



**Children, Young People and  
Adults at Risk**

# **Safeguarding Policy and Procedure**



## **ORGANISATION DETAILS**

Executive Team: Maria Malone, Penny Caffrey, Pei Tong, Ithalia Forel,  
Designated Safeguarding Lead: Ithalia Forel  
Deputy Designated Safeguarding Lead: Penny Caffrey  
Chair of Trustees: Ngozi Ikoku

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## 1. Introduction

Movema is committed to delivering a service that promotes good practice and protects children, young people and adults at risk from harm.

The Trustees and staff of Movema accept and recognise our responsibilities to develop awareness of the issues that may cause children, young people or adults at risk harm; and to work together with other agencies to ensure appropriate arrangements within our organisation to identify, assess, and support those children, young people and adults at risk who are suffering, or likely to suffer, harm.

Movema acknowledges that by law, a 'Child' is defined by a person aged under the age of 18. As an organisation, we have chosen to use the term 'young person' to define children up to the age of 18. Children are therefore defined as people who are under the age of 13; Young People are defined as people between the age of 13 and 18; and 'Adults at risk' are defined as people over 18 who are or may be in need of community care services by reason of disability, age or illness; and are or may be unable to take care or unable to protect him or herself against significant harm or exploitation.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

The aim of this policy is to establish a whole organisation approach to Safeguarding children, young people & adults at risk, in order to:

- Protect them from maltreatment;
- Prevent impairment of their health or development;
- Ensure that they are living in circumstances consistent with the provision of safe and effective care undertaking; and
- Taking action to enable all participants to have the best outcomes

The aim of this policy is also to establish a whole organisation approach to safeguarding children young people and adults at risk in order to ensure their right to live safely, free from abuse or neglect. This is underpinned by the following six key principles:

- Empowerment: People being supported and encouraged to make their own decisions and informed consent.
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability: Accountability and transparency in delivering safeguarding.

Movema will prevent abuse and neglect by ensuring that the ethos and atmosphere of the organisation is conducive to a safe environment. Children, young people and adults will feel supported and able to report safeguarding concerns to any member of staff. Staff will feel they are supported by colleagues and the senior management team, including the trustees, and are able to report and seek advice and guidance on any safeguarding concerns, including those regarding colleagues or themselves.

Safeguarding children, young people and adults at risk will be reflected throughout our day to day activities.

As part of our safeguarding ethos, Movema encourages members of our community to respect the fundamentals of democracy, the rule of law, individual liberty and mutual respect and tolerance of

those with different faiths and beliefs. Movema ensures that partisan political views are not promoted and where political issues are discussed, reasonably practicable steps will be taken to offer a balanced presentation of opposing views to individuals. Further information regarding this is contained in Section 15.

Movema will protect children, young people and adults at risk of abuse and neglect by having safeguarding procedures in place that reflect current legislation, guidance and best practice.

Movema also ensures that safer recruitment practices are followed when recruiting staff at all levels across the organisation, including volunteers. We will seek to protect the safety of children and adults at risk and provide a safe environment by employing people who are suitable for working with or to have contact with, children, young people and adults at risk. Induction and continuous staff training on safeguarding relevant to role and responsibilities is also provided.

Movema will make key decisions regarding information sharing in line with guidance and data protection. We will always seek to gain a parent or carer's consent but will always consider the principles of section 1 of the Children Act 1989 whereby the child's needs are paramount. We will also always seek to gain consent from an adult about whom there are concerns when considering whether a safeguarding referral is required.

This policy should be viewed alongside the following policies which have relevance to safeguarding:

- Code of Conduct (staff) (Item 7)
- Code of Conduct for Remote Working (staff & participant versions) – see Appendix 3
- Data Protection Policy
- Equal Opportunities Policy and Statement
- Equality & Diversity Action Plan
- Expenses Policy for Staff, Trustees & Volunteers
- Social Media Policy
- Health & Safety Policy & Statement
- Volunteer Policy
- Complaints Policy & Procedures

Safeguarding is everybody's responsibility and, as such, this policy applies to all staff (including paid staff and volunteers, permanent, temporary and supply contracts), trustees, artists and contractors working within the organisation. An allegation, disclosure or suspicion of abuse, or an expression of concern about abuse, could be made to any member of staff, not just those within a paid role. Similarly, any member of staff may observe or suspect an incident of abuse.

For the purpose of this policy, from this point onwards the term "staff" refers to all staff (including paid and volunteers, permanent, temporary and supply contracts), trustees, artists and contractors.

This policy replaces title and date of previous Safeguarding Policy and is reviewed on an annual basis.

## 2. Reviewing the Policy

Movema recognises that the law in the area of Child, Young Person and Adult at Risk Safeguarding is under constant review. The interpretation of the law and professional guidance is likewise subject to continual change. In common with all of Movema's policies, this policy will be reviewed annually, led by the Designated Safeguarding Lead. We realise our obligation to keep abreast of developments in this complex area and the need to pass on information to staff. The

training, guidance and supervision of staff is key to the successful operation of a sound Children, Young People and Adults at Risk Safeguarding Policy.

### 3. Accountability

All staff, volunteers and trustees working in the organisation, are responsible for the operation of this policy.

The **Designated Safeguarding Lead (DSL)** for the organisation is:

Ithalia Forel (Director of Equality, Diversity, Inclusion and HR)

[ithalia@movema.co.uk](mailto:ithalia@movema.co.uk)

In their absence, the **Deputy Designated Safeguarding Lead (DDSL)** is:

Penny Caffrey, (Director of Movema Bristol)

[penny@movema.co.uk](mailto:penny@movema.co.uk)

All members of staff have a legal duty to report any disclosure, allegation or suspicion of abuse, to the Designated Safeguarding Lead or, in their absence, their Deputy. This must be done immediately following the disclosure or suspicion is made or arises. An Incident Report form (appendix 1) should also be completed, which is then held by the Designated Safeguarding Lead and will be placed in a confidential file.

The DSL or DDSL has a duty to make a referral to Children or Adult Social Care, whenever there is reason to suspect that a child, young person or vulnerable adult is suffering, or likely to suffer, significant harm. Where a professional disagreement occurs between workers when working with children and families, the Liverpool Safeguarding Children Partnership, (LSCP) Escalation Policy should be referred to.

Parents/ Carers will be informed of any referrals made to Children or Adult Services and consent will be gained. However parents will not be contacted when this would put the child at increased risk of significant harm (e.g. in case of suspected Fabricated or Induced Illness, Sexual Abuse where a family member is the suspected perpetrator, FGM or Forced Marriage). Any decision not to inform parents/carers should be recorded on the Children's Services multi agency referral form with the reasons for such a decision and a copy should be kept in the Child Protection File for that child.

The DSL or DDSL may contact other agencies and third parties for advice, if unsure as to whether a referral is appropriate.

The welfare of the child/young person/vulnerable adult concerned, including the welfare of any other people who may be at risk, must always take precedence over confidentiality.

The DSL and/or DDSL will make every effort to attend any meetings resulting from the safeguarding process to which the organisation is invited.

The DSL is responsible for ensuring that any actions agreed at such meetings are progressed and followed up.

The DSL and DDSL will complete safeguarding training relevant to their role