

THINKTANK THEATRE (STREATHAM SPACE PROJECT) SAFEGUARDING POLICY & PROCEDURES

Designated ThinkTank Theatre (Streatham Space Project) SSP Safeguarding Person:

Lucy Knight
Tel: 020 3941 7602 / 07929498531 (out of office contact)
Email: lucy@streathamspaceproject.co.uk

Designated ThinkTank Theatre Deputy Safeguarding Person:

Andy McKeane
Tel: 020 3941 7602 / 07958188128 (out of office contact)
Email: andy@streathamspaceproject.co.uk

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SSP SAFEGUARDING POLICY AND PROCEDURES

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1. POLICY STATEMENT

Context and mission

Streatham Space Project (SSP) is a multi-arts, neighbourhood venue that supports a range of art forms including theatre, music, spoken word, and visual arts. Our spaces are shared by national and international artists, young people at the start of their creative journeys, and children and their families from the local community and beyond.

Policy remit

SSP is committed to the principle that all children and vulnerable adults, who access SSP, its facilities, performances, staff and resources, whether on or off-site, should be safe and protected from harm. Safeguarding is one of the key responsibilities for organisations working with children, young people and vulnerable adults. The purpose of this policy is to set out SSP's position on the protection of children and vulnerable adults for everyone that works at SSP.

SSP is not a setting where you are likely to have ongoing contact with the same children or vulnerable adults and we are not an organisation whose primary function is safeguarding. Nevertheless, in order for all staff and volunteers to protect children and vulnerable adults from abuse it is essential that good safeguarding practices are followed, that this policy and procedure are given the attention they deserve and that we understand what to do to ensure we can take the right action at the right time.

Safeguarding Statement:

SSP considers that:

- The welfare of the child and vulnerable adult is of paramount importance as enshrined in the Children Act 1989
- Everyone, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity, has the right to be protected from abuse and harm at all times and in all situations.

- There may be additional needs for children and vulnerable adults because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Child protection is the responsibility of every adult who has involvement with children. It is the duty of all staff and volunteers working for SSP to do all they can to prevent the physical, sexual or emotional abuse of all children with whom they come into contact through the course of their employment.
- All suspicions and allegations of harm will be taken seriously and responded to promptly and appropriately.
- As employers, we have safe recruitment processes in place to ensure that our staff and volunteers do not pose a risk of harm to children or vulnerable adults.
- The policy is mandatory and must be adhered to by all SSP employees, trustees and volunteers.
- The policy has been authorised by SSP's senior management and board of trustees.

The organisation will meet our commitment to keeping children safe by:

- listening to children and respecting them
- writing detailed safeguarding and child protection procedures
- making sure all staff and volunteers understand and follow the safeguarding and child protection procedures
- ensuring children, young people and their families know about the organisation's safeguarding and child protection policies and what to do if they have a concern
- building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns.

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from <https://learning.nspcc.org.uk/child-protection-system/england>.

Please now continue to familiarise yourself with SSP's Safeguarding procedure by reading the procedure document.

SSP Safeguarding Procedure

3. For the purposes of this policy the following **DEFINITIONS** apply:

- **Children** are defined as such if they are under the age of 18.
- **Vulnerable Adults** are defined as people of 18 years or over, who are, or may be, in need of care or support services because of age, illness, physical or learning disability, or those who are unable to take care of, or protect themselves, against harm or exploitation (including those for whom English is an additional language).
- **Safeguarding** is protecting individuals from maltreatment and preventing impairment of health and development.
- **Responsible Adults** are defined as people over the age of 18 who assume responsibility for children or vulnerable adults during SSP activity (e.g. teachers, parents and group leaders). However, we recognise that some parents may be under the age of 18 and will be responsible for their children while in the building.
- **DBS** – The Disclosure and Barring Service (DBS) is the statutory body currently responsible for storing data about those unsafe to work with children and vulnerable adults. They carry out criminal record checks, known as DBS checks, on those whose work brings them into contact with children or vulnerable adults. They are also responsible for barring certain individuals from being allowed to work with children or vulnerable adults. You can find more information at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

4. COMMON SIGNS OF ABUSE

There are six main categories of abuse:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect
5. Financial or material abuse (of vulnerable adults)
6. Institutional abuse (Repeated poor care of a vulnerable adult through neglect or poor professional practice)

Every individual is unique, so behavioural signs of abuse will vary. In addition, the impact of abuse is likely to be influenced by the individual's age, the nature, extent and setting of the abuse, and the help and support they receive.

These are the categories of abuse, firstly applying to children and secondly to vulnerable adults, described in the current statutory guidance:

Children:

- Bullying including cyber bullying
- Children missing education
- Children missing from home or care
- Child sexual exploitation (often referred to as CSE)
- Domestic violence
- Drugs (meaning a child exposed to or involved in drug/alcohol/volatile substances) taking)
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (often referred to as FGM)
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls (often referred to as VAWG)
- Hate

- Mental health (children exposed to risk arising from mental health difficulties)
- Missing children and adults strategy
- Private fostering
- Preventing radicalisation
- Relationship abuse
- Sexting
- Trafficking

Adults with support/care needs (vulnerable adults):

- Disability hate crime
- Discriminatory abuse
- Domestic abuse (controlling, coercive or threatening behaviour)
- FGM
- Financial or material abuse
- Forced marriage
- Hate crime
- Honour based violence
- Human trafficking
- Mate crime (befriended in order to exploit)
- Modern slavery (servitude, forced or compulsory labour)
- Neglect or acts of omission
- Organisational abuse
- Physical abuse
- Psychological abuse
- Restraint (unlawful or inappropriate restraint or physical interventions)
- Sexual abuse
- Sexual exploitation (exploitation for commercial purposes or gain)
- Radicalisation

NOTE: further guidance in relation to each of the above categories can be obtained from the following documents;

Children: Keeping Children Safe in Education, 2016, Department for Education.

Adults: London Multi Agency Adult Safeguarding Policy and Procedures, December 2015, ADASS. Each of these documents is updated regularly so if checking online look for the most recent versions.

Every individual is unique, so behavioural signs and even physical signs of abuse will vary. In addition, the impact of abuse is likely to be influenced by the individual's age, the nature and extent of the abuse, their care and support arrangements and the help they receive.

However, there are some behaviours and signs that are commonly seen in those who have been abused:

Some young children and some disabled individuals may not be able to communicate verbally about abuse that they may be experiencing or have witnessed. It is therefore important to observe for signs other than and beyond 'telling'.

- They appear distrustful of a particular adult, or a parent or carer with whom you would expect there to be a close/trusting relationship.
- He or she has unexplained injuries such as bruising, bites or burns/scalds, particularly if these are on a part of the body where you would not expect them, or they would be hard to self-inflict, or to pick up in a routine accident.

- If he or she has an injury which is not explained satisfactorily or has not been properly treated or presented for treatment.
- Deterioration in their physical appearance or a rapid weight gain or loss.
- Pains, itching, bruising, or bleeding in or near the genital area.
- A change in general behaviour. For example, they may become unusually quiet and withdrawn, or unexpectedly aggressive. Such changes can be sudden or gradual.
- If he or she refuses to remove clothing for normal activities or wants to keep covered up in warm weather.
- If he or she shows inappropriate sexual awareness or behaviour for their age.

Remember that the above signs should be seen as a possible indication of abuse and not as a confirmation. Changes in behaviour can be the result of a wide range of factors.

Even visible signs such as bruising or other injuries cannot and should not be taken as proof of abuse. For example, some disabled children may show extreme changes in behaviour, or be more accident prone, as a result of their disability. However, if you are concerned about an individual you have a responsibility to act on those concerns. See the **Safeguarding Protection Referral Flowchart** for more information and guidance about what to do.

5. PROGRAMMING

Creative Learning programme

All Creative Learning events engaging Children or Vulnerable Adults are subject to individual Risk Assessments completed which specifically cover Safeguarding.

