

Time to Shine Project
Safeguarding Policy



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KEY CONTACTS

DESIGNATED SAFEGUARDING COORDINATOR

NAME: Alison Cooper

CONTACT NUMBER:

EMAIL: thetimetoshineproject@gmail.com

DEPUTY DESIGNATED SAFEGUARDING COORDINATOR

NAME: Michael Grant

CONTACT NUMBER:

EMAIL: thetimetoshineproject@gmail.com

Where TIME TO SHINE PROJECT has **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a participant, telephone relevant Statutory Services:

999

REFERRAL TO LOCAL AUTHORITY SOCIAL SERVICES

For out of hours concerns contact Emergency Duty Team (ask for EDT, they will contact EDT social work and they will call you back)

Contact: 01424 724144

SAFEGUARDING POLICY FOR TIME TO SHINE PROJECT

1. INTRODUCTION TO SAFEGUARDING POLICY

1.1 The aim of this policy is to provide an effective whole organisation safeguarding policy, which provides clear direction to staff and others about expected behaviour when dealing with safeguarding issues.

1.2 This policy also makes explicit TIME TO SHINE PROJECT's commitment to the development of good practice and sound procedures, ensuring that safeguarding concerns, referrals and monitoring are handled sensitively and professionally, supporting the needs of the participant.

1.3 TIME TO SHINE PROJECT takes seriously its responsibility to protect and safeguard the welfare of participants in its care and this policy applies to all participants, staff, volunteers and visitors to TIME TO SHINE PROJECT.

1.4 We strive to ensure that all participants and staff at TIME TO SHINE PROJECT are treated in line with our Equality and Diversity Policy and feel safe and supported at all times.

1.5 TIME TO SHINE PROJECT staff are trained to provide outstanding practise within the outline of the project itself and it is not in our remit to provide counselling or therapy *per se*, however, it is possible that participants will wish to disclose information to staff and therefore we aim to provide the following support:

- Provide a safe and welcoming environment
- Deal with safeguarding issues immediately in an emergency
- Signpost participants to the correct statutory services or support services where appropriate
- Provide a link between participants and the organisation with which we are working.

2. ROLES AND RESPONSIBILITIES

2.1 All adults working with or on behalf of the participants have a responsibility to protect them. There are, however, key people within TIME TO SHINE PROJECT and the local authority who have specific responsibilities under safeguarding procedures. The names of those carrying out these responsibilities are listed on the cover sheet of this document.

2.2 Designated Senior Person for Safeguarding – (DSP)

2.2.1 This person has overall responsibility for the implementation and development of the Safeguarding Policy and Procedures across the organisation and to ensure that all correct procedures are being followed at all time across all venues.

2.2.2 The DSP will be the key liaison officer between TIME TO SHINE PROJECT, Contract Partners, Social Services, the Police and any other external parties relevant to any particular case.

2.2.3 The DSP will discuss any relevant safeguarding concerns after every session of the programme with other staff members and the partner charity to make sure concerns are being dealt with appropriately.

Should the TIME TO SHINE DSP have a duty of care to report a participant disclosure, either to the Partner Charity or statutory service, the DSP will attempt to inform the participant of this need immediately but if the participant cannot be contacted, the report will still need to go ahead (this will also be agreed and signed for by participants on the Outline of Expectations form).

2.2.4 The DSP will be informed of all relevant disclosures and safeguarding concerns from TIME TO SHINE PROJECT and partner organisation.

2.2.5 The DSP will ensure in partnership with the relevant Charity that protocols for implementing the TIME TO SHINE PROJECT Safeguarding Policy are agreed in writing with all external partners at the start of any delivery contract.

2.3 Deputy Senior Person for Safeguarding (DDSP)

2.3.1 This post supports the DSP in implementing and developing the Safeguarding Policy and Procedures and fulfils the DSP role in their absence.

2.4 Charity & Venue Centre Managers

2.4.1 It is the role of the Centre Manager at each TIME TO SHINE PROJECT delivery location to ensure that all of their safeguarding procedures are followed within their centre and to report to the DSP (or DDSP) at TIME TO SHINE PROJECT in the instance of any concerns or disclosures. The Centre Manager's role is to ensure that all safeguarding policies and procedures are correctly adhered to in their centre, that any relevant information is passed on to the DSP and any other relevant partner agency's Safeguarding Officers immediately or within 24 hours if they are not immediately available.

2.4.2 If for any reason the Centre Manager is unavailable, the first point of contact for any safeguarding concerns within that centre will be referred to the DSP or DSO.

2.4.3 Additionally, it is the role of the Centre Manager to ensure that all staff members (including temporary staff and volunteers) are aware of TIME TO SHINE PROJECT's policy procedures and that they receive adequate training and support in this area.

2.5 Management Team

2.5.1 The TIME TO SHINE PROJECT management team are responsible for ensuring that TIME TO SHINE PROJECT follows safe recruitment processes and that enhanced Disclosure and Barring Service (DBS) checks and at least 2 full references are obtained on all staff and volunteers as soon as possible that have substantial contact with participants.

2.5.2 Any staff members with previous convictions or concerns listed on an enhanced DBS check should be referred to the Management Team to approve employment or before they begin volunteering.

2.5.3 The Management Team are responsible for ensuring that all appropriate safeguarding training is made available to all staff and volunteers.

2.5.4 If the Management Team has any concerns about the suitability of any staff member or volunteer to work alongside participants this should be raised with the DSP immediately.

2.5.5 Guest speakers or industry professionals visiting TIME TO SHINE PROJECT to talk with participants

will also be supervised by a qualified and DBS checked member of the TIME TO SHINE PROJECT team and are not required to complete a DBS check.

2.5.6 Short term cover staff and volunteers who are with us for a short period of time (under 6 weeks) will not necessarily require a full DBS check (and may not receive their completed check in time if applied for), can still work on TIME TO SHINE PROJECT programmes but must be supervised at all times by a member of staff who has been cleared by their DBS check.

2.5.7 If the new staff member has an existing enhanced DBS check from a previous organisation that is dated within one year and is supported by a reference from that employer, portability of that DBS check will be accepted in the interim period.

2.5.8 In this case the Project Manager should apply for a new, enhanced DBS check within one year of the original disclosure date.

2.5.9 Recording and storing of any staff or volunteer DBS checks must be carried out in an appropriate manner as per our Data Protection Policy by the Management Team.

3. STAFF CODE OF CONDUCT

3.1 Staff members must maintain professional boundaries at all times and perform a support and guidance role impartially and objectively, meeting the needs of the participants.

3.2 It must be remembered at all times that our role is not to be the participants' friends or confidantes and must follow correct protocol and procedures in all contact we have with participants during sessions.

3.3 Staff are expected to develop positive, professional relationships with course participants that are based on openness, honesty, trust and respect. They must not engage in any personal relationships with course participants or meet with them in any context outside of official Time to Shine Project sessions. This is to protect staff from any accusations of inappropriate behaviour and must be observed at all times.

3.4 Whenever possible, a minimum of two staff members should work with participants; under no circumstances should a single staff member work with a single participant in a closed room at any time.

3.5 Staff should not engage in any transport sharing with participants to or from rehearsal and performance venues. Should transport issues arise, direct enquiries to the charity or organisation for which Time to Shine Project are working.

3.6 Staff members should never give participants any personal details such as personal phone number, personal email address, or home address.

3.7 Under no circumstances should a staff member ever accept or offer a friend request from or to a current or past participant or their family through a personal account on any social networking site such as Facebook, Twitter, or MySpace or any online forum, blog, gaming site or any other similar site.

3.8 If a staff member does unintentionally meet or see a participant when outside of work any contact must not be initiated by the member of staff and must be kept to a minimum.

3.9 Time to Shine Project discourages the sharing of personal information such as sexuality, personal history, personal religious beliefs, past or present relationships, family and social life with participants.

3.10 Any information relevant to a participant's support and wellbeing imparted to you by a participant at a session must be shared with the relevant line manager from the charity or organisation with which Time to Shine Project are working, who will then decide how that information should be shared with other relevant Time to Shine staff members.

3.11 Other project staff will be informed of relevant information in respect of individual cases regarding safeguarding on a "need to know basis". Any information shared with a member of staff in this way must be held confidentially by them.

3.12 Where sharing will be in the best interests of the relevant participant information will be shared with other support organisations. However, outside of the Time to Shine Project staff team you have a legal responsibility to keep confidential any information relating to participants unless otherwise instructed by your line manager.

3.13 Under no circumstances must a staff member promise to keep a secret for a participant or collude with a participant to conceal information.

3.14 All participants of Time to Shine Project must sign an agreement upon induction stating that they understand and agree to Time to Shine Project Outline of Expectations.

4. SESSION GOOD PRACTICE

4.1 All staff should be involved in tailoring a full time plan for the duration of the project prior to the first session, including weekly expected outcomes as well as areas highlighted for flexibility. This should be reviewed at the end of each session to assess progress.

4.2 All sessions are to start and end with short open circles to discuss how each participant is feeling (include time to discuss project in ending circle) and any concerns they may have.

4.3 In case of emergency all staff are to have to hand the venue address and next of kin/first contact from organisation details as appropriate for the participants.

4.4 It is essential that staff are fully prepared and ensure all equipment is fully functioning in good time prior to the commencement of each session.

4.5 All staff members are to have a short meeting at the end of each session before leaving the venue to discuss and record:

- a) Progress made by participants;
- b) Any adjustments necessary to future planned sessions;
- c) Safeguarding or other concerns about any individual participants or relationships between them and/or staff;
- d) Safeguarding or other concerns about staff members, including their psychological wellbeing.

4.6 Meetings will observe client confidentiality and any information given on specific cases will only be as much as is needed to review practice.

5. RECORDS & MONITORING

5.1 Well-kept records are essential to good safeguarding practice. TIME TO SHINE PROJECT is clear about the following:

- The need to accurately and securely record any concern held about a participant within the company
- The confidentiality status of such records
- When these records should be passed over to other agencies.

5.2 Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse must complete a Welfare Incident form. All records will be dated and signed and will include the action taken.

5.3 Any safeguarding or welfare concern notes and records notes must be kept in a confidential file, which is kept separate to other files and stored in a secure place.

5.4 TIME TO SHINE PROJECT meetings will observe client confidentiality and any information given on a specific case will only be as much as is needed to review practice. **This includes all meetings with the Board of Trustees.**

5.5 Project progress reports on participants will be shared with the partner charity/organisation on a weekly basis.

5.6 Recording and storing of any participant information must be carried out in an appropriate manner as per our Data Protection Policy.

6. STAFF SUPPORT

6.1 Staff and volunteers will receive supervision from Management team on a weekly basis.

6.2 Staff & volunteers will be made aware they can speak to either of the Management Team at any point in the programme, if they have any concerns.

6.3 Post safeguarding reporting, support for the reporting member of staff will be given via the Management Team and through supervision. If necessary the staff member should request an additional Supervision or support session with the Management Team to discuss any issues affecting them personally and arising from a Safeguarding concern.

7. REFERENCES

7.1 All staff and volunteers required to provide two referees relevant to their professional history. This process will be overseen by the Management Team and references should be obtained directly from the referee rather than the applicant or any third party.

7.2 Both references should be from recent previous employers, personal references from friends and family are not acceptable.

7.3 All posts, paid or unpaid, will offered subject to satisfactory references being obtained.

8. INDUCTION

8.1 The minimum safety induction should include all the below points and should begin on the first day of employment for all staff members and volunteers.

- Aims, Mission and Values
- Roles and Responsibilities
- Staff Code of Conduct and Good Practise
- Safeguarding Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Risk Assessment and Hazard Awareness
- Data Protection and Confidentiality Policy

9. HEALTH AND SAFETY

9.1 You have a duty to take reasonable care of your health and safety whilst at work and that of your fellow staff members, volunteers and participants. TIME TO SHINE PROJECT's Health and Safety Policy and Procedures must be followed at all times and at all delivery locations.

10. RISK ASSESSMENT OF ACTIVITIES

10.1 In order to safeguard participants, all project activities must be prepared for and risk assessed.

10.2 All risk assessments must take into account physical, emotional and psychological outcomes of risks and hazards and must be signed off by the DSP.

10.3 A record of risk assessment must be kept and made available to the partner charity upon request.

11. ALLEGATIONS ABOUT STAFF

11.1 It is essential that the high standards of concern and professional responsibility are adopted with regard to alleged abuse are similarly displayed when members of staff are accused of abuse.

11.2 Only authorised agencies may investigate abuse allegations (local authority social services, the police, and in some circumstances the partner charity for the project). Whilst it is permissible to ask the participant(s) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not appropriate and may prejudice investigations.

11.3 All allegations should be recorded using the safety and welfare concern form and guidance notes by the person receiving the disclosure. That person should also contact the DSP immediately after any allegation is made.

11.4 Through discussion and consultation of the senior management team, a decision will be made whether to make a referral to local authority social services and / or the police. Where the allegation is against the Managing Director or DSP, another member of the senior management team will take this action.

11.5 The member of staff against whom the allegation is made will be kept informed about the allegation and the progress of the complaint, unless to do so may cause the risk harm to the complainant.

11.6 All participants in projects are notified of a designated contact at the partner charity should they wish to make an accusation and feel unable to raise this with a member of TIME TO SHINE PROJECT staff.

11.7 Where any member of staff is made aware of a welfare issue and feels it may cause a conflict of interest if raised with the senior management team they are obliged to immediately inform the designated contact at the partner charity which can be found on the Tailored Plan for the project.

12. POLICY REVIEW

12.1 The Time to Shine Project Management Team is responsible for ensuring the annual review of this policy. Previous versions of the policy are to be kept to demonstrate progress and developments made.

12.2 The Time to Shine Project management team is responsible for ensuring that the list of key contacts on the cover sheet is kept up to date.

This document was last updated on **6th September 2018**