

Safeguarding Children Policy

Suffolk Poetry Society

Registered Charity no. 1162298

Nominated Lead Safeguarding Children Officer: Chair

Deputy Safeguarding Children Officer: Nominated Trustee

The Chair of Suffolk Poetry Society, as Designated Lead Safeguarding Officer, is accountable for the commissioning and/or provision of services designed to safeguard and promote the welfare of children, with the support of the Nominated Trustee, as Deputy Safeguarding Officer.

Suffolk Poetry Society recognises its duty to safeguard children participating in its activities and events and will respond to any concerns regarding the safety and well-being of children attending Suffolk Poetry Society's events. This policy runs in conjunction with our Safeguarding Adults at Risk of Abuse Policy.

1. Purpose

- 1.1 Suffolk Poetry Society recognises that, under the Children Act 1989 and 2004, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the welfare of children/young people.
- 1.2 Suffolk Poetry Society is a membership organisation for those aged 18 and above. However, children and young people may attend its public events. Suffolk Poetry Society expects any young person taking part in its events to be accompanied by a responsible adult and that any schools follow their own safeguarding policies.

2. Definitions

- 2.1 Safeguarding and promoting the welfare of children is defined in *Working Together to Safeguard Children 2018*¹ as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care

¹ <https://www.suffolkas.org/assets/Working-with-Adults/Policies-and-Procedures/Policy-Updates/Suffolk-Safeguarding-Adults-Policy-and-Operational-Guidance-2018.pdf>

- taking action to enable all children to have the best outcomes

2.2 Persons Affected:

- All Trustees, members and volunteers
- All users of Suffolk Poetry Society services/events
- All visitors and contractors

3. Policy

3.1 Suffolk Poetry Society will:

- Treat all children and young people with respect and celebrate their achievements
- Respond to concerns and allegations appropriately

3.2 All Suffolk Poetry Society members and event organisers will be made aware of the safeguarding policy and will be expected to follow the policy. They should report any incidents following the given policy, and fill in an incident report sheet as required.

3.3 The Chair of Suffolk Poetry Society, as Designated Lead Safeguarding Officer, is accountable for the commissioning and/or provision of services designed to safeguard and promote the welfare of children, with the support of the Vice-Chair, (Deputy Safeguarding Officer) and the Trustees.

3.4 The Chair takes responsibility for Suffolk Poetry Society's Safeguarding arrangements. (This is a Charity Commission requirement.)

3.5 Suffolk Poetry Society ensures a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.

3.6 This policy sets out clearly the procedures for sharing information with other professionals and with the Suffolk Safeguarding Partnership.

3.7 Currently Suffolk Poetry Society does not work regularly with children but if such circumstances were to arise, for example if Suffolk Poetry Society organized poetry workshops with schoolchildren, then it would ensure that DBS checks were instituted if necessary, i.e. in the case of unsupervised access to children.

- 3.8 When holding events in collaboration with other organisations, the Society will ensure the Suffolk Poetry Society organisers make themselves aware of any safeguarding procedures they may have in place.
- 3.9 Supervision and support for Trustees, members and volunteers will include any required safeguarding briefing when relevant.
- 3.10 Suffolk Poetry Society will ensure that the designated Safeguarding Officers are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and will create an environment where anyone in the Society feels able to raise concerns and feel supported when raising safeguarding issues.
- 3.11 A mandatory induction, including familiarisation with safeguarding responsibilities and procedures to be followed if anyone has concerns about a child's safety or welfare, will be provided to the relevant Trustees, Chair and Vice Chair, and safeguarding information will be made available to members and volunteers.
- 3.12 Suffolk Poetry Society will ensure that everyone concerned understands:
- a. What they need to do and what they can expect of each other to safeguard children.
 - b. Core legal requirements, making it clear what individuals and Suffolk Poetry Society should do to keep children safe. In doing so, Suffolk Poetry Society seeks to emphasise that **effective safeguarding systems are those where:**
 - the child's needs are paramount, and the needs and wishes of each child, be they a baby or an infant, or an older child, should be put first, so that every child receives the support they need before the problem escalates
 - all Trustees, members and volunteers who come into contact with children and families are alert to their needs and any risks of harm that individual abusers or potential abusers may pose to children
 - all are aware of the requirement to share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and the local authority Children and Young People (CYP) services.
 - all understand the necessity to contribute to whatever actions are needed to safeguard and promote the child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes

- 3.13 When there are concerns about the welfare of any child/young person, *all adults* in Suffolk Poetry Society are expected to share those concerns with the Nominated Lead Safeguarding/Child Protection Officer who is responsible for:
- a. Monitoring and recording concerns.
 - b. Making referrals by following the Suffolk Safeguarding Partnership correct referral process available on <https://www.suffolkscb.org.uk/working-with-children/how-to-make-a-referral>
 - c. Contacting the Local Authority Designated Officers (LADO) on Suffolk Safeguarding Children Board at Suffolk County Council without delay if the allegation is made against a member of Suffolk Poetry Society acting in a voluntary capacity on behalf of SPS
LADO phone number: 0300 123 2044
e-mail address: lado@suffolk.gov.uk
 - d. Liaising with other agencies
 - e. Arranging briefings where required and ensuring an up-to-date policy is shared with members and volunteers.

3.14 Confidentiality

If a child, young person or anyone discloses abuse, the person disclosed to in Suffolk Poetry Society is obliged to share the information with the Nominated Lead Safeguarding/Child Protection Officer, who may have to refer the concerns to social care services. In the case of a referral to social care, the child/young person will be informed and also the parent if this does not put the child at risk e.g. the parent may be or know the alleged abuser.

3.15 Allegations

Concerns about the behaviour of an adult or adults in the organisation will be referred without delay to the lead Safeguarding/Child Protection Officer, who will contact social care services, or the police in an emergency.

In the rare situations that the concerns are about the Nominated Lead Safeguarding/Child Protection Officer, it is important to refer to the Deputy Safeguarding/Child Protection Officer. This may not be appropriate, in which case any member may personally refer direct to social care services.

Suffolk Poetry Society will review this policy annually.

Policy approved by Suffolk Poetry Society Committee

Date of policy: January 30th 2020

Date of next review December 2020

Review

This policy and related guidance will be monitored by the Chair on a regular basis for compliance and will be reviewed by the Trustees at least annually.

Signed: Date:

Chair
Suffolk Poetry Society

Revision history showing updates

Date approved or amended	Amendments	Signed

Safeguarding Children Procedures

Suffolk Poetry Society
Registered Charity no. 1162298

Nominated Lead Adults at Risk Safeguarding Officer: Chair
Deputy Adults at Risk Safeguarding Officer: Vice-Chair

1. Procedures

- 1.1 All Trustees, Committee Members, Members and Volunteers will be given access to information about Safeguarding Children
- 1.2 An annual review will take place each December to allow for any required updating of policies and/or procedures. We will ensure all Trustees and volunteers in particular understand their responsibilities
- 1.3 A copy of the policy will be made available on request and on the website.
- 1.4 Joint events with other parties (eg. musicians, artists etc.) must include provision for appropriate care, protection and supervision of children.
- 1.5 Any *unsupervised* access to children and young people would require the person concerned to have an up-to-date Enhanced Disclosure from the Disclosure and Barring Service (DBS).

2. Reporting incidents

- 2.1. The nominated Safeguarding Children Officer will have responsibility for reporting.
- 2.2. The Suffolk Poetry Society Officer(s) may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.
- 2.3. The nominated person should:
 - a. Know who to contact at Suffolk County Council
 - b. Know who to contact in Social Services for advice and referrals
 - c. Know about helplines and other sources of help for adults at risk
 - d. Ensure that there is an environment in which members have the opportunity to raise any adult at risk protection concerns.

Review

These procedures will be monitored by the Chair on a regular basis for compliance and will be reviewed by the Trustees at least annually.

Signed: Date:

Chair
Suffolk Poetry Society

Revision history showing updates

Date approved or amended	Amendments	Signed