SSP accepts responsibility as an organisation to check that all staff or freelancers with substantial access to children, young people and vulnerable adults have been vetted through the Disclosure and Barring Service.

General principles include:

- Staff, volunteers and freelance tutors employed by SSP with the opportunity for unsupervised access to children and vulnerable adults would need to undergo Disclosure and Barring Service checks with the Criminal Records Bureau/Disclosure and Barring Service.
- Our general practice is to ensure that no child or vulnerable adult is alone with an adult as far as possible. The appropriate level of staffing to be agreed in advance of the event.
- Attendees to events should be in the care of a parent/guardian/carer or teacher/instructor when attending in groups and never the sole responsibility of a member of SSP staff/volunteer. Those young people (defined as 15 -18 years old) who make their own way individually to SSP, will be under the supervision of the Duty Manager on shift

Online Programme

All online events engaging Children or Vulnerable Adults are to have individual Risk Assessments completed which specifically cover Safeguarding.

Online Projects

- The email or personal website addresses of children or vulnerable adults should **not** be disclosed by staff under any circumstances and are not to be used to make contact with those individuals except for approved professional purposes.
- Material submitted by children or vulnerable adults to the SSP website should be treated in the same way as photographs i.e. any information which could be used to identify or trace individuals should be withheld unless written permission is obtained.
- Contributors of user generated content (UGC) are made aware of any content that is personal and likely to put people at risk.

Zoom and Similar Platforms

- Only registered participants will be able to access the Zoom event using a unique ID. SSP, as the host, will act as the admin and will 'manage the room' with the power to mute, stop screen sharing and remove participants from the event. Anyone not using the platform responsibly will be removed from the event.
- All participants must agree to share their video with the host and other participants live via the Zoom platform.
- We ask that the parent/carer supervises children in your care whilst they are taking part
- Minimum of 2 x staff (including performer) present during sessions so children are never alone with performer
- SSP staff will 'manage the room' and remove anyone unknown from the session
- Zoom features such as the 'waiting room function' to be utilised to take a register of who is present before the session starts.
- Only those who register for tickets get the link to the session

Live performance – theatre, dance, music, comedy and spoken word

- Where SSP performances contain potentially shocking or disturbing material or strong language, there will be information in SSP's printed publicity as well as on the SSP website to warn of the fact. Duty Manager and Venue Assistant staff will also be made aware so that they can inform customers when buying tickets.

Visiting Organisations and Private Hires

The majority of work with children and vulnerable adults taking place at SSP will be carried out by visiting organisations as part of the artistic or hires programme.

- It is the responsibility of SSP to check if visiting organisations are working with children of vulnerable adults
- Any visiting organisations working with children or vulnerable adults will be asked to provide a Risk Assessment and Safeguarding Policy and Procedures to include DBS check where relevant.

Screenings

- SSP adheres to the British Board of Film Classification guidelines in relation to film classification. For more information on British Board of Film Classification guidelines please see here: <http://www.bbfc.co.uk/what-classification/guidelines>

Café / Bar

SSP adheres to the Licensing Act 2001 in relation to sale of alcohol. SSP fully recognises that legislation prohibits licensees from supplying intoxicating liquor to persons aged under 18 and requires that licensees shall not permit underage drinking on their premises. We operate a Challenge 25 policy.

Visual Arts

Where SSP exhibitions contain potentially shocking or disturbing material there will be signage to warn of the fact.

6. WORK PLACEMENTS

SSP may occasionally provide work experience placements to school pupils who are under the age of 18. It is vital that the pupils are supervised by a member of staff who has been the subject of an enhanced DBS check. The supervisor must ensure that the pupil is not put at risk. Prior to

the placement the designated supervisor should also obtain the telephone number and other contact details of the teacher at the pupil's school who is responsible for work experience placements, and of the pupil's responsible adult (i.e. a parent or carer), so that they can be contacted should any issues arise or in the case of an emergency. The hours of the young person will be determined in line with Working Time Regulations restrictions for young people.

7. PHOTOGRAPHY

Consent and permission:

- School Groups - parental consent should be requested via the school in advance of the activity, or very soon after if this has not been possible. Until consent has been confirmed any materials must be treated as being without the right to use.
- Groups with vulnerable adults - Where the person being photographed lacks capacity (meaning the ability and right to consent) in relation to specific activity then written permission should be obtained from their representative. This may be their carer, parent/guardian or a person in possession of a welfare deputyship order from the Court of Protection.
- Family Events - permission in writing from the children's parents/carers should be obtained on the day.
- Larger public events - Where photographs of whole galleries/large spaces are required and it is not feasible to obtain consent due to the number of people, or where people are too distant to be recognised, a notice should be prominently displayed in advance of, and during the photography, informing visitors that photographs will be taken in that area between specified times.

Use of images:

- Photographs or videos of children or vulnerable adults (individuals or in groups) where people could be recognised must not be taken without obtaining permission. This applies to all photographs that may be used in any form of publication or broadcast, including leaflets, brochures, websites, social networking sites and films etc.
- SSP uses social media as a platform to promote productions, projects and opportunities to participants. All communications are done via official social media channels.
- If photographs of children or vulnerable adults are to be used in printed materials, provided to the press or included on websites etc., any information which could be used to identify or trace the children or vulnerable adults should be withheld (e.g. names of individuals, names of schools, groups or institutions). Crests, badges etc. on uniforms which feature the name of a school should not be shown or the school name should be digitally obscured where possible. If an image is to be used over a period of more than three years further consents should be obtained annually to ensure that as the child grows they have the opportunity to withdraw their consent to the use of that image. Where providing the name of an individual, school, group etc. is important (e.g. when celebrating an achievement, competition winners etc.) written permission should be obtained. Any information which could be used to identify or trace individuals should not be given to any enquirers.

8. CODE OF CONDUCT:

Codes of conduct are in place to protect children and vulnerable adults but also to protect staff and volunteers against misunderstandings. These practices ensure boundaries are not crossed.

Do:

- Recognise the position of trust in which you've been placed.
- Act professionally in all matters. Always keep other members of staff/volunteers informed of where you are and what you are doing.
- Approach any child apparently in distress and ask if you can help.

- Seek assistance from colleagues or supervisors where appropriate.
- Be aware of the possibility of danger from others, and question situations that you find suspicious.
- Keep a look out for children apparently unaccompanied.
- Communicate the details of any lost children to the appropriate central point – in this instance, the Duty Manager.
- Keep any lost children in a public area where they can clearly be seen.
- Report an allegation (even if this is just a suspicion) of abuse or inappropriate conduct to a SSP Designated Safeguarding Officer as soon as possible and always within the same working day that the incident has occurred.

Practices to be avoided:

- Avoid spending time alone with children and vulnerable adults, take simple precautions e.g. keep a door open if alone with someone.
- Avoid physical contact other than in emergencies.
- Avoid attempting to investigate concerns or allegations that abuse has, or may have, occurred.

Practices never to be sanctioned:

You should never:

- Take photos or film any child or vulnerable adult for personal use. Photos needed for professional use should be cleared in writing with your manager.
- Allow or engage in inappropriate touching of any kind.

The main principals of touch are:

- The desire to be touched should always be initiated by the child, e.g. a child holds your hand.
 - Touch should always be appropriate to the age and stage of development of the child.
- Engage in rough, physical or sexually provocative games, including horseplay.
 - Physically restrain a child or vulnerable adult, except in exceptional circumstances. (e.g. to prevent injury to the child or vulnerable adult, or to another person resulting from their behaviour) To prevent damage to property, or to prevent theft it is possible for security to detain a person and to use reasonable force to do so but they must be sure that an indictable offence is being, or is about to be, committed and that it is not reasonably practicable for a police constable to make an arrest of that person.
 - Do things of a personal nature for children or vulnerable adults that they can do themselves, or that a parent/leader/personal support worker can do for them.
 - Accompany children or vulnerable adults to the toilet. This should be the role of teachers, parents or support workers.
 - Meet with or make contact with children or vulnerable adults outside of the work context for any purpose.
 - Make suggestive remarks or threats or use any other inappropriate language, even in jest.
 - Allow people to use inappropriate language about a vulnerable adult unchallenged.
 - Condone, or participate in, behaviour of children or vulnerable adults which is illegal, unsafe or abusive
 - Act in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults, or otherwise perpetrate any form of emotional abuse
 - Discriminate against, show differential treatment, or favour particular children to the exclusion of others
 - Allow allegations made about a vulnerable person to go unchallenged, unrecorded or not acted upon.

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

NOTE: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children or vulnerable adults, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents/carers and the person involved and where there is no practical alternative. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible.

9. UNACCOMPANIED CHILDREN & VULNERABLE ADULTS

Visits to SSP by children under the age of 15 must be accompanied by an appropriate adult.

Children aged 15 and over are welcome to take part in activities (e.g. family events) without a responsible adult. If an issue arises then next-of-kin details will be sought and parents/carers will be contacted. Unaccompanied children are to be closely monitored by SSP staff as they move around the building to ensure their safety.

Where events are listed as 18+ security and/or venue staff will be robust in enforcing this and not make any special allowances.

10. WHAT TO DO IF YOU FIND A LOST CHILD OR VULNERABLE ADULT

Any children or vulnerable adults who become separated from their responsible adult will be taken to the bar area by a member of staff and the Duty Manager will be informed. The child or vulnerable adult will stay at in this area until the responsible adult can be found. If there is any doubt about the identity of the responsible adult (e.g. if the child does not recognise them), or if a responsible adult does not come forward, the relevant authorities (e.g. the police and social services) will be informed.

11. ADULTS WITHOUT CHILDREN & ADULTS OBSERVING SESSIONS

Adults without children are discouraged from taking part in family events but may be allowed to do so at the discretion of the event leader should they be wanting to learn by observing sessions and places be available (i.e. places should be given to families/intended participants first).

If the event leader has any concerns about the motivation of the adult then they must not allow them to take part and inform venue staff if necessary.

12. REQUEST FOR INFORMATION ABOUT CHILDREN AND VULNERABLE ADULTS

Staff must not give anyone (with the exception of the emergency services or social services) information about children or vulnerable adults at SSP, regardless of who the person claims to be. Any request for information, including whether the child or vulnerable adult is in the building, (e.g. if someone wishes to hand something to them), should be dealt with by contacting the child/vulnerable adult's responsible adult, who should take the decision whether or not to provide the information.

13. MANAGEMENT OF ALLEGATIONS AGAINST STAFF

SSP will take seriously any allegations that a member of staff, either paid or unpaid, has:

- Behaved in a way that has, or may have, harmed a child, young person or vulnerable adult.

- Possibly committed a criminal offence.
- Behaved in a way towards a child, young person or vulnerable adult, that indicates an unsuitability to work with this audience.

We have a duty of care to our employees and will ensure we provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a member of staff or volunteer at SSP is dealt with very quickly, in a fair and consistent way that provides effective safeguarding protection and at the same time supports the person who is the subject of the allegation.

Staff should be aware that a serious allegation may result in:

- A police investigation.
- Enquiries by Social Services.
- Consideration by SSP of disciplinary action in respect of the individual.
- A report being made to the DBS for a Barring decision to be made, where applicable.

Resignations and "Compromise Agreements"

The fact that a person tenders his or her resignation, or ceases to provide their services, will not prevent an allegation being followed up in accordance with this policy. Every effort will be made to reach a conclusion in all cases of allegations, bearing in mind the safety or welfare of children, young people or vulnerable adults, including any in which the person concerned refuses to cooperate with the process.

Wherever possible the person will be given a full opportunity to answer the allegation and make representations about it. The process of investigating the allegation and reaching a judgement about whether it can be regarded as substantiated will continue even if the person does not cooperate.

Similarly, so called "compromise agreements" by which a person agrees to resign, SSP agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, will not be used in cases of alleged abuse. In any event, such an agreement will not prevent a thorough police investigation where that is appropriate. Furthermore, it will not override the statutory duty to make a referral to the Disclosure and Barring Service (DBS) for consideration of placing the person's name on the Barred List, where circumstances require that.

