

Writing West Midlands - Child Protection Policy

This Policy refers to the work of:

Company: Writing West Midlands
Address: Unit 204
The Custard Factory
Gibb Street
Birmingham
B9 4AA

Version 2.0

Policy Implemented July 2013

Updated: July 2013

Last Updated: June 2016

Contents

1. Policy Statement
2. Child protection responsibilities
3. When this policy applies
4. Recruitment and staffing
5. DBS checks
6. Dealing with issues
 - Concern about a young person
 - Allegation against a member of staff/ practitioner
 - Allegation against other group members
7. Responding to allegations or suspicions
8. Data Protection
9. Health and Safety and Risk Assessment
10. Insurance
11. Photographs and Images
12. Social Networking
 - Website
 - Reporting online concerns about possible abuse

Appendices

APPENDIX 1 - Definitions

APPENDIX 2 - Code of Conduct

APPENDIX 3 - Who to report to and key contact information

Templates

TEMPLATE 1- Parental Consent Form

TEMPLATE 2- Reporting Disclosure Concerns & Incidents

1. Policy Statement

Writing West Midlands is committed to ensuring that all children are given the opportunity to participate fully in organisational activities without being put at risk.

Writing West Midlands will endeavour to safeguard children by adopting the following principles. We will:

- Treat all children and young people with equal respect and dignity;
- Always work in an open and transparent environment with participants;
- Maintain a safe and appropriate relationship with participants;
- Maintain up-to-date insurance policies and DBS checks and ensure that appropriate recruitment procedures are followed;
- Be aware of the developmental needs and capacity of participants;
- Ensure that individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare issues which may come to light;
- Recognise that **it is not** the responsibility of staff, contractors or volunteers to determine if abuse has taken place, but **it is** their responsibility to act upon and report any concerns.

We expect everyone who represents Writing West Midlands (staff, trustees, partners, agency staff, volunteers and contractors) to have read, understood and adhere to this policy and its related procedures.

Definitions of a child (short):

As in the Children's Act 1989 and 2004, a **child** is anyone who has not yet reached their 18th birthday. Please see Appendix 1 for a full scheme of definitions used in this policy.

2. Child Protection Responsibilities

Board Members:

- To ensure that Writing West Midlands is compliant with relevant legislation and guidance;
- To read, understand and comply with the requirements of this policy;
- To take all reasonable steps to promote a safeguarding culture in accordance with the attached quality procedures;
- To investigate all reported incidents and breaches of the policy;
- To monitor and review the Child Protection Policy on an annual basis.

Employees:

- To regularly update policies and procedures;
- To read, understand and comply with the requirements of this policy;
- To take all reasonable steps to promote a safeguarding culture;
- To develop activities with an eye to safeguarding;
- To ensure a member of staff assumes the responsibility of Safeguarding Contact;
- To ensure that appropriate training is received by all new and existing employees to enable them to comply with the requirements of this policy;
- To refer immediately to the Safeguarding Contact who will record and safely store details of any incidents, and refer to the relevant agencies;
- To ensure that risks will be monitored and assessed as needed.

Creative practitioners, contracted artists/arts organisations and volunteers/chaperones:

- To read, understand and comply with the requirements of this policy;
- To take all reasonable steps to promote a safeguarding culture;
- To record details of any incidents and refer immediately to the Safeguarding Contact who will safely store details of the incident and refer to the relevant agency where necessary.

Programme participants (including those on work placements):

- To take reasonable steps to promote a safeguarding culture within their group and individually.

3. When this policy applies

Writing West Midlands will take every reasonable step to ensure that children are protected where:

- Our own staff, or contracted artists and arts organisations are directly involved in a project or programme;
- We broker the relationship between a school/young people's setting and a creative practitioner/organisation;
- We contract an individual/organisation to work with a school/young people's setting;
- If the activity is delivered in partnership with another organisation, for example a school or library, and if the activity takes place on their premises where that partner holds a duty of care, we must be satisfied that their policy offers appropriate protection to our staff and participating children before allowing children and young people to participate in partnership activities.

