



Funny Wonders Inc.
Community Interest Company
Company No: 06814964

FWinc Safeguarding Policy

FWinc Safeguarding Officer: Beth Webb

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1. Purpose

Funny Wonders Inc. (FWinc), as an organisation, aims to provide opportunities for people to experience and participate in creative arts in a supportive, safe environment. The purpose of this policy is to ensure all members and associates of FWinc are aware of our statement of intent and commitment towards safeguarding; to increase awareness of what constitutes abuse; to provide FWinc workers and volunteers with clear direction and procedure for handling issues and situations regarding abuse (including allegations); and to ensure such issues and situations are handled in a way that supports those suffering abuse.

2. Scope

This Policy applies to all members and associates of FWinc.

3. Definitions

Safeguarding is defined as the protection and prevention of children and vulnerable adults from the risk of abuse and other more general issues regarding health and safety. It is proactive.

Child Protection is defined as a system of procedures put in place when issues arise. It is reactive.

Abuse is a form of maltreatment whether by inflicting harm, failing to act to prevent harm, exploitation or violation of a person's human rights or neglect and may occur as a single or repeated act. Anyone can inflict serious harm: abuse may be particularly inflicted by a parent/guardian/carer but may also be self-inflicted. Please see Appendix A for a more detailed overview of types of abuse and definitions. FWinc considers bullying and harassment as types of abuse: see the FWinc Bullying & Harassment Policy for examples of unacceptable behaviour. Abuse is a form of misconduct and will be dealt with in conjunction with the FWinc Disciplinary Policy: see this policy for definitions of the four levels of misconduct - minor, major, serious and criminal.

A disclosure of abuse is when a child or vulnerable adult speaks to an individual or group telling them what has happened to them or how they feel about another's actions or behaviour towards them.

A child is defined as a person under the age of 18 years; or a person under the age of 21 if they have been in care since the age of 16; or a person with a learning disability (Children Act 2004).

As amended in the Protection of Freedoms Act 2012 (see 5.3) a vulnerable adult is now defined as any adult who partakes in an activity that leads to adult being considered vulnerable at that time; therefore focusing on the activity rather than the characteristics or circumstances of the adult. These activities include the provision of health care, provision of personal care, provision of social care, provision of financial assistance including shopping, provision or assistance in the conduct of a person's affairs and conveyance (transport).

4. Statement

FWinc recognises the seriousness of abuse and the affects it can have on any person. FWinc has a duty-of-care towards all of its members and associates (not just children and vulnerable adults) and aims to ensure their safety and welfare: safeguarding against abuse is part of this duty-of-care. FWinc will take steps towards minimising risks to ensure the safeguarding of its members and associates and safeguarding concerns will be considered in all steps taken and decisions made by FWinc.

Any concerns expressed about the safety or welfare of a member or associate of FWinc will be taken seriously and prompt action taken. All association of FWinc with any person which threatens the safety and welfare of other members and associates of FWinc will end immediately.

5. Legislation

5.1 Children Act 2004

This Act aims to improve effective local working to safeguard and promote children's wellbeing, to improve and integrate children's services, promote early intervention, provide strong leadership and bring together different professionals in multi-disciplinary teams in order achieve positive outcomes for children and young people and their families. The duty-of-care towards children of all agencies and other bodies requires all to discharge their functions with regard to the need to safeguard and promote the welfare of children.

5.2 Safeguarding Vulnerable Groups Act 2006

This Act is to make provision in connection with the protection of children and vulnerable adults and aims to increase the protection afforded to vulnerable members of society and restrict contact with those who may cause them harm. It outlines the vetting and barring scheme (VBS) and the barred lists in force since October 2009.

5.3 Protection of Freedoms Act 2012

This act came into effect on 10th September 2012 and amends the Safeguarding Vulnerable Groups Act 2006. Most amendments are relevant to screening checks including: a new definition of regulated activity; repeal of controlled activity; repeal of registration of continuous monitoring, repeal of additional information, change to the minimum age for CRB checks and a better relevancy test. In line with the Act the Disclosure and Barring Service DBS was launched on 17th June 2013 to replace the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) which have been merged. Please see the FWinc Screening Policy for more information.

6. Recruitment of Workers and Volunteers

The continued safety of FWinc members and associates is the most important concern during the recruitment of new workers and volunteers. Applicants will be subject to a recruitment process with particular steps taken to ensure the confidence of FWinc regarding safeguarding concerns: see the FWinc Recruitment and Selection Policy and FWinc Screening Policy for more details.