14. RECRUITMENT

SSP employees, trustees and volunteers will be carefully selected, trained and monitored to ensure that children and vulnerable adults with whom they may come into contact are appropriately protected.

Only SSP staff, volunteers and freelance tutors employed by SSP with the opportunity for unsupervised access to children and vulnerable adults would need to undergo Disclosure and Barring Service checks with the Criminal Records Bureau/Disclosure and Barring Service.

Our general practice is to ensure that no child or vulnerable adult is alone with an adult as far as possible. We will tell parents/carers about the proposed staffing ratios for events. SSP staff, tutors and volunteers involved in education events will be DBS checked.

Clear roles

Every member of staff or volunteer who work with children will receive a written description of the work they are expected to do. This description will include amongst other things:

- The person to whom they are accountable for their work, their line manager or supervisor
- The person(s) whose work they will supervise (if any)
- A description of the work they will undertake with children with reference to any relevant guidelines produced by the organisation for safeguarding the welfare of those children

Recruitment and selection

All paid staff and volunteers involved with working with children will be treated as applicants for a post. As a consequence they will be asked to complete an application form. This will contain as a minimum:

- Their full name, current and recent addresses and date of birth with documentary evidence e.g. birth certificate
- Details of previous experience, voluntary or paid, of working with children, if any
- Permission to contact in writing and in person, at least one person who has experience of their work or contact with children and who may be asked for a reference

All applicants for paid or voluntary work with children or young people will be subject to a Disclosure and Barring Service check.

References

- Before the appointment of any applicant for a paid or voluntary position is confirmed, two written references will be obtained

15. LISTENING TO AND REPORTING CONCERNS

Listening

A child or vulnerable person may try to tell you directly about abuse. It is very important to listen carefully and respond sensitively. Again, with limited contact with children it is unlikely that you would be in this position. Remember, it is NOT your responsibility to decide if someone is being abused. Your role is to ACT on any concerns you may have and REPORT those concerns.

If a child, young person or vulnerable adult tries to talk to you about something that is worrying them, it is important to listen carefully and respond sensitively:

- If they tell you about the abuse they are experiencing, listen carefully to what they tell you.
- Don't ask direct questions. Avoid 'Who?', 'What?', 'When?', and 'Where?'
- Encourage them to talk but do not pressurise them – 'Do you want to tell me about this?'
- Keep calm, and even if you find what they are saying difficult or distressing, keep listening.
- Be honest with them about what you can and cannot do. Never promise to keep their account a secret, or promise that you will not report it. Do say that you will try and find them the help that they need.
- When they have finished make a detailed note of what they have said, using an **Incident Record Form** wherever possible.
- **As soon as possible, and always within the same working day, pass the information to a Designated Safeguarding Officer**, or if that is impossible, to someone in a position of authority within SSP making it clear that you want to make a report to a Designated Safeguarding Officer.
- Do not contact or confront the alleged abuser (unless you are dealing with immediate abuse, on site or during an event, requiring immediate protective action)
- You may find someone you trust to talk to about the situation or to support you but remember not to name or identify those involved in the allegations.
- Please refer to the **Safeguarding and protection referral flowchart**.

- If you have serious concerns about the immediate safety of the child or vulnerable adult and believe that any delay may cause serious risk of harm contact the police or social services. Record the name of the person you spoke to and tell your supervisor or line manager what you have done as well as making a report to your **designated safeguarding officer**.

