscp@lincolnshire.gov.uk 01522 554674

I. Safer Recruitment and Selection Procedure

Paradigm Arts Ltd will already have recruitment and selection procedures. These should be reviewed in order to ensure that they take account of the following:

- They should apply to staff and volunteers who may work with children.
- The post or role should be clearly defined.
- The key selection criteria for the post or role should be identified.
- Vacancies should be advertised widely in order to ensure a diversity of applicants.
- Obtain professional and character references.
- Verify previous employment history.
- Disclosure and Barring Service disclosure/List 99 checks (maintain sensitive and confidential use of the applicant's disclosure).
- Use a variety of selection techniques (eg qualifications, previous experience, interview, reference checks).