# Cap-a-Pie Safeguarding Children Policy

This policy applies to all at Cap-a-Pie, including trustees, staff, workers, freelancers, volunteers and subcontractors.

Cap-a-Pie works with children and families as part of its activities. These include: workshops and performances.

The purpose of this policy:

* To protect children and young people under 18 years old who receive Cap-a-Pie’s services. This includes the children of adults who use our services;
* To provide the overarching principles that guide our approach to safeguarding and child protection.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](http://nspcc.org.uk/childprotection).

This policy should be read alongside our other policies and procedures – see Staff Handbook for full list.

## We believe 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 practise in a way that protects children.

## We recognise that:

* the welfare of the child/young person is paramount.
* all children, regardless of gender, ethnicity, disability, sexuality or beliefs, have the right to equal protection from all types of harm or abuse.
* some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.
* working in partnership with children, young people, their parents, carers and agencies is essential in promoting young people’s welfare.

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

* valuing, listening to and respecting them
* appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
* adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
* Implementing an effective online safety policy and related procedures
* providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
* recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
* recording and storing and using information professionally and securely, in line with data protection legislation and guidance *[more information about this is available from the Information Commissioner’s Office:* ***ico.org.uk/for- organisations****]*
* sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
* making sure that children, young people and their families know where to go for help if they have a concern
* using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
* using our procedures to manage any allegations against staff and volunteers appropriately
* creating and 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 our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
* building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## This policy is supported by the following policies and procedures:

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| Procedure for children at risk of abuse & Quick read | The procedure we follow if we are concerned about a child. |
| Form for reporting concerns | The form to fill in if you have concerns about a child. This should be securely sent to the safeguarding lead. |
| Dealing with a child protection allegation against an adult & Quick read | How we will deal with an allegation made against an adult. |
| Dealing with a child protection allegation against a child | How we will deal with an allegation made against a child. |
| Behaviour code for adults working with children | The behaviour we expect from all staff, volunteers or partners working with Cap-a-Pie in their interactions with children and young people. |
| Anti-bullying policy | How we prevent and address bullying. |
| Child protection records retention and storage guidelines | Managing and storage of child protection records |
| Information sharing advice | Information from the government on sharing information related to safeguarding concerns. |
| Online safety policy | How we keep children safe online. |
| Safeguarding adults policy | How we keep adults at risk safe. |
| Form for reporting concerns about an adult | The form to fill in if you have concerns about an adult. This should be securely sent to the safeguarding lead. |
| Cap-a-Pie Safeguarding Information for Schools | Information for our school partners |
| Safeguarding adults procedure | The procedure we follow if we are concerned about an adult at risk. |

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## Useful Contact Details

Local authority children’s social care department:

**Newcastle:**

Phone: 0191 277 2500

Out of Hours Phone: 0191 278 7878

Out of Hours Email: [edt@newcastle.gov.uk](mailto:edt@newcastle.gov.uk)

[Online Form for reporting concern about a child](https://www.newcastlesafeguarding.org.uk/report-a-concern/)

**Gateshead:**

Phone: 0191 433 2653

0191 477 0844 (out of hours, at night, at weekends and bank holidays)

The Emergency Duty Team will help with personal or family problems that reach a crisis at these times. All calls go through to the Gateshead Care Call Service where a telephone operator takes all the calls. This service is the contact point for all council services out of hours. If the phone isn't answered straightaway, please be patient as they will be dealing with another call.

[Online Form for reporting concern about a child](https://www.gateshead.gov.uk/article/3948/Worried-about-a-child)

**North Tyneside:**

Phone: 0345 2000 109

Out of Hours: 0330 333 7475

[Referral Form to email to North Tyneside Council](https://my.northtyneside.gov.uk/category/488/are-you-worried-about-child)

**Durham**

Call First Contact: 03000 267 979

In an emergency situation, call them on the number above - they have a duty officer working outside of opening hours who will take your call.

**Child Protection Lead**

Katy Vanden

07796 478 024, [katy@cap-a-pie.co.uk](mailto:katy@cap-a-pie.co.uk)

**Deputy Child Protection Lead**

Brad McCormick

07710 638 485, [brad@cap-a-pie.co.uk](mailto:brad@cap-a-pie.co.uk)

**Trustee lead for Safeguarding**

Ruth Raynor, Trustee

[ruth.raynor@newcastle.ac.uk](mailto:ruth.raynor@newcastle.ac.uk)

NSPCC Helpline: 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk