

Date Approved	Effective Date	Date of Next Review	Policy Owner	Policy Lead
11/11/2024	13/11/2023	02/01/2025	Child Safeguarding Lead	Child Safeguarding Lead

Child Safeguarding Policy

Key Facts

Malusi takes its responsibility towards safeguarding all children who engage with the organisation very seriously, with the focus being on their safety and welfare. The aim of this policy is to ensure that:

- Excellent child safeguarding practice is promoted at Malusi;
- All children who engage with Malusi are treated with dignity and respect;
- All employees know what to do in the event of a child safeguarding incident and make informed and confident responses to specific child safeguarding issues;
- All stakeholders who interact with children in relation to Malusi events and activities meet high standards of behaviour and professionalism;
- All child safeguarding incidents are dealt with consistently and properly recorded.

This policy is written with our commitment to equality and diversity at its heart and should be interpreted in a way that provides fair treatment for all.

This policy does not form part of any employee's contract of employment and it may be amended by Malusi at any time.

Child Safeguarding means protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and/or taking action to enable all children to have the best outcomes. A **child** is anyone who has not yet reached their 18th birthday.

Section 1: Who does this policy apply to?

This policy pertains to activities and events organised by Malusi CIC, including virtual gatherings. It covers all individuals engaged in paid or unpaid roles for Malusi CIC, such as employees, directors, contractors, consultants, volunteers, and casual workers. Additionally, it includes other participants like program members and partners who are part of Malusi CIC-arranged events.

In cases where child safeguarding concerns are unrelated to Malusi CIC-organised activities (e.g., concerns within partner organisations), individuals should follow the specific policy or process applicable to that context.

This policy applies to all stakeholders, regardless of whether they have undergone a Disclosure and Barring Service (DBS) check.

Sometimes, corporate supporters collaborating with multiple voluntary organisations might request us to follow their safeguarding policy during joint events.

We can follow a corporate supporter's safeguarding policy only where:

1. The corporate supporter understands that Malusi CIC will also escalate any disclosures made to Malusi CIC staff at Joint Events under its own safeguarding policy;
2. The policy has been reviewed by Governance, Legal and Compliance and includes:
 - a. Acceptable statements on safe recruitment for employees and volunteers, and clear procedures for DBS checking relevant to employees and volunteers;
 - b. A clear procedure for dealing with disclosures and allegations, including guidance on how to respond to a child who is making a disclosure, a clear escalation pathway and relevant contact details;
 - c. Provisions for regular review of the policy;
 - d. Board level oversight and ownership of the policy;
 - e. Clear guidance on acceptable behaviour when interacting with children;
 - f. Clear guidance on planning events with children.

This can occur only if certain conditions are met, including mutual understanding of reporting mechanisms and the corporate supporter's policy aligning with specific criteria, such as safe recruitment, responding to disclosures, and ensuring appropriate behaviour when interacting with children.

Section 2. Core Principles, Requirements and Expectations

Core Safeguarding Principles

- The welfare of the child is paramount;
- We will ensure that robust steps will be taken to protect children from abuse and to respect their rights, wishes and feelings when they engage with Teach First;
- All suspicions and allegations of abuse will be taken seriously, and appropriate action taken to address these swiftly and fully;
- Anyone who is bound by this policy has the responsibility to highlight concerns;
- Anyone who is bound by this policy has the right to report concerns or suspicions in confidence and free from harassment;

Requirements and Expectations

In situations where this policy applies you must:

- Treat all children with dignity and respect;
- Where it has been identified that a role requires it, submit a joint application with Malusi CIC for a basic or enhanced (Malusi will advise the level) Disclosure Barring Service (DBS) certificate and submit the supporting evidence as required;
- Inform Malusi CIC of any relevant police record, disciplinary action or other factor, or any change in circumstances, which may impact your suitability to work with children.
- Recognise that any role that interacts with children places you in a position of trust, and undertake to uphold that trust at all times.
- If face-to-face contact is necessary, only meet children in an appropriate public place, for example a library, a gallery or a classroom, where other adults are regularly present. Depending on your role (for example as a mentor), it may be appropriate to have a meeting in a confidential space, but this still needs to be an appropriate public space, such as a classroom with an open door, a coffee shop or a public area within your office.
- With regard to communication, comply with the following:
 - All interactions: Video calls may be used but must follow the same parameters as face-to-face meetings. Only communicate with children via a professional email

address. Where further contact channels are required, parental consent must be gained.

