



Terri and the Time Machine Safeguarding and Wellbeing Policy

This policy has been created as a joint policy specifically for the project. It remains a supporting document to the safeguarding policies and procedures held and managed individually by all interested partners. All partners agree in the first instance to follow safeguarding procedures documented in their own safeguarding policies.

Project Partners:

- Z arts
- One Tenth Human Productions Limited (OTH)
- Divine Mercy Primary School
- St Mary’s Primary School Moss Side
- Webster Primary School
- Bowker Vale Primary School
- Crab Lane Primary School
- Crumpsall Lane Primary School
- St Gregory’s RC Bolton
- Abraham Moss Community School
- St Ethelberts RC Primary
- Poplar Street Primary
- Our Lady St Paul’s Heywood
- Sacred Heart Bolton
- Alice Ingham Primary Rochdale

Terri and the Time Machine (hereinafter referred to as TTM) is the overarching project title. Coordinated by Z arts.

Version 1.2
August 2024

Date Updated	August 2024
Date for Renewal	July 2025
Who this policy applies to	All project partners – staff, freelancers, volunteers, consultants.
Project Designated Safeguarding officer	Saskia Metcalf – DSO Z arts

Safeguarding Policy and Procedure

TTM have a duty of care to safeguard all children involved in any of our activities from harm. TTM ensure that all staff, including freelancers and volunteers are aware of the requirements within this policy. TTM designated Safeguarding Officer is: Saskia Metcalf, Creative Development Manager for Z arts. For the purposes of this document a child is defined as a person

under the age of 18. This document outlines TTM's commitment to the protection of children and aims to:

- Raise awareness of the need to protect children and reduce risks to them.
- Ensure that when abuse is suspected or disclosed, it is clear what action must be taken.

Policy Aims

- Protect children from maltreatment
- Prevent impairment of children's health or development
- Ensure that children are growing up in circumstances consistent with the provision of safe and effective care
- Provide children with appropriate safety and protection whilst in the care of TTM and working with employees, facilitators, volunteers & other agencies
- Ensure all employees, facilitators and volunteers are fully aware of the procedures to follow.
- Allow all employees, facilitators and volunteers to make informed and confident responses to specific safeguarding issues.

Working with Children – Code of Conduct

The purpose of the guidance is to protect and promote the interests of partners working within TTM and the children they work with. All adults who come into contact with children, through their work with the project, have a legal and moral duty to keep children safe and to protect them from sexual, physical and/or emotional harm. The duty that rests on an individual is to ensure that all reasonable steps are taken to ensure the welfare of a child is paramount. If you suspect a young person is being abused, a young person confides in you, someone has a concern or makes a complaint about any adult or about you, it is your duty to report it to the Safeguarding Officers. The relevant school's Safeguarding Officer will take the lead on this.

All partners working with children within school or virtually as part of TTM will have an enhanced DBS check. The project Coordinator holds responsibility for ensuring these have been checked and are up to date.

The guidance aims to:

- Keep children safe within the TTM project by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- Assist facilitators and volunteers working with children to work safely and responsibly and to monitor their own standards and practice.
- Support managers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided.
- Give a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with children on behalf of TTM.

- Reduce the incidence of positions of trust being abused or misused.

Diversity

At all times consideration needs to be given to the diversity needs of workers and children. Aspects of gender, culture or religion may be relevant when considering the nature of allegations or appropriateness of communications or physical interventions.

Code of Conduct:

- No member of the TTM team or supporting freelancers or volunteers should be left alone with unaccompanied children without teaching staff present at any time whilst working on the project.
- Take allegations or concerns of abuse seriously
- Refer all concerns, allegations or suspicions to the Safeguarding Officer
- Be aware of positions of trust and ensure an unequal balance of power is not used for personal advantage or gratification.
- Never use position to intimidate, bully, humiliate, threaten, coerce or undermine children.
- Maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others.
- Be vigilant in maintaining your own privacy and mindful of the need to avoid placing yourself in vulnerable situations.
- If you become aware of an infatuation developing or any indications that it may, record it and discuss it with the designated Safeguarding Officer.
- Report and record any situation which may place a child at risk or may compromise the organisation or their own professional standing.
- Never have any form of communication which could be interpreted as sexually suggestive or provocative or make sexual remarks to, or about a child either verbally, written or electronically.
- Ensure language, attitudes and demeanour do not give rise to comment or speculation.
- Do not make unnecessary physical contact with children. Where physical contact is necessary as part of an exercise, the exercise and the reason for it should be fully explained in advance to participants. If individual participants are not comfortable with the level of contact, they will be invited to participate at a level suitable, appropriate and comfortable for their needs.
- Ensure communication takes place within clear and explicit professional boundaries; this includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.
- Ensure any sanctions and rewards are part of the school specific agreed behaviour management policy.

