

Writing West Midlands - Child Safeguarding Policy

This Policy refers to the work of:

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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:

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 Safeguarding 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 and similar):

- 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 safeguarded 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' Child Safeguarding Policy and Child Safeguarding Online Safety 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. This is the:

- 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, 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 or filmed without written permission from their parent/carer. Permission to video Zoom meetings and similar for Child Safeguarding will be a requirement of participation and must be agreed by parent/carer. These videos will have no public use. 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 administering 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 Act 1989 and 2004 and Working Together 2018, 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 Act 1989 and 2004 and Working Together 2018.

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

Produced: February 2015

Last Amended: June 2022

Writing West Midlands expects that all individuals working with children on its behalf have **read its Child Protection Policy** 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.
- If a child informs you of a problem (in particular at a school setting), and there is an appropriate teacher, youth worker, etc. in attendance, inform that person and report to Writing West Midlands' Child Protection Officer
- 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. – Please follow the information given in the Information for staff.
- 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. – Please follow the information given in the Information for staff.
- 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” on Facebook or other social networking sites children you have worked with or are working with.
- 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.

Signed by _____
Staff Member

Date _____

Print Name _____

Signed by SAMPLE SIGNATURE
Writing West Midlands’ Child Protection Officer

Date _____

Print Name _____

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 Circus, 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 (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>

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

Parent Consent forms for attendance at Spark Young Writers groups

Produced: April 2022

Last Amended: June 2022

Parent / guardian details

We'd just like to check we have the correct contact details **for you**.

Please **do not** enter the details of young writer here.

Title	First name	Last name
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Email - for reminders and other information

Mobile Phone - for reminders and emergency contact details

BEHAVIOUR and CONSENTS

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.

I confirm that I have read the statement about behaviour and my parental responsibilities.

I understand my responsibilities.

You can find the child protection policy and code of conduct that the writers have signed [here](#).

Please acknowledge that you consent to us store your data

Young writer details

Please ensure the following details about your young writer are correct.

COMPLETE THIS FOR YOUR CHILD

Young Writer's first name:

Young Writer's last name:

Date of birth of young writer:

Please select the school year your young writer will be in from September 2022:

e.g. Year 8 (aged 12-13)

Please tell us about any medical conditions we need to be aware of, such as allergies or asthma:

Please supply us with any information any medical conditions we need to be aware of, such as allergies or asthma.

Please tell us about any educational needs your child may have:

Please supply us with any information any educational needs your child may have that we need to be aware of, such as Autism Spectrum Disorder or dyslexia.

Does your child qualify for Free School Meals or Pupil Premium funding?

Yes

No

Rather not say

We can offer a free place to those children who get free school meals or qualify for pupil premium funding at school within the West Midlands.

TELL US IF YOUR CHILD CAN LEAVE THE SESSION UNACCOMPANIED

Can your child leave the session unaccompanied?

Yes

No

If you want to collect your child from their writing session, please give us the names of anyone with your permission to do so. You can also verbally give another name on the day of the session if plans change. If you are happy for your child to leave the session unaccompanied, there is no need to complete the section immediately below.

People with permission to collect from session:

CONSENTS FOR YOUR CHILD

May we use your child's image on our website and social media pages? We will never use their name.

Yes

No

Photos and short video clips are a very effective way of communicating and promoting the value of the work we do. They are also a great way for group members to see themselves enjoying being part of a group and learning from or remembering a particular activity or event. Occasionally, we may take photographs or videos of the children/young people who belong to our groups. We may use these images on our website/Facebook/other social media pages, but NEVER with names attached.

May we use your child's image in publications for promotional purposes or on display boards/banners? We will never name them

Yes

No

We will not use the personal details or full names (which means first name and surname) of any child in a photo image, on video, on our website, or in any of our printed publications. We will only use images of young people who are suitably dressed, to reduce any risk of such images being used inappropriately.

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.

Please give us any other information you think would be helpful for us to share with the lead writer or admin team.

TEMPLATE 2

Reporting Disclosure Concerns & Incidents

Page 1 of 3 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?						
	Responding to my own concerns		If responding to concerns raised by someone else, please provide their name and position/role within Writing West Midlands:			
	Responding to concerns raised by someone else					
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):

If in school, who have you spoken to?	If yes what was said, also give their name and contact details?
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Child Protection coordinator	
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Head teacher	
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Class teacher	
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Other – who	
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Have you spoken to the Parents?	If yes what was said?
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Yes	
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No	
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Have you spoken to the person the allegation has been made against?	If yes what was said?
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Yes	
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No	
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If no, please do not approach them.	
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Have you spoken to anyone else?	If yes what was said, also give their name and contact details?
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Yes	
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No	
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Please provide details of further action taken to date:

Have you informed the statutory authorities? Local Safeguarding Children Board	
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WHAT TO DO NEXT

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

Date for monitoring:	
Name of person who has the concern:	
Name of person who has completed this form:	
Signed by:	
Date/Time:	