- Volunteers: Must only communicate by professional email or video call as outlined above. There must be no contact via personal phone, personal email, any other messaging service or social media, including but not limited to WhatsApp, Snapchat, Facebook, Twitter, and LinkedIn. Further contact with children outside the parameters of the volunteering activity is not expected, but if it happens this should be conducted through Malusi CIC and/or the child's parent/guardian. Volunteers must comply with all rules and guidelines set out by Malusi CIC
- Maintain the confidentiality of any information relating to other Malusi CIC stakeholders made available in the course of any engagement with children, as long as this does not conflict with this policy.
- Remember that interactions between you and children must be such that no reasonable person observing that interaction could construe its nature as abusive or inappropriate.
- Report any suspected infatuations.
- Use appropriate language when conversing with children.
- Inappropriate behaviour can sometimes be an indicator of abuse or neglect. Where a child is displaying inappropriate behaviour, end the interaction and make a record of the behaviour before notifying the Child safeguarding policy lead (see Appendix 1 for contact details).
- Use the Events Checklist in Appendix 1 when organising Teach First events involving children.
- Seek parental consent for any photography of a child

Stakeholders must not:

- Invite children to your home or visit children in their own homes.
- Allow your personal beliefs to exploit a child's vulnerability or incite them to break the law.
- Offer a child a lift in a car.
- Behave in any way, physically or verbally, that could be offensive to a child.
- Make any kind of physical contact with a child that would not be considered appropriate within a
- school or business environment, and report any inadvertent contact that could be misconstrued.
- Request or receive monetary or high value gifts from young people; and ensure they are not open to (or perceived to be open to) improper influence or conduct through the acceptance of such gifts. The acceptance of low value gifts given in appreciation of support provided is not problematic.
- Smoke or drink alcohol when supervising children and not supply them with these substances
- If you are a volunteer, introduce (virtually or otherwise) the mentee to a colleague/friend for advice and guidance (due to DBS requirements). You may however invite mentees to attend a supervised meeting in a public place or public virtual event at which you (the mentor) are present for the duration. Before doing this you should speak to Malusi CIC and/or the parent/guardian to ensure any virtual or in-person events you are signposting students to are appropriate.

Section 3. Taking Action

All stakeholders have a responsibility to be aware of child safeguarding issues. It is not your responsibility to decide whether or not the potential child safeguarding incident requires investigation or further action, but you have a responsibility to act on any concerns by escalating the matter.

It is a great benefit if workers undertake regular training for this type of work. The committee should keep workers informed of relevant courses.

Stage 1: Potential incident identified

The following is a non-exhaustive list of child safeguarding issues which require escalation in accordance with this policy:

- Failure to protect a child from physical harm or danger;
- Failure to ensure adequate supervision of a child;
- Failure to ensure access to appropriate medical care or treatment;
- Failure to provide adequate food, shelter and clothing;
- Sudden changes in a child's behaviour or performance;
- Any physical, emotional or sexual abuse;
- Any other breach of the expectations of this policy

If you are in doubt whether your concern is relevant, err on the side of caution and report it as outlined in stage 2.

Stage 2: Escalation

Child safeguarding concerns in relation to Teach First activity and events are considered to be a trigger incident as per Teach First's serious incident management process. The Child Safeguarding Lead must be notified.

