



Collaboratives.co.uk

Collaborate Connect Cooperate Combine

Safeguarding Statement

Collaboratives.co.uk is committed to safeguarding all children, young people and vulnerable adults that come into contact with our work. We believe that all children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/young person/vulnerable adult is paramount.

We will take every reasonable step to ensure that children, young people and vulnerable adults are protected where associates and partners are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

We enable all those who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (Directors, associates, volunteers and anyone working on behalf of the Company) to have read, understood and adhere to this policy and related procedures.

Aims of the Safeguarding policy

The Company will take every reasonable step to ensure that children, young people and vulnerable adults are protected where:

- our own staff (Directors) are directly involved in a project or programme.
- we broker the relationship between a school/young person's setting/community venue and an associate/organisation.
- we contract an associate/organisation to work with a school/young people's/community setting.
- we work in partnership with another organisation or agency.

We will endeavour to safeguard children, young people and vulnerable adults by:

- valuing them, listening to and respecting them.
- adopting this policy and adhering to our associated procedures and code of conduct for staff.
- recruiting all partners, volunteers and associates safely by ensuring that all the necessary checks are made.
- sharing information about safeguarding and child protection with children, parents, school staff, carers, associates and staff.
- sharing concerns with appropriate agencies who need to know

Roles and responsibilities

The Directors of the LLP will undertake the role of the Designated Person.

The role of the Designated Person is to:

- assume overall responsibility for safeguarding and child protection for the Company.
- help the rest of the Company understand the key issues in relation to safeguarding and the cultural/education sectors.
- be a point of contact within the organisation for anyone who has concerns in relation to safeguarding and child protection.
- be aware of local statutory safeguarding procedures and networks.
- make decisions about safeguarding and child protection.
- receive and assess information from associates, partners and volunteers who have a concern.
- report the issue to the Safeguarding Officer/within the school/organisation where the events were taking place.
- make a formal referral to a statutory child protection agency or the police without delay.
- record the concern and action.

It is not the role of the Designated Person or the Company to decide whether abuse has taken place or not. The responsibility of the Designated Person or the Company is to ensure that concerns are shared and appropriate action taken

Partners, Associates and Volunteers

All partners, associates and volunteers must have undergone a DBS check before they undertake any work on behalf of the company.

In addition to checks, the company will require evidence of on-going and updating training to:

- ensure their good practise is likely to protect them from false allegations.
- recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- respond to concerns expressed by a child, young person or vulnerable adult.
- work safely and effectively with children, young people and vulnerable adults.

If a member of staff/associate has any reason to suspect that a child, young person or vulnerable adult is being subjected to physical, emotional or sexual abuse, then these steps must be followed:

- report the matter to the Designated Officer
- the Designated Officer will assess the nature of the suspicions or the disclosure.
- the Designated Officer will consult the relevant Officer at the venue (ie. School/college/Academy) involved, or contact social services.
- Company staff must not attempt to investigate the matter themselves. This is the responsibility of social services and/or the police.
- if an allegation is made against an associate/partner/volunteer, the Company will act swiftly and there will either be a criminal investigation, a child protection investigation and/or a disciplinary or misconduct investigation.

All staff, associates and volunteers are assured that they can disclose confidential information relating to unacceptable behaviour by other members of staff/associates.

Images and Documentation

The collection of images for promotional purposes by the company is acceptable providing permission has been granted by the individuals who will be photographed/videoed.

Adults (including parents/guardians of children below the age of consent) and young people (over the age of consent) should be aware of:

- the purpose for which the images will be used.
- the length of time that they will be used for or that the use may be for an indefinite period.
- good practice is that permission is not requested for any period longer than two years.

Images should not be stored on the hard drive of PCs or laptops beyond the duration of the project. Even during this period, it is recommended that they are stored on removable storage devices such as pen drives/CDs.

Once the project has been completed, then the images should be dated and archived. They should be stored in a locked cabinet or drawer. They should be erased/destroyed as soon as there is no further use for them.

This policy will be reviewed on an annual basis.

Last reviewed: 8 September 2018

I confirm I have read and understood the above.

Name:

Signed:

Date: