



# Safeguarding Policy of The Papillon Project

Safeguarding Policy and Procedures approved by the Trustees on:



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## 1. Purpose and Aims

1. The purpose of The Papillon Project's (TPP) safeguarding policy is to ensure every child we encounter is safe and protected from harm. This means we will always work to:

- Protect children and young people from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our partner schools grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our partner schools to have the best outcomes.

2. This policy will give clear direction to our staff, interns, volunteers and trustees and parents about expected behaviour and our moral responsibility to safeguard and promote the welfare of all children at our partner schools.

3. TPP fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our partner schools. The elements of our policy are prevention, protection and support.

4. This policy applies to all students, staff, interns, volunteers and trustees of TPP.

5. This Policy is viewed as an essential document by TPP and all those applied to in section 4 are expected to read and understand the contents. This policy will be given as part of induction to all those newly affiliated with TPP and is present on the website.

6. The policy will be reviewed yearly or after a significant change in national guidance.

## 2. Culture and Safeguarding Ethos

1. The child's welfare is of paramount importance. TPP will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children who we encounter at the schools that we work with will be able to talk freely to any member of TPP staff, interns, volunteers and trustees if they are worried or concerned about something.

2: Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that TPP staff, interns, volunteers and trustees play an important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All TTP staff, interns, volunteers, trustees are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, TPP staff, interns, volunteers and trustees must *always* act in the **best interests** of the child.

3. It is important that all our staff and volunteers have a nurturing, kind approach to young



people and each other. From the Trustees down to the volunteers that make up TPP we feel that this culture of openness and respect in turn enable us to do the best by the young people we work with.

### 3. Managing the risks

1 TPP will always take reasonable steps to protect staff, volunteers, children and young people and anyone who may benefit from TPP's work from harm.

2. Work undertaken by staff and volunteers of TPP will be subject to risk assessment. Our Health and Safety Policy and associated generic risk assessment for our work can be found at [www.thepapillonproject.com](http://www.thepapillonproject.com) and is an open document. The generic risk assessment will be reviewed regularly – every 6 months unless there is an incident or near miss that requires an earlier update. TPP aims to constantly review risks due to the nature of the ever-changing environment we work in.

3. Managing the risks is completed on a site by site basis. The generic risk assessment is the starting point for work on all sites where TPP works, however we recognise that each site is unique with its own quirks and challenges. Any unique risks will be assessed and then covered in an appendix to the main risk assessment. For example a site where volunteers and children are working next to a large body of water would need Appendix a – Water safety at (X College) site. Partner Schools will be asked to adopt the TPP generic risk assessment as well as any additions for their particular site.

4. All staff, interns, volunteers and trustees working at a site will be asked to read the generic risk assessment (which will be included in volunteers' induction packs), and sign to indicate they have read and understood it, and a supplementary risk assessment covering unique risks for each site will also be prepared by the Project Leader and again read and signed off by those working at the site.

5. TPP recognises that we must be alert to and aware of the following risks:

- sexual harassment, abuse and exploitation
- criminal exploitation
- cyber abuse
- modern day slavery
- negligent treatment
- self-neglect
- physical or emotional abuse
- bullying or harassment
- health and safety as covered in our policy and associated risk assessments
- commercial exploitation
- extremism and radicalisation
- forced marriage

- human trafficking
- female genital mutilation
- discrimination on any of the grounds in the Equality Act 2010
- people may target your charity
- a charity's culture may allow poor behaviour and poor accountability
- people may abuse a position of trust they hold within a charity
- data breaches, including those under General Data Protection Regulations (GDPR)

6. TPP recognise abuse in the following categories – Neglect, sexual, physical, emotional and extremism and radicalization. TPP trains all its volunteers to know these categories and be aware of indicators that these may be happening.

7. With regard to radicalisation, all volunteers and employees of TPP will be briefed about this and given links to further information,; i.e. **Prevent** duty training. This will also be covered in the programmed Safeguarding Training.

#### 4. Policies

1. All policies of the TPP are available on the website ([www.thepapillonproject.com](http://www.thepapillonproject.com)) and on request from the project leader. We also inform the schools that we work with about this policy when their children become involved in The Papillon Project.

2. All policies are made available to staff and volunteers and part of their induction pack.

3. It is the duty of the Trustees, Project Leader and where the Project Leader is not present on site, a designated Senior Volunteer/intern, to make sure all relevant policies are adhered to and implemented.

4. All policies will be updated at least annually but responsive to changing circumstances, events and environments. A serious incident will trigger an immediate full policy review.

5. TPP's code of conduct and risk assessment are designed to protect all involved with the TPP from harm.

6. In the event of an allegation or incident clear guidelines and procedures can be followed as set out in Appendix 1 of this document. This includes the reporting process and who to report to within the TPP. It also outlines the external reporting procedure if the accusation involves the Project Leader or a Trustee.

7. We recognise the expertise our staff and volunteers build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite all staff and volunteers to contribute to and shape this policy and associated safeguarding arrangements.



8. This policy will be reviewed in full by the TPP project leader and Trustee with lead responsibility for Safeguarding on an annual basis or when there is national change in law/policy/documentation/advice. This will encompass review of safeguarding report forms, policies and practices and findings from Lead Trustee visits and enquiries.

9. TPP recognizes the importance of government legislation and guidance and the dissemination to our staff and volunteers. Keeping Children Safe in Education 2020 (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--20>) and its important partner guidance are part of the TPP indication. Guidance on various key area of policy are listed in KCSIE and Working together to safeguard Children 2018 (<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>)

## 5. Roles and Responsibilities

1. It is responsibility of any TPP member of staff, interns, volunteers and trustees who have any concerns about the safety and well-being of a child, to pass this information, confidentially, to a teacher of the school involved or, preferably, straight to the schools DSL (**Designated Safeguarding Lead**). This would be written in the school's format and replicated for TPP's records.

2. It is the responsibility of all TPP staff, interns, volunteers and trustees to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at the school we are working with. This includes the responsibility to provide a safe environment in which children can learn.

3. It is the responsibility of the TPP Project Leader and the lead Trustee for Safeguarding (Daniel Kennedy) to review TPP's safeguarding policy once a year and remedy, without delay, any weaknesses or other aspects which require change in order to ensure the continued effectiveness of the policy and associated procedures and practices.

4. It is the responsibility of the TPP Project Leader to ensure that all staff, interns, volunteers and trustees receive a safeguarding induction upon or shortly after appointment and are provided with a copy of this policy and to sign a register to show that they have read and understood it. Further to this, all staff, interns, volunteers and trustees must:

- **Undertake appropriate child protection training** that is updated annually and on-line safety training;
- **Know what procedures are in place for dealing with allegations against members of staff, interns, volunteers and trustees** in line with statutory guidance;
- **Complete an enhanced DBS (Disclosure and Barring Service) check** through TPP and then, if required, another DBS check with the schools that we will be working with. The result of the DBS check will be shared with the Project Leader and Trustee with lead responsibility for Safeguarding and a record made that it is satisfactory and that there is no reason for the individual to not work with children. The DBS certificate



will remain the property and in the possession of the individual concerned.

- **Be informed, by the TPP leader, of the safeguarding arrangements of 'The Papillon Project.** They will be given a copy of this policy and part one and annex A of '*Keeping Children Safe in Education*' and told who is the partner school's Designated Safeguarding Lead (DSL) and Deputy DSL for the Schools where they work. All staff, interns, volunteers and trustees are expected to be aware of the safeguarding policy and procedures of the school/organisation they are working in partnership with.

5. TPP is working on sites and in partnership with other organisations such as schools and colleges. When working with other organisations the project leader will meet/communicate with the member of the School staff responsible for safeguarding (i.e school DSL/headteacher) and discuss the safeguarding of the young people they are working with. This may require the adoption of the partner organisation's safeguarding policy whilst TPP volunteers/staff are on site or an agreed 'best fit' reporting process will be agreed by TPP and the School/other body.