In all circumstances steps should be taken to ensure the needs of the child take priority, and the disclosure of information is dealt with appropriately:

- Ask if the child would like someone else to be present – another adult or a friend. If they decline, proceed with the interview, taking extra care with your behaviour and body language and ensuring you are in a public place/office with an open door.
- Allow them to speak without interruption and accept what they say.
- Be understanding and reassuring but do not give your opinion.
- Assure them that you will offer support but that you must pass any information to another professional who may take appropriate action if their safety, welfare or wellbeing might be at risk.
- Reassure them that they have done the right thing in telling you.
- Keep calm and listen – do not have physical contact at any time.
- Focusing on the facts disclosed and using the actual words said by the child wherever possible, take a detailed record of the conversation.
- Do not attempt to investigate the allegation. Ask questions only for clarification of the facts

Helpful things you can say or do:

- 'What you are telling me is very important'
- 'This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- 'What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

Things not to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

Disclosures from individuals aged 18 or over: The following applies to anyone over the age of 18,

- Always encourage the individual to disclose the issue themselves, but if they would prefer not to, explain that you will only be able to pass on the information with their written consent.
- If they do not agree to you passing on their information, you generally must not do so as the individual is an adult who can choose how they want the issue to be dealt with. Encourage them to make the right disclosure e.g. to the police. Seek help if there is an immediate threat or danger. If you have concerns, speak to your line manager.
- If they give written consent to allow you to pass on information, make a detailed record of the conversation as per the below.

Once the child safeguarding concern has been raised:

- If there is an immediate risk of significant harm, contact the police and notify the CSO or Deputy as soon as possible.
- In non-emergency situations, email the required details to the child safeguarding inbox or call the Child Safeguarding lead (see appendix 1).
- The Child safeguarding Lead will decide on any immediate steps to be taken, including whether an investigation is required and whether social services and/or the police should be informed.

Stage 3: Updates

When the stakeholder has passed on the child safeguarding concern, the stakeholder's involvement ceases unless told otherwise. The stakeholder's responsibilities are now to:

- Keep the matter strictly confidential – it must not be discussed with any other person (apart from the Child Safeguarding Lead) to ensure all individuals involved (especially the child) are appropriately protected. It is not the stakeholder's responsibility to seek out any further information regarding the incident. However, should the stakeholder become aware of any updates, they must notify the Child Safeguarding Lead.
- Continue to comply with any other applicable Malusi CIC policies.

Section 4. Further Information

Useful Links

The NSPCC website provides extensive information and resources on their [Safeguarding Children page](#).

For more information on the Disclosure Barring Service (DBS) checks, please refer to the [Gov.uk website](#).

Non-Malusi CIC related concerns

If a stakeholder has non-immediate concerns which are unrelated to a Teach First event or activity, they should contact the NSPCC National 24-Hour Helpline on 0808 800 5000 for advice about safeguarding children

Review of Child Safeguarding Policy

This policy will be reviewed by the Child safeguarding lead on an ongoing basis, but at least once a year, and amendments will be made as required.

Section 5. Appendices

Appendix 1: Contact Details

In an emergency situation: If there is an immediate risk of harm, contact the police (dial 999) and notify the Child Safeguarding Lead. In the event of any safeguarding issues staff must contact the safeguarding lead as soon as possible.

Stephen Adeyemo, Child Safeguarding Lead
07958 574 752, (leave a voicemail if unanswered)

Or email: support@malusi.org.uk and write "Urgent SIM" in the subject line.

In non-emergency situations: Email your concerns to support@malusi.org.uk , with "Non-emergency issue" in the subject line.

Appendix 2: Safeguarding Concerns Email

Any concerns a stakeholder may have for any child's welfare and safety in relation to a Malusi activity or event should immediately be sent by email to the Child Safeguarding Lead. The contents of this email will be highly confidential and if allegations are serious, criminal proceedings may result. Please be aware of that in anything you state in the email, and particularly do not give names of children and possible abusers. In your email, include:

- Your name and contact details.
- Date and time of child safeguarding concern.
- Details of the Teach First event or activity.
- Child's age.
- Child's school if known.
- Nature of the concern and description of the facts.
- Who is aware (including parents/ guardians).