

## **BLACK BRITISH STUDIES SAFEGUARDING POLICY**

**Black British Studies** values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

### **Purposes**

The purpose of **Black British Studies is to offer** children and young people a safe and welcoming environment where they can develop their critical thinking skills, improve their historical understanding and learn about the wider world. Whether this be through written activities, debate, discussion, reading materials and images or through videos.

### **Organisation:**

1. Each child and young person will be formally registered within the group. The information includes an information/consent form which their parent/guardian must complete.
2. Attendance register: a register will be kept for each session.
3. All tutors and volunteers will have an up to date DBS certificate.

### **Child Protection Representative**

**Black British Studies** has appointed Leila Fortunato as a Designated Safeguarding Lead. If any worker has any child safety concerns, they should discuss them with him/her. He/she will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Designated Safeguarding Lead

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

### **Personal/Personnel Safety**

- A group of children or young people under sixteen should not be left unattended at any time.

- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- Teenage assistants should always be supervised.

## **Child Safety**

1. All materials provided to young people are appropriate in their content and support their well-being and progress.
2. Online teaching will be conducted in an appropriate place with no background that displays inappropriate or offensive material.
3. Online material will be checked before links are provided to students to ensure sites are safe for them to access.
4. Peer interactions to be monitored and respect and equity promoted.

## **New Workers**

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:

- Completion of an application form;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;
- Allowing no unaccompanied access to children until all of the above have been completed;
- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;

## **Training**

It is a great benefit if workers undertake regular training for this type of work. The committee should keep workers informed of relevant courses.

## **What is child protection?**

**Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.**

**Updates for 2022-23 to be found here:** <https://learning.nspcc.org.uk/media/3259/keeping-children-safe-in-education-2022-2023-updates.pdf>

## **What you should do if a child discloses**

1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
3. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
4. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
5. Note the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
6. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

## **What you should *not* do**

1. Tutors/volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.

## **Things to say or do:**

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

## **Things *not* to say or do:**

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

This policy was adopted by **Black British Studies** on 09/07/ 2023.

Signature: Leila Fortunato

Name in Capitals: LEILA FORTUNATO