6. All safeguarding records and information generated will be stored securely for the appropriate length of time.

7. All information relating to persons paid or unpaid doing work for the project will be stored securely on the Single Check Register (SCR). This is the responsibility of the Trustee responsible for safeguarding.

## 6. Volunteer and Staff Protection

1. TPP sees it as their duty to protect volunteers or staff from harm.

2. In order to achieve this TPP has policies on:

- bullying and harassment
- whistleblowing
- Health and Safety

These policies can be found on the website or on request

3. TPP maintains insurance cover for staff, interns volunteers and trustees to cover their activities at schools and in other respects.

## 7. Safeguarding Children and Adults at risk

1. TPP will ensure that trustees, staff and volunteers are suitable and legally able to act in their positions. This includes people from or working overseas.

2. TPP will carry out criminal records checks where suitable, references and checks on gaps in work history and confirmation that staff can work in the UK. Although less likely TPP will carry out health checks where appropriate.

3. As stated in section 5.4 DBS checks will be carried out for all staff and volunteers working for the TPP. Those staff and volunteers recruited by or serving a particular school or college are expected to have their DBS checks carried out by the partner School, and their clearance appear on the school/'s single check register. (mirrored on TPP's single check register)

4. Where possible the TPP will ask DBS applicants to register with the Update Service, or consider carrying out further DBS checks on a regular basis.

5. TPP will not appoint anyone who is disqualified through a DBS check as a Trustee or to a senior manager position (at chief executive or finance director level).

6. TPP will always look to establish and maintain good safeguarding policies and procedures that all trustees, staff and volunteers follow, which fit with the policies and procedures of the local authority safeguarding partner or Safeguarding Children or Adults Board.

7. TPP will:

- make sure all staff and volunteers receive regular training on child protection (and where necessary working with adults at risk); this will consist of an induction briefing for all new staff and volunteers, and for those working for more than 3 months, a formal training session (there will be 2 of these sessions scheduled each year)
- appoint the Project Leader as its safeguarding lead, ensuring that he has appropriate training, and to work with the relevant local authority safeguarding boards/educational site DSL's
- ensure that a number of Senior Volunteers/ interns are appropriately briefed in order to act as the initial point for reporting concerns or incident when the Project leader is absent from a school site
- manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively
- have clear policies when DBS checks are required, how you assess the level of check needed and how you handle the information
- coordinate safeguarding and promote the welfare of children (and where necessary adults at risk) at each partner school
- publish policies and procedures for safeguarding which it will follow



## 8. Key dates

1. The following annual schedule for activities will be followed:

### January

- Board Safeguarding Policy Review and appointment of Trustee Safeguarding Lead
- DSL Training (revised and updated every 2 years)
- 3 new schools in 'build' phase

### March

- Safeguarding Training for staff, volunteers etc.

### April

- Board update and discussion on Safeguarding
- 6 schools in 'grow' phase

### July

- Board update and discussion on Safeguarding

### September

- Safeguarding training for staff, volunteers etc.
- 3 new schools in 'build' phase.

### October

- Board update and discussion on Safeguarding

\*Safeguarding is a mandatory part of every Trustee meeting agenda

## APPENDIX 1: Procedures

### What to do if you have concerns about a child

1. You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you:

- ✓ Do not promise confidentiality, you have a duty to share this information and refer to Children’s Social Care Services.
- ✓ Listen to what is being said, without displaying shock or disbelief.
- ✓ Accept what is said.
- ✓ Reassure the child, but only as far as is honest, don’t make promises you may not be able to keep *eg: ‘Everything will be alright now’, ‘You’ll never have to see that person again’.*
- ✓ Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *‘You’re not to blame’.*
- ✓ Do not interrogate the child; it is not your responsibility to investigate.
- ✓ Do not ask leading questions (*eg: Did he touch your private parts?*), ask open questions such as *‘Anything else to tell me?’*
- ✓ Do not ask the child to repeat the information for another member of staff.
- ✓ Explain what you have to do next and who you have to talk to.
- ✓ Take notes if possible or write up your conversation as soon as possible afterwards.
- ✓ Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- ✓ Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with the Project Leader, designated Senior Volunteer/intern or Trustee. See the diagram below for the process to follow.