7. Training

It is important for all FWinc workers and volunteers to have knowledge of safeguarding issues in order to fulfil their roles and duty-of-care towards FWinc members and associates. All workers and volunteers will receive Safeguarding Training (provided by the Derbyshire Safeguarding Children's Board (DSCB)) at least every two years. The first training session should occur during their induction into the organisation.

For advice and guidance on how to recognise abuse and deal with a disclosure of abuse, please see Appendices B and C.

FWinc workers and volunteers are encouraged to take up further safeguarding training opportunities external to the organisation however FWinc will not pay, provide or be associated with any external training.

8. Prevention of Abuse - Safeguarding

8.1 Keeping Our Participants Safe

Safeguarding applies to a broad range of issues from how to eat healthily and how to cross the road safely to the prevention of radicalisation and grooming. Whilst it is not the mission of FWinc to educate on these issues we have a duty-of-care towards our members and participants. Any issues which arise during FWinc activities or topics of conversation should be handled with respect and action taken immediately to minimise the risk of harm. For advice on how to teach children about abuse see Appendix D.

To minimise the risk of abuse occurring at FWinc activities participants should be made aware of our House Rules and zero tolerance on abusive activities such as bullying. Any inappropriate behaviour should be immediately identified and stopped. Those affected should be separated but no participant should be left alone outside of the workshop area.

To minimise the risk of online abuse occurring at FWinc activities or contact with age-inappropriate content, the internet should not be used during FWinc activities unless it is part of the activity: in this circumstance, its use should be supervised. To enforce this, mobile phones or similar devices should not be used during FWinc activities.

Activity workers (paid and unpaid) should feel comfortable in talking to participants about their lives and confident of what to do should a disclosure be made to them. We need to create a safe space where participants feel comfortable and our workers should be trustworthy and approachable.

8.2 Keeping Ourselves Safe

The following advice is given to prevent the possibility of abuse occurring to a member or associate of FWinc during FWinc activities or allegation of abuse made against them:

- inform children and vulnerable adults what constitutes abuse so that they are aware, should any happen (see Appendices A and D)
- inform children and vulnerable adults how to keep themselves safe especially away from FWinc premises and in public locations
- ensure participants know H&S information such as fire exits, who the first aider is
- ensure children and vulnerable adults know who to go to for help
- ensure the environment they are in is safe, carry out risk assessments
- never leave a child or vulnerable adult in a situation which could potentially lead to abuse
- try not to be alone, use carers for toilet trips, keep doors open
- have correct adult to children ratios at FWinc activities
- if a personal relationship external to FWinc activities develops between a FWinc worker or volunteer with a child or vulnerable adult, the worker or volunteer should inform the FWinc Safeguarding Officer (FWincSO)
- report any concerns - not reporting abuse is a form of neglect
- make a record of your contact outside of FWinc activities or any particular events during FWinc activities; don't go above and beyond your role
- be clear of the boundaries - avoid physical contact; don't give gifts; maintain confidentiality; don't be friends on social media with personal accounts and adjust your privacy settings
- undergo Safeguarding Training - educational materials are available
- don't travel in cars alone with FWinc participants

- if your role requires you to transport FWinc participants, ensure you have business cover on your car insurance
- tell people when and where you're going if with a FWinc participant outside FWinc activities or premises
- use consent forms for particular trips or activities

9. Witnessing Abuse - Child Protection

Should abuse actively occur during a FWinc activity, the following steps should be followed:

- immediately stop the occurrence and completely separate those involved
- if necessary, demand that the offender leaves the premises or activity
- in a safeguarding emergency, someone is at risk or a criminal offence is carried out, ensure the child or vulnerable adult is safe, summon assistance and contact the police if necessary
- complete a FWinc Record of Misconduct Report Form and Concern of Abuse Report Form

10. Reporting Safeguarding Concerns and Disclosures - Child Protection

It is important to share concerns. All disclosures and concerns of abuse must be reported to the FWincSO. A FWinc Record of Concern Report Form should be completed immediately, put in an envelope addressed to the FWincSO and passed to a supervising adult or directly to the FWincSO. All reports of concern will be handled in accordance with the FWinc Data Protection and Confidentiality Policy.

11. Report Handling Procedure - Child Protection

The FWincSO will handle reports of concern. Other workers and volunteers are not expected to investigate any report of concern. The following steps must be taken:

- the child or vulnerable adult must be informed of the report
- a parent/guardian/carer must be informed and kept informed of the circumstances and any action taken
- all reports will be acted upon and investigated by the FWincSO. This may include meetings with alleged parties, discussion with reporters of concern and discussion with those making disclosures.
- further action taken by the FWincSO will depend upon the nature of the report of concern or disclosure and the outcomes of their investigation
- all action taken by the FWincSO must be recorded and kept in accordance with the FWinc Data Protection and Confidentiality Policy

If necessary, assessments will then be taken by professionals involving all necessary parties. This may include FWinc workers involved with the abused.

12. Allegations Following Disclosure

Allegations of any nature (minor, major, serious, criminal) of abuse against any member or associate of FWinc will result in their immediate removal from any FWinc premises or ongoing FWinc activity. They should not return to FWinc premises or activities and await contact from the FWincSO.

12.1 Workers or Volunteers

Should allegations of any nature be made against a worker or volunteer, they should immediately remove themselves from any FWinc premises or ongoing FWinc activity, have no contact with any

persons involved in the allegation, record their version of events and seek support from the FWincSO.

13. Outcomes Following a Disclosure

13.1 Allegations of a Serious or Criminal Nature

If allegations against a person are found to be true, all associations of that person with FWinc must end and appropriate authorities must be contacted: it is at the discretion of the FWincSO to decide which organisations or authorities should be contacted.

If allegations against a FWinc worker or volunteer are found to be true, that person will be immediately reported to the DSCB and the DBS by the FWincSO in accordance with the law and the FWinc Screening Policy; and all associations of the worker or volunteer with FWinc must end.

13.2 Allegations of a Less Serious Nature

If allegations are found to be true but the actions are less serious - are not criminal, constitute minor or major misconduct and can be handled internally, the FWinc Disciplinary Procedure outlined in the FWinc Disciplinary Policy will be followed: it is at the discretion of the FWincSO to decide whether the actions can be dealt with in this manner.

13.3 Allegations Found to be Untrue

If allegations, following a disclosure, are found to be untrue, the person who alleged abuse, if a member or associate of FWinc, will enter into the FWinc Disciplinary Procedure outlined in the FWinc Disciplinary Policy if deemed necessary by the FWincSO. Misuse of this policy will not be tolerated.

14. Outcomes of Reports of Concern Without a Disclosure

14.1 Concerns Found to be Unsubstantiated

If investigations following a report of concern without a disclosure are found to be unsubstantiated, no action is required and lines of investigation must end although the record of concern must be kept.

14.2 Unresolved Concerns

If investigations, following a report of concern without a disclosure, are unresolved, supervising adults must be informed to be watchful for any further signs of abuse.

15. Implementation of this Policy

All adults in a supervisory or supporting role within FWinc will be made aware of this Policy, the content of this Policy and the procedures and information outlined in this Policy.

This Policy will be available at permanent premises used by FWinc and on the FWinc website.

16. Responsibilities

It is the responsibility of everyone to prevent and protect children and vulnerable adults from harm.

It is the responsibility of the FWinc Board of Directors to appoint a capable Safeguarding Officer.

It is the responsibility of the FWincSO to: ensure this policy and preventative measures are implemented; to run annual training sessions for FWinc workers and volunteers; be a point of contact and reference for any safeguarding-related issues; handle reports of safeguarding concerns or disclosures and make decisions regarding the outcomes of investigation; keep records of safeguarding

concerns; be a point of contact with other organisations and authorities; and support workers and volunteers with safeguarding aspects of their roles.

It is the responsibility of the supervising adult of the FWinc activity to: know where FWinc Record of Concern Report Forms are located and inform others; pass on completed forms to the FWincSO; immediately stop any abuse which occurs during their FWinc activities; enforce the temporary exclusion of those against which allegations are made.

It is the responsibility of FWinc members and associates to abide by this Policy and not abuse the seriousness with which FWinc will handle reports of abuse.

17. Complaints

Complaints regarding the procedures or handling of the procedures mentioned in this Policy, the Policy itself or any other matter should follow the FWinc Complaints Procedure outlined in the FWinc Complaints Policy.

18. Review

This Policy will be reviewed by the FWinc Board of Directors annually or as-and-when issues arise.

19. External Contacts

Derbyshire Safeguarding Children's Board: 01629 532169	www.derbyshirescb.org.uk
Call Derbyshire: 01629 533190 (01629 532600 out-of-hours)	
DCC Children's Social Care: 08456 058058, 01629 533190	
Derbyshire Constabulary: 0345 123 3333	www.derbyshire.police.uk/Homepage.aspx
Derbyshire Primary Care Trust: 01246 231 255	www.derbyshirecountypct.nhs.uk
NSPCC: 0808 800 5000	www.nspcc.org.uk
Childline: 0800 1111	www.childline.org.uk
NHS:	www.nice.org.uk

20. Policy History

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Appendix A

Types of abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent/guardian/carer fabricates the symptoms of, or deliberately induces illness.

Sexual Abuse

Sexual abuse involves forcing a person or enticing a person to take part in sexual activities, including prostitution, whether or not the person is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts, non-contact activities, such as involving persons in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging persons to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on emotional development. It may involve conveying that a person is 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 including interactions that are beyond the child's developmental capability. Emotional abuse also occurs as overprotection and limitation of exploration and learning, or preventing participation in normal social interaction. It may involve serious bullying causing a person to feel frightened or in danger, exploitation or corruption. Emotional abuse may occur face-to-face or via other links such as mobile phones, email or social networking sites. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Verbal Abuse

Verbal abuse (reviling) is the use of spoken weapons to manipulate, emotionally weaken or control another person. Verbal weapons include: countering, withholding, discounting, directed humiliation/embarrassment, blocking/diverting, accusing/blaming, judging/criticising, trivialising, undermining, threatening, name calling, ordering, denial or wrong-doing or abusive, directed anger.

Neglect

Neglect is the act of omission or persistent failure to meet a child or vulnerable adult's basic physical, financial, material and/or psychological needs, likely to result in the serious impairment of health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent/guardian/carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child or vulnerable adult from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adult's basic emotional needs.

Self Abuse

Self abuse involves intentionally harming oneself. It can involve self-neglect, such as not eating or washing, or, more typically, self-physical abuse, such as cutting, burning, scratching, banging or hitting body parts, interfering with wound healing, hair-pulling and the ingestion of toxic substances or objects. It is most often done without suicidal intentions although the relationship is complex. Self abuse is usually a consequence of another type of abuse inflicted on them and is used to gain control of what is happening to them or as a way of coping with or expressing overwhelming emotional

distress. It offers a temporary relief of intense feelings such as anxiety, depression, stress, emotional numbness or a sense of failure or self-loathing or other mental health issues. Self-harm is often associated with a history of trauma and abuse, including emotional and sexual abuse.

Discrimination

Discrimination is also a kind of abuse. See the FWinc Equal Opportunities Policy for more information on types of discrimination.

Financial Abuse

Financial abuse involves withholding payments for necessary items such as food, clothing or water or stopping you from having control over your money as a way of trying to exert power over you. It is typically associated with physical domestic abuse and/or neglect. It also involves forging signatures, taking or using a persons money or property without their permission or coercing the signing of legal documents; this is particularly an issue for the sick elderly. Email or telemarketing scams, fraud and cons (confidence crimes) are also types of financial abuse but the abused typically does not know the abuser.

Appendix B

Recognising Abuse

Recognising abuse is subjective and depends on personal perceptions and judgement. It is important to not diagnose, analyse or interpret symptoms as they may be the cause of something medical or accidental, but it is better to be safe than sorry and to do 'too much too soon rather than too little too late'.

Suspicion of abuse may arise due to a range of factors. Be aware, be curious, ask questions and remark on the unusual. Language difficulties, disabilities and disorders may inhibit communication but it is important to persevere as those with such barriers may be the most at risk of abuse.

Seeing Physical Injuries

You will mostly likely see arms, legs and necks. Be particularly aware of the shapes and sizes of injuries - look for finger marks or hand-sized bruises, cut marks or cigarette burns. Also be aware of their placement - some places on the body are hard to injure accidentally due to the way we protect ourselves, such as the inner legs and arms, necks, chest and stomach. Many bruises may be the consequence of typical child's play: their reaction to natural, caring questions about their injuries may arise suspicion if they can't offer an explanation or don't want to talk about it.

Witnessing Abuse

The most likely types of abuse to be witnessed are verbal abuse and discrimination. You must use your judgement to decide whether it constitutes bullying, harassment or discrimination. Misconduct must be reported according to the FWinc Disciplinary Policy and reported as a concern of abuse. If criminal offences are witnessed and someone is at risk you should call 999.

Noticing Unusual Behaviour

If you see a child or vulnerable adult regularly you may spot unusual behaviour or emotions such as covering up e.g. wearing long sleeves, being angry, anxious, nervous, or have low confidence. This may be an indicator to all types of abuse. It is the most difficult to judge as its cause may be a wide range of things, they may just have fallen out with a friend or not done well on a piece of school work. Try not to jump to conclusions. Ask gentle, caring questions like "you seem a bit sad today, is there any reason why?" and see what their response is.

Physical Presentation

You may notice things which are often consequences of abuse such as losing weight, being dirty, hungry, sad, smelly etc. Again ask gentle, caring questions like "you seem more hungry than usual today, did you not have lunch?" and see what their response is.

Through Allegation

Another person may be suspicious of abuse and bring it to your attention or the abused may tell someone else who tells you. It is important to report their concern as well as any you may have yourself.

Through Disclosure By The Abused

If you are trusted by an abused child or vulnerable adult they may directly disclose their abuse to you. See Appendix B for what to do in such a case.

Appendix C

How to Handle a Disclosure of Abuse

It is essential that all workers and volunteers are aware of how to respond personally if a child or vulnerable adult makes a disclosure. Below are guidance steps to ensure the above policy is followed.

- tell them they are not to blame and that they were right to tell
- do not make promises of confidentiality - explain that information will need to be shared and that you must record and report the disclosure but that you won't tell anyone else
- continue talking to them with sensitivity and awareness that the disclosure will have been hard for them and a big step
- keep calm and keep listening even if you find what they are saying difficult, painful or repulsive
- make them feel as comfortable as possible
- do not show distaste, disgust or anger
- show them you are listening - focus, show through your body language you are listening, physically respond to what they say
- do not ask direct questions - who, what, where, when, keep them vague
- do not put words into their mouth by suggesting what has happened and by whom
- do not give them your opinion, it does not matter, unless they ask for it
- if they find it difficult to talk more about it tell them they can write it down
- take what they say seriously, recognising the difficulties inherent in interpreting what a person with speech difficulties or limited language says
- record what has been said, heard and or seen as soon as possible using their own exact words
- do not diagnose, analyse or interpret a disclosure, simply report it -
- do not personally contact or confront the individual who is alleged to be responsible for the abuse
- do not talk to anyone about it other than those that are involved such as the FwincSO
- seek support for yourself from the FwincSO or Project Manager - disclosures of abuse can be unsettling
- follow up what has happened to make sure action has been taken

Appendix D

Teaching Children About Abuse

Teaching children and vulnerable adults about abuse is one way we can help prevent their abuse and allegations of abuse against ourselves. It is important to tell them about the different types of abuse and how to recognise them so they can be aware if it is happening to themselves. Be clear on what is good and what is bad behaviour.

To begin a conversation about abuse ask them if they have learnt anything at school or home about relationships or safety. Use what they tell you as a starting point for a detailed conversation. Use the news or media to bring up topics. Don't dismiss something they have seen or heard of or pretend it hasn't happened even if it is difficult topic to discuss. Find out who they might talk to if something was upsetting them.

Don't shy away from difficult questions. Reward curiosity, talk frankly, be someone they can confide in.

Childline and the NSPCC have produced a guide on how to talk about sexual abuse called 'The Underwear Rule'. To remember the key points of 'The Underwear Rule' one must talk PANTS.

P - privates are private

Anything covered by underwear is private. No-one should ask to see or touch parts of the body covered by underwear either the child's or an adult's. If anyone tries they should say no. Some people like doctors or nurses may need to but they should always ask and explain why first.

A - always remember that your body belongs to you

No-one has the right to make them do anything with their body that makes them feel uncomfortable. If anyone tries they should tell a trusted adult.

N - no means no

They have the right to say no. They are in control of their body. A child should feel empowered to say no to their own family so they are more likely to say no to others. However, if you need to overrule them to keep them safe you must explain why.

T - talk about secrets that upset you

Make sure they know that speaking up about a worrying secret won't get them into trouble. Don't exchange the secret for anything or keep it in exchange for something. Explain there is a difference between good and bad secrets. A secret shouldn't make you feel worried, sad or frightened. Phrases like "it'll be our little secret" are commonly used by abusers.

S - speak up, someone can help

If a child feels sad, anxious or frightened tell them they should talk to someone they trust. They will listen and help stop what is making them upset. Tell them they won't get into trouble.