

**SAFEGUARDING - CHILD PROTECTION POLICY & PROCEDURES**

TYC’s Designated Safeguarding Officers are Nathalie Millyard 07933 436888 & Marie Amey 07517 189933

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# STATEMENT

The Young Creatives (TYC) is fully committed to safeguarding the welfare of all children and young people by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. Safeguarding children and young people is at the centre of TYC’s activities and beliefs and is the responsibility of everyone. TYC aims to keep safe all children and young people who use TYC’s services as well as the paid staff and volunteers who work for TYC.

TYC aims to provide safe, positive and empowering environments for all young people who engage in projects, programmes and events organised directly by it, or in partnership with other organisations. TYC’s work with young people aims to be fun, informative and inspirational. This can only be achieved in an atmosphere of trust and respect. TYC recognises that there are a variety of approaches required to ensure an effective prevention of harm strategy. These include: creating the right environment, developing practice standards, empowering young people, paid staff and volunteers, sharing information and developing a monitoring role.

TYC paid staff and volunteers must, at all times, show respect for and understanding of the rights, safety and welfare of our users and conduct themselves in a way that reflects this.

TYC takes any concerns or suspicions seriously. Full support will be given to any individuals who raise concerns.

Compliance with TYC’s policies and procedures should achieve the above. This policy is linked to the following **policies and procedures:**

*Recognising Forms of Neglect and Abuse*

*Health and Safety policy and risk assessment*

*Diversity and Equality*

*Data Protection, Retention, IT Security*

*Staff and Volunteers’ Code of Conduct*

*Complaints Policy and Procedure*

# LINKED FORMS

TYC Incident/Disclosure Form

Accident Report Form

Confidential Consent Form under 18

Consent Form over 18

Emergency Contact Form

**CHILD PROTECTION POLICY**

The Young Creatives (TYC) recognises its duty of care and this policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. This includes:

• The Children Act 1989

• Working Together to Safeguard Children 2023

• Children and Families Act 2014

• What to do if you’re worried a child is being abused: advice for practitioners, DoE 2015

• Mandatory reporting of female genital mutilation (FGM) 2016

• United Convention on the Rights of the Child 1992

TYC recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The society is committed to practice which protects children from harm. All members of the society accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

TYC believes that:

* The welfare of the child is paramount.
* All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
* All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
* All members and employees of the society should be clear on how to respond appropriately.

TYC will ensure that:

* All Young Creatives will be treated equally and with respect and dignity.
* The duty of care to Young Creatives will always be put first.
* A balanced relationship based on mutual trust will be built which empowers the Young Creatives to share in the decision-making process.
* Enthusiastic and constructive feedback will be given rather than negative criticism.
* Bullying will not be accepted or condoned.
* All adults involved provide a positive role model
* Action will be taken to stop any inappropriate verbal or physical behaviour.
* It is kept up-to-date with health & safety legislation.
* It is informed of changes in legislation and policies for the protection of children.
* All staff will hold an Enhanced DBS certificate within a 3 year date and Safeguarding Level 2 training.
* Staff will undertake further relevant development and training.
* It will hold a register of every child involved within the venue and will retain a contact name and number close at hand in case of emergencies.

# DISSEMINATION

All paid staff and volunteers will be made aware of this policy and procedure as part of their induction. They have a responsibility to adhere to it. It will be made freely available to all TYC users via our website.

# Review date

This Policy and Procedure will be reviewed at least every 2 years by the Artistic Director, to ensure that the operation of this procedure is satisfactory.

This document was created in Aug 2017. Reviewed Aug 2019. Reviewed March 2022 Reviewed Aug 2023 Updated Nov 2023 Updated Jan 2024

TYCP will review any incidents during the year and take the appropriate action to resolve them, adapting policies and procedures immediately if so required.

# TYCP Definitions

**Young people/person** – All safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18. TYC works with young volunteers up to the age of 25. Some aspects of this policy, such as the Staff and Volunteers’ Code of Conduct are in place to protect all young people, regardless of age.

**Vulnerable adult** – Anyone aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to protect themselves from significant harm or exploitation.

**TYC paid staff and volunteers** – This includes all full and part time paid staff, including freelance contracted staff and volunteers

# Links to Important Legislation to protect children and young people

# [definitions-signs-child-abuse.pdf (nspcc.org.uk)](https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf)

# [Children Act 1989 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/1989/41/contents)

# • [Working together to safeguard children - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

# • [Children and Families Act 2014 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2014/6/contents/enacted)

# • [What\_to\_do\_if\_you\_re\_worried\_a\_child\_is\_being\_abused.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

# • [Mandatory reporting of female genital mutilation: procedural information - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information)

# • [UN Convention on the Rights of the Child - UNICEF UK](https://www.unicef.org.uk/what-we-do/un-convention-child-rights/)

[The Children (Performances and Activities) (England) Regulations 2014 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/2014/3309/contents/made)

# Guidance used in creation of this document:

TYC Designated Safeguarding Officers believe in the Multi Agency Approach and attend Portsmouth City Council MAP meetings every 6 months. Information at these meetings is used to update our signposting resources, policies and guidance to staff.

 TYC complies with the Local Safeguarding Children Board Partnership policy and procedures (HIPS Safeguarding Children Procedures) (<https://hipsprocedures.org.uk/>) recognising its duty to safeguard children as laid out in the Government guidance ‘Working Together to Safeguard Children 2023’ ([Working together to safeguard children - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2).

**Designated Safeguarding Officer –**

The TYC Designated Safeguarding Officers are - Nathalie Millyard and *Marie Amey*

The designated worker takes responsibility for disseminating and implementing safeguarding procedures within the organisation at all times.

In particular, they will:

* Be specifically trained to carry out this role
* Be familiar with and have an understanding of all legislation and guidance relating to safeguarding and child protection
* Receive information from paid staff, volunteers, children and young people, parents and carers about child protection concerns
* Assess this information promptly and take appropriate action
* Maintain secure, confidential records of any child protection or other safeguarding con-cerns raised, action taken and follow-up required
* Provide support during and after incidents involving child protection
* Know how to contact and establish links with the Local Safeguarding Children Boards and the relevant departments within Local Authorities and police and be familiar with local referral procedures
* Assess the safeguarding and child protection learning and development needs of all staff and volunteers and coordinate the training
* Promote safeguarding across the organisation and keep all staff and volunteers informed on good practice and new legislation and guidance
* Monitor the overall trend of safeguarding concerns, keep records of their disposal and feed back to the organisation on the quality of their safeguarding work

Responsibilities **of The Young Creatives Portsmouth & Havant (TYC)**

TYC believes it is good practice to have at least two members of paid staff or a paid staff member and a volunteer present; some children and young people with special needs may require one to one or even two to one care. Each situation is risk assessed and judged accordingly

TYC follows the Children’s Legal Centre recommendations for staffing levels as a **minimum** -

* One adult to 10-15 children aged eight to 11 and one adult for 15 to 20 children aged 11 to 15 for lower risk activities
* One adult to 10 children for residential trips, trips outside where risk may be considered medium.
* One adult to six children where there are children under the age of eight in the group.

These ratios will be considered in the risk assessment for each activity or event.

At the outset of any production involving children, TYC responsible staff will:

* Undertake a risk assessment and monitor risk throughout the production process. Identify at the outset the person with designated responsibility for child protection.
* Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority).
* Ensure that children are supervised at all times.
* Know how to get in touch with the local authority social services, in case it needs to report a concern.

TYC uses the Health and Safety Executive Five Steps to Risk Assessment as a basis for risk assessing.

1. Identify the hazards
2. Determine who might be harmed and how
3. Evaluate the risks and take precautions
4. Record your findings
5. Review your assessment and update if necessary

When carrying out risk assessments the following are considered:

* The type of activity and level of difficulty at which it is being undertaken
* The location of the activity
* Weather conditions, if the activity takes place outdoors
* The competence, qualifications and experience of paid staff and volunteers and any on-site staff if the activity is taking place in a different location
* The age, competence, fitness and experience of the participants
* What will happen if one of the leaders gets hurt or becomes ill, has to take a child/young person to the hospital, has to take a child or young person home
* Appropriate transport arrangements eg use of a minibus ensuring it is correctly licensed, taxed and insured and driven by a suitably qualified individual, seatbelts are worn, first aid kit, etc.

**CODE OF CONDUCT FOR ALL STAFF, VOLUNTEERS AND PARENTS INVOLVED WITH TYC**

# Staff

TYC believes that all members of its paid staff and volunteers have a clear understanding of the responsibilities and powers their positions of trust carry. The Staff and Volunteers’ Code of Conduct clearly outlines what is acceptable behaviour and what is not and how to behave appropriately when working with young people and as such ensuring that the ‘position of trust’ is not abused. This not only protects those in the positions of trust, but also safeguards those being cared for. Please refer to *Paid Staff and Volunteers Code of Conduct.*

Failure to comply with the Code may be deemed a disciplinary matter.

# Parents

* TYC believes it to be important that there is a partnership between parents AND TYC. Parents are encouraged to be involved in activities and to share responsibility for the care of children. All parents involved in events will be given a copy of *TYC Child Protection Policy and TYCP Child Protection Procedures*
* All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of staff to take children home only to ensure they leave the venue with the pre-arranged adult.

# Unsupervised Contact

* TYC staff will always attempt to ensure that no adult has unsupervised contact with children.
* If possible there will always be two adults in the room when working with children.
* If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with a door open.
* If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to obtain an enhanced criminal record disclosure.

# Physical Contact

* All adults will maintain a safe and appropriate distance from children.
* Adults will only touch children when it is absolutely necessary in relation to the particular activity.
* Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

# DBS - Disclosure & Barring Service

* All adults with unsupervised access to children will be required to gain an Enhanced DBS certificate within the last two years. Parents with supervised access to children other than their own will also be required to gain an Enhanced Disclosure.
* TYC has a written code of practice for the handling of disclosure information.
* TYC will ensure that information contained in the disclosure is not misused.

# Chaperones

* Chaperones will be appointed by TYC for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone’s care shall not exceed 12. If there is a mix of gender within the 12, two chaperones will be required.
* As required by Portsmouth City Council chaperones will be required to gain a chaperone license for which they will need to supply photographic proof of identity (eg. passport, driving licence) and two references from individuals with knowledge of their previous work with children, unless already well known to the society. They will also be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children.
* Chaperones will be made aware of the society’s Child Protection Policy and Procedures.
* Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought.
* Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child to continue.
* If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
* Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way and should contact the local authority.
* During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.
* Children will be kept together at all times except when using separate dressing rooms.
* Chaperones will be aware of where the children are at all times.
* Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents.
* Children will be adequately supervised while going to and from the toilets.
* Children will not be allowed to enter the adult dressing rooms.
* Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
* Chaperones should ensure that any accidents are reported to and recorded by the society.
* Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
* Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
* Children should be signed out when leaving and a record made of the person collecting.
* If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

# Recognising and Reporting Signs of Abuse

# Suspicion of abuse

* If you see or suspect abuse of a child while in the care of the society, please make this known to the person with responsibility for child protection. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the staff member in charge of the event.
* In addition to these procedures please see *TYC Recognising Forms of Abuse.*
* If a serious allegation is made against any member of the society, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

# Definitions of Abuse

Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect. Children may be abused by:

• family members

• friends

• people working or volunteering in organisational or community settings

• people they know

• strangers.

General signs of abuse Children experiencing abuse often experience more than one type of abuse over a period of time. Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

• being afraid of particular places or making excuses to avoid particular people

• knowing about or being involved in ‘adult issues’ which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour

• having angry outbursts or behaving aggressively towards others

• becoming withdrawn or appearing anxious, clingy or depressed

• self-harming or having thoughts about suicide

• showing changes in eating habits or developing eating disorders

• regularly experiencing nightmares or sleep problems

• regularly wetting the bed or soiling their clothes

• running away or regularly going missing from home or care

• not receiving adequate medical attention after injuries. These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child’s behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child’s wellbeing, you should report them following your organisation’s safeguarding and child protection procedures.

For the full list of NSPCC definitions of child abuse and recognising signs of abuse please see the document attached

[definitions-signs-child-abuse.pdf (nspcc.org.uk)](https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf)

# Disclosure of abuse

If a child confides in you that abuse has taken place:

* Remain calm and in control but do not delay taking action.
* Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don’t ask questions that suggest a partic-

 ular answer.

* Don’t promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that

 you will only tell the people who need to know and who should be able to help.

* Reassure the child that ‘they did the right thing’ in telling someone.
* Tell the child what you are going to do next.
* Speak immediately to the Designated Safeguarding Lead. It is that person’s responsibility to liaise with the relevant authorities, usually social services

 or the police.

* As soon as possible after the disclosing conversation, make a note of what was said using the TYC Disclosure Form using the child’s own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.
* Report information to the DSL as soon as possible and within 24 hours

Where a disclosure has been, the DSL shall refer to the Hampshire, Isle of Wight, Portsmouth and Southampton (HIPS) safeguarding children procedures manual

<https://hipsprocedures.org.uk/> and contact the relevant services.

**Please see end of this document for Multi Agency Service Hub details (MASH)**

**Allegations of Misconduct of Staff or Volunteers**:

* Complete a TYC Disclosure form noting time/date/place of incident(s), persons present and what was said
* Treat it seriously and keep an open mind
* **Do not** investigate yourself
* **Do not** make assumptions or offer alternative explanations
* **Do not** promise confidentiality
* Record the details using the child/adult’s own words
* Sign and date the written record
* **Do not** inform the accused staff or volunteer, this might place the child at risk of further harm or jeopardise any future investigation
* Report information to the DSL as soon as possible and within 24 hours

Where an allegation has been made against staff, volunteers or other persons engaged, the DSL shall refer to the Hampshire, Isle of Wight, Portsmouth and Southampton (HIPS) safeguarding children procedures manual at: https://hipsprocedures.org.uk/lkyyst/adults-who-pose-a-risk-of-harm-to-children/allegations-against-staff-or-volunteers/#s3807, as may be updated from time to time, and contact the relevant LADO for the Council.

**Please see end of the document for LADO contact details**

# Recording of Incidents and Disclosures by the Designated Safeguarding Lead

* In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a

 statutory child protection agency.

* An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency,

 and the name of the persons reporting and to whom it was reported.

* The record will be stored securely by the DSL and shared only with those who need to know about the incident or allegation.

# Rights & Confidentiality

* If a complaint is made against a member of TYC staff, he or she will be made aware of his rights under the society’s *disciplinary procedures.*
* No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the

Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

* In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

* Whilst TYC staff will ensure that young people’s rights to privacy and confidence is respected, there may be times when this confidence needs to be breached. If a young person discloses information about him/herself or another young person, which raises safeguarding concerns about the safety of that young person or others, then these concerns will be reported to the Designated Safeguarding Officer in line with TYC reporting concerns procedure which is included in this policy. TYC will ensure that the young person is involved, consulted and kept informed about what action, if any, is to be taken and during each step of the reporting procedure.

* Any personal information gathered about a young person regarding a child protection concern will be stored in a secured and confidential place. Only appropriate staff will have access to this information (eg paid staff member or volunteer involved, Designated Safeguarding Officer). It may be necessary to pass this information on to the relevant Local Authority and police. When doing so, TYC will ensure that the young person is involved and gives consent in making that decision where possible. The only situation when a referral can and will be made without the consent of the young person will be if that young person is at risk of serious harm.

* TYC staff will ensure that any information gained or given will be treated with the strictest of confidence. Young people will be consulted and involved in the decision making process.

# Safe practice when working with young people at events or on trips -

* Information to parents and carers

Parents and carers must be provided with event information for any TYC activity involving a person under the age of 18 years. The information provided must include – date, times, location, travel arrangements, refreshments, money, clothing or equipment needed and contact information should a parent or carer wish to contact the member of staff in charge of the activity.

Consent of parent or carer and Statement of Fitness

 Consent must be obtained from a child’s parent or carer for any TYCP activity involving a person under the age of 18 years or a vulnerable young person up to the age of 25. The TYC consent form will be used for this purpose. For young people aged 18 and over they will be asked to complete a consent from providing emergency contact, health and medical information.

During activities, copies of consent forms and statements id fitness will be available to relevant staff present, in case of an emergency and the need to contact a parent or carer. Forms will be kept in a place which is only accessible to staff and the location of the forms must be known to all staff participating in the event. On conclusion of the event, forms will either be destroyed or stored securely.

Original copies of consent forms will be filed in a locked cabinet, accessible only to those who need to fulfil their duties.

