

SAFEGUARDING POLICY

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1. Introduction

1.1. About Kala Sangam

Kala Sangam is an intercultural arts hub which reflects the diversity of contemporary Britain through the work we present, the artists we support and the communities we engage.

Specialising in South Asian arts and culture, most of our work takes place in our Arts Centre at the edge of Bradford's Little Germany cultural quarter, with our outreach activities extending regionally and nationally.

In Sanskrit, 'Kala' means arts and 'Sangam' means a meeting point. Kala Sangam aims to bring people and communities together to create and experience high-quality diverse art, to increase understanding and awareness of different cultures, and to provide talent development pathways for young people and emerging artists into a career in the arts.

1.2. Kala Sangam's work with children and young people (CYP)

Kala Sangam works with children and young people (CYP) in a number of ways: developing and delivering workshops and bespoke projects in schools; devising and delivering bespoke community projects which take place in the community or in our centre; and delivering creative arts classes in our centre.

2. Policy Statement

Kala Sangam is committed to ensuring that everyone involved in its work feels safe while working, or while receiving our services. The welfare and happiness of all participants in Kala Sangam's work is paramount, and we take seriously our responsibility to safeguard and protect our participants from abuse.

This Safeguarding Policy aims to ensure that all members of staff, practitioners, volunteers and trustees understand and are confident in organisational child protection procedures, their safeguarding responsibilities, and their own good practice when working with children, young people and/or adults.

Kala Sangam aims to create an open and safe environment for participants which encourages and nurtures creativity, by:

- Valuing, listening to and respecting participants.
- Ensuring that all participants are treated equally and receive equal care and protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

In implementing this Safeguarding Policy, Kala Sangam will:

- Appoint a Safeguarding Lead and a Deputy.
- Appoint a Safeguarding Lead at Board level.
- Adopt child protection practices through the procedures outlined in this document.
- Follow the safer recruitment procedures outlined in this policy.
- Ensure that all staff, practitioners, volunteers, trustees, tenants, children and young people, and parents are aware of Kala Sangam's Safeguarding Policies and their responsibilities in response to safeguarding.

- Develop guidelines which outline good practice for all staff, practitioners, volunteers and trustees when working with children and young people or adults at risk.
- Uphold other organisational procedures which support this Safeguarding Policy, including but not limited to:
 - Health and Safety.
 - Risk assessments.
 - Disciplinary procedures.
 - Grievance procedures.
 - GDPR (General Data Protection Regulation).
- Keep accurate records which are stored safely and securely.
- Ensure effective measures for complaints or whistleblowing are in place.

3. Legal Framework

Kala Sangam works in accordance with local guidance from West Yorkshire Consortium Procedures Manual and statutory legislation based on law and guidance that seeks to protect children, namely:

- Children Act 1989.
- Children Act 2004.
- United Convention of the Rights of the Child 1991.
- Police Act 1997 (Part 5, established Criminal Records Bureau).
- Human Rights Act 1998.
- Data Protection Act 1998; amended 2018.
- Sexual Offences Act 2003; amended 2006.
- Female Genital Mutilation (FGM) Act 2003 (amended by Serious Crime Act 2015).
- The Children and Social Work Act (2017)
- Safeguarding Vulnerable Groups Act 2006.
- Children and Families Act 2014.
- Protection of Freedoms Act 2012 (Part 5, Chapter 3 'Disclosure & Barring Service').
- Counter-terrorism and Security Act 2015 (Section 26 Prevent duty).
- What to do if you're worried a child is being abused (March 2015).
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018).
- Safer working Practice Guidance (October 2015).
- Working Together to Safeguard Children (2018).

4. Named Persons for Safeguarding at Kala Sangam

Safeguarding Lead: Fay Beesley 07507 356 692 / 01274 303340

Deputy Safeguarding Lead: Mohammed Iftikar 07798 630 228 / 01274 303340

Board Safeguarding Lead: Jenny Jowle 07794 059 006 / 01274 723146

5. Definitions of Key Terms

5.1. Child

A child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

5.2. Young Person

The term 'young person' may be used for teenagers who may not wish to be referred to as a 'child' but is a child (i.e. has not yet reached their eighteenth birthday) nonetheless.

5.3. Good Practice

Behaving in an appropriate manner towards children and young people.

5.4. Position of Trust

A person in a 'position of trust' is any person (paid or voluntary) who holds the trust of anyone around them. This also includes peer mentors, therefore in some instances a person in a 'position of trust' may be the same age as the child or young person.

6. Definitions of Abuse

These definitions of abuse are sourced from *Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children*; pages 102-103 (Published by the Department for Education, latest edition July 2018).

6.1. Abuse (generally)

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

6.2. Physical Abuse

This is 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.

6.3. Emotional Abuse

This involves 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 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 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 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.

6.4. Sexual Abuse

This 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 include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or 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.

Peer-on-peer sexual abuse is sexual abuse that happens between children of similar age or stage of development. It can happen between any number of children, and can affect any age group.

It can be difficult to work out if a child is displaying appropriate, inappropriate, problematic or abusive sexual behaviour.

Examples of sexually abusive behaviour may include inappropriate or unwanted sexualised touching, pressurising, forcing or coercing others to perform or take part in sexual acts, pressuring, forcing or coercing someone to share nude images (sexting), sharing sexual images of a person without their consent, taking a picture under a person's clothing without their consent (upskirting), sexual harassment or sexual or sexist name calling.

6.5. Domestic Abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse, between people who are or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse, and includes controlling, coercing, threatening physical violence, humiliation and manipulation.

Children and young people never just 'witness' domestic abuse; it always has an impact on them.

Exposure to domestic abuse or violence in childhood is child abuse.

6.6. Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child or young person into sexual or criminal activity.

Those exploiting the child/young person have power over them by virtue of age, gender, sexual identity, cognitive ability, physical strength, status and access to economic or other resources.

In some cases, the abuse will be in exchange for something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) and/or will be to the financial benefit or other advantage (such as increased status) of the facilitator or perpetrator.

Violence, coercion and intimidation are common.

CSE and CCE can take place in person, online or using a combination of both.

6.7. 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.

Neglect may occur during pregnancy as a result of maternal substance abuse.

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-givers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, basic emotional needs.

6.8. Female Genital Mutilation (FGM)

FGM is a serious form of child abuse and violence against women and girls, and a violation of human rights. It has been illegal in the UK since 1985 and there is a statutory duty to safeguard children and protect and promote the welfare of all women and girls. People guilty of allowing FGM to take place are punished by fines and up to fourteen years in prison.

FGM is defined by the World Health Organisation as "all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons."

It can leave women and girls traumatised as well as in severe pain, cause difficulties in child birth, and in some rare cases it can lead to death.

There is no cultural or religious justification for FGM.

6.9. Online Abuse

Online abuse is any type of abuse that happens on the internet, facilitated through technology such as computers, tablets, mobile phones and other internet-enabled devices.

Online Abuse can happen anywhere that allows digital communication such as:

- Social networks.
- Text messages and messaging apps.
- Email and private messaging apps.
- Online chats.
- Comments on live streaming sites.
- Voice chat in games.

Children and young people can be re-victimised (experience further abuse) when abusive content is recorded, uploaded or shared by others online; this can happen if the original abuse happened online or offline.

Children and young people may experience several types of abuse online such as bullying/cyberbullying, emotional abuse, sexting (pressure or coercion to create sexual images), sexual abuse or sexual exploitation.

Children and young people can also be groomed online, perpetrators may use online platforms to build a trusting relationship with the child in order to abuse them, This abuse may happen online or the perpetrator may arrange to meet the child in person with the intention of abusing them.

7. Recognising the Signs & Symptoms of Abuse

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury does not seem right.
- Untreated illnesses, infected cuts or physical complaints, to which the carer does not respond.
- The child or young person may directly disclose abuse or describe what appears to be an abusive act.
- Difficulty in making friends.
- Someone else (young person or adult) expresses concern about the welfare of a child or young person.
- Unexplained changes in behaviour and/or communication with others. This may range from withdrawal or passivity, to sudden outbursts of temper, aggression or cruelty towards others.
- Unexplained changes in CYP behaviour towards activities and exercises, for example a reluctance to participate or work with others, or a lack of concentration.
- Inappropriate sexual awareness, sexually explicit behaviour or use of language.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Signs of neglect, which may include: dirty skin, body smells, unwashed, uncombed hair and untreated lice; clothing that is dirty, too big or small, or inappropriate for weather conditions.
- Evidence of eating disorders, depression, self-harm, or suicide attempts.

8. Radicalisation of young people

Kala Sangam recognises its responsibility under the Counter-Terrorism and Security Act 2015 (specifically, Section 26: Prevent duty) to protect children and young people from radicalisation and extremism. Furthermore, Working Together to Safeguard Children (2018) identifies that children and young people exposed to radicalisation or extremist views or materials are at risk of harm.

The UK is currently experiencing a high level of concern around the threat of terrorism and extremism. The risk to young people of being radicalised and drawn into violent and criminal activities by those holding extremist views is of increasing concern.

However, for children and young people, exploring new ideas and questioning the world around them is an important part of growing up which should be encouraged in order to support their developing understanding of the world. This must be balanced against the need to protect children and young people from harm.

8.1. Extremism

As defined in the 2011 Prevent strategy, 'extremism' is a vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

8.2. Radicalisation

Radicalisation is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. It can be very difficult to identify, however signs that may indicate a child is being radicalised include:

- Isolating themselves from family and friends.
- Talking as if from a scripted speech.
- Unwillingness or inability to discuss their views.
- A sudden disrespectful attitude towards others.
- Increased levels of anger.
- Increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

These signs don't necessarily mean a child is being radicalised. It may be normal teenage behaviour, or a sign that something else is wrong, but if you notice any change in a child's behaviour and you are worried talk to Kala Sangam's Safeguarding Lead.

9. Safe Recruitment

Kala Sangam is committed to the safe recruitment of staff, freelance practitioners and volunteers, and will ensure that these clear processes for recruitment are put in place:

- Clearly stating our commitment to safeguarding and protecting children when advertising any job role.
- Using an application form to assess a candidate's suitability for any salaried roles, making it easier to receive relevant information about candidates and to compare their experience.
- When recruiting freelance practitioners to work with children and young people, we will always ask for a covering letter, alongside their CV, in which the candidates are asked to describe their experience and suitability for the role.
- Holding face-to-face interviews / workshop auditions, with clear questions or tasks, to assess candidates' ability and experience of working with CYP.
- We will always obtain and check any references and ask specifically about an individual's suitability to work with children and young people.
- Ensuring that all freelance practitioners hold a current Enhanced Disclosure and Barring Service (DBS) Check (within 3 years or updated via the Update Service).
- Obtaining Enhanced DBS checks for any staff members who will be working directly with CYP, or in contact with the public, as part of their normal job role.
- If Kala Sangam wishes to appoint a worker from abroad, it may not be possible to undertake a DBS check. Kala Sangam will investigate whether a criminal record check can be made available from the country the person is moving from, as well as a good conduct certificate and/or regular references from past employers.
- Kala Sangam will annually check that all staff members, volunteers and freelance practitioners DBS are still valid.
- Any freelance practitioner contracted to work with Kala Sangam will be required to demonstrate a good, working knowledge of safeguarding / child protection.
- Any member of staff or freelance practitioner contracted to work with Kala Sangam will be required to read this policy and complete and sign a Safeguarding Declaration that they have read and understand this policy.
- Upon employment, salaried staff will be expected to complete the Bradford Safeguarding Children Board's Basic Safeguarding e-training (Awareness of Child Abuse and Neglect), and obtain at least a Basic DBS check.

10. Planning a Project for Children and/or Young People

When planning a project for CYP, Kala Sangam will take into consideration the factors below to ensure their welfare and safety, and the success of the project:

- Always follow the 'Safer Recruitment' procedures outlined in this policy, even if the candidate in question is known to Kala Sangam or is a member of KS staff.
- Ensure that the activity/project is appropriate to the circumstances, age, and ability of the children or young people.
- Where appropriate and possible, involve children or young people in the planning and development of the project (especially for longer term projects).

- Make sure that there are clear aims, objectives, and desired outcomes of which everyone involved in the planning and running of the project are aware.
- Everyone involved in running the project should be aware of their role within it, what is expected from them, and who to report to / who their line manager is. This includes making sure young people are aware of each staff member, freelance practitioner and volunteer's role.
- Carry out appropriate health & safety and risk assessments specifically linked to the project/activity taking place.
- Consider the appropriateness of the venue for the project, factoring in health and safety, accessibility and any other relevant concerns.
- Consider recommended ratios of adult to children and young people by age:

Age of children / young people	No. of adults	No. of children
0 – 2 years	1	3
2 – 3 years	1	4
4 – 8 years	1	6
9 – 12 years	1	8
13 – 18 years	1	10

- Ensure that no children or young people, including school groups, are left without a legally responsible (DBS checked) adult.
- Encourage freelance practitioners working off-site to identify the Designated Safeguarding Lead of the organisation they are visiting (school or community centre, for example) or to whom they are to report any Safeguarding concerns or incidents. If a Safeguarding issue arises, freelance practitioners are to report this to Kala Sangam's Safeguarding Lead and fill out a Kala Sangam report in addition to their discussions with the external organisation.

