

**INTEGRATED QUALITY MANAGEMENT SYSTEM (IMS)**  
**BS EN ISO 9001 2015; BS OHSAS 18001: 2007; BS EN ISO 14001: 2015; and**  
**the matrix Standard 2015**

**STANDARD OPERATING PROCEDURE (SOP) 02 Annex 16**

**Safeguarding Policy**

---

**Authorisation and Amendment Record**

Issue No	Reason for Re-Issue	Date of Re-issue:	Prepared By:	Authorised By:
00	Not applicable. First Draft	N/A	VR	VS / SJ
01	Implementation			

**For the internal use and self-development within Cirque. Unauthorised copying and distribution would be considered a gross misconduct.**

Cirque Talent Academy Ltd number: 10664151, Cirque Skills Pathway CiC Company Number: 10499887, The Cirque Foundation Charity number: 1178235, Registered Office 2<sup>nd</sup> Floor, Silver House, Silver Street, Doncaster. South Yorkshire. DN1 1HL

**Section heading**

**1. Introduction**

Cirque makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Cirque comes into contact with children and / or vulnerable adult through the following activities:

Training Services – Providing education and training through the delivery of NVQ and Work Based qualifications.

The types of contact with children and / or vulnerable adults will be regulated activity.

This policy seeks to ensure that Cirque undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation’s expectations.

**2. Confirmation of reading**

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for (insert name of organisation).

Please complete the details below and return this completed form to Vanessa Sullivan

Date: 22/02/2015. Updated 21.02.2017, 02.10.2017, 09.02.2018, 29.01.2019

Employee Name	Signature

### 3. Legislation

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2015
- Counter-Terrorism and Security Act 2015
- Public Sector Equality Duty
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – DBS 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

#### 4. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Safeguarding and promoting the welfare of children and young people is defined for the purposes of this policy as:

- Protecting children and young people from maltreatment;
- Preventing impairment of children's and young people's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes  
(Working Together to Safeguarding Children 2015 HM Government)

Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of school life including:

- Student's health and safety
- The use of reasonable force
- Meeting the needs of learners with medical conditions
- Providing first aid
- Educational visits
- Intimate care
- Internet or e-safety
- Appropriate arrangements to ensure school security, taking into account the local context. It can involve a range of potential issues such as:
  - Bullying, including cyber bullying (by text message, on social networking sites, and so on) and prejudice based bullying.
  - Racist, disability, and homophobic or transphobic abuse
  - Radicalisation and extremist behaviour
  - Child sexual exploitation
  - Sexting
  - Substance misuse
  - Issues that may be specific to local area or population, for example gang activity and youth violence
  - Particular issues affecting children and young people including domestic violence, sexual exploitation, female genital mutilation and forced marriage

All staff understand the different types of abuse and neglect and specific safeguarding issues.

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
- Is at risk or suffered from Female Genital Mutilation (FGM)
- Is at risk or suffered from Child Sexual Exploitation (CSE)
- Is at risk or is suffering from Honour Based Violence (HBV)

#### GAMBLING AND SOCIAL GAMING

Young people need to be 18 years and over to legally gamble in casinos, high street bookmakers and in most cases on-line. However, there are certain categories of slot machines (such as those found in arcades) which have no age restriction. Similarly, young people wanting to buy National Lottery Scratch Cards or Lottery Tickets can do so at the age of 16 years. All these type of activities are classed as gambling and with the explosion of adverting and the presence of high street bookmakers, gaming is more prevalent in society today.

In addition to the above traditional forms of gambling; social gaming is hugely popular among young people. Social gaming has no age restriction and is predominantly accessed by young people via mobile phones or tablets in the form of a downloadable app (such as Candy Crush or Game of Thrones). These apps are free to download and play, but have countless opportunities for players to purchase (often with real cash) tools or tips to advance levels in such games. Though many young people do not experience harm, for some young people such games can be highly addictive and lead to (i) isolation and time lost to playing and (ii) financial pressure due to consistently purchasing tools

to advance. If you notice or suspect students may be experiencing harm, here are some of the warning signs:

- Be male and aged 13 – 18 years;
- Use gambling to cultivate status among peers;
- Fallen out with family, truant from Cirque Training;
- Low self-esteem, but irrational behaviour;
- Preoccupied on mobile, restless or irritable;
- Lies to family members, friends and college staff to conceal behaviour;
- Never has no money.

#### ANTI-BULLYING / INTERNET SAFETY / SOCIAL MEDIA

Our social media policy /anti-bullying policy/ internet safety policy is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic, transphobic, bi-phobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children, young people and vulnerable adults with Special Education Needs and Disability (SEND) and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse. We keep a record of bullying incidents and follow Department for Education (DfE) statutory guidance to prevent and tackle bullying.

Cirque Safeguarding Leads: Vesta Ryng

Ultimate accountability rests with the Directors of Cirque

Cirque Safeguarding Lead will follow Doncaster Safeguarding Children's Board (DSCB, [www.dscb.co.uk](http://www.dscb.co.uk)) procedures which can be found on their online manual:

<http://doncasterscb.proceduresonline.com/> which includes referral of any on-line safety concerns to the relevant bodies.

Staff have undertaken Home Office online training and aware of how social media can be used to encourage travel to Syria and Iraq and what to do if they suspect travel to areas where travel warnings are in place. The school has undertaken a prevent self-assessment and all staff are aware of spotting the signs.

#### HAZING

Hazing is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.

Hazing is seen in many different types of social groups, including gangs, sports teams, schools, military units, and fraternities and sororities. The initiation rites can range from relatively benign pranks, to protracted patterns of behaviour that rise to the level of abuse or criminal misconduct. Hazing is often prohibited by law and may comprise either

physical or psychological abuse. It may also include nudity and/or sexually based offences.

Linking to peer on peer abuse / peer pressure, all learners and employees are advised on how to recognise and report any concerns. We have effective transition arrangements in place and follow DSCB safeguarding procedures.

#### EQUALITY ACT 2010 PROTECTED CHARACTERISTICS

- Our policy on Equality, Inclusion and Diversity includes racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under our child protection and safeguarding procedures.

Racist incidents and hate crime are crimes committed against someone because of their disability, gender-identity, race, religion or belief, or sexual orientation and include:

- threatening behaviour
- assault
- robbery
- damage to property
- inciting others to commit hate crimes
- harassment

We keep a record of racist incidents and incidents reportable under the Equality Act 2010. We use a reporting system to record any incidents in line with the latest DfE guidance. Our Designated Safeguarding Lead (Vannessa Sullivan) understands how to record and report and support children and families encountering hate crime:

Reported to the police 101 or 999 in an emergency or online:

[http://report-it.org.uk/your police force](http://report-it.org.uk/your_police_force)

#### LESBIAN, GAY, BISEXUAL, TRANSGENDERED or QUESTIONING (LGBTQ) SUPPORT

The Designated Safeguarding Lead understands how to support any young person requiring LGBTQ support and will encourage access to youth groups.

Cirque training reflects opportunity to explore difference and celebrate diversity in our website. The DSL will seek professional advice where there is additional risk posed, for example self-harm, isolation, bullying etc. to ensure a team around a child meeting is in place for young people and families. Cirque will complete risk assessments (where appropriate) to ensure gender norms are challenged and the environment supports all people including LGBTQ.

#### TRANS YOUNG PEOPLE

The DSL will liaise with relevant bodies, where needed to ensure that any person identifying as TRANS is acknowledged as such and will work to ensure a smooth and effective transition.

Cirque follows National guidance and seeks professional advice on TRANS: <http://genderedintelligence.co.uk> and <http://www.stonewall.org.uk/help-advice>

The DSL is aware of key terminology for all young people not identifying with the sex/gender they were assigned at birth. This may include young people who identify as cisgender, non-binary, gender variant, inter-sex, gender dysphoria etc. The DSL will consider the wishes of the person and make appropriate referrals and support where/if necessary.

#### HUMAN TRAFFICKING

The Trafficking Protocol defines human trafficking as ‘the recruitment, transportation, transfer, harbouring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal, manipulation or implantation of organs’.

Staff aware of potential signs should immediately report their concerns to the DSL. This may involve contacting police on 101, the referral and response team at Doncaster Social Services or the Child Sexual Exploitation (CSE) team for advice.

#### PREVENTING RADICALISATION – MANDATORY DUTY TO REPORT

All staff understand and know how to recognise and respond to any changes in behaviour that could indicate that a child, young person or vulnerable adult is in need of protection/ or being radicalised. Staff understand the definition and mandatory reporting duties. We have a separate policy on radicalisation called ‘Protect Duty’. Essentially, staff (in line with the Home Office training) are to consider three aspects prior to referral to statutory authorities:

1. how engaged a person is in potential terrorist activity?
2. what that person’s intentions are?
3. how capable are they of carrying out acts of terrorism?

The DSL is the first point of contact for staff who have concerns in this area. Following discussions, the DSL will call 101 for advice or to report. If travel abroad or an immediate threat is suspected, staff are aware to call 999 and they also have access to the confidential anti-terrorist hotline 0800 789321. The DSL will also contact the referral and

response service immediately if a child is at risk and follow local safeguarding procedures.

FGM (FEMALE GENITAL MUTILATION) – MANDATORY DUTY TO REPORT  
Cirque recognises the areas where FGM is prevalent and works in partnership with agencies to safeguard any child, young person at risk of FGM. The Designated Safeguarding Lead understands this is classed as child abuse in the UK and will report any risk to 101 immediately. Cirque have access to the Home Office training on FGM. Through our training, we have also become aware of breast ironing/flattening practiced in some societies and will make appropriate referrals to safeguard children and young people. This training is listed on our 'Prevent' Policy and is facilitated online:

<https://www.fgmelearning.co.uk>

All staff have read and understand the FGM fact sheet Guidance (we have on file) and are aware of the need to mandatory report in line with Keeping Children Safe in Education, 2016 (see guidance file) and local DSCB procedures for reporting suspected FGM:

<http://doncasterscb.proceduresonline.com>

#### HONOUR BASED VIOLENCE – MANDATORY DUTY TO REPORT

The police definition of Honour Based Violence is:

'A crime or incident which has or may have been committed to protect or defend the honour of the family and or community'

Honour Based Violence is where a person is being punished by their family or community for actually or allegedly undermining what they believe to be the correct code of behaviour. By not conforming it may be perceived that the person may have brought shame or dishonour on the family.

This type of violence can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from the family and/or community.

Staff are fully aware of risks and how to report concerns to our DSL (Vanessa Sullivan). The DSL will consider and take immediate action to protect if HBV is possible.

All staff are aware of the mandatory reporting requirement duty placed on teachers 31 October 2015.

#### FORCED MARRIAGE

Forced Marriage is defined as 'a marriage conducted without the valid consent of one or both parties, where duress is a factor'.

Duress involves emotional pressure as well as criminal actions such as an assault or abduction.

Forced marriage is domestic and / or child abuse. It may include physical or sexual violence, threatening behaviour, stalking / harassment, imprisonment, abduction, financial control any other form of demeaning or humiliating behaviour or control.

A Forced Marriage is distinct from an Arranged Marriage, which is arranged by families but the choice remains with the individuals who give full and free consent.

Other provisions include making the use of a deception in order to entice someone abroad so that they can be married against their will an offence and giving protection to those lacking mental capacity to make an informed decision about whether to marry or not.

Staff will report any concerns immediately to our DSL. The DSL will seek advice and action/make appropriate referrals to safeguard any young person at risk of forced marriage.