16. REPORTING

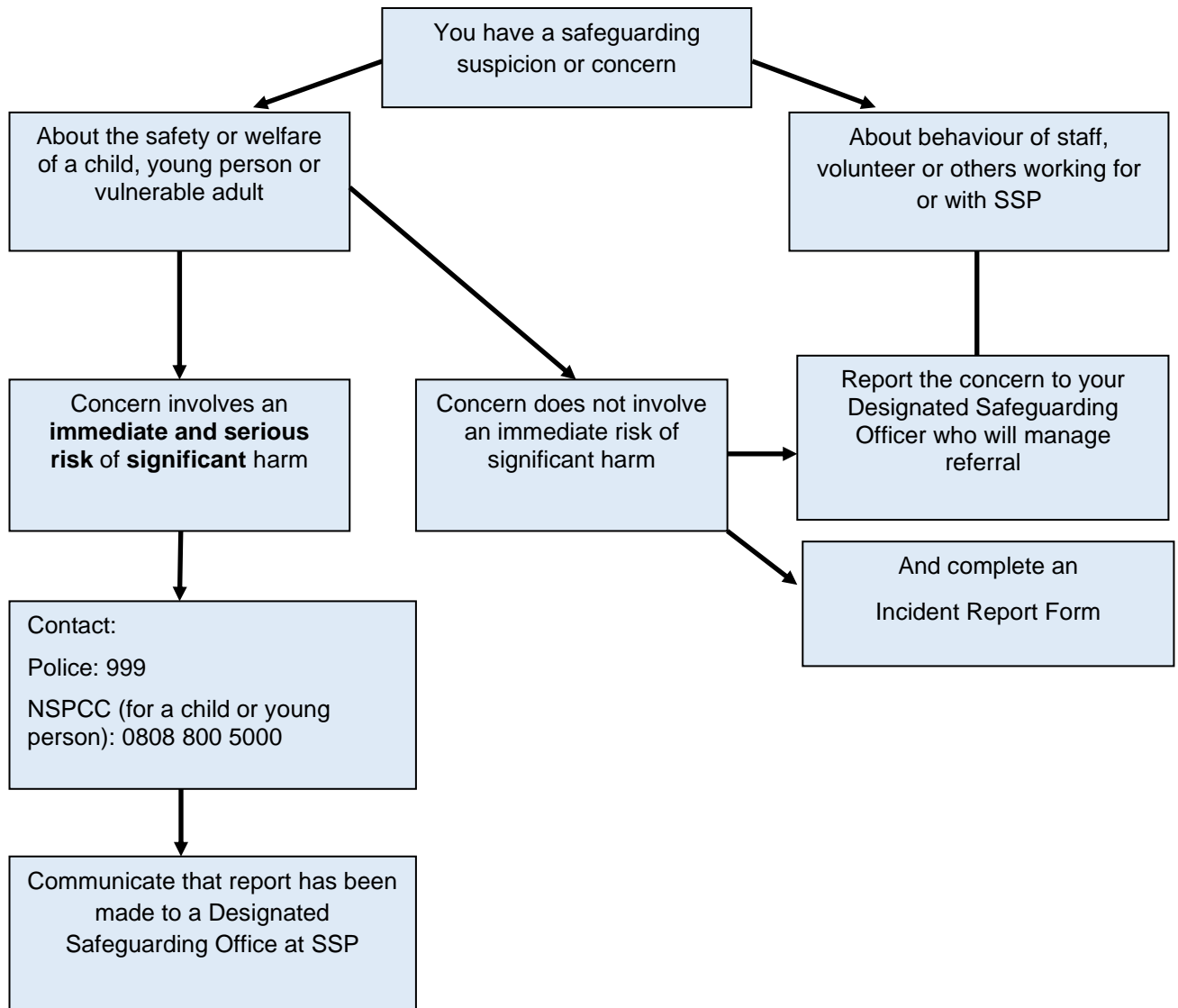
Please refer to the **Safeguarding and protection referral chart (below)** should you need to report an incident or concern. It is important to start a dialogue with a designated safeguarding officer at the earliest opportunity if you have any concerns so that an informed decision about how to proceed is reached quickly. You do not have to await 'proof' before sharing concerns – children's social services and/or the police have the role of looking at the evidence and forming judgements about intervention.

For more information on local procedures refer to the Lambeth Safeguarding Children Board website <https://lambethscb.org.uk> or Lambeth Safeguarding Adults Board website <https://lambethsab.org.uk>

17. CONFIDENTIALITY

Every effort will be made to maintain confidentiality and guard against publicity while an allegation of abuse is being investigated/considered. We will ensure information you share is accurately recorded and only shared with people who have a professional need to see it. Information will be stored securely. SSP expects that where safeguarding concerns arise in relation to a member of SSP staff, a volunteer or contractor that a report of that concern will be made in accordance with the SSP safeguarding policy and this procedure to the **designated safeguarding officer (DSO)**. Such concerns will be reported where required to the statutory authorities in the same way as other concerns, and the support of the employee and any other actions necessary, will be co-ordinated between the DSO and HR. There is further information regarding allegations against staff or volunteers in the SSP **safeguarding policy**.

18. SAFEGUARDING AND PROTECTION REFERRAL FLOWCHART



Contact:

In an emergency always call 999

Lambeth Social Services

Professional line: 020 7926 3100

Public line: 020 7926 5555 (24 hours)

Police Child Abuse Investigation Team (CAIT)

020 8217 6484

(or use 999 if not available)

For suspected Radicalisation report to:

PREVENT (Channel Police Practitioner): counter.extremism@education.gov.uk

020 7340 7264

19. INCIDENT / CONCERN REPORT FORM TO BE GIVEN TO YOUR DESIGNATED SAFEGUARDING OFFICER

Safeguarding Children, Young People and Vulnerable Adults.

Your name: (Please print and sign your name)
Your position:
Child/Adult's Name:
Child/Adult's Address:
Parents/Carers name and address:
Child/Adult's date of birth (or if unknown estimated age):
Date and time of the reported incident:
Your record of what you saw and/or what you were told and by whom:
Factual record of conversation between you and the child or vulnerable adult, where this took place and the exact nature of the concern:
<i>(Remember; do not lead the person - record actual details. Continue on separate sheet if necessary)</i>

Record of action taken by the DSO:	
External agencies contacted (date & time) and if not contacted please record your reasons for not doing so:	
Police Yes/No (circle as appropriate)	If yes – which station: Name and Contact Number: Details of advice received:
Local Authority Children's or Adult Social Care Yes/No (circle as appropriate)	If yes – which Local Authority and which Service: Name and Contact Number : Details of advice received and of any other information required from SSP:
Other (e.g. NSPCC)	Name of body contacted: Name and Contact Number: Details of advice received:
Signature: Print Name:	
Date:	

Remember to maintain confidentially on a **need to know** basis - only if it will protect the child/vulnerable adult. Do not discuss this incident with anyone other than those who need to know.

*Note: A copy of this form should be sent where requested to social services after the telephone report, **to the Designated Person named by the local authority** involved. Where the local authority requires their report form to be completed this should be undertaken without delay and a copy retained in SSP secure safeguarding system. Where a request is received to attend a local authority strategy meeting arrangements should be made to establish: what information the meeting requires from SSP, who from SSP is to attend and what other actions may be required of SSP.*

20. CONTACT DETAILS

The Designated Safeguarding Officers responsible for reporting procedures for concerns and incidents are:

SSP's Designated Safeguarding Officers are:

Lucy Knight
 Tel: 020 3941 7602 / 07929498531 (out of office contact)
 Email: lucy@streathamspacoproject.co.uk

Andy McKeane
 Tel: 020 3941 7602 / 07958188128 (out of office contact)
 Email: andy@streathamspacoproject.co.uk

Key Contacts

In an emergency always call 999

NSPCC helpline	0808 800 5000 (Monday to Friday 8am – 10pm or 9am – 6pm at the weekends) Email: help@nspcc.org.uk
Childline	0800 1111 (7.30am - 3.30am - Monday to Friday 9am - 3.30am - Saturday to Sunday)
Lambeth Social Services Child or young person	Professional line: 020 7926 3100 Public line: 020 7926 5555 (24 hours) Email: helpandprotection@lambeth.gov.uk
Lambeth Social Services Adults at risk	Professional line: 020 7926 5555 (24 hours) Public line: 020 7926 5555 (24 hours)
Police Child Abuse Investigation Team (CAIT)	020 8217 6484 (or use 999 if not available)

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