11. Good Practice Guidelines

It is important that staff, freelance practitioners and volunteers are all confident in working with children and young people. Kala Sangam advocates the following:

11.1. Good practice guidelines

- Treat all children and young people with respect and dignity.
- Always work in an open environment, avoiding private/unobserved situations.
- Put the welfare of all children and young people first.
- Build balanced relationships based on mutual trust; act as a good role model.
- Where possible, be aware of any special needs of a CYP prior to working with them; whether due to cultural, religious, physical, emotional or other circumstances, activity must be planned / adapted accordingly.
- Always give enthusiastic, constructive feedback; avoid negative criticism.

- Ensure that if any form of physical contact is required, due to the nature of the work (e.g. dance demonstration or technique), it is provided openly. Children or young people should always be consulted, and their agreement gained – Section 12 ‘Safe Touch’ for full guidelines.
- Unless written permission has been granted by the parent/guardian of a CYP, photographs/videos must not be taken. Kala Sangam must be satisfied that all relevant documentation and permissions have been granted before staff, freelance practitioners and volunteers can take pictures or film.
- Ensure visiting organisations and companies are made aware of the Safeguarding Lead and how to contact them if necessary on arrival.
- Ensure tenants, community groups or other organisations working with children and young people, and/or adults at risk, at Kala Sangam provide a copy of their risk assessment and their safeguarding policies and procedures.

11.2. A person in a position of trust must never

- Subject a child or young person to physical punishment or threat of such.
- Verbally humiliate a child or young person.
- Engage in rough physical or sexually provocative games or make sexually suggestive comments or jokes, even in jest.
- Permit or engage in any form of inappropriate touching.
- Permit CYP to use inappropriate or offensive language unchallenged.
- Allow allegations of abuse to go unrecorded or not acted upon.
- Do things of a personal nature for a child or young person that they can do for themselves.
- Agree to meet a child or young person on their own.

12. Safer Space Agreement

Kala Sangam strives to create a safe and welcoming space in which we prioritise safety, where harmful or marginalising behaviour is not tolerated. Aligning with our Safeguarding policy, Kala Sangam has outlined the standards of behaviour that is expected from all staff, facilitators, and visitors in our Safer Space Agreement.

13. Safe Touch

When working with CYP on creative arts projects, especially those involving physical activities like dance and /or drama, the use of touch may be necessary.

For touch to be ‘safe touch’ it needs to be:

- **Necessary** – demonstration or verbal instruction may not be adequate.
- **Contextual** – make sure the child or young person understands why it is necessary for you to touch them.
- **Permitted** – seek permission / consent from the child or young person.
- **Clear** – be clear when and how you will touch them.

It is important to remember and respect the fact that a child or young person has the right to say no, and to not give their consent.

14. How Concerns about CYP Safety can come to light

A member of staff, practitioner or volunteer may become aware of a safeguarding issue in several ways, for example:

- A member of staff, practitioner or volunteer expresses concern that a child or young person is showing signs of abuse.
- A third-party expresses concern about a child or young person.
- An anonymous allegation is received.
- A child or young person's appearance, behaviour, interactions with others, play, drawing, or statements cause suspicion of abuse.
- A child or young person discloses one or more incidents of alleged abuse against themselves; this could be occurring now, or could have occurred some time ago.
- Serious misconduct of a member of staff, practitioner or volunteer towards a child or young person is reported.

15. What to do if you receive a Disclosure or are concerned about a child

It is important that any allegations, concerns or disclosures are taken seriously.

Never think that someone else may be dealing with it.

Adopt the processes below:

15.1. If you receive an allegation, disclosure or a concern is raised

- **Receive:** Listen carefully to the child or young person and accept what they are telling you. Encourage them to allow another person to be present.

It is okay to ask questions, but only if you don't understand what is being said. For example, you may want them to clarify something or you haven't heard them clearly. Never ask leading questions.

- **Reassure:** Stay calm and reassure the child or young person they have done the right thing. However, try not to promise that 'everything will be all right,' as this isn't in your control.

Never promise confidentiality, or that you can keep it secret. In the case of someone inadvertently making a disclosure, you should make them aware that they are making a serious disclosure and emphasise that you won't be able to keep it a secret and explain the steps you will have to take next.

- **React:** Explain what you have to do next (i.e. write a record of the incident and pass this on to the Safeguarding Lead). Do not pass judgement or show you are shocked or disturbed.
- **Record:** The person who receives the allegation or disclosure should record what was said, or what happened, as soon as possible. This must be recorded on Kala Sangam's 'Internal Report Form' (Appendix A). Note of any signs, symptoms, injuries or unusual behaviour, and record any conversations accurately – where possible try to remember exactly what the child or young person said and use their own language and words in your report.

If the child or young person has any visible injuries mark them with an 'X' on the 'Body Map' and annotate the type of injury (e.g. cut, bruise, scald or burn mark). Ensure both the Report Form and Body Map are signed and dated on each page. If you need support in doing this, contact Kala Sangam's Safeguarding Lead.

15.2. Next steps

- **Support:** Offer support to the child or young person throughout any process that may happen to them, and ensure their safety. Also make sure you get support for yourself, through your line manager or the Safeguarding Lead.
- **Notify:** Alert the Safeguarding Lead immediately. If the Safeguarding Lead is unavailable, contact the Deputy Safeguarding Lead and/or Safer Bradford (15.3 below).

If you believe a child or young person is in immediate danger contact the police on 999 immediately.

It is important to note that you may not receive a direct verbal allegation or disclosure. However, if you or any member of staff, volunteer or practitioner, have any concerns whatsoever about the safety of a child or young person this must be discussed with the Safeguarding Lead in the first instance – never feel discouraged from raising concerns.

- **Consult:** A full consultation with family, parents or legally responsible guardian must be sought by the Safeguarding Lead before referring the disclosure or concern. For further instruction on consulting parents/guardians, seeking consent, and sharing information with external agencies see 'Information Sharing Procedure' (Section 18 of this policy).

15.3. Making a referral

The Safeguarding Lead will take action if there is a suspicion a child has been abused or likely to be abused. They will contact:

- **Safer Bradford** (for advice and referrals) <https://www.saferbradford.co.uk/>
 - *Children Initial Contact Point:* 01274 435 600
8.30am – 5pm (Mon-Thu) 4.30pm (Fri)
 - *Emergency Duty Team:* 01274 431 010
(at all other times)
- If a referral is made by telephone, this must be followed up in writing immediately, using the Multi Agency Referral Form (MARF). Found at <https://www.saferbradford.co.uk/> and search for MARF.
- If a concern is about online sexual abuse, you should report this to the *Child Exploitation and Online Protection (CEOP)*:
<https://www.ceop.police.uk/safety-centre/>
- If you believe a child is at immediate risk of harm contact the Police on 999.

For complete information on the procedures around sharing information and making referrals see 'Information Sharing Procedure' (Section 18).

Additional advice can also be sought through:

- NSPCC 24-hour *National Child Protection Helpline:* 0808 800 5000

16. Managing Allegations against Staff

Kala Sangam will ensure any allegations against a member of staff, or the organisation itself, will be dealt with swiftly and in accordance with the procedures below:

- The person to whom the allegation or concern is first reported must:
 - Ensure the child is safe and away from the person against whom the allegation is made.
 - Treat it seriously and keep an open mind. In accordance with Section 14 of this Policy, they should not:
 - Investigate or ask leading questions if seeking clarification.
 - Make assumptions or offer alternative explanations.
 - Promise confidentiality; they should, however, give assurance that the information will only be shared on a 'need to know' basis.
 - Then, as soon as possible, follow the reporting procedures outlined in Section 14 of this Policy.
- The Safeguarding Lead at Kala Sangam should be informed immediately. In the case of an allegation involving that named person, alternative arrangements should be sought to ensure the matter is dealt with by the named Deputy. In the case of an allegation involving the named Deputy, alternative arrangements should be sought to ensure the matter is dealt with by another member of the Management Team.
- In the event that the allegation or concern raised is regarding the organisation as a whole, or the running of the organisation, the Chair of the Board of Trustees should be informed and consulted.
- The Safeguarding Lead should contact the Local Authority Designated Officer (LADO), who will advise on how to proceed. Details for the LADO can be found on the Safer Bradford website, (in the Allegations Management and Safer Recruitment section, found under Learning and resources).
<https://www.saferbradford.co.uk/media/4y4cffi1/allegations-management-contact-details-jan-2019.doc>
- The employer should seek advice from the LADO, the Police and/or Children's Social Care Services as appropriate, about how much information should be disclosed to the accused person and complete the relevant form.
- Subject to restrictions on information that can be shared, Kala Sangam should, as soon as possible, inform the person accused about the nature of the allegation, how enquiries will be conducted, and possible outcomes (e.g. disciplinary action, dismissal and/or referral to the DBS/regulatory body).
- Kala Sangam recognises its legal duty, under the Safeguarding Vulnerable Groups Act 2006, to make a referral to the DBS in cases when an employer has dismissed or removed a person from working with children or vulnerable adults (or would or may have done so if the person had not left or resigned) because of concerns over their behaviour towards children.

The Safeguarding Lead, if appropriate, can support the worker during this process, but must not complete the report on their behalf. This report must be made available on request from either the police and/or Children's Social Care.

- Regardless of whether a police and/or Children's Social Care investigation follows, Kala Sangam will ensure an internal investigation takes place, with consideration to operation of Disciplinary and Grievance procedures. This may involve immediate suspension and/or ultimate dismissal, dependent on the nature of the incident.
- The Safeguarding Lead should follow up any referral made by Kala Sangam if they do not hear back from Bradford Children's Social Care, LADO or the police.

17. Managing Confidential Information

Kala Sangam is committed to managing all confidential information safely and securely, in line with the GDPR (General Data Protection Regulation). Kala Sangam will ensure that children and young people have a right to confidentiality, unless it is considered that they are suffering or could be at risk of abuse or harm.

All personal information held about a child or young person, from contact details to internal child protection reports, will be stored securely in:

- A lockable education cupboard (if held in hard-copy).
- A secure password protected file (if held digitally), only accessible by the Safeguarding Lead, Deputy Safeguarding Lead and SMT.

In addition to information about young people, Kala Sangam keeps a record of DBS details for staff, freelance artists and volunteer's in a password protected MS Excel file.

18. Information Sharing

Effective communication and information sharing between agencies is essential to keep children safe and to promote their welfare, outlined below are key guidelines for sharing information about a child or young person:

18.1. Always seek consent

The Safeguarding Lead should seek to discuss concerns with the family and, where possible, seek their consent to make a referral; unless this may either delay the referral or place the child at increased likelihood of suffering significant harm.

A decision by any professional/Safeguarding Lead to not seek parental permission before making a referral to Children's Social Care Services must be approved by their manager, recorded and the reasons given. Where a parent has agreed to a referral, this must be recorded and confirmed on the relevant Referral Form.

Where the parent is consulted and refuses to give permission for referral, further advice and approval should be sought from a manager, unless to do so would cause undue delay. The outcome of the consultation should be fully recorded.

18.2. Situations where it may be appropriate to share without consent

If, having taken full account of the parent/guardian's wishes, it is still considered that there is a need for a referral:

- The reason for proceeding without parental agreement must be recorded.
- The Children's Social Care Services team should be told that the parent or guardian has withheld their permission.
- The parent or guardian should be contacted by the referring professional to inform them that after considering their wishes, a referral has been made.

18.3. What to share

As a general rule, information may only be shared on a 'need to know' basis.

Ensure that any information shared:

- Is accurate and up-to-date.
- Is adequate for its purpose and should be of appropriate quality to ensure that it can be understood and relied upon.

- Should clearly distinguish between fact and opinion.
- Is necessary and proportionate.
- Must be necessary only for the purpose for which it is shared; the amount of information released should be carefully considered, along with the impact of disclosing information on the subject and any third parties.
- Must be proportionate to the need and level of risk.
- Should be shared only with those people who need to see it.
- Should be shared securely.

More advice on when to share information or make a referral:

<https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse>

Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children (Working Together to Safeguard Children, 2018).

19. Online Safety

Kala Sangam recognises that the online world provides everyone with many opportunities; however it can also present risks and challenges.

Kala Sangam has a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online.

19.1. Keeping everyone safe online

Kala Sangam will ensure the following procedures are in place when working with children and young people online:

- Provide clear and specific directions to staff and/or volunteers on how to behave online.
- Support and encourage young people using our services to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
- Support and encourage parents and carers to do what they can to keep their children safe online.
- Develop clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or child/young person.
- Review and update the security of our information systems regularly.
- Ensure that user names, logins, accounts and passwords are used effectively.
- Provide supervision, support and training for staff and volunteers about online safety.
- Examine and risk-assess any social media platforms and new technologies before they are used with the organisation.
- Ensure all staff and volunteers understand the importance of online safety and what to do if a concern should arise.
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.
- Have safeguards in place to ensure children and young people are safe when using the internet.

19.2. Responding to online abuse

If online abuse occurs, Kala Sangam will follow the correct process outlined in Section 14 of this document.

20. Responsibilities of the Board of Trustees

Trustees must understand that they are ultimately accountable for all that happens within Kala Sangam, including the implementation of effective child protection and safeguarding procedures, and must take seriously the duties of the Board below:

- Take overall responsibility for child protection and safeguarding at Kala Sangam.
- Appoint a Board Safeguarding Lead with the appropriate knowledge and understanding of safeguarding.
- Understand good safeguarding practice and take responsibility for ensuring that all Kala Sangam staff follow best practice guidance.
- Ensure everyone understands their legal duties and responsibilities.
- Ensure all workers have training to recognise the signs and symptoms of abuse.
- Ensure that all staff have enhanced DBS checks, where appropriate.
- Ensure that Kala Sangam has appropriate organisational policies in place which support this Safeguarding Policy, including but not limited to:
 - Health and Safety.
 - Risk assessments.
 - Disciplinary procedures.
 - Grievance procedures.
 - GDPR (General Data Protection Regulation).

21. Distributing and Reviewing this Policy and its Procedures

The following systems will put in place for distributing, displaying and reviewing this Safeguarding Policy:

- The Safeguarding Lead and Management Team will review this policy annually.
- The policy will be approved annually by the Board of Trustees.
- Where possible, Kala Sangam will seek the involvement of parents/carers and young people in developing policies which affect them, in line with best practice.
- The Safeguarding Policy will be shared on request and made available in hard-copy for all staff, parents, children and young people.
- Kala Sangam understands that this Safeguarding Policy is a working document and will need to be managed and updated regularly in line with current guidance, legislation and after any safeguarding incident.
- The Safeguarding Lead will be responsible for managing this document.

Appendix A: Internal Safeguarding Report Form: SECTION 1**CONFIDENTIAL: To be filled in by the person who received the disclosure or concern**

Full Name of Child/Young Person <i>(include nicknames if relevant)</i>			
Gender		Date of Birth	
Address			
Contact Details			
Name of Parent / Guardian / Carer <i>(include contact details)</i>			
Any additional needs of the Child / Young Person			
Details of Disclosure or Concern <i>(include date, time, full names)</i> <i>Please write as much as you can remember of the incident, including conversations you had with the young person.</i> <i>It is important that you use the same words the young person used to describe the incident, their feelings or body parts.</i> <i>See Section 14 of the Safeguarding Policy to help in recording essential details.</i> <i>(continue on a separate sheet if necessary)</i>			
Venue and Context in which the disclosure took place			

Your Name: _____ Role: _____

Signature: _____ Date: _____

Appendix A: Internal Safeguarding Report Form: SECTION 2

CONFIDENTIAL: To be filled in by Safeguarding Lead or Deputy Safeguarding Lead

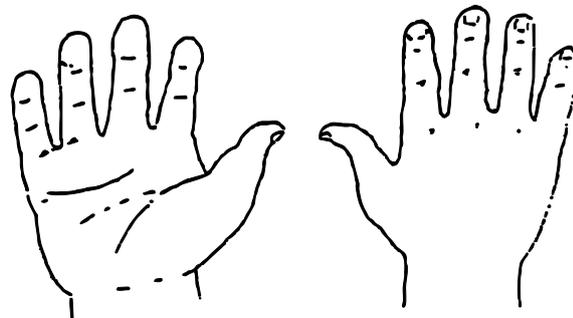
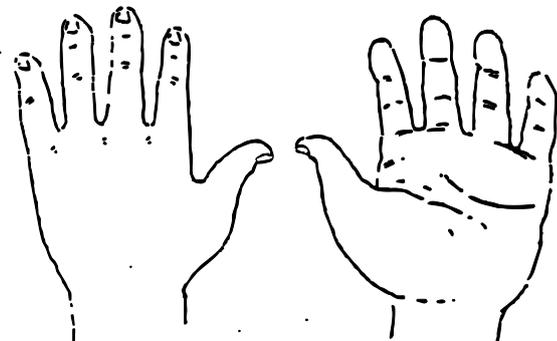
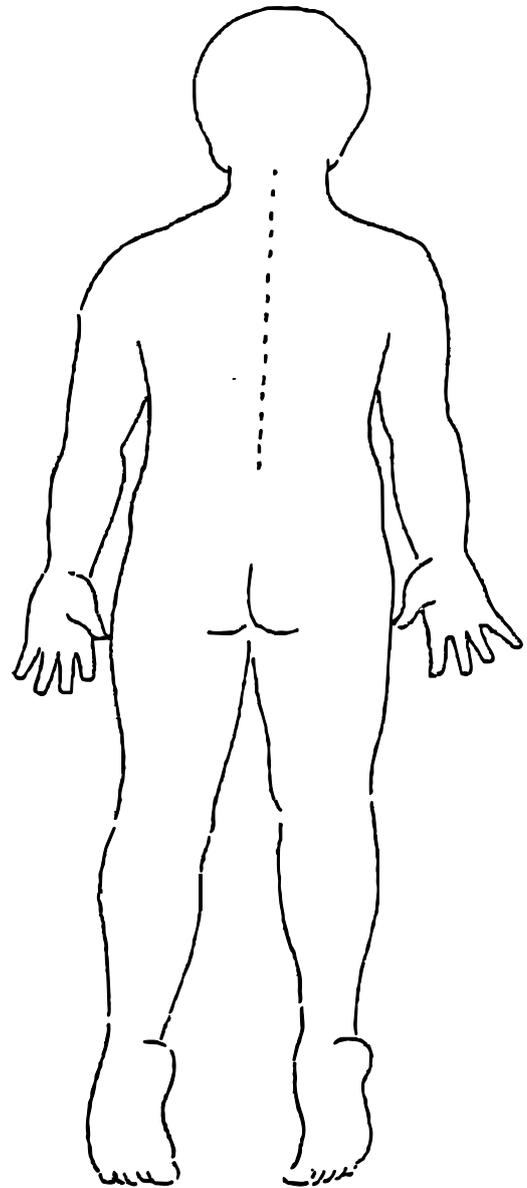
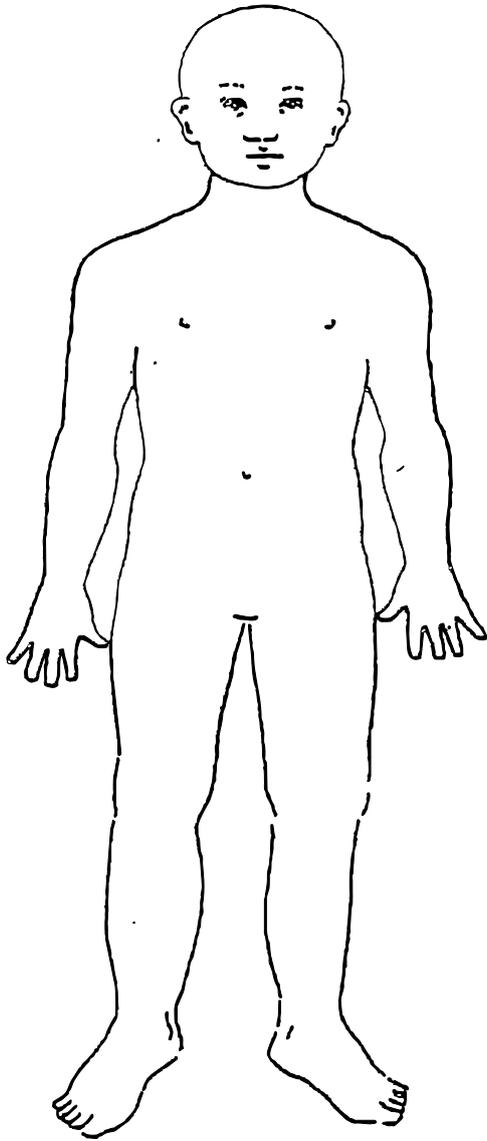
<p>Actions Required</p> <p><i>Remember: always give a reason why you <u>are</u> or <u>are not</u> referring the case to external agencies</i></p>			
<p>Consent Given by Child / Young Person</p>	<p>YES NO</p>	<p>Consent Given by Parent / Guardian / Carer</p>	<p>YES NO</p>
<p>If consent not given... State clearly reason for overruling the need for consent</p>			
<p>Which organisations referred to and details of conversations</p>			
<p>Follow up</p>			

Your Name: _____ Role: _____

Signature: _____ Date: _____

Appendix A: Internal Safeguarding Report Form: BODY MAP

CONFIDENTIAL: To note any areas of abuse you think may have occurred.



Your Name: _____

Role: _____

Signature: _____

Date: _____