



## *CHILD PROTECTION POLICY*

**Colman Creative Parties**

**Registered Address: 221 Campkin Road, Cambridge, CB4 2LE**

**Business Address: Various Locations**

**Date of Last Review: 24.05.2022**

**To Be Reviewed On: 24.11.2022**

### Introduction

Colman Creative Parties is a for-profit organisation run for the following purpose: Party hosts for children.

The Organisation has adopted this Safeguarding Children Policy and expects every adult working or helping the Organisation to comply with it. Consequently this policy applies to all staff, managers, directors, volunteers, customers, or anyone working on behalf of Colman Creative Parties.

### Purpose of the Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

Colman Creative Parties believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

In addition Colman Creative Parties commit to the following:

- Appropriate recruitment and selection procedures.
- Provision of safeguarding training for all staff and volunteers.
- Ensuring all staff and volunteers hold clear current Enhanced DBS checks.
- Take all reasonable steps to ensure health safety and welfare for all those who access our organisation.
- Take all practicable steps to ensure that no one working with us or for us would put a child in a situation of unreasonable risk to their health and safety.
- Not harming or abusing children within our care and will take all reasonable steps to ensure no one working with us or around us within the community could harm or abuse a child in our care.
- Ensuring good reporting to our DSL and onward to children's social care wherever we suspect harm and will foster an environment of good communication, transparency and trust.

- All staff and volunteers have a strict duty to never subject a child or young person to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.
- During the admissions process relevant contact and medical information shall be collected and access to emergency information will be available to teaching staff and volunteers at every session.

## The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Female genital mutilation
- Grooming and Exploitation
- Trafficking and modern slavery
- Exposure to or infliction of domestic abuse.
- Bullying or Cyberbullying
- Exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- Self harm
- Physical harm when engaging with activities without adequate supervision

## Recognising Harms and Abuse

Colman Creative Parties recognise that Children's Social Care offer the following definitions for the overarching types of abuse:

**Physical abuse:** A form of abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately causes illness in a child.

**Emotional abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved, inadequate, or valued in so far as they meet the needs of another person only, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as the over protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (or cyber bullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing rubbing, touching outside of clothing. They may also include noncontact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not

solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** The persistent failure to meet a child's physical and/ or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home and abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care givers); ensure access to appropriate medical care or treatment. It may also include an unresponsiveness to a child's basic emotional needs.

The causal factors of any such harm and/or abuse can also be wide ranging. For example, children can be placed at risk by family members or by members of the community. Harm can also be caused intentionally and unintentionally.

All people working for Colman Creative Parties are requested to be familiar with these definitions in order to support and promote safeguarding of children in the care of Colman Creative Parties.

## Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for our organisation. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded. Anyone attending an event held by Colman Creative Parties should feel and be kept safe.

Every person under this policy holds responsibility for:

- Remaining alert and aware of possible safeguarding risks to children.
- Guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments.)
- Taking positive steps to maintain the safety and wellbeing of children engaging with us as an organisation.
- Reporting concerns expeditiously and appropriately, in line with child protection procedures.
- Understanding the duty to report specific concerns (and understanding how this interplays with confidentiality.)
- Challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly.
- Acting appropriately in the presence of children.
- Not taking any inappropriate risks.
- Not smoking, drinking or taking any form of illicit substances in the presence of children, or attending the organisation under the influence of alcohol or any illicit substances.

## Safeguarding Officers

The management and oversight of all child safeguarding matters is allocated to:

Paula Colman (the designated safeguarding lead.)

Paula Colman can be contacted via the following email address and phone number:

[Paula.colman@colmancreative.co.uk](mailto:Paula.colman@colmancreative.co.uk)

Tel: 07956087592

## Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection policy which can be located on the website, and a physical copy is held at all our events.

## Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm. Any adult present should call 999. Thereafter, an available designated safeguarding lead should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with an available designated safeguarding lead as soon as is practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important to:

- Listen calmly and carefully, showing that their views are taken seriously.
- Provide an appropriate and honest level of reassurance.
- Avoid interrogating children and asking probing, intrusive and/or leading questions.
- Avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with a designated safeguarding lead and any subsequent safeguarding referral.)
- Make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places, and people concerned. Audio and video recordings of children making disclosures should be avoided.
- Refer all relevant information to an available allocated safeguarding officer as soon as practicable afterwards and by no later than the end of the day.

Upon receipt of any safeguarding concern, a designated safeguarding lead shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services Department.

## Reporting concerns about other adults within the Organisation

Where any person has a concern regarding the conduct of an adult connected to the dance school, which poses or may pose a safeguarding risk to children such as:

- Harming a child either physically or emotionally.
- Exposing a child to behaviour which may cause physical or emotional harm.
- Engaging in criminal activity concerning a child.
- Engaging in any action that falls under the terms in the previous category "The Risks to Children."

This must be raised in the first instance with an available designated safeguarding lead (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the organisation.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Charity will include either:

- Further initial enquiries.
- Escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation.
- Instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned with the organisation.
- A referral to the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland, or any other relevant regulatory bodies.

Any person within the organisation who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by a designated safeguarding lead. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority.)

Any person from within the Organisation who has allegations made against them shall be treated fairly. All enquiries, investigations, and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the organisation who makes an allegation against another person from within the organisation shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

### **Venue**

The parent in charge of booking should check the safety of the venue for the type of event they are holding. The party host should then spot evaluate the venue on arrival and make appropriate changes to their party plan based on any hazards they have found.

### **First Aid**

We have the following first aid procedure within the organisation:

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the available designed safeguarding lead. All party hosts are first aid trained.

### **Supervision**

For most activities and events, our procedure for supervision of children is as follows:

As a party host we do not take responsibility for the supervision of the children attending. This should be managed by the child's parent/guardian or the party organiser.

## **Managing Injury**

If a child has a physical injury and there are concerns about abuse then attention should be sought for the injury first then procedures for referring to children's social care should then be followed. Contacting the emergency services for medical treatment must not be delayed for any reason. The designated safeguarding lead should also be notified as soon as appropriate, but no later than the end of the day the injury occurred.

An accident and injury record book is kept on site and must be filled in.