The forced marriage unit can be contacted for advice on the details below.

If the DSL is concerned about any Roma children being forced into marriage they can contact the Local Authority on 01302 734225 for further information.

When we require advice on how to support and understand the Ethnic Minority & Traveller Service (EMTAS) communities and practice (outside our own capacity and research), we can source advice from:

<http://www.doncaster.gov.uk/services/schools/emtas-equality-and-diversity>

This advice could relate to beliefs and culture. It could also link to language barriers and consideration to supporting the young person or vulnerable adult to have a voice.

## 5. Responsibilities

**All staff** (paid or unpaid) have 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**

The Designated Senior Manager /lead officer is Vesta Ryng

This person's responsibilities are to ensure:

The policy is in place and appropriate

The policy is accessible

The policy is monitored and reviewed, Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented.

Promoting the welfare of children and vulnerable adults

Take forward concerns about responses

Ensure staff (paid and unpaid) have access to appropriate training/information

## 6. 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:

- Whistleblowing –ability to inform on other staff/ practices within the organisation
- Grievance and disciplinary procedures – to address breaches of procedures/ policies
- Health and Safety policy, including lone working procedures, mitigating risk to staff and clients
- 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
- Staff induction
- Staff training

## **Safe recruitment**

Cirque ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- 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
- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). (You may wish to add in a qualifier about measures in place for exceptional and justifiable circumstances where employment/ role could commence prior to DBS clearance).

## **Disclosure Barring Service (DBS) Gap Management**

The organisation commits resources to providing Disclosure Barring Service check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, the organisation will

Maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults’. (You may wish to state who will review and how often).

Organisations will ensure that their established staff and roles are regularly reviewed through e.g.

- A 3 year rolling programme of re-checking DBS’s is in place for holders of all identified posts.
- Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place

#### **Service delivery contracting and sub-contracting**

- 'There will be systematic checking of safeguarding arrangements of partner organisations
- Safeguarding will be a fixed agenda item on any partnership reporting meetings.

Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures'

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

Cirque 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
- Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding

#### **Training**

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level externally. Cirque is accredited to deliver Level 2 Award in Safeguarding and Protection Children and Young People (RQF).

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

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

#### **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:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.

## 8. Professional boundaries

Professional boundaries are what define the limits of a relationship between a support worker and a client. 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.

Cirque expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- **Giving and receiving gifts from clients:** A typical statement would be '(Insert name of organisation) does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity'.
  
- **Staff contact with user groups.** A typical statement would be: 'Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as facebook and bebo.  
It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.'

The following policies also contain guidance on staff (paid or unpaid) conduct:

- Use of abusive language
- Response to inappropriate behaviour / language
- Use of punishment or chastisement
- Passing on service users' personal contact details
- Degree of accessibility to service users (e.g. not providing personal contact details)
- Taking family members to a client's home
- Selling to or buying items from a service user
- Accepting responsibility for any valuables on behalf of a client
- Accepting money as a gift/ Borrowing money from or lending money to service users
- Personal relationships with a third party related to or known to service users
- Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity
- Cautious or avoidance of personal contact with clients

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

## 9. Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, when a child, young person or vulnerable adult is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Staff who have resorted to physical intervention will be guided by the DfE 'Use of Reasonable Force' July 2013 (see guidance folder).

We understand that physical intervention of a nature which causes injury or distress to a child, young person or vulnerable adult may be considered under safeguarding or disciplinary procedures.

Cirque understands how to record any injuries to staff and the need to provide a debrief session to staff as soon as reasonably practicable after an incident. This includes emotional or physical abuse. We recognise that touch is appropriate in the context of working with children, young people and vulnerable persons, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries and a clear Code of Conduct is in place for all staff (Safer Recruitment Consortium [Guidance for Safer Working Practice for those Working with Children and Young People in Educational Settings 2015](#)).

Working Together 2015 says that Local authorities should have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people that work with children. This Officer is called a Local Authority Designated Officer (LADO).

LADO's to be involved in the management and oversight of individual cases of allegations of abuse made against those who work with children and young people.

Their role is to give advice and guidance to employers and voluntary organisations; liaise with the Police and other agencies, and monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

All staff are aware of the role of LADO and what constitutes a referral to LADO following any allegation of using force or restraint with a child (see procedure, below):

LADO Procedure:

This Guidance deals with allegations against staff and volunteers. It is for employers and organisations responsible for providing services to children and young people, and to adults who are parents or carers.

The aim of the procedure is to:

- Ensure that allegations are dealt with expeditiously and in a fair manner;
- Ensure that where staff are not suitable to work with children that they are prevented from doing so by notification to relevant bodies.

Advice and guidance, in respect of individual cases, can be accessed by contacting the Local Authority Designated Officer at the Doncaster Safeguarding Children Board:

LADO  
Doncaster Children's Services Trust  
Mary Woollett Centre  
Danum Road  
Doncaster  
DN4 5HF

LADO Tel: 01302 737748  
LADO Administrator Tel: 01302 737332

Email: [LADO@dcstrust.co.uk](mailto:LADO@dcstrust.co.uk) or  
[LADO@doncaster.gcsx.gov.uk](mailto:LADO@doncaster.gcsx.gov.uk)

The LADO referral form (see Guidance File, Forms of External Origin) must be completed WITHIN 24 HOURS and sent to the Local Authority Designated Officer (LADO) in Doncaster Children's Service Trust.

## 10. Recording

Timely and accurate recording will take place when there are any issues regarding a child, young person or vulnerable adult. A recording of each and every episode/incident/concern/activity regarding that child, young person or adult including telephone calls to other professionals, needs to be recorded on the chronology kept within the confidential file for that child, young person or vulnerable adult. This will include any contact from other agencies who may wish to discuss concerns relating to a child, young person and vulnerable adult. This may include their own recording paperwork e.g. DASH MARAC Assessment or a Referral Response Referral Form to Social Care. Actions will be agreed and the roles and responsibility of each agency will be clarified and outcomes recorded. The chronology will be brief and log activity; the full recording will be on the record of concern. Cirque have internal templates as guidance which include a file personal information sheet and a chronology of events that record concern.

All records of concern will be signed and dated and include an analysis, taking account of the holistic needs of the child, young person or vulnerable adult, and any historical information held on the child, young person's or vulnerable adults file. Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge and this will assist in promoting an evidence based assessment and determining any action(s) that needs to be taken. This may include no further action, whether an early help co-ordinator advice should be sought or whether a referral should be made to MASH/Children's Trust Referral and Response Service in line with the early help model.

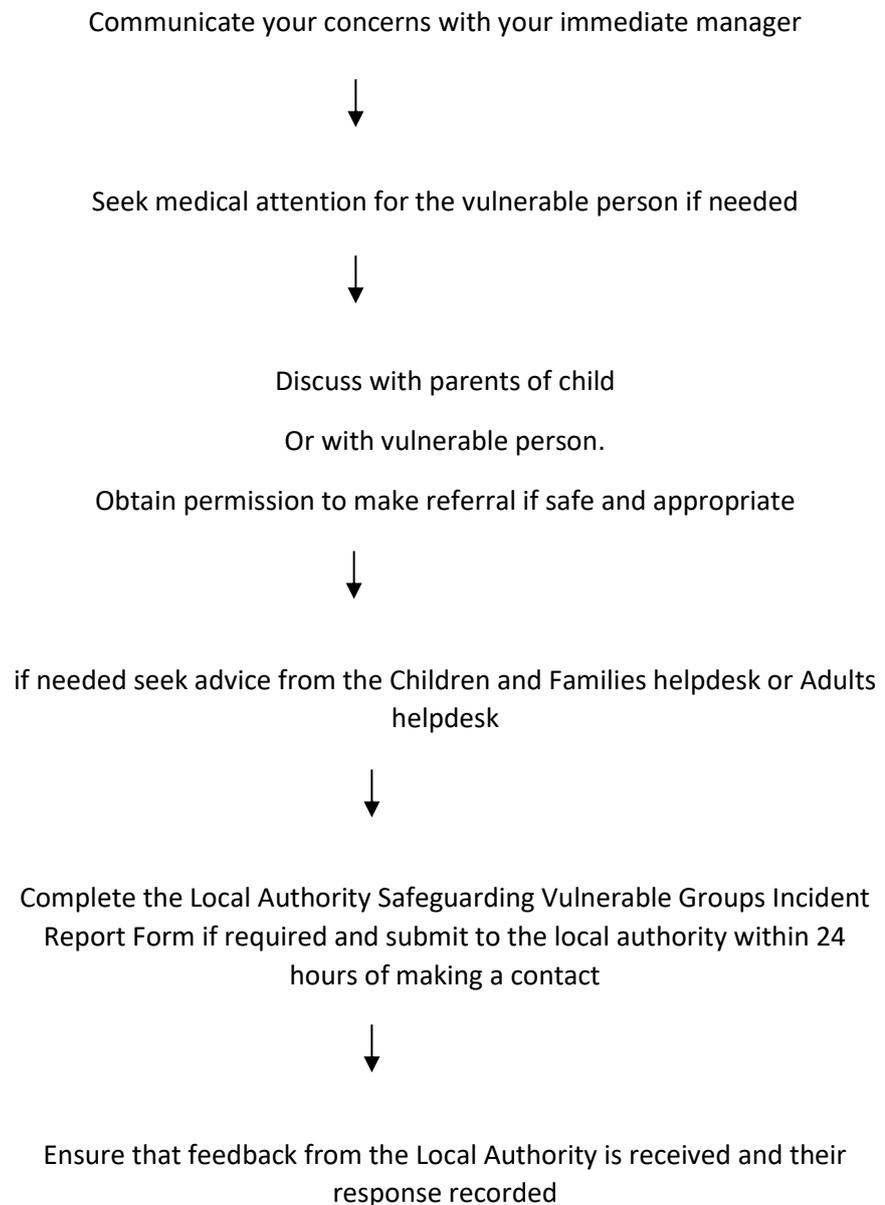
Such robust practice across child protection and in safeguarding and promoting the welfare of children will assist the school in the early identification of any concerns which may prevent future harm.

The Senior Designated Lead will have a systematic means of monitoring children known or thought to be at risk of harm (through the concern file and through an ongoing dialogue with pastoral staff). They will ensure that we contribute to assessments of need and support multi-agency plans for those children.

Any concerns are shared and where CP Plans are in place the social worker is informed of any new information immediately. All referrals to the referral and response service are followed up in writing within 24 hours. The DSL has an equal responsibility to follow up referrals and keep in touch with social care teams on the support/outcomes from any S17/47 referral.

## 11. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Cirque



**12. Referral Pathways  
Contact  
Information**

Cirque **Safeguarding** Lead will follow Doncaster Safeguarding Children's Board (DSCB, [www.dscb.co.uk](http://www.dscb.co.uk)) procedures which can be found on their online manual:

<http://doncasterscb.proceduresonline.com/>

**Child Sexual Exploitation (CSE) Team Direct Number** 01302 737200

**The Forced Marriage Unit** has published multi-agency guidelines were school or college staff may contact the forced marriage unit if they need advice or information – Contact 020 7008 0151 or email [fmufco.gov.uk](mailto:fmufco.gov.uk)

**Non-Emergency Referral to Children's Services** 01302 737200

**Emergency Advice & Referral and Response Team** 01302 737777  
(during office hours) 01302 796000 (outside office hours).