	
<ul style="list-style-type: none"> <li>● Recognise</li> <li>● Respond</li> <li>● Report</li> <li>● Record</li> <li>● Re-refer and challenge if the situation does not seem to be improving</li> </ul>	<ul style="list-style-type: none"> <li>● Ignore</li> <li>● Dismiss</li> <li>● Investigate</li> <li>● Examine a child</li> <li>● Take photographs of injuries</li> <li>● Attempt to resolve in isolation</li> </ul>



## **Allegations Involving a Member of Staff, Volunteer or Trustee**

1.TPP is committed to having effective recruitment and human resources procedures, including checking all staff and volunteers to make sure they are safe to work with children and young people.

2.Where appropriate, key staff or volunteers involved in recruitment processes will undertake Safer Recruitment Training.

3.However, there may still be occasions when there is an allegation against a member of staff, volunteer or Trustee. Allegations against those who work with children, whether in a paid or unpaid capacity, cover a wide range of circumstances.

4.All allegations of abuse of children by those who work with children or care for them must be taken seriously. All reports of allegations must be submitted within one working day to The Designated Safeguarding Lead (DSL), which for TPP is the Project Leader.

5.The following procedure should be applied in all situations where it is alleged that a person who works with children has:

- ✓ Behaved in a way which has harmed a child, or may have harmed a child;
- ✓ Possibly committed a criminal offence against or related to a child;
- ✓ Behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children.

The allegations may relate to the person's behaviour at work, at home or in another setting.

6.The DSL will discuss the matter with the person with a concern, to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made.

7.If the allegation involves someone from or associated with a partner school it may be referred to them as the lead professional. The discussion with the person reporting the concern should also consider whether there is evidence/information that establishes that the allegation is false or unfounded. From this a decision will be made to whether it is appropriate for the DSL to call the local area Local Authority Designated Officer (LADO) or the Childrens' Advice and Duty Service (CADS) /Multi Agency Safeguarding Hub (MASH) (a list of contact information is attached as Appendix 2)

8.In the unlikely event of a very serious allegation it will require immediate referral to the LADO and/or the Police, but common sense and judgement must be applied in reaching a decision about what action to take.

9.If the allegation is not patently false and there is cause to suspect that a child or any other person is suffering or is likely to suffer Significant Harm, the DSL will immediately refer the matter to MASH or CADS. If this meets the threshold it may require a Strategy Discussion/Meeting to be convened and a possible social work assessment.

10.Some allegations may be less serious and at first sight might not seem to warrant consideration of the above actions, however, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of the current circumstance and should be discussed with another DSL or the Trustee with lead responsibility for safeguarding.

11.Consequently, all DSL's should be informed of all allegations that come to the employer's attention and appear to come within the scope of this procedure so that discussion can be had and that collectively they can consult Police and social care colleagues as appropriate.

12. Where such allegations are made, consideration must be given to the following three strands:

- 1) The police investigation of a possible criminal offence;
- 2) Enquiries and assessment by Children's Social Care Services as to whether the child is in need of protection or in need of services;
- 3) Consideration by the TPP of disciplinary action in respect of the individual or suspension while an investigation is happening.

### Reporting of Incidents and Concerns

13. TPP has three reporting formats, these are:

- Safeguarding concern (paper or electronic form)
- Accident report (paper or electronic form)
- Whistleblowing (phone call internal or external)

14. All safeguarding concerns are to be reported to the TPP DSL on a safeguarding concern form (see Appendix 3). However, it is possible to contact a DSL for support and discuss the matter directly first, then record the information required. Other key contacts are listed in Appendix 2.

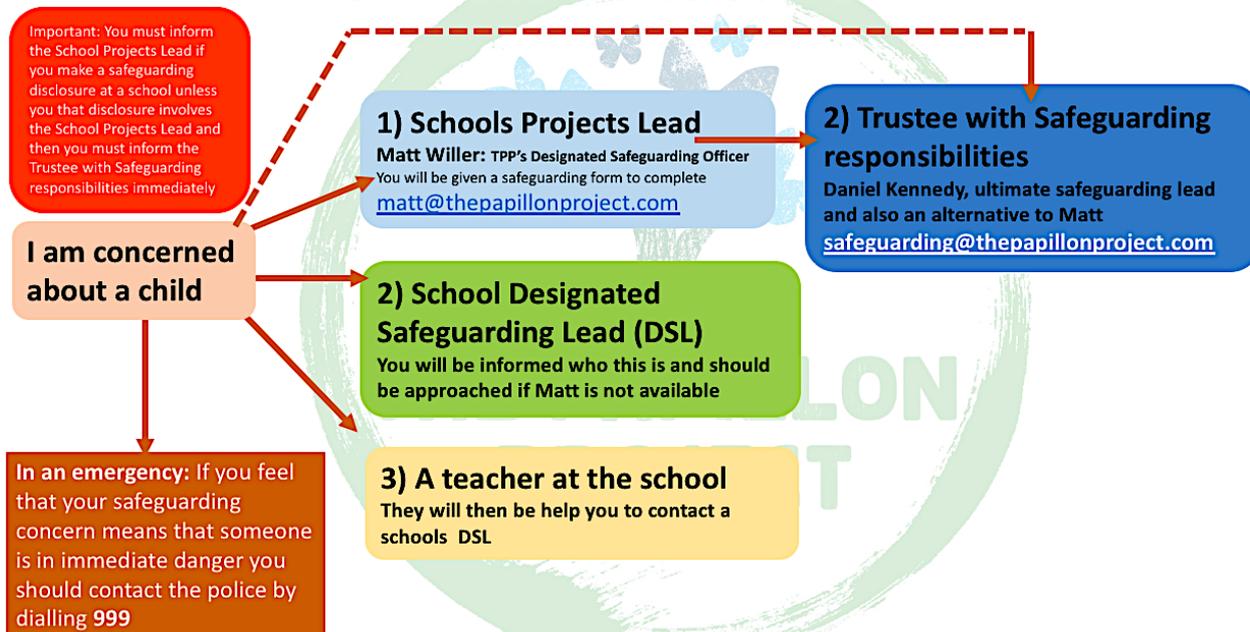
15. An example of the safeguarding concern reporting form is in **appendix 3** of this document. All staff and volunteers will be shown this as part of their induction and how they can access the form. All safeguarding issues/incidents/concerns should be recorded on this form and given directly to the TPP DSL.

16. When working in partnership (for example with the students from a high school) it may have been agreed before hand that TPP use the partner organisation's reporting format. This would be then duplicated for TPP's records and passed on to the named DSL for the partner organisation. The expected timeframe to complete a safeguarding concern form is no more than 24 hours

### Process Chart – Where There Are Concerns

#### About A Child's Welfare

## How do I make a disclosure with TPP?





## Appendix 2: Key Contacts

### TPP

Trustee responsible for safeguarding

Daniel Kennedy – [safeguarding@thepapillonproject.com](mailto:safeguarding@thepapillonproject.com)

Acting Chair of trustees

Peter Waldron – [Chair@thepapillonproject.com](mailto:Chair@thepapillonproject.com)

School's Project lead (SPL)

Matt Willer – [matt@thepapillonproject.com](mailto:matt@thepapillonproject.com)

### For a vulnerable adult

call - **0344 800 8020**

or electronically refer - <https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>

### For a child

Children's Advice and Duty Service

If you are a professional, i.e. working with a child or young person in a formal or voluntary setting and not a family member or member of the public, you can contact the Children's Advice and Duty Service on their direct line: **0344 800 8021**.

### To contact the LADO

email - [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk)

Call - 01603 223473

### Electronic leaflet

<https://www.norfolkscsb.org/wp-content/uploads/2015/04/Publication-LADO-Leaflet.pdf>

#### [Publication - LADO Leaflet](#)

Title: Publication - LADO Leaflet.pub Author: s31af Created Date: 2/8/2018 5:18:54 PM

[www.norfolkscsb.org](http://www.norfolkscsb.org)





**Your signature:**

**Time form completed:**

**Date:**

Time form received by Project Leader/Trustee:

Action taken by Project Leader/Trustee:

Referred to...?

School DSL

Other

(NAME.....)

Date:

Time:

Feedback given to person recording disclosure?

Further Action Taken by School DSL:

*e.g. School to instigate a Family Support Process, assessment by Children's Services*

Full name:

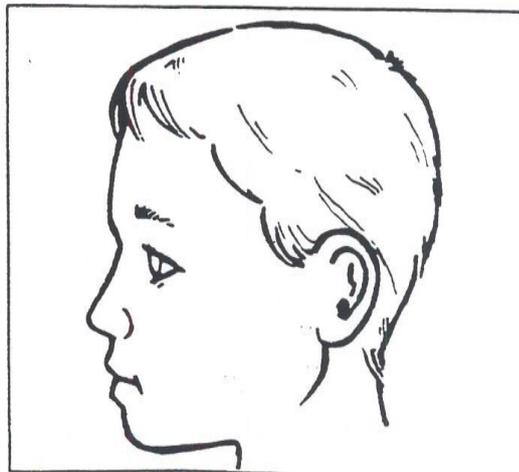
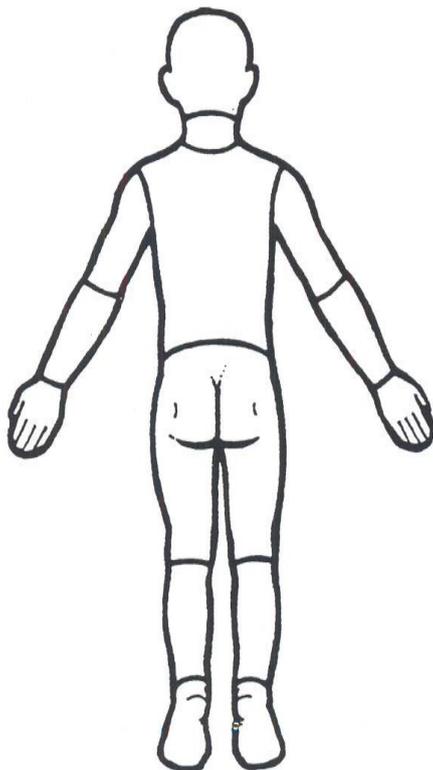
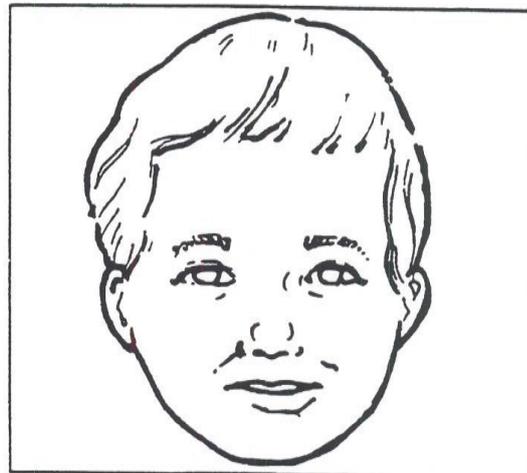
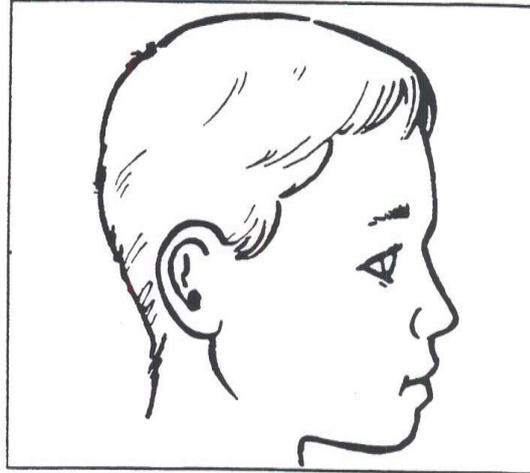
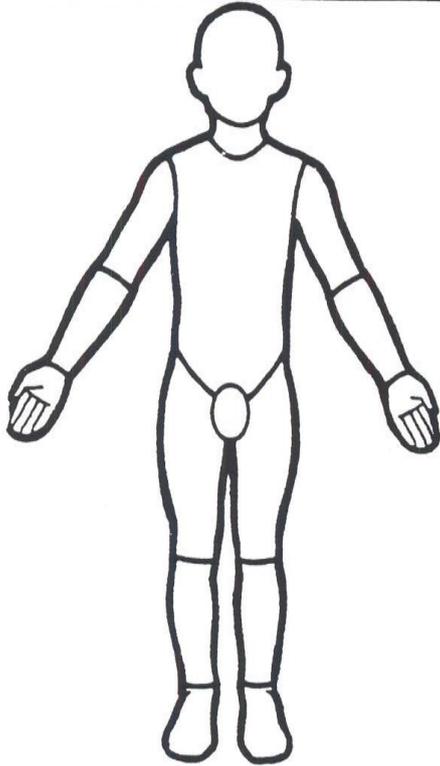
Project Leader/ Trustee Signature:

