

Kitty Watson Acting (KWA)
Kitty & Co Children's Talent Management (K&C)

Safeguarding Policy

SAFEGUARDING STATEMENT

KWA and K&C has a duty of care to safeguard from harm all young people with whom it interacts. We strongly believe that all young people have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This policy details the legal requirements, organisational procedures, and best practice as applicable to all staff. This policy applies to all staff, including those who work on a freelance or voluntary basis.

Our policy ensures that all our staff and volunteers are carefully selected, have the relevant qualifications, and experience, and accept responsibility for helping to prevent the abuse of young people in their care.

In relation to safeguarding and protection from abuse, a child is defined as anyone who has not yet reached the age of 18.

KWA and K&C believes and recognise that:

- Children and young people should never experience abuse of any kind.
- The welfare of a child at risk is paramount.
- All children at risk of abuse, whatever their age, culture, disability, gender, racial origin, religious beliefs or sexual identity have the right to protection.
- All concerns and allegations of abuse must be taken seriously and responded to swiftly and appropriately.
- All staff including volunteers should know how to respond to concerns.
- We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.
- Working in partnership with children, young people, their parents, and carers is essential in promoting young people's welfare.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

STAFF ROLES AND RESPONSIBILITIES

All members of staff/volunteers have a responsibility to safeguard students from harm, including:

- Being vigilant of the signs that may indicate a student is experiencing harm or is at risk of harm.
- Report any disclosures or concerns, as soon as possible, to owner of companies, Kitty Watson.
- When taking a disclosure from a participant remembering not to ask any leading questions.
- When teaching, if the room does not have a door with a window in it, or a window looking in from the inside of the building, if possible keep the door open. Where this is not possible due to disruption of work then staff must assure that there is someone else in the building at all times.
- ALWAYS value, listen and respect the students.
- Under NO circumstances should a member of staff aim to contact a young person directly through social media, phone or email. All correspondence should be made through designated parent or carer.

IDENTIFYING & RESPONDING TO CONCERNS ABOUT A YOUNG PERSON

At times KWA and K&C staff may have to respond to concerns about the welfare of a student. This could relate to the actual or alleged harm of a student. Alternatively, a student we are working with may disclose abuse directly to you as a staff member. This section provides information and guidelines on our procedures in these situations.

3.1 IDENTIFYING TYPES & INDICATORS OF ABUSE

In order to effectively protect participants against harm all staff should be familiar with the various types and key signs of abuse.

The Government's Working Together to Safeguard Children (2010) details four key types of abuse: Physical; Sexual; Emotional; Neglect. All staff are required to acquaint themselves with indicators of abuse.

3.2 RADICALISATION

KWA and K&C recognises the positive contribution it can make towards protecting students from radicalisation to violent extremism. We will continue to empower young people to create communities that are resilient to extremism and support the wellbeing of particular young people who may be vulnerable to being drawn into violent extremism or crime. Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement

and discuss with other colleagues if they have any concerns:

- Use of inappropriate language
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as email and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology.

If staff have any significant concerns about a young person beginning to support terrorism and/or violent extremism, they should discuss this with company owner, Kitty Watson, immediately.

3.3 FEMALE GENITAL MUTILATION

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is thought to be 6 - 12 years but it is also thought that the age at which girls are mutilated is dropping.

Staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM
- A young person may talk about a long holiday to a country where the practice is prevalent
- A young person may confide that she or a sister or family member is to have a 'special procedure' or to attend a special occasion
- A young person may request help from a teacher or another adult
- Any young woman born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered to be at potential risk.

Any information or concern about a young person or member of her family being at risk of FGM must be reported to the company owner, Kitty Watson, as matter of urgency. This may be treated as an immediate child protection referral to the young person's home borough.

4. HEARING A DISCLOSURE

If a young person says or indicates that he or she is being abused, or information is obtained which gives concern that a young person is being abused, you should follow the below guidance:

RECEIVE:

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said and react calmly so as not to frighten the young person
- Make a note of what has been said as soon as practicable.

REASSURE:

- Reassure the young person, but only so far as is honest and reliable.
- Tell the young person they are not to blame and that it was right to tell: I am glad you came to me.
- It is important that you do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a young person and then break it, you confirm to the young person yet again that adults are not to be trusted.

REACT:

- React to the young person only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- Take what the young person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language.

- Do not ask 'leading' questions, for example 'what did he do next?' (This assumes he did!), or 'did he touch your private parts?' Such questions may invalidate your evidence (and that of the young person) in any later prosecution in court.
- Explain what you have to do next and whom you have to talk to.

RECORD:

- Make some brief notes at the time on any paper which comes to hand
- Do not destroy your original notes in case they are required by a court
- Record the date, time, place, persons present and any noticeable non-verbal behaviour
- Be specific when noting the words used by the young person.

REMEMBER:

- To share your concerns with the company owner, Kitty Watson, who will call the Early Help Manchester City Council Safeguarding team to ask for advice and an assessment of the situation. Kitty will then follow this phone call up with a letter to the locality team within 48 hours.

ALLEGATIONS OF MISCONDUCT OR ABUSE BY STAFF

In the event of allegations being made against an employee (staff or voluntary), KWA and K&C has a dual responsibility in respect of both the student and the employee.

The below process will be followed:

1. KWA and K&C will make formal contact with the NSPCC who is responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a staff member.
2. KWA and K&C is legally required to alert the LADO (local authority designated officer) to all cases in which it is alleged that a person who works with young people has:
 - a. Behaved in a way that has harmed, or may have harmed, a young person/young people;
 - b. Possibly committed a criminal offence against a young person/young people
 - c. Behaved towards a young person in a way that indicates s/he is unsuitable for such work.
3. The LADO will instruct KWA and K&C on procedure and what information may be shared with the person who is the subject of an allegation. KWA / K&C and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.
4. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, KWA / K&C will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances KWA and K&C will seek to ensure that any staff member is treated fairly and that they are supported to understand the concerns expressed and processes involved. They will be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

Signed:

Date: