

St Mary's Secret Garden
50 Pearson Street, London E2 8EL

Our policy and procedure for safeguarding children from possible risk of abuse

This policy applies to all staff, including the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of St Mary's Secret Garden Limited.

The purpose of this policy:

- to protect children and young people who receive St Mary's Secret Garden's services; this includes the children of adults who use our services;
- to provide staff and volunteers with the overarching principles that guide our approach to child protection.

St Mary's Secret Garden believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Children and families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- some children are additionally at risk because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them;
- appointing a Designated Safeguarding Officer (DSO) for children and young people, and a lead board member, who will also act as deputy DSO.
- adopting child protection practices through procedures and a code of conduct for staff and volunteers;
- developing and implementing an effective e-safety policy and related procedures, as appropriate;
- providing effective management for staff and volunteers through supervision, support and training and quality assurance measures;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, parents, staff and volunteers;
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving parents and children appropriately;
- maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Contacts

Designated Safeguarding Officer (DSO)	Paula Yassine: 02077392965 paula@stmarysgarden.org.uk
Lead Board Member / Deputy DSO	Kye Lockwood kyelockwood@gmail.com (telephone number on request)
Hackney: Children and Young people's Access and Assessment Social Work Service	Mon-Fri 9-5 0208 356 5500 Emergency out of hours' team: 020 8356 2710 Email: fast@hackney.gov.uk

NSPCC Helpline	0808 800 5000 for adults seeking advice 0800 1111 Childline Minicom textphone: 0800 056 0566 Email: help@nspcc.org.uk
CEOP www.ceop.police.uk	

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 27th January 2018

Signed [safeguarding lead]: Kye Lockwood

Form for reporting concerns about a child**Details of child and parents/carers**

Name of child		
Gender	Age	Date of birth
Ethnicity	Language	Additional needs
Name(s) of parent(s)/carer(s)		
Child's home address and address(es) of parents (if different from child's)		

Your details

Your name	Your position	Date and time of incident (if applicable)
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Report

<p>Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)</p> <p>Reporting own concerns Responding to concerns raised by someone else</p>
<p>If you are responding to concerns raised by someone else, please provide their name and position within the organisation</p>
<p>Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the account of others, including any other relevant details</p>
<p>The child's account/perspective</p>
<p>Please provide details of anyone alleged to have caused the incident or to be the source of any concerns</p>
<p>Please provide details of anyone who has witnessed the incident or who shares the concerns</p>
<p>Please note: concerns should be discussed with the family unless</p> <ul style="list-style-type: none"> • The view is that a family member might be responsible for abusing the child • Someone may be put in danger by the parents being informed • Informing the family might interfere with a criminal investigation <p>If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.</p> <p>Have you spoken to the child's parent/carers? If so, please provide details of what was said. If not, please state the reason for this.</p>

Are you aware of any previous incidents or concerns relating to this child and of any current risk management/support plan? If so, please provide details.

Summary of discussion with supervisor/manager

Our Photography Policy

We will avoid using children's names (first name or surname). If a child is named we will not use his or her photograph.

We will use a parental permission form to obtain consent for a child to be photographed/videoed (see overleaf).

We will obtain the child's permission to use their image.

We will only use images of children in suitable dress to reduce the risk of inappropriate use.

We will address the use of any images of children on our website (i.e. they will not be accompanied obtain any personal information).

We will have written expectations of professional photographers or the press who are invited to an event, making clear our expectations of them in relation to child protection.

We will not allow photographers unsupervised access to children.

We will not approve any photography sessions outside the relevant event or at a child's home.

Consent form for the use of photographs and video

St Mary's Secret Garden recognises the need to ensure the welfare and safety of all children.

In accordance with our child protection policy we will not permit photographs, video or other images of children to be taken without the consent of the parents/carers and children.

We will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform St Mary's Secret Garden immediately.

I [parent/carer) consent to St Mary's Secret Garden photographing or videoing [name of child]

Date

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I [name of child] consent to St Mary's Secret Garden photographing or videoing my involvement in [name of event]

Date

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