4. Recruitment and Staffing

Writing West Midlands recognises that anyone may have the potential to abuse children in some way. All reasonable steps are taken to ensure suitable people are recruited.

Interview and induction of staff members:

- Consent should be obtained from an applicant to seek an Enhanced DBS Disclosure if appropriate.
- Two confidential references will be required, of which one should be regarding previous work with children (for posts in which there will be direct contact with children).
- Evidence of identity (passport or driving licence with photo) will be required.
- All staff and volunteers should receive formal or informal induction, during which:
 - A check will be made that qualifications can be substantiated.
 - The job requirements and responsibilities will be clarified.
 - They should receive a copy of and sign up to Writing West Midlands' Code of Conduct if working with children and young people (See Appendix 2).
 - Child protection procedures are explained and training needs are identified.

Interview and contracting of artists and arts organisations:

- Consent should be obtained from the applicant to seek an Enhanced DBS Disclosure where applicable.
- Two confidential references will be required, of which one should be regarding previous work with children (for posts in which there will be direct contact with children).
- Evidence of identity (passport or driving licence with photo) will be required.
- As part of their contract agreement artists and arts organisations will be expected to have read and understood Writing West Midlands' safeguarding policy.

5. DBS checks

- Writing West Midlands will include a statement on its application forms, that a disclosure may be requested in the event of an applicant being offered the position where appropriate. This also applies to contractors.
- Writing West Midlands will include a statement on its application forms, or accompanying documentation, that a criminal record will not necessarily be a bar to obtaining a position. This also applies to contractors.
- Writing West Midlands will renew checks every two years.

For more information, visit: www.gov.uk/disclosure-barring-service-check/overview

6. Dealing with issues

Concern about a young person/ a young person makes allegation

Writing West Midlands recognises it is not the role of anyone representing the organisation to decide whether a child has been abused or not. Rather, it is the responsibility of all staff members, trustees, and contracted practitioners to report any justified concerns regarding children they are working with, especially when a disclosure has been made to them.

If an allegation or concern arises whilst at a partner organisation that has duty of care, the designated person responsible for child protection in that organisation should be informed and their child protection procedures followed, alongside the completion of necessary paperwork for Writing West Midlands. The designated child protection officer at Writing West Midlands will then follow the necessary steps including contacting their colleague at the host venue.

Procedures to follow if concerns or allegations are raised are in Appendix 3.

Allegation against Staff Member/Practitioner

Any disclosure that causes concern will be assessed to establish the level of risk the subject poses to service users, colleagues, the general public and/or our organisation. A number of questions will be asked:

- Does the offence relate directly to work with vulnerable people?
- What is the seriousness of the offence[s] and the circumstances surrounding it?
- How long is it since the offence was committed?
- Does the subject have a pattern of offending?
- Has the subject's situation changed since the offence occurred?
- What is the subject's explanation of the offence?
- Did the subject declare the offence prior to the disclosure?
- If all these questions are not answered satisfactorily then the prospective employee/volunteer will not be allowed to join or continue working with the organisation.
- Any concerns about an employee/volunteer should be passed on to the designated person responsible for child protection. If the allegation refers to the person with responsibility for child protection, the concern should be reported to a senior member of the team, or to a board member.

It is not the responsibility of anyone working for Writing West Midlands to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Behaviour or Allegations of Behaviour against other group members / other young people

Any allegation that causes concern will be assessed by our organisation, led by the safeguarding officer, to establish the level of risk posed to children, colleagues, the general public and/or our organisation. A number of questions will be asked:

- Does the allegation relate directly to a child's participation in our organisation's activities?
- What is the seriousness of the allegation and the circumstances surrounding it?
- Does the child have a pattern of offending?
- What is the child's explanation for the offence?

We will try to respond to allegations which are deemed to be minor offences immediately and during the activity. This might include use of inappropriate language or physical interaction becoming violent.

If the behaviour or allegations of behaviour continues, the child will be asked to stop participating. If the behaviour or allegations of behaviour are deemed to be potentially criminal or raise child protection issues our safeguarding officer will refer the situation to the local Safeguarding Children Board.

7. Responding to allegations

Writing West Midlands has appointed a designated Child Protection Officer who is a permanent member of the Writing West Midlands staff team.

- Chief Executive

Writing West Midlands assures all representatives that it will fully support and protect anyone who in good faith reports their concern that a colleague is, or may be, abusing a child.

If a member of staff or volunteer is worried about sharing concerns about abuse with a senior colleague, they can contact social services or the police direct or phone the NSPCC Helpline (0808 800 5000)

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation

- A child protection investigation
- A disciplinary or misconduct investigation

Complaints against a representative will always, and without exception, be investigated. When an allegation is made, suspension will be immediate and without exception pending the conclusion of the necessary investigations. The police and other agencies will be informed at the discretion of the Writing West Midlands, and the designated officers will be informed in all cases. The results of the police and child protection investigation may influence the disciplinary investigation, but not necessarily. Please refer to Appendix 4- *Who to report to and key contact information*.

8. Data Protection

To conform with the requirements of the data protection act:

- Any display work produced by children will contain their first name unless otherwise agreed. In publications such as Write On! Magazine, both first name and last name will be used unless otherwise agreed. Staff must check that teachers/group leaders providing displays have obtained parental permission.
- Any activity that issues name badges/stickers must ensure the children remove these before leaving the premises. Badges/stickers must show first names only.
- No child can be photographed without written permission from their parent/carer. A Parent Sign-Up form (see Template 1) must be completed for each participant unless adequate consents are already in place at partner organisations (such as at schools for instance).
- If schools or groups provide photographs in which children can be identified staff must check that the teacher/leader has been given the appropriate permission by the parents/carers and has filled in the permission form.

9. Health and Safety and Risk Assessment

- Writing West Midlands staff and representatives are expected to promote health and safety considerations to children.
- All Writing West Midlands staff and representatives must agree to work in accordance with Writing West Midlands' policy on Health and Safety and to work without causing danger to themselves, to other representatives or to the general public.
- Risk assessments and risk management strategies should be a part of planning any project and should take into account all aspects of the project, but particularly any risks relating to protection of children. Risks will be monitored and assessed as needed.

10. Insurance

Writing West Midlands has public liability insurance up to £10m. Writing West Midlands's public liability insurance covers writers working in schools or other premises under our umbrella. However, if a client decided to commence legal proceedings because of an action of a contracted Writing West Midlands writer, they have a choice to either sue Writing West Midlands or the individual writer. Should they choose to sue the writer (even though they are working under our umbrella) the writer would be personally liable. We therefore recommend all contracted artists and arts organisations to consider taking out their own public liability insurance, for instance as provided as part of membership of the National Association of Writers in Education.

11. Photographs and Images

Written permission from a parent or person with legal parental responsibility must be given for a child to do the following;

- Be photographed or filmed if under 18
- Take part in a project/activity if under 18

(See Template 1)

12. Digital and Social Networking

- The PR and Communications Manager at Writing West Midlands is responsible for administrating the twitter feed, Facebook page and organisational websites;
- Only organisational rather than personal email addresses are made available on or through the Writing West Midlands website;
- Contracted artists are not allowed to accept as a "Friend" children they are or have worked with through Writing West Midlands;
- If needing to set up a social networking function as part of a programme or project the Child Protection Officer should be contacted prior to initiating;
- Writing West Midlands contact details will always be included on organisationally run Social Networking Sites so that users can report any issues or concerns directly to us

Reporting online concerns about possible abuse

- If you have any concerns regarding the users linked to the Writing West Midlands profile please report to the designated officers.
- Online concerns can also be reported immediately to Child Exploitation and Online Protection Centre (CEOP) <http://ceop.police.uk/>.

Appendices

APPENDIX 1

Definitions

Representatives / Staff

In this document includes all contractors including; individuals and organisations, creative agents or creative practitioners, volunteers, trustees and paid employees who work directly on behalf of Writing West Midlands.

Definition of a child

In this document, as in the Children's Acts 1989 and 2004, a child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children's Act 1989

What is child abuse?

Maltreatment of Children

- Abuse and neglect are forms of maltreatment of a child.
- Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
- Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.
- They may be abused by an adult or adults, or another child or children.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, biting, 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 induces, illness in a child.

Emotional abuse

Emotional abuse is 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 or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- 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 overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another.
- It may involve serious bullying, causing children frequently to 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, though it may occur alone.

Sexual abuse (including grooming, child sexual exploitation, female genital mutilation and harmful sexual behaviour)

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.
- The activities may involve physical contact including penetrative or non-penetrative acts.
- They may include non-contact activities, such as grooming children, involving children in looking at, or in the production of, sexual images (including online or video), watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

- Neglect is the persistent failure to meet a child's basic 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.
- Neglect may involve a parent or carer failing to:
- Provide adequate food, clothing and shelter (including exclusion from home or 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.

Bullying (including cyber bullying and online abuse)

- Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:
 - Physical (e.g. hitting, kicking, theft)
 - Verbal (e.g. racist or homophobic remarks, threats, name calling)
 - Emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).
- Kidscape is a national anti-bullying charity and provides support and training on bullying and prevention.
- Harassment is closely associated with aspects of bullying and occurs when an individual feels that they are subject to behaviour from others that is unacceptable to them

Abuse of Trust

Abuse of Trust – The Sexual Offences (Amendments) Act 2003 introduces the offence of abuse of trust. This offence covers sexual relationships between a person over the age of 18 years and a person under the age where the adult is in a ‘position of trust’ in relation to the young person.

More information about abuse can be found on the NSPCC’s website <http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>.

Safeguarding and Child Protection

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children’s health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

- child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

APPENDIX 2

Writing West Midlands Code of Conduct for Staff, Volunteers and Contractors Working with Children and Young People (defined as anyone up to the age of 18).

Writing West Midlands expects that all individuals working with children on its behalf have **read its Child Protection** and are **aware of its designated Child Protection Officer**

Writing West Midlands expects the following conduct from all individuals working with children on its behalf:

- Treat all children and young people with respect.
- Never show overt anger to a child or call them derogatory names.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Avoid being left alone with a single child.
- Ensure that all physical contact with a child is appropriate. (see below)
- If a child informs you of a problem, and there is an appropriate teacher, youth worker, etc. in attendance, inform that person and follow the host organisation's child protection procedures.
- If you are working in a setting where there is no appropriate teacher, youth worker etc. Inform the Writing West Midlands Child Protection Officer.
- If a child has an accident, the school/setting staff members are responsible for administering first aid. If in a setting with no appropriate teacher, etc., do your best to comfort the child and reassure them without compromising their dignity or doing anything to discredit your own behaviour. Ensure a record of the accident is written and forwarded to Writing West Midlands Child Protection Officer.
- If you are exploring sensitive issues, such as bullying or drugs, children could approach you with their problems. You may need to make clear that if what they tell you, gives you concerns for their safety, you may need to tell someone else but only people who need to know will be told and they should be able to help. Without being dismissive, try to avoid becoming involved but support them in talking to a member of school/setting staff or other responsible adult. Do not agree to keep the

issue secret and encourage them to tell a teacher or parent.

- If something a child tells you leads you to suspect that they are being abused, report it as soon as possible to the Writing West Midlands' Child Protection Officer. In addition, if in a school or other setting you are also obliged to report it to the child protection officer for that school or setting. Please complete and submit a concerns form (see Template 3 in the Child Protection Policy) at the earliest possible time after a disclosure or suspicion of abuse.
- Maintain professional behaviour at all times.

Practices never to be allowed

The following should never be allowed.

You should never:

- Engage in sexually provocative activities, including in jest.
- If alone with a child in a room, for any reason, the door should be left open.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unaddressed, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.
- Give your personal contact details (e.g. home address, personal email, Facebook or phone number) to a child.
- Respond to a child by email, twitter, etc. (Writing West Midlands can reply on your behalf).
- Accept as a "Friend" children you have worked with or are working with to your personal Social Networking profile.
- Seek or agree to meet children anywhere beyond normal places of work (school or other public venue) without the prior knowledge and agreement of their parents or guardians.

Conduct in a Venue/School/Youth Setting:

Your vehicle:

- Never obstruct fire exits when parking, even if only temporarily, to find out where to go or unload.
- Check with Reception where you can park. You may be allowed nearer to the venue to unload.
- Keep the vehicle locked at all times.
- Never give a child/vulnerable adult a lift in your vehicle.

Reception:

- Go to Reception to get signed in. Often you will be given a visitor badge to wear.
- Make sure you know and follow venue procedures and times.
- Ask where the staff toilets are; never use the children's toilets.

Conduct around the Venue/School/Youth Setting:

You are an ambassador for Writing West Midlands and a role model for the children. Everything you do should reflect this.

- Do not smoke anywhere on the premises including in your vehicle.
- Alcohol and recreational drugs should never be taken onto host premises under any circumstances.
- No-one should consume alcohol and/or use recreational drugs before or during work.
- Prescribed drugs should be kept hidden and out of reach of the children, e.g. in the locked vehicle.
- Move around the venue quietly. Avoid shouting, loud laughter, slamming doors, or any unnecessary noise.
- Make sure language and conversation is appropriate.
- Ensure your actions do not conflict with venue/school rules. Some schools do not allow sweets or chewing gum.
- Take responsibility for clearing up after a workshop or performance. Take any rubbish with you.
- Report any accidents or breakages immediately.
- Wear your named visitor badge if you have been issued with one.

Appropriate Physical Contact

APPENDIX 3

Who to report to and key contact information

Writing West Midlands has a designated Child Protection Officer who is a permanent member of the staff team.

Chief Executive: Jonathan Davidson
jonathan@writingwestmidlands.org 0121 246 2770 / 0797 497 0965

When a Writing West Midlands representative is working in a school and has a concern or is disclosed to, they should report to the school's designated officer in full and make a brief account to the Writing West Midlands Child Protection Officer.

Everyone has a part to play in children's welfare and keeping them safe from abuse or neglect. If you have concerns that a child may be being neglected or abused - don't keep it to yourself, no-one will criticise you for reporting genuine concerns. Speak to Writing West Midlands' Child Protection Officer.

Or you can contact:
NSPCC 24 Hour Helpline Tel 0808 800 5000

List of Local Safeguarding contacts in the West Midlands

To report a concern but with there being no immediate danger in any part of the West Midlands, please use the MASH or MARF Safeguarding referral form which is saved within the Child Protection Policy folder. Forms need to be completed and sent to the relevant MASH within 24 hours of the incident occurring. Enquires can be referred to the relevant safeguarding boards or MASH's.

Birmingham

Birmingham Multi-Agency Safeguarding Hub (MASH)

Address: Birmingham MASH, 1 Lancaster Circuc, Queensway, Birmingham, B4 7DJ
Telephone: 0121 303 1888 / 0121 675 4806 (out of office hours emergency duty team)

Email: mash@birmingham.gov.uk

Birmingham Safeguarding Children Board – to be used for queries only. To make a report, please use MASH.

Address: Room B54, Council House Extension, Margaret Street, Birmingham, B3 3BU

Telephone: 0121 4642612

Fax: 0121 3038427

Sandwell

Sandwell Multi-Agency Safeguarding Hub (MASH) – also referred to as MARF (Multi-

agency referral form)

Telephone: 0845 351 0131

Email: access_team@sandwell.gcsx.gov.uk

Sandwell SCB Safeguarding Board

Address: METSEC House, Broadwell Road, Oldbury, B69 4HE

Telephone: 0121 569 4800

Email: lscb_sandwell@sandwell.gov.uk

Wolverhampton

Wolverhampton Multi-Agency Safeguarding Hub

Address: Central Referral Team, Civic Centre, St. Peter's Square, Wolverhampton, WV1 1RT

Telephone: 01902 555 392 / 01902 552 999 (out of office hours)

Wolverhampton Safeguarding Service

Address: Priory Green Building, Whitburn Close, Pendeford, Wolverhampton, WV9 5NJ

Telephone: 01902 550 477

Fax: 01902 553 048

Email: wscb@wolverhampton.gov.uk

Dudley

Dudley Safeguarding Board

Address: Council House, Priory Road, Dudley, DY1 1HF

Telephone: 0300 555 2345 / 0300 555 8574 (Emergency Duty Team)

Walsall

The Multi-Agency Screening Team (MAST)

Address: The Quest, 2nd Floor, 139-143 Lichfield Street, Walsall, WS1 1SE

Telephone: 01922 658170

Fax: 01922 658195

Worcestershire

Children's Social Care

Address: Social Care, PO Box 585, Worcester, WR4 4AD

Telephone: 0845 607 2000 / 01905 768 020 (out of office hours)

Fax: 01905 728744

<https://e->

[services.worcestershire.gov.uk/FrameworkiEHForm/AccessCentreForm.aspx](https://e-services.worcestershire.gov.uk/FrameworkiEHForm/AccessCentreForm.aspx)

Herefordshire

Herefordshire Multi-Agency Safeguarding Hub

Telephone: 01432 260 800

Herefordshire Safeguarding Children Board

Address: Blackfriars Offices, Blackfriars Street, Hereford, HR4 9ZR

Telephone: 01432 260100

Email: admin.hscb@herefordshire.gov.uk

Warwickshire

Warwickshire Safeguarding Board

Address: Saltisford Office Park, Ansell Way, Warwick, CV34 4UL

Telephone: 01926 410 410

Coventry

Referral and Assessment Service

Telephone: 024 7678 8555

Coventry Safeguarding Children Board

Address: 4th Floor, Broadgate House, Broadgate, Coventry, Cv1 1NG

Telephone: 024 7678 8555

Email: coventryLSCB@coventry.gov.uk

Stoke-on-Trent

Family Information Service Hub (FISH)

Address:

Telephone: 01782 235100 / 07182 234 234 (out of office hours)

Email: fish@stoke.gov.uk

Please note that the referral form for Stoke is the same for Staffordshire but contact details are different.

Staffordshire

Staffordshire County Council's First Response Service

Telephone: 0800 1313 126 / 0845 604 2886

Email: firstr@staffordshire.gov.uk

Staffordshire Safeguarding Board

Address: Wedgwood Building, Tipping Street, Stafford, ST16 2DH

Telephone: 01785 277 151

Email: sscb.admin@staffordshire.gov.uk

Please see note above.

Shropshire

Shropshire Initial Contact Team

Telephone: 0345 678 9021 / 0345 678 9040 (out of office hours)

Shropshire Safeguarding Children Board

Address: Independent Review Unit, Shropshire Council, Mount McKinley, Anchorage Avenue, Shrewsbury Business Park, Shrewsbury, SY2 6FG

Telephone: 01743 254259

Fax: 01743 254246

Email: sscb@shropshire.gov.uk

Police

If you believe that a child is at immediate risk and in need of protection then you should call the Police - 999, immediately.

Alternatively, if you feel the child is at risk of abuse or neglect, but not in immediate need of protection, you should call the Police non-emergency number on 101.

Templates

TEMPLATE 1

Parental Consent Form

Writing West Midlands Write On! Young Writers' Group Parent/Guardian Sign-Up Form

For any individual under the age of 18 to take part in Write On! activities, we need consent from the person with the legal parental rights for that individual. We will make sure that the information you provide is kept securely and used appropriately (we will not use your contact details externally). Please can you complete, sign and return this form to the Lead or Assistant writer at the Write On! Young Writers' group or post it to: **Joanne Penn, Learning and Participation Manager, Writing West Midlands, Unit 204, The Custard Factory, Gibb Street, Birmingham, B9 4AA**. Alternatively, you can scan and email it to joanne@writingwestmidlands.org.

Name of young person taking part in the Young Writers' group:	
Date of Birth:	
Location of group:	
Medical conditions or disabilities that we should be aware of. Please also include details of any medication that may be carried by the young person:	

Parent / Guardian name:	
Parent / Guardian email address:	
Parent / Guardian phone number(s):	
Home address:	

If your child is aged 8-11 we expect a parent or guardian to drop them off and collect them at each session. However, if you are happy for your child to attend unaccompanied please let us know below. If your child is aged 12-16 we are happy for them attend unaccompanied. However, if you would like to drop off and collect your child please let us know below.

