SHABANG! SAFEGUARDING POLICY

1. Introduction	Shabang Inclusive Learning makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Shabang Inclusive Learning meets children and / or vulnerable adults through the following activities - Arts Activity workshops, Family Events, Theatre productions. The types of contact with children and / or vulnerable adults will be mainly with family members present. Projects where family members are not present may involve intensive contact ie once a week. This policy seeks to ensure that Shabang Inclusive Learning undertakes its responsibilities regarding protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.
2. Confirmation of reading	To confirm that all staff have read Shabang Inclusive Learning's Safeguarding Policy: I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Shabang Inclusive Learning. Please complete the details below and return this completed form to Kim Reuter Employee Name: Employee Signature: Date:
3. Legislation	The principal pieces of legislation governing this policy are: ○ Working together to safeguard Children 2010 ○ The Children Act 1989 ○ The Adoption and Children Act 2002: ○ The Children act 2004 ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act – CRB 1997 ○ Mental Health Act 1983

	○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974
4. Definitions	Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise. Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take several forms, including the following: • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child). Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who: • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless
5. Responsibilities	**All staff** (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

	Additional specific responsibilities Trustees have responsibility to ensure: The policy is accessible and appropriate and that that the policy is reviewed annually alongside the Senior Management Team. Shabang Inclusive Learning Delivery Officers are also the Senior Management. with Lead officer Kim Reuter and Russell Elias having responsibility to ensure: any staff, voluntary or paid has read and signed the Safeguarding policy, any staff, voluntary or paid has an up-to-date DBS check certificate. that the Trustees have seen and approved the certificates, that staff (paid and unpaid) have access to appropriate training/information that staff concerns about safeguarding will be responded to seriously, swiftly and appropriately that the Trustees will be kept up to date with local arrangements for safeguarding DBS that an Incident Book will record any reported incidents or breach of Child Protection / safeguarding policies and procedures. This will kept in a secure place and its contents will be confidential. that all activities provided for young people should take place in a safe environment and it is their responsibility to ensure that the rooms and equipment being used are appropriate and safe. This includes: • safety • health and hygiene issues • fire evacuation • transport • trips • that a registration form is completed for any child for whom they have a responsibility of care. The form will include: • name, address, home telephone number and date of birth of child • whereabouts of the parent/carer during the activity that SHABANG! is supervising with a contact phone number • an alternative contact number/address • name and address of GP • details of any allergies, medication or dietary requirements the child may have • details of any other health problems the child may have • any other information about the child the parents may feel it is important for the group to know • that a correctly stocked first aid box will always be available and staff will be trained to use it. The name of the first aider will be displayed prominently and all workers and volunteers will be aware of who this is. • any accident will be recorded in the accident book • that where new activity is planned with children or young people that a risk assessment is undertaken; that the group leaders are adequately trained and qualified and that the premises where the activity will take place are safe. The designated Safeguarding Officer will be Kim Reuter

6. Implementation Stages	The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include: • Health and Safety policy, including lone working procedures, mitigating risk to staff and clients • Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory • Data protection (how records are stored and access to those records) • Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose • Staff induction • Staff training **Safe recruitment** Shabang Inclusive Learning ensures safe recruitment through the following processes: • Providing the following safeguarding statement in recruitment adverts or application details – 'recruitment is done in line with safe recruitment practices.' • Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities. • Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification • DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults • No formal job offers are made until after checks for suitability are completed (including DBS and 2 references).
7. Communications training and support for staff	Shabang Inclusive Learning commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding **Induction** will include: • Discussion of the Safeguarding Policy (and confirmation of understanding) • Discussion of other relevant policies • Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence) • Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding • Completion of online safeguarding course • Safe guardign Officer to complete day long classroom based safeguargding course. **Observation:** Shabang inclusive Learning will used observation during the first three moths of a paid or unpaid worker undertaking work to observe in detail how the worker is interacting with the children. **Training** All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include: inhouse training

	Kirklees online training **Communications and discussion of safeguarding issues** Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: • team meetings • Board meetings • One to one meetings (formal or informal),
8. Professional boundaries	Shabang Inclusive Learning expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to: • workers and volunteers avoid situations where they are alone and unobserved with individual children • that all activity, as far as possible, is publicly observed • that where possible parents take the responsibility for their own children in changing rooms and that if this is not possible then employees/volunteers work in pairs • that where possible a male and female worker supervise mixed activities • that any after or out of school activity should be supervised by a minimum of two adults • that taxis are used and not private transport • that inappropriate touching of any form is never permitted • that workers or volunteers never engage in rough, physical or sexually provocative games • that the use of inappropriate language by children never goes unchallenged • that no allegation made by a child or young person will go unchallenged or unrecorded and appropriate action will be taken in all cases We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. When children behave in unacceptable ways: • Physical punishment, such as smacking or shaking, will neither be used or threatened • Children will not be sent out of a room by themselves • Physical restraint, such as holding, will only be used to prevent personal injury to the child or another person and/or serious damage to property. Any event of this nature will be recorded and the parent/carer informed the same day • Techniques intended to single out, put down and humiliate individual children will not be used • In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour will be made clear immediately but by means of explanation rather than personal blame • In any case of misbehaviour it will be made clear that it is the behaviour and not the child that is unwelcome • Adults will not shout, or raise their voices in a threatening way • Adults will be aware of different cultural expectations • Adults will be aware that some kinds of behaviour may arise from a child's special needs

	• Any behaviour problems will be handled in a developmentally appropriate manner If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures
9. Reporting	Shabang Inclusive Learning recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However, we believe that the safety of the child should override any doubts or hesitations. Abuse refers to: • Physical abuse • Sexual abuse • Emotional abuse • Neglect When a member of staff, a volunteer or committee member is alerted to an incident of possible abuse, they will: • listen carefully to the disclosure and take it seriously • record what was said as soon as possible after the disclosure • date and sign the record • respect confidentiality and file accordingly • not take sole responsibility • notify the organisation's Child Protection Officer • ensure that the allegation is reported to Social Services When worrying changes are observed in a child's behaviour, physical condition or appearance: • Alert the Child Protection Officer • Discuss the cause of concern with the child's parents • Record all information • Should suspicions remain unresolved Social Services should be contacted for advice During office hours contact: 01484 456848 Outside office hours contact: Emergency Duty Team 01484 414933 All verbal referrals to Social Services should be followed up in writing Shabang Inclusive Learning will contact LADO in the event of allegations against staff. This Policy was adopted by Shabang Inclusive Learning on 11 May 2017, reviewed annually with the latest review completed 25 March 2025