Confidentiality

- Keep private and sensitive information confidential at all times and only share it to relevant people when it is in the interests of the child to do so.
- Be aware of the need to listen and support children whilst understanding the importance of not promising to keep secrets.
- Never request a child to keep secrets.
- Discuss any misunderstandings, accidents or threats with a member of the senior management team.

Transport, Travel, Trips and Outings

- Ensure that there are proper procedures in place for vehicle, passenger and driver safety, including appropriate insurance.
- Ensure staff/child ratios and gender mix are appropriate.
- Ensure a reputable company is used for coach travel and event specific risk assessments carried out and followed.
- Ensure parental consent to the activity.

Photography and Videos

- Have parental consent to take, display and/or distribute any images of children.
- Be clear to children and their guardians about the purpose of any activity involving photography and what will happen to the images when the activity is concluded in line with our GDPR agreement.
- Never use personal mobile phones or any other devices that have a camera to take images of children.
- Never make or store images of children, gathered as a result of their work, on personal equipment.
- Ensure that children are not exposed to unsuitable material through ICT.
- Ensure that any materials shown to children are age appropriate.
- Immediately report any concerns, if any inappropriate or intrusive images are found, to the DSO.

First Aid

If a child needs first aid or medication whilst partaking in the TTM project, they must be seen to by a school trained first aider. Accidents must be recorded following the school's accident procedures. In an addition an appropriately stocked first aid box/bag must be available both at the place of work and when undertaking visits.

Online working

- Online events should always be hosted by a DBS-checked member of the TTM team
- TTM will never gather personal contact information
- TTM events involve children attending in a classroom or school environment with teacher present.
- Unaccompanied adults will only attend school online events when specifically invited (eg creative team members, commissioners, potential funders). School staff made aware of any visitors prior to the call.

- Shows may be recorded by TTM for development or promotional reasons all data stored or shared will be done so in line with the project's GDPR agreement.
- All adults attending are reminded that calls must not be recorded or screen-grabbed without permission.
- Zoom accounts for TTM events or workshops must be set up so that for any meeting involving children: Personal Meeting ID is turned off, Passcodes are required to join meetings, Waiting room is always used, "Join before host" is not enabled.
- Files cannot be shared during the in-meeting chat
- Participants cannot record locally, nor can they save chat from the meeting
- Annotation is not possible
- Attendees can only chat to everyone in the meeting, not privately.

Disclosure

If a child tells you they are being abused:

- Allow them to speak without interruption and accept what they say
- Be understanding and reassuring but do not give your opinion
- Tell them that you will try to offer support but that you must pass the information on
- Write succinct notes of what was said, noting actual words used wherever possible
- Inform the Safeguarding Officer, forwarding your notes immediately
- Safeguarding Officer will advise of further action that you need to take

Types of Child abuse

Abuse and neglect are forms of maltreatment of a child. An individual may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Details of abuse and signs to look out for can be found in each individual organisation's safeguarding policy. All partners agree to have completed relevant safeguarding training in line with Keeping Children Safe in Education document, when working with children and young people and this is up to date. The project coordinator is responsible for ensuring this training is up to date.

Health and Safety

The following points provide a brief summary of the health and safety steps that should be taken when working within the TTM project. This guidance is designed to support the individual health and safety policies of individual partners within the project. Whilst working in individual schools, TTM facilitators will work to comply with their building specific health and safety policies and risk assessments.

Risk Assessments

Specific risk assessments will be carried out on all activities which may pose a hazard to employees, facilitators, volunteers and children under their control. The assessments must be recorded and the control measures brought to the attention of their staff. The project coordinator will be

responsible for completing risk assessments and ensuring they are circulated and followed by the relevant team members. Event specific risk assessments will be undertaken by the project coordinator for all school visits. School staff remain responsible for specific risk assessments relating to their pupils and agree to share these with TTM partners when necessary.

Accident Reporting

In compliance with current legislation (RIDDOR) all accidents must be recorded and where this results in a major injury, the HSE must be informed within 10 days.

I have read and understood the above information. I agree to abide by these guidelines whilst working within the Terri and the Time Machine project.

Signed: