



Safeguarding Children and Young People Policy

Introduction/Purpose of the Policy:

This policy aims to ensure the safety and well-being of all children and young people, including those from marginalised groups. It outlines our commitment to creating a safe environment and provides guidelines for all individuals associated with our organisation.

This policy is intended to provide clear guidance and applies to all staff members, trustees, sessional freelancers, contractors, volunteers, and any other individuals who engage with children and young people through Cartwheel Arts. It should be read in conjunction with our Safeguarding Children and Young People Code of Practice, which contains detailed practical guidance.

It will be reviewed and updated on an annual basis to ensure its effectiveness and compliance with both UK and international safeguarding standards, legislation and best practices. Please see Cartwheel's Safeguarding Children & Young People Code of Practice for more information.

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1. Key Principles:

We recognise that:

- The welfare of the child is paramount, as enshrined in the United Nations Convention on the Rights of the Child 1991 and the current relevant legislations and associated statutory guidance in place. (The Convention has 54 articles that cover all aspects of a child's life and set out the civil, political, economic, social and cultural rights.) This is implemented into Cartwheel's practical work through transparent policies and practices that put the safety of all those who work with us at the forefront of our planning.

- All children and young people, regardless of age, disability, gender, gender identity, ethnicity, faith, sexual orientation or any other protected characteristic, have a right to equal protection from all types of harm or abuse.
- Safeguarding practices should actively consider and address issues of equality, diversity, and inclusion as core components.
- Some children and young people have adverse life experiences which can impact their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting and protecting children and young people's welfare.
- It is not the responsibility of Cartwheel Arts to decide whether abuse has taken place. However, it is the responsibility of staff, freelance practitioners, volunteers and trustees to act if there is cause for concern, including reporting to the Safeguarding Board and/or Police when there is suspicion of abuse, in order that the appropriate agencies can investigate and take any protective action as necessary.
- We recognise the importance of listening to and respecting the views and wishes of children and young people.
- We are dedicated to creating a safe and inclusive environment that promotes the well-being of children and young people.

2. Duty of Care:

The Children Act 2004, through the Stay Safe outcome of Every Child Matters Change for Children programme, places a duty on organisations to safeguard and promote the wellbeing of children and young people. This includes the need to ensure that all colleagues who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so.

- Cartwheel Arts, as an employer, has a duty of care towards children and young people involved with our organisation.
- The duty to safeguard children rests upon individual staff, freelancers, volunteers and ultimately the Trustees at Cartwheel Arts to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any Cartwheel Arts activity, or interaction for which that individual is responsible.
- This includes a commitment to ongoing safeguarding training for all staff, at induction stage and recurring every 3 years, ensuring they stay updated on best practices and legal requirements.
- Any person in charge of, or working with children and young people in any capacity is considered, both legally and morally, to have a duty to provide them with a duty of care.
- Whilst every attempt has been made to ensure this policy covers a wide range of situations, it is recognised that this guidance cannot cover all eventualities. There may be times when professional judgements are made in situations not covered by this policy. It is expected that in these circumstances colleagues will always advise their manager / colleagues of the justification for any such action already taken or proposed.

- It is also recognised that not all colleagues who work with children and young people work as paid or contracted Cartwheel Arts employees. The principles and guidance outlined in this policy still apply and should be followed by all individuals whose work brings them into contact with children and young people.

Anyone who comes into contact with children or young people through any work (paid or voluntary) delivered in association with Cartwheel **must**:

- understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
- always act, and be seen to act, in the child's best interests.
- avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- ask for help, further guidance or training if they are unsure. Support will always be given.
- take responsibility for their own actions and behaviour.

Professional judgement should always align with Cartwheel's values and the broader safeguarding principles, even if it is not covered specifically in this policy.

Breaching this duty of care could lead to both legal and disciplinary consequences. See section 8 of this policy.

3. Cartwheel Arts as an Employer Will:

- Conduct thorough background checks, including DBS (Disclosure and Barring Service) checks, for all staff members, trustees, freelancers, contractors, and volunteers working with children and young people.
- DBS certificates must be dated within 3 years of issue, or the individual should provide details of being registered with the DBS update service.
- Provide clear and comprehensive safeguarding policies and procedures to all individuals associated with our organisation, and review these annually.
- Regularly review and update our safeguarding policies and procedures to ensure they remain effective and in line with current legislation and best practices.
- Appoint a Designated Safeguarding Officer (currently the Director, details below) who will be responsible for overseeing the implementation of this policy and managing any safeguarding concerns or incidents.
- Provide appropriate training and support to staff members, trustees, freelancers, contractors, and volunteers to enable them to recognize and respond to safeguarding concerns.
- Foster a culture of openness and support and ensure that systems are in place for concerns to be raised, including concerns about an individual's ability to manage safeguarding situations (this might be discussed in supervisions and external support could be sourced where required).
- Provide a Safeguarding Children & Young People Code of Practice which fully outlines procedures for reporting and documenting safeguarding concerns internally.

4. Confidentiality:

- We understand the importance of maintaining confidentiality when dealing with safeguarding concerns.

- All information regarding safeguarding concerns will be managed sensitively and shared only with individuals who have a legitimate need to know.
- Information will be stored and processed in accordance with Data Protection Act 2018 and the UK GDPR laws and guidelines. Further information about how Cartwheel processes data can be found in Cartwheel Information Governance Policy. This policy also outlines what happens when data breaches happen and how they will be managed.
- Not following our Data Protection procedures may result in disciplinary action.
- Please read our Privacy Notice on our website www.cartwheelarts.org.uk/privacy-notice/. This
- If an adult who works with children is in any doubt about whether to share information or keep it confidential, they should seek guidance from a senior member of staff or Designated Safeguarding Lead, Director, Hebe Reilly 01706 361300 / 07483952806 / hebe@cartwheelarts.org.uk. Any actions should be in line with locally agreed information sharing protocols and following the [Working Together to Safeguard Children](#) guidelines (2023).

5. How We Seek to Keep Children and Young People Safe:

We will keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Adopting child protection practices through procedures and a code of practice for staff and volunteers.
- Developing and implementing an effective e-safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff, freelancers and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents/carers, staff and volunteers.
- Sharing concerns with agencies who need to know, and involving parents/carers and children appropriately:
 - Usually, Cartwheel Arts works in partnership with a youth organisation e.g. a school or the youth service who will hold the parent / carer contact details. Where a disclosure has been made that is not threatening to life or a potential crime, Cartwheel Arts will aim to work with the young person and inform the partner who holds these contact details.
 - Where CWA has a direct relationship with a child/ young person and holds the contact details for their parents / carers and has assessed that informing the parents/carers is not likely to cause any further harm, then Cartwheel will inform the parents/carers that a disclosure has been made and the actions they plan to take. We will always seek, in the first instance to work with the consent and knowledge of both the child / young person and their parents / carers.
 - Where there are concerns about the child / young person's safety in regards to informing parents / carers Cartwheel will work with external authorities to respond to the situation safely.

- Incorporating key elements of equality, diversity, and inclusion within our safeguarding policy as a crucial element of promoting the well-being and safety of children/young people.
- Actively addressing issues of racism, sexism, homophobia, transphobia, and other forms of discrimination, organisations can create an environment where everyone feels valued, respected, and protected. We acknowledge and are sensitive to children and young people having intersectional identities and experience multiple forms of discrimination.
- Ensuring that our safeguarding policies are accessible to all individuals, including those with disabilities. An easy-read Safeguarding document is available and other formats can be developed based on individual needs.

6. Allegations against staff, freelancers, volunteers or anyone acting as a representative of Cartwheel Arts:

- 8.1 Anyone working with Cartwheel Arts, who receives an allegation or is aware of a staff member who has harmed or behaved in a way that poses a risk of harm to a child or young person, should ensure the immediate safety and welfare of the individual who has allegedly been abused.
- 8.2 They MUST report their concerns to their line manager immediately; unless the allegation specifically relates to the line manager; in which case they would need to speak to the Safeguarding Lead or Safeguarding Officer directly. Contact details stated at the end of this policy.
- 8.3 The person to whom an allegation or concern is first reported must treat the matter seriously and keep an open mind.

They must not:	They must:
<ul style="list-style-type: none"> • Investigate or ask leading questions if seeking clarification; • Make assumptions or offer alternative explanations; • Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis. 	<ul style="list-style-type: none"> • Make a written record of the information (where possible in the child/young person's own words), including time, date and place of incident(s), persons present and what was said. • Sign and date the written record • Immediately report the matter as per point 6.2

The Safeguarding Lead and/or Safeguarding Officer will then obtain sufficient information relating to the allegation and review, in conjunction with the other safeguarding professionals (where appropriate), will decide if this is a safeguarding issue or whether the matter requires management via the Complaints, or Disciplinary route.

Cartwheel Arts is committed to conducting fair investigations for all parties and protecting the rights of both the child/young person and the staff member.

7. Wellbeing During Safeguarding Concerns:

People involved in safeguarding allegations can experience a range of emotions and may need support to maintain their wellbeing. Cartwheel Arts will endeavour to provide appropriate support to those who have allegedly been abused as well as any staff member or person working as a representative of the company who has had an allegation made about them. This may include offering support from one our Emotional Wellbeing Practitioners or making referrals to external organisations such as Mind.

8. Breaches of Policy:

- All colleagues are required to adhere to this policy, and any breaches of this policy may result in disciplinary action up to and including dismissal.
- Cartwheel aims to work restoratively, working with and not 'for' or 'to' those working with the company, in order to build positive relationships and prevent breaches.
- Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether is towards Cartwheel Arts participants or not as long as Cartwheel Arts believes there's a questionable ethical/moral behaviour towards a minor that can cause the reputation of the charity or poses a potential threat towards our participants or audiences.
- Any colleague suspected of committing a breach of this policy will be required to co-operate with any investigation. Cartwheel is committed to being transparent during investigations and providing support as outlined in section 7.
- Colleagues may be required to remove internet postings in any social media or any other public means of communication which are deemed to constitute a breach of this policy. Failure to comply with such a request may result in disciplinary action.
- Breaches of the policy, the Safeguarding Code of Conduct and related procedures will be taken seriously by Cartwheel Arts and may result in the initiation of performance measures and/or disciplinary procedures/dismissal/termination of contracts and/or a referral out to statutory agencies responsible for child protection.
 - The process will follow Cartwheel's Disciplinary Procedures
 - The Designated Safeguarding Lead is responsible for initiating these steps
 - The individual accused of breaching the policy has the right to be heard and appeal decisions made
- All individuals associated with Cartwheel Arts are encouraged to report any concerns or breaches of this policy to the designated safeguarding lead.

Signed:



25th Sept 2024

Alyson Malach

(Chair of Trustees and Safeguarding Officer)

25th Sept 2024

Hebe Reilly

(Director)

Key Contact Details:

In the first instance, please speak to the organisations Designated Safeguarding Officer Hebe Reilly (Director) via email: hebe@cartwheelarts.org.uk or phone: 07483952806.

If Hebe is unavailable, or your concern requires engagement at Trustee level, you may reach out to Alyson Malach via alyson@cartwheelarts.org.uk. It is advised to telephone the office via 01706 361300 to notify them that a request to Alyson has been made.