

The North of England Institute of Mining and Mechanical Engineers

Children, young people and vulnerable adults safeguarding policy and procedures

1. Policy Statement

NEIMME has a duty of care to safeguard from harm all children and vulnerable adults involved in activities, events or visiting its premises. All children, young people and vulnerable adults have a right to safeguarding.

1.1. Policy aims

The aim of NEIMME's safeguarding policy is to promote good practice by

- Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of NEIMME;
- Providing a safe environment for learning and artistic and creative expression
- Allowing all staff and volunteers¹ to make informed and confident responses to specific child safeguarding issues.

2. Promoting Good Practice

Employees and volunteers associated with NEIMME recognise that there are four main types of abuse suffered by children. These are physical abuse, sexual abuse, emotional abuse and neglect.

All employees, members and volunteers, will be made aware of the NEIMME's Child and Safeguarding Policy and procedures.

Through awareness and good practice, NEIMME's employees, members and volunteers can minimise the risk of abuse to children and protect themselves against false allegations of abuse.

NEIMME is committed to careful planning of appropriate activities for children, young people and vulnerable adults to minimise situations where abuse could occur.

NEIMME accepts responsibility as an organisation to check that all adults with substantial access to children, young people and vulnerable adults have been properly vetted. Most of NEIMME's education work with children, young people and vulnerable adults does not involve staff, artists and volunteers having unsupervised access.

Relevant Disclosure Checks, recruitment procedures and training will however be carried out where deemed necessary based on risk assessments.

¹ The term volunteer includes Members of NEIMME as well as individuals providing services and expertise to NEIMME on a pro bono basis.

This Policy and Procedures document should be read in conjunction with NEIMME's policies and procedures for Recruitment, Whistleblowing and Volunteers

3. Risk Assessment

To ensure that children are kept safe on educational visits, the NEIMME's Safeguarding Officer will provide risk assessment advice in advance to schools/youth groups wishing to visit the Institute.

It will, however, be made clear that the onus is upon the individual schools'/youth groups'/vulnerable groups' staff to carry out their own risk assessment to highlight any potential areas of risk and devise strategies to manage such risks. This will normally be compiled during a preliminary visit with guidance available, if required, from NEIMME's Safeguarding Officer.

4. Recruitment

NEIMME employees, members and volunteers will be carefully selected, trained and monitored to ensure that children with whom they may come into contact are protected.

It is recognised that abuse is facilitated when an abuser can find an opportunity to be alone with a child or other vulnerable person. The risk that abuse may occur increases where an abuser can maintain regular contact to build a relationship with the child or other vulnerable person.

NEIMME staff or volunteers with the opportunity for unsupervised access to children and vulnerable adults will need to undergo checks with the Criminal Records Bureau.

It is the policy of the NEIMME that, at present, staff should not be responsible for looking after children. A teacher, a parent or other appropriate adult should always accompany children.

Institute employees should not therefore find themselves in a situation where they are alone with a child.

Furthermore, children visiting the NEIMME do not generally attend on a regular basis. This further reduces the risk of abuse, which is heightened by regular contact.

It is not, therefore, necessary for all employees, including those engaged on temporary contracts, members or volunteers, to be checked with the Criminal Records Bureau as a matter of course.

4.1. Pre-Selection Checks

NEIMME recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

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- Appropriate volunteers/staff (defined as those who may come into contact with children or vulnerable people), should complete an application form. The application form will elicit information about an applicant's past including previous addresses, and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau for positions where the role requires contact with children or vulnerable people, i.e. front of house staff).
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving license with photo).

4.2. Interview and Induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child and vulnerable people safeguarding procedures are explained and training needs are identified.
- They should sign up to the NEIMME's Children and Vulnerable People Safeguarding policy.

4.3. Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

NEIMME requires staff who will come into contact with children and vulnerable people

- to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a

positive culture towards good practice and child safeguarding.

- All staff and volunteers complete recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain a nationally recognized first aid training certificate (where necessary).
- Attend update training when necessary. Information about meeting training needs can be obtained from the NSPCC.

5. Responding to allegations or suspicions

It is not the responsibility of anyone working with NEIMME, in a paid or unpaid capacity to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

NEIMME will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

6. Child Safeguarding Officer

NEIMME will appoint a Safeguarding Officer, their role is

- To be familiar with the Children Act 1989 and Dept. of Health Guidelines “Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children” document on Child Protection Procedures. The Protection of Children Act 1999. Sexual Offences Act 2003. Data Protection Act 1984 and 1998. The Criminal Justice and Court Services Act 2000. The Police Act 1997. Department of Health Protection of Vulnerable Adults scheme (2004). Safeguarding Vulnerable Groups Act 2006.
- To understand and put into practice all relevant Child Safeguarding Procedures as required by NEIMME in its Child, Young Peoples and Vulnerable Adults Safeguarding and Procedures Guidelines.
- To be responsible for monitoring and review of the Policy annually or more frequently if new legislation comes into force.
- To take responsibility for organising appropriate training of staff and volunteers and ensuring there are adequate budgets devoted to this area of work.

- To ensure activities involving Children and Vulnerable People are risk assessed by the Institute's staff and that the Institute's staff ensure that visiting parties have adequate supervisory staff accompanying children, young people and vulnerable people the time.
- To ensure that adequate supervision is made available to all staff working with children and young people.
- To establish and maintain good communications with agencies working in the field of child protection.
- To promptly refer allegations or suspicions of child abuse to the local social services department or police.
- To review the NEIMME's Policy and Procedures for Child and Vulnerable Persons at least annually and take the lead in updating the policy and procedures and seeking approval to modifications from NEIMME's Management Group.
- To keep the Institute advised on the impact of any changes in legislation or best practice.
- To be responsible for their own development and training in this aspect of the Institute's responsibilities.
- To maintain the records submitted and appropriate records of the Institute's Child Safeguarding measures as necessary and that the records are maintained safely and securely and in accordance with the Data Protection Act.
- To ensure confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in arts projects) as part of the recruitment process (Data Protection Act 1998).
- To act as the Lead Officer in obtaining Criminal Records Bureau checks at either Standard or Enhanced levels of disclosure and for registering the Institute with the CRB or working with a registered body to obtain disclosures. Since it costs £300 to register, it would be more cost effective to work through an umbrella body in the first instance; the Northumbria Coalition Against Crime is a recommended partner. (N.B. Volunteer disclosures are not charged for, paid staff disclosures are charged.)
- **The designated Safeguarding Officer is Jennifer Hillyard, NEIMME's Librarian and Archivist**

Appendix

CHILD SAFEGUARDING AND VULNERABLE PEOPLE PROCEDURES

GUIDELINES FOR COMPLETING A CAUSE FOR CONCERN REPORT.

In any case where an allegation is made, or someone has concerns, a record should be made. If the allegation is investigated by the Police or Social Services, this record will become vital evidence that will be used in any subsequent court action. It is important therefore that full and accurate details are recorded of all facts and actions, as and when they occur.

The following points will help you complete the two reports, a blank copy follows this page, and copies are available from the Institute's Child Safeguarding Officer.

1. Ensure that the personal details of the child are entered accurately.
2. The person making the report must be identified.
3. In completing the details of the incident / suspicion the following need to be recorded.
 - a) Is the person making the report expressing their own views, or passing on those of somebody else? Record the details.
 - b) What has prompted the concerns? Include dates, times, etc. of any specific incident.
 - c) Any physical signs? (Where a worker observes injuries to children, then a skin map should be completed to complement a full written report) Behavioural signs? Indirect signs?
 - d) Has the child been spoken to? If so what was said?
 - e) Have the parents been contacted? If so what was said?
 - f) Has anybody been alleged to be the abuser? If so record details.
 - g) Has anyone else been consulted? If so record details.
4. Remember to record and actions taken, persons contacted, decisions made, instructions given or received. Each entry should be dated, timed and initialed.
5. Deal only with facts. Do not express personal opinions or suppositions.
6. Treat all information received and records made as highly confidential. This information should only be released to those who have a genuine reason to know.
7. If an injury has occurred, but is not due to abuse, complete the Institute's Accident Book in the normal manner and report the fact as normal. If the injury has been caused as a result of abuse or suspected abuse, report the injury on the Cause for Concern Report and note carefully that the accident book has not been completed and ensure the Child Safeguarding Officer is informed of this fact verbally. Follow the Child Safeguarding Officers instructions once they are aware of the facts.
8. You may be required to give this information to a Social Worker, the Police or the Court at some future date.

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NEIMME
Child and Vulnerable People Safeguarding

Record of Action Taken Form

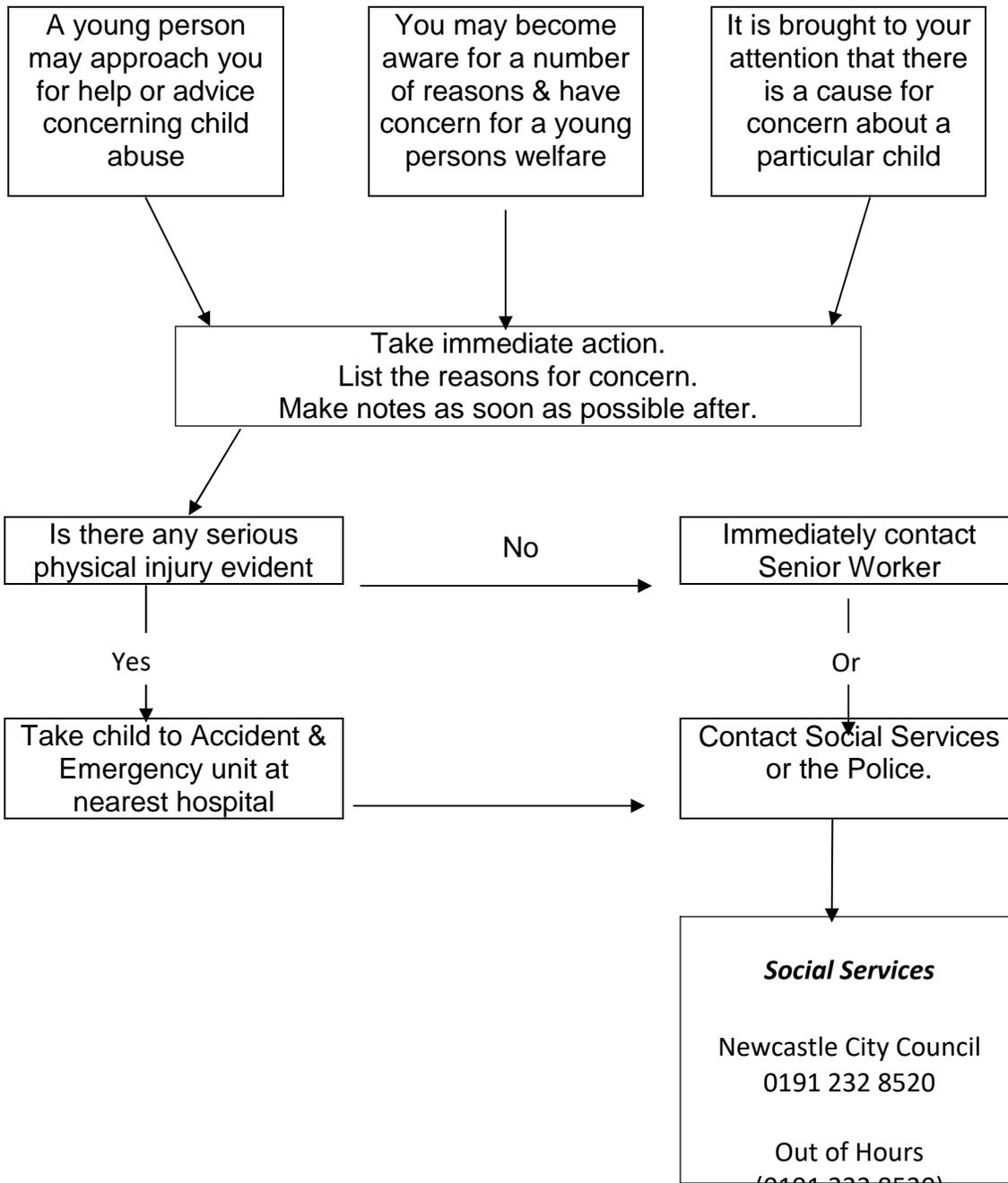
Time	Record all action taken, comments or statements made, agencies contacted and at what time.	Initial
	Action Taken	

Continue on Separate Sheet if required

Signature:
Print Name:
Date of Report:

When completed hand in to the Safeguarding Officer

HOW TO DEAL WITH A DISCLOSURE OR SUSPICION OF ABUSE



Effective from: 1st August 2017