# First Aid and Accidents

* To avoid accidents, chaperones and children will be advised of “house rules” regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
* All parents are required to sign a TYC Statement of Fitness form prior to the event.
* All events are First Aid Risk Assessed using the TYC form.
* At all events a blue TYC bag is present containing a pre-checked First Aid kit, a first aid guide, accident forms, disclosure forms and TYC Policies and Procedure documents.
* At all events there is at least 1 designated First Aider with an in date certificate for a first aid course within the last 3 years. If this is not possible, we will confirm that the host venue has a First Aider on site.
* If a child is injured while in the care of TYC, a designated first-aider will administer first aid and the injury will be recorded on a TYC accident form. This record will be countersigned by the person with responsibility for child protection.
* If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for child protection. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain

the injury while participating in the production.

# Managing sensitive information

* TYC’s web-based materials and activities will be carefully monitored for inappropriate use.
* TYC will ensure confidentiality in order to protect the rights of its young people, staff and volunteers, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

# Use of photographs or recorded images of children and young people

TYC receives a blanket permission on its initial registration form to record our events and activities undertaken by the young people through film and photography. This permission restricts use for TYC’s own promotional use, e.g. publications and website.

* Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.

* TYC will ensure all publications and media represent participants appropriately and with due respect.
* A photograph or image of a child or young person will not be published without consent. Personal information about the individual will not accompany the image.
* Individuals and organisations commissioned by us or working in partnership with us cannot use film and photography without the consent of the participating groups.
* Where possible and appropriate TYC gets explicit consent when people register for an event directly.
* TYC states at events “TYC will be taking photographs and video shots of activities and performances for use within TYC’s photographic library, printed TYC publications, publicity and on the TYC website, to support and promote the work of the Company. If you or your parents have any objections to this please let us know so that we can identify anyone who does not wish us to use their image. Otherwise it will be assumed that consent has been given.”
* During performances Video and photography are not permitted by parents or attending public. Parents are alerted of this prior to the event and, when possible, with parental consent, we will have official photographers or videographers to document events on parents behalf.

# Use of Internet, mobile telephone and social networks

Paid staff and volunteers must be aware of and act in accordance with the TYC’s IT Security Policy, Data Retention Policy and Data Protection Policy.

It is acceptable to use email, text and internet based social networks to communicate with children and young people however the following safe working practice should be applied –

* Parents or carers must be informed about how TYC staff communicates with young people and give their consent
* Parents or carers must be given the opportunity to be ‘copied in’ to communications with their child if they so wish
* Paid staff and volunteers must only use TYC email or TYC provided mobile telephones to text message. If social network websites are used there must be a separate TYC identity or profile established and any such site subject to regular monitoring by a line manager or the Designated Safeguarding Officer. Such sites must be moderated to ensure the continued safe use and security of young people using the site
* Staff must never use personal email or personal internet based social profile to communicate with children or young people
* All electronic communications from TYC to a young person must be recorded.

**CONTACT DETAILS FOR REPORTING WITHIN TYC:**

TYC Designated Safeguarding Leads:

Nathalie Millyard 07933436888 nathalie@theyoungcreativesportsmouth.co.uk

Marie Amey 07517189933 info@theyoungcreativesportsmouth.co.uk

Designated Safeguarding Lead Signatures



 

Nathalie Millyard Marie Amey

**CONTACT DETAILS FOR TYC DSL’s TO FOLLOW UP CONCERNS:**

To make a referral regarding concerns about a child:

[**Multi-Agency Safeguarding Hub**](https://hipsprocedures.org.uk/page/glossary?term=Multi-Agency+Safeguarding+Hub&g=1gjN#gl19)**(**[**MASH**](https://hipsprocedures.org.uk/page/glossary?term=Multi-Agency+Safeguarding+Hub&g=1gjN#gl19)**)**

Hampshire Children’s Services: 0300 555 1384

Isle of Wight Children’s Services: 0300 300 0117

Portsmouth Children’s Services: 0845 671 0271

Southampton Children’s Services: 023 8083 2300

If you have concerns regarding someone who is in a ‘position of trust’ and works with a child, including foster carers and volunteers, these should be reported to the Local Authority Designated Officer (LADO). **It is a statutory requirement to do this within 1 working day.**

Portsmouth’s LADO can be contacted by:

* phone on 023 9288 2500
* email LADO@portsmouthcc.gov.uk
* Hampshire: 01962 876364
* Southampton: 023 8091 5535