



D-LAB STUDIOS CIC  
SAFEGUARDING AND CHILD PROTECTION POLICY

Previous reviewed: Jan 2018

LAST REVIEW : August 2019

NEXT REVIEW: JAN 2020

## **D-Lab Studios Safeguarding Policy**

D-Lab Studios acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

This policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

- have a positive and enjoyable experience in a safe and child centred environment
- are protected from abuse of all kinds
- understand and are motivated to report abuse or express concern

D-Lab Studios acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

### **As part of our safeguarding policy D-Lab Studios will**

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other

safeguarding concerns relating to children and young people

- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

This policy applies to all teachers, assistants, volunteers, directors, or anyone working on behalf of D-Lab Studios CIC.

**When working in a school, community center, hack space or other venue teachers *must* read the appropriate safeguarding policy of that venue alongside any additional e-safety or computer agreements. Contact both D-Lab Studios safeguarding lead and the venues safeguarding lead when reporting concerns.**

Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **Safeguarding Lead**

Name of Safeguarding Lead: Linda Kirkland

Email: linda.kirkland@d-lab.co.uk

Emergency Contact No: 07779305166

## **Recognising signs of abuse**

**Physical Abuse:** May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

**Emotional Abuse:** Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber- bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non- penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging

children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Possible signs of abuse include:**

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self harm or suicide attempts.

## **What to do if you are concerned**

### **Stage 1**

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?* But never use leading questions
- Listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
- It is not the responsibility of groups to investigate incidences of suspected child abuse but to gather information and refer only.
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Notify the organisation's Named Person for safeguarding (above)
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma and ensure it is signed and dated. The contents of the pro-forma should include:
  - Date and time of notification
  - Young person's name
  - What was said
  - Actions to be taken (both internal and external actions - based on the issues raised in the allegation. Eg; Notify Manager/ Duty and Advice/ LADO)
- Respect confidentiality and file documents securely;

### **Stage 2**

- The Named person(s) should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named person will contact the child's school and inform the police directly. A report and written letter will also be sent to the school and police within 24 hours.

### **Stage 3**

- D-Lab Studios will always participate fully in any investigation against a member of staff, volunteer, parent or teacher. Any member of staff under investigation will be suspended immediately until the investigation is complete.

### **Safe Recruitment**

All volunteers, staff, teachers, and directors are required to pass identification, DBS/CRB, and criminal record checks before they work on behalf of the company. All staff are given a copy of this document during the recruitment process and D-Lab Studios follows a strict recruitment policy ensuring

- all candidates are interviewed in person
- all candidates provide two forms of identification and proof of address
- all candidates provide proof of their qualifications
- all successful candidates pass an enhanced DBS check
- all successful candidates subscribe to the DBS update service
- all successful candidates can provide two references from previous employers

### **Management and supervision of staff and volunteers**

Staff, volunteers, and teachers can approach the safeguarding lead at any time with concerns or questions they may have about the safeguarding policy.

If the safeguarding lead is not available they should email [info@d-lab.co.uk](mailto:info@d-lab.co.uk) . All

concerns regarding safeguarding will receive a response within 24 hours.

New staff and volunteers will work under supervision until their training is complete. During this period supervisors should report any safeguarding concerns they may have about the new member of staff to the safeguarding lead.

### **Allegations about staff**

Any allegations against staff should be reported to the safeguarding lead. Anyone making an allegation will be protected by our legal policy and will remain anonymous. On receiving an allegation the safeguarding lead will suspend the accused member of staff until the investigation is complete. Following an accusation an internal investigation will follow to determine the seriousness of the allegation. If the allegation places the member of staff in breach of this policy document then the police will be notified and the member of staff will be immediately dismissed.

### **Recording and managing confidential information**

All allegations of abuse must be made in writing. The safeguarding lead will ensure all communications are recorded, confidential and backed up. When reporting safeguarding concerns please include:

- child's name
- child's date of birth
- club attended
- details of the incident

D-Lab Studios is committed to ensuring children stay safe online and provide further guidance in our e-safety policy document. All teachers must also read attending schools policy documents to ensure they comply to their e-safety standards. This must include at a minimum

- Ensuring children never give out their name, DOB, or personal information online
- Sign up for services using personal details
- Access websites that could be considered inappropriate or harmful to children
- Ensuring children do not breach their computer user agreements with the school
- Ensure children do not breach copyright or privacy laws

### **Distributing and reviewing policies and procedures**

This policy document will appear clearly available on the D-Lab Studios Website and distributed to anyone working for or with the company in any capacity.

D-Lab Studios will endeavor to review this policy every six months - the next review is scheduled by January 2019 which will involve parents, children, directors and staff.

**Linda Kirkland**

**Director**

**D-Lab Studios CIC**

**info@d-lab.co.uk**