In the case of poorly explained serious injuries or where behavior concerns arouse suspicion, the designated Tutor will consult with Referral & Response Service Professional Advice Lines on 01302 737722/7376361/737033.

If out of hours, the emergency Doncaster Children's Trust Social Care out of Hours team - (ESST) 01302 796000 (after 5.00 pm and before 8.30 am weekdays and weekends).

**NSPCC** 0808 800 5000

Human Trafficking Advice and Information:

**Hope for Justice**

P.O. BOX 5527,  
Manchester, M61 0QU

<http://hopeforjustice.org/>

0845 519 7402

[info@hopeforjustice.org](mailto:info@hopeforjustice.org)

Office Hours:

Monday – Friday 9am – 5:30pm (BST)

For advice relating to beliefs and culture:

<http://www.doncaster.gov.uk/services/schools/emtas-equality-and-diversity>

Cirque training has direct access to Phoenix WoMen's Aid Domestic Violence and Abuse service including Counsellors for male, female and BME victims of **Domestic Violence and Human Rights Abuses** and advice and support for professionals who come across Domestic Violence and Human Rights abuses in their everyday work-based activities 07932069153

**Domestic Violence and Abuse Definition**

The cross-government definition of domestic violence and abuse is:

any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

### Controlling Behaviour

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

### Coercive Behaviour

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This is not a legal definition.

The following helplines are available in the absence of Phoenix WoMen's aid:

**Doncaster Domestic Abuse Helpline** 0800 4701 505

**National UK Women's Aid Helpline** access to refuge provision UK wide  
0808 2000 247

**Advice or help can be accessed via National Problem Gambling Helpline** (0808 8020 133). Gamble Aware website ([www.gambleaware.co.uk](http://www.gambleaware.co.uk)) – generic website offering advice. Cirque are also aware of the option of inviting the Young Gamblers Education Trust (YGAM) in to talk to students or deliver workshops on gambling & social gaming [www.ygam.org.uk](http://www.ygam.org.uk).

### **13. Allegations Management**

Cirque 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:

The simplest process would be:

First step: Any member of staff (paid or unpaid) from (insert name of organisation) is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. [You may refer to making a written record at this stage e.g. 'A written record of the concern will be completed by (insert - the individual /line manager/ safeguarding manager/ peer)].

Second step- contact local authority for advice.

Cirque 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>

### **14. Monitoring**

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- 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

### **15. 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.

**16. Conflict resolution and complaints**

Cirque is aware of the policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy

Conflicts in respect of safety of vulnerable adults will be taken forward by Stuart Jones

**17. Communicating and reviewing the policy**

Cirque will make clients aware of the Safeguarding Policy through the following means: Staff/Contractor Hand Book and our Terms of Business.

This policy will be reviewed by Vanessa Sullivan every 1 year and when there are changes in legislation.

**18. Linked Resources:**

IMS SOP 02 Annex 17 Issue 01 Safe Working Practice: Safeguarding and Use of Reasonable Force;

IMS SOP 02 Annex 20 Issue 01 PREVENT Arrangements

IMS SOP 02 Annex 11 Issue 01 Emergency Contact 'Map'

## **Cirque Skills Pathway CIC Authorisation, Approval and Signatory Sheet**

This Policy has been approved and authorised by:

**Name:** Stuart Jones

**Position:** Director

**Ratified by:** The Board of Directors

**Date:** TO BE AGREED, TO AMEND POLICY following training

Signature:

\_\_\_\_\_

### **Monitoring Policy**

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess the effectiveness of Cirque Skills Pathway CIC's operational implementation of policies and procedures and working practice, on both a strategic and operational level.

### **Reviewing Policy**

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy review date: January 2020

### **Policy Amendments**

Should any amendments, revisions, or updates be made to this policy it is the responsibility of Cirque Skills Pathway CIC senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

### **Additional Information**

If you require any additional information or clarification regarding this policy, please contact your Manager. In the unlikely event where you are unhappy with any decision made, you should use our company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.