



Safeguarding Policy

Turning Heads directors are responsible for ensuring that those benefiting from us or working with us are not harmed in any way. The directors of Turning Heads have a legal duty to act prudently and this means that they must take all reasonable steps within their power to ensure that no one is harmed. It is particularly important where beneficiaries are vulnerable persons or children in the community.

This policy applies to all those involved in Turning Heads, including, but not exclusively, administrators, volunteer drivers, parents, young people, and third party suppliers.

Safeguarding or Child Protection – including the protection of adults at risk

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. It may be defined as: ***doing everything possible to minimise the risk of harm to children, young people and vulnerable adults.***

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This should include:

- ensuring staff and volunteers are properly checked when they are recruited
- guidelines for people who come into contact with children or vulnerable adults as part of their role to ensure they know what they need to do to keep people safe
- guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

Equality Statement

Turning Heads is committed to ensuring that equality is incorporated across all aspects of its development.

- Turning Heads respects the rights, dignity and worth of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Turning Heads is committed to everyone having the right to enjoy themselves in an environment which is free from threat of intimidation, harassment or abuse.

- All Turning Heads staff have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Turning Heads will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

To address the vulnerability of young adults with a disability Turning Heads will seek guidance on working with young people with a disability from external agencies, parents/guardians and the young adults themselves.

Confidentiality Statement

Information of a confidential nature will only be communicated on a "need to know" basis,

Considerations of confidentiality will not be allowed to override the rights of individuals to be protected from harm.

Awareness of the Issues

Background knowledge in relation to abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern is the issue of Safeguarding of our members within Turning Heads. However, being aware of the indicators of abuse caused by others outside of the organisation, are of an equal importance for the safety and well-being of the child/adult deemed at risk.

Anti-Bullying Policy

Turning Heads recognises that it has a responsibility to protect its staff and associates from bullying and to have policies and procedures in place to do so.

Turning Heads staff and volunteers should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip/rumours either verbally or by using social media or excluding someone from a social group.

Bullying is not accepted behaviour towards anyone at Turning Heads be they child, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both with regard to the behaviour exhibited and the reasons for the behaviour.

Social Media/Private Messaging Policy

Turning Heads recommends that staff, volunteers and associates aged over 18 or over who are not perceived as an adult at risk, do not add as a “friend” on a social network site the following:

- Members that need parental consent to attend activities or to travel
- Members under the age of 18

If you need to email or send a private message to any member in the category above, multiple recipients should be included.

Remember that private messaging can be seen in the same manner as being alone in a room with a young person or adult at risk.

If anybody has a concern about any message posted on a social media site or website they should inform **Turning Heads Safeguarding Officer**.

Appointed Person

An appointed person should be made known to members, volunteers and parents alike; as the designated person to whom concerns should be addressed. If the concern is about this designated person, please report to **Alan Tilley, Turning Heads Safeguarding Officer**.

The appointed person for Safeguarding at Turning Heads is:

Name: Alan Tilley Contact number: 07817777739

Reviewed: 1 February 2020

Next Review: 1 February 2022

Safeguarding Policy Statement

We at Turning Heads are committed to good practice which protects vulnerable adults from harm. Staff and volunteers recognise and accept their responsibility to provide an environment which promotes the safety of the vulnerable adult at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to harm.
- Create an open environment by identifying an ‘**appointed person**’, of the Safeguarding Policy document and at the end of this paper, to whom a vulnerable adult can turn to if they need to talk.
- Share relevant information about concerns with other outside organisations.
- Adopt member centred and democratic styles of working.
- Adopt the safeguarding policies and codes of conduct for members and all adults working at the Turning Heads. Adult workers include parents and volunteers.
- Adopt a rigorous recruitment and selection process for volunteers and any paid staff. These procedures will include regular support to staff/volunteers.
- Ensure that all volunteers in roles of responsibility are DBS checked.
- Ensure good and safe working/playing practices.
- Ensure all those involved with children/vulnerable adults have regular accredited safeguarding training.
- Review Safeguarding policies every 2 years.
- Have policies and procedures relating specifically to bullying, away trips, transport and use of photos and social media.
- Ensure complaints, grievance and disciplinary procedures are included and available to all.

Signed: *Alan Tilley*

Date : 1st February 2020