



Safeguarding Children & Vulnerable Adults Policy

We at **Resource Productions** are committed to a practice, which protects children from harm.

Staff, freelancers and volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for Staff, freelancers and volunteers.
- Sharing information about child protection and good practice with children, parents, staff, freelancers and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff, freelancers and volunteers, including CRB checks and processes.
- Providing effective management for staff, freelancers and volunteers through supervision, support and training

We are also committed to reviewing our policy and good practice at regular intervals. This policy is due to be reviewed in August 2012.

Resource Productions Ltd

West Wing Arts Centre - Stoke Road - Slough - SL2 5AY

Telephone: 01753 55 33 74

e-mail: info@resource-productions.co.uk

Registered in England number: 5365084 - Registered address: Flat 8, 155 Burnt Ash Hill, London, SE12 OAP
VAT REGISTRATION NO: 883 4231 17

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CODE OF BEHAVIOUR

Statement of Intent

It is the policy of **Resource Productions** to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of **Resource Production's** programmes, training events or workshops.

Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of **Resource Productions**.

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CODE OF BEHAVIOUR

Guidelines for all **Resource Productions** staff, freelancers and volunteers

ATTITUDES – Staff, freelancers and volunteers should be committed to

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

BY EXAMPLE - Staff, freelancers and volunteers should endeavour to

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy

ONE TO ONE CONTACT - Staff, freelancers and volunteers should

- Not spend excessive amounts of time alone with children, away from others
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

PHYSICAL CONTACT - Staff, freelancers and volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, **Resource Productions** staff should seek a member of school staff or leader of the youth organisation to deal with such an incident
- Allow, or engage in, inappropriate touching of any kind

GENERAL - Staff, freelancers and volunteers should

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun

RELATIONSHIPS - Staff, freelancers and volunteers

- who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within **Resource Productions** or the work of **Resource Productions**

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SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH, CHILDREN, STAFF, FREELANCERS AND VOLUNTEERS

Good communication is essential in any organisation. In **Resource Productions** every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. **Resource Productions** will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, **Resource Productions** personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

- Publicising information on all our workshops (including our website).
- Publishing the named Designated Child Protection Person(s) and how to make a complaint on all registration paperwork
- Publishing a full copy of the Child Protection Policy on our website

Staff & Volunteers

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of the **Resource Productions** staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of **Resource Productions's** procedures. Each member of staff will receive updated training in Child Protection.

Other Bodies

A copy of our Child Protection Policy will be made available to any other appropriate body, as well as through our website.

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SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS AND CHILDREN APPROPRIATELY

PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where an allegation is made, or someone in *Resource Productions* has concerns, a record should be made.

Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns?
Include dates and times of any specific incidents
- Has the child or young person been spoken to?
If so, what was said?
- Has anybody been alleged to be the abuser?
If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- Has anyone else been consulted?
If so, record details

Resource Productions Ltd

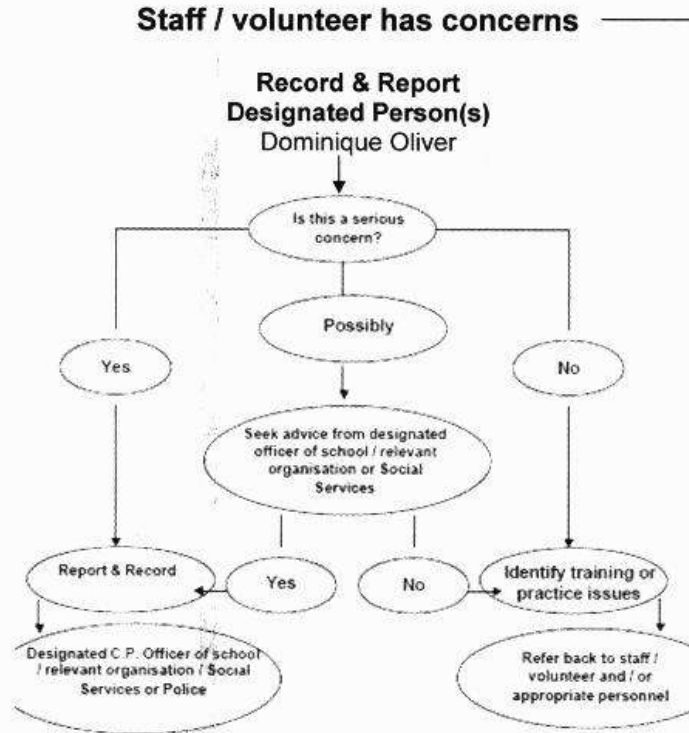
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ACTION TAKEN

REPORTING PROCEDURES (A)



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DESIGNATED CHILD PROTECTION PERSONS

- For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection

Designated Person

Dominique Oliver (Miss)

Managing Director

& Designated Child Protection Person

Resource Productions

West Wing Arts Centre

Stoke Road

Slough

Berkshire

SL2 5AY

Tel:01753 553 374

Mobile: 0771 5975914

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e-mail: info@resource-productions.co.uk

DESIGNATED CHILD PROTECTION PERSONS

- o The Designated Person(s) will inform the relevant outside organisation of the incident.

Children & Families

For enquiries on children in need, fostering and adoption, child protection, children with disabilities, under 8's services e.g. child minding and daycare etc.

E-mail: socialservices@slough.gov.uk
Tel: 01753 690898 or 875591
Out of hours service tel: 01344 786543
Opening hours: Monday - Friday 9am-5pm

The Community Mental Health Team

The team supports people with serious or enduring mental health problems by providing a range of services which include approved social work service, community psychiatrist service, advice and information on mental health issues, occupational therapy, therapeutic groups etc.

E-mail: socialservices@slough.gov.uk
Telephone: 01753 690950
Fax: 01753 690949
Opening hours: Monday - Friday 9am-5pm

Community Team for People with Learning Disabilities

The team provides a range of services, which include community nursing, social work/care management, occupational therapy, behavioural support and clinical psychology.

E-mail: socialservices@slough.gov.uk
Tel: 01753 690860
Fax: 01753 690886
Opening hours: Monday - Friday 9am-5pm

Emergencies

Our emergency duty team deals with emergency situations outside of normal working hours and can be contacted through the social services emergency message desk on: 01344 786543

NSPCC Help line

Tel: 0800 800 500 – 24 hours, Freephone

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RECORD-KEEPING

- All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- Only the designated Persons will have access to these files.

DISCLOSURE

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly. Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption, Accept what is said – it is not your role to investigate or question. Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event, Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact the *Resource Productions* Designated Persons for advice / guidance. The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If either Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves.
- Record any discussions or actions taken within 24 hours.

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FOLLOWING CAREFULLY THE PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS

Resource Productions operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection.

From March 2010 each new member of staff will be required to undergo an enhanced Disclosure police check as part of our recruitment policy.

PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING THROUGH SUPERVISION, SUPPORT & TRAINING

Resource Productions encourages the development of staff, freelancers and volunteers through its on going support, supervision and training.

o INDUCTION

Each new member of staff or volunteer is made familiar with Resource Production's policies and procedures including the Child Protection Policy and Code of Behaviour

o APPRASIALS

Each new member of staff undergoes 1 month / 3 month and 6 month Appraisals

o MENTORING SCHEMES

Each new member of staff is assigned to a mentor for the duration of 1 year. This provides the new member of staff with opportunities to voice concerns and anxieties or to ask questions about their work or the environment in which they are working.

o TRAINING

In *Resource Productions* the management take responsibility for the training needs of staff, freelancers and volunteers. The individual, however, also plays a part in identifying areas they feel they require training in.

o ANNUAL APPRAISAL

There is an official annual appraisal system for each member of staff

This Policy was approved on: 16.09.2011

By: Finnbar Martin, Michael Holmes, Nyriam Raja, ZDM Oliver

Signed by the Managing Director: 

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