Please delete sentence below that is not applicable

Yes I am happy for my child to attend unaccompanied / I or a guardian/nominated individual will drop off and collect my child.

At Writing West Midlands we think it is really important to document the Write On! Young Writers' Groups and to share the views and opinions of the children and young people taking part. In order to do this, we need your permission.

Are you happy for us to use the following at the group or Write On! Young Writer associated events where necessary: (please tick)

Photography Video Recording Audio/Sound Recording Written Records
 Last name of individual involved Identify which group they are a member of

Please note that if your child submits writing to be included in Write On! Magazine(our online magazine featuring writing by children and young people living in the West Midlands), we will use both the young person’s first and last name unless otherwise agreed.

Are you happy for us to use material in the following ways?

On printed materials e.g. flyers, posters, banners & reports	Yes / No
On Writing West Midlands and the Write On! Magazine website (project of Writing West Midlands)	Yes / No
On our social networks e.g. Facebook, Twitter, YouTube and Flickr.	Yes / No
In newspapers and magazines	Yes / No
At public events e.g. Young Writers’ showcases and exhibitions	Yes / No
As part of research or study projects	Yes / No

Are you happy for your child to take part in visits i.e. to a local gallery or library? Yes / No

These visits will always be supervised by the Lead and Assistant Writer and a risk assessment will be carried out in advance of the visit. You will also be informed in advance of the visit which will take place during one of the sessions themselves.

Writing West Midlands has a Child Protection Policy and all our writers have signed our Code of Conduct. We expect everyone associated with our activities to behave responsibly. We will alert you if we have any cause for concern and we reserve the right to temporarily or permanently exclude anyone whose behaviour is unacceptable. We do not tolerate any form of offensive behaviour.

Signed: _____

Date: _____

Print Name: _____

Relationship with Child: _____

Under the Data Protection Act of 1998, this information will not be used for any purpose other than stated on this form.

Produced: September 2013

Last Amended: August 2015

TEMPLATE 3 Reporting Disclosure Concerns & Incidents

Page 1 of 2 Private and Confidential

Section 1 Details of the child and their parent/carer:		
Name of individual		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Parent's / Carer's names:		
Home address/place of residence including postcode:		
Section 2 Your details:		
Your name:		
Your position or role:		
Date and time of incident:		
Location/event:		
Your contact details (telephone/email):		
Section 3 Your report:		
Are you reporting your own concerns or responding to concerns raised by someone else?		
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name and position/role within Writing West Midlands	
Please provide details of the incident or concerns you have, including times, dates, or other relevant information (description of injuries/whether you are recording fact, opinion or hearsay):		
The individual's (child's) account, if it can be given, of what has happened and how:		
Please provide details of the person alleged to have caused the incident/injury – including where possible their name, address and date of birth (approximate age), role/relationship to individual (stranger, or known to the individual).		
Please provide details of any witnesses to the incident(s)		

<p>If in school who have you spoken to?</p> <p><input type="checkbox"/> Child Protection coordinator</p> <p><input type="checkbox"/> Head teacher</p> <p><input type="checkbox"/> Class teacher</p> <p><input type="checkbox"/> Other – who?</p> <p>.....</p> <p>.....</p>	<p>If yes what was said, also give their name and contact details?</p>
<p>Have you spoken to the Parents?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes what was said?</p>
<p>Have you spoken to the person the allegation has been made against?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, please do not approach them.</p>	<p>If yes what was said?</p>
<p>Have you spoken to anyone else?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes what was said, also give their name and contact details?</p>
<p>Please provide details of further action taken to date:</p>	
<p>Have you informed the statutory authorities?</p> <p>Local Safeguarding Children Board</p>	

WHAT TO DO NEXT

The contents of this report should be passed to the Designated Safeguarding Person (Chief Executive)

<p>Date for monitoring:</p>	
<p>Name of person who has the concern:</p>	

Name of person who has completed this form:	
Signed by:	
Date/Time:	