



## Safeguarding Policy and Procedures

Name of organisation: Twistin Tots / Twistin Tikes / Twistin Tinies (thereafter known as “Twistin Tots”, the Employer)

### Content

1. Introduction Twistin Tots makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Twistin Tots comes into contact with children through a range of pre-school music classes, where children’s parents / carers are present. The types of contact with children will be regulated and controlled. This policy seeks to ensure that Twistin Tots undertakes its responsibilities with regard to the protection of children and responds to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation’s expectations.

### 2. Legislation

The principal pieces of legislation governing this policy are:

- o Working together to safeguard Children 2010
- o The Children Act 1989 o The Adoption and Children Act 2002
- o The Children act 2004 o Safeguarding Vulnerable Groups Act 2006
- o Care Standards Act 2000 o Public Interest Disclosure Act 1998
- o The Police Act – CRB 1997
- o Mental Health Act 1983
- o NHS and Community Care Act 1990
- o Rehabilitation of Offenders Act 1974



### 3. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children 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 a number of 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

#### **4. Responsibilities**

All staff (paid or unpaid) have a 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 Staff (whether paid or unpaid) have responsibility to ensure that they:

- promote the welfare of children and vulnerable adults
- are aware of the areas which may raise concern with regards to Safeguarding issues

The Designated Senior Manager /lead officer is Jacqui Davis. This person's responsibilities are to ensure that:

- the policy is accessible



- the policy is implemented
- the policy is monitored and reviewed
- staff (paid and unpaid) have access to appropriate training/information
- staff concerns about safeguarding are listened and responded to seriously, swiftly and appropriately keep up to date with local arrangements for safeguarding
- develop and maintain effective links with relevant agencies
- take forward concerns about responses.

## 5. 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
- Equal Opportunities policy – ensuring safeguarding procedures are in line with this policy, in particular 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.



## **Safe Recruitment**

Twistin Tots ensures safe recruitment through the following processes:

- Recruitment is done in line with safe recruitment practices.
- Job or role descriptions for all roles involving contact with children contain reference to safeguarding responsibilities.
- Shortlisting is based on formal application processes/forms and not on provision of CVs.
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification.

## **6. Communications training and support for staff**

Twistin Tots 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 • ensuring familiarity with reporting processes
- initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection

## **Communications and discussion of safeguarding issues**

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- team meetings



## Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- provision of a clear and effective reporting procedure which encourages reporting of concerns.
- encouraging open discussion (e.g. during supervision and team meetings) to identify and barriers to reporting so that they can be addressed.
- inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection
- refresher sessions etc on the above.

## 7. Professional boundaries

Professional boundaries are what define the limits of a relationship between a class teacher and a customer. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

Twistin Tots expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- no use of abusive language
- appropriate response to inappropriate behaviour / language
- no use of punishment or chastisement • no passing on of service users' personal contact details



- degree of accessibility to service users (e.g. not providing personal contact details)
- no taking family members to a client's home If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.

## 8. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Twistin Tots:

- Communicate your concerns with your immediate manager
- Seek medical attention for the vulnerable person if needed
- Discuss with parents of child or with vulnerable person.
- Obtain permission to make referral if safe and appropriate
- If needed seek advice from the LA Children and Families Helpdesk or Adults helpdesk
- Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact
- Ensure that feedback from the Local Authority is received and their response recorded



- The Local Authority has a process for reporting and this must be adopted. Organisations will be expected to complete the Local Authorities initial contact form when informing them of a concern about a child. The use of this form and compliance with the policy will be mandatory.
- If the immediate manager is implicated, then refer to their line manager or peer.

## 9. Allegations Management

Twistin Tots recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation. The process for raising and dealing with allegations is as follows:

**First step:** Any member of staff (paid or unpaid) from Twistin Tots is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer.

**Second step:** contact Local Authority for advice.

**Third step:** follow the advice provided.

Twistin Tots recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf>

## 10. Monitoring

The organisation will monitor the following Safeguarding aspects:

- safe recruitment practices





- references applied for new staff
- monitoring whether concerns are being reported and actioned
- checking that policies are up to date and relevant
- reviewing the current reporting procedure in place
- presence and action of Designated senior manager responsible for Safeguarding is in post

## **11. Managing information**

Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy, Confidentiality Policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager. All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

## **12. Communicating and reviewing the policy**

Twistin Tots will make clients aware of the Safeguarding Policy through the following means:

- Policy will be available for viewing at all classes at all times

This policy will be reviewed annually by Jacqui Davis and when there are changes in legislation. Last Updated 15/06./22