SAFEGUARDING CHILDREN POLICY

for

THE PUMP TROWBRIDGE CIC

Introduction

THE PUMP TROWBRIDGE CIC (the Charity) is a charity run for the following purpose:

Live music, entertainment, education and experience opportunities.

The Charity is based at:

The Village Pump
Mortimer Street
Trowbridge
BA14 8BN

The Charity has adopted this safeguarding children policy and expects every adult working or helping at Charity to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Charity.

Purpose of the Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

The Charity believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse

- neglect

- sexual abuse

- female genital mutilation (FGM)

- grooming and exploitation

- trafficking and modern slavery

- exposure to or infliction of domestic abuse

- bullying or cyber bullying

- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour

- self-harm

- physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for our Charity. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children

- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)

- taking positive steps to maintain the safety and wellbeing of children engaging with us as a Charity

- reporting concerns expeditiously and appropriately, in line with child protection procedures

- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)

- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly

- acting appropriately in the presence of children

- not taking any inappropriate risks

- not smoking, drinking or taking any form of illicit substances in the presence of children

Safeguarding Officer

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officer:

Name: KIERAN JAMES MOORE

Email: thepumptrowbridge@gmail.com

Telephone: 07572 573351

Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at: ON OUR WEBSITE, HTTP://WWW.THEPUMPTROWBRIDGE.CO.UK/.

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their their views are taken seriously

- provide an appropriate and honest level of reassurance

- avoid interrogating children and asking probing, intrusive and/or leading questions

- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)

- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided

- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

Reporting Concerns About Other Adults

Where any person has a concern regarding the conduct of an adult connected to the Charity, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally

- exposing a child to behaviour which may cause physical or emotional harm

- engaging in criminal activity concerning a child

this must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Charity.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Charity will include either:

- further initial enquiries

- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation

- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Charity

- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Charity who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Charity who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Charity who makes an allegation against another person from within the Charity shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

Safeguarding Children at Events and Activities

Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children:

"The Future Sound of Trowbridge" live events and associated workshops.

The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety of events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Venues

Any events or activities held by us will typically take place at:

The Pump.

We have carried out a health and safety risk assessment of this location in reference to its safety and suitability for children. Where any events or activities are held at any other location we shall also carry out a risk assessment.

The fire safety procedure at this location can be found in the following location:

Foot of stairs.

First Aid

We have the following first aid procedure within the Charity:

Foot of stairs.

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

Managing the Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally

- approach the situation in a calm and neutral manner

- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example, to prevent an injury or harm either to the child or others

- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed

- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

Further details regarding our procedures for managing behaviour can be located in our behaviour policy:

N/A

Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and

- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example, gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child

- name calling and threats

- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

Any issues or concerns will need to be raised with the duty manager at the time. This will be forwarded to the Safeguarding officer, who will contact you within 48

hours to arrange a conversation to listen to your concerns or the incidence, and arrange and action required.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

A discussion will take place to remedy or implement any action to prevent further incidences.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

Photography

Our Photographs

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner

- the general risk of sharing images and the impact this could have on child's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them

- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared

- always ensure that a child's identity is protected as far as is possible within any published material

- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian

- always store photos in accordance with our data protection policy.

Members of the Public

We do also recognise that members of the public may take photographs when they are attending our premises, events or activities.

We ask that any parents, guardians and other members of the public take the following into consideration when taking photos at our premises, events or activities:

- images of other children should not be shared on social media without the permission of any children who feature in the images (where ascertainable), together with the permission of the children's parent/guardian

- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

Further information is contained in our photography policy which can be found:

N/A

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy

- Our first aid policy

- Our photography policy

- Our behaviour policy

This policy should also be read in conjunction with:

Our public liability certificate can be located at the foot of the stairs.

Legal Framework

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Charity in the jurisdictions it operates within.

This Policy is approved and robustly endorsed by THE PUMP TROWBRIDGE CIC and is due for review every ANNUALLY.

Signed: _____ KIERAN JAMES MOORE (Safeguarding Officer)

Date: 18th January 2024