Date:

# Body Map- Older Child

OLDER CHILD

Name .....





## Appendix 4: Current Partner school Information

### ***City Academy Norwich***

<b>Address :</b>	299 Bluebell Road, Norwich, Norfolk, NR4 7LP	<b>Phone :</b>	01603 452628
<b>Website :</b>	www.cityacademynorwich.org	<b>No. on Roll: May 2019</b>	576
<b>Email :</b>	office@cityacademynorwich.org	<b>Age range:</b>	11-16
<b>Headteacher :</b>	Mr Paul Collin		

### ***Dereham Neatherd High School***

<b>Address :</b>	Norwich Road, Dereham, Norfolk, NR20 3AX	<b>Phone :</b>	01362-697981
<b>Website :</b>	www.neatherd.org/	<b>No. on Roll: May 2019</b>	1107
<b>Email :</b>	office@neatherd.org	<b>Age range:</b>	11-18
<b>Headteacher :</b>	Mr Chris Smith		

**Hethersett Academy**

**Address :** Queens Road, Hethersett, Norwich, Norfolk, NR9 3DB  
**Phone :** 01603-810924

**Website :** www.hethersettacademy.org.uk  
**No. on Roll: May 2019** 726

**Email :** enquiries@hethersettacademy.org.uk  
**Age range:** 11-16

**Headteacher :** Mr Gareth Stevens

**Litcham School**

**Address :** Church Street, Litcham, King's Lynn, Norfolk, PE32 2NS  
**Phone :** 01328-701265

**Website :** www.litchamschool.net  
**No. on Roll: May 2019** 719

**Email :** office@litcham.norfolk.sch.uk  
**Age range:** 4-16

**Headteacher :** Mr Robert Martlew

**Reepham High School & College**

**Address :** Whitwell Road, Reepham, Norwich, Norfolk, NR10 4JT  
**Phone :** 01603-870328

**Website :** www.reephamhigh.com  
**No. on Roll: May 2019** 1060

**Email :** office@reephamhigh.com  
**Age range:** 11-18

**Headteacher :** Mr Tim Gibbs

**Sprowston Community Academy**

**Address :** Cannerby Lane, Sprowston, Norwich, NR7 8NE  
**Phone :** 01603-485266

**Website :** www.sprowstonhigh.org  
**No. on Roll: May 2019** 1200

**Email :** office@sprowstonhigh.org  
**Age range:** 11-18

**Headteacher :** Ms Liz Wood

**Thorpe St. Andrew School And Sixth Form**

**Address :** Laundry Lane, Thorpe St Andrew, Norwich, Norfolk, NR7 0XS  
**Phone :** 01603-497711

**Website :** www.thorpestandrewschool.org.uk  
**No. on Roll: May 2019** 1823

**Email :** office@thorpe-st-andrew.norfolk.sch.uk  
**Age range:** 11-18

**Headteacher :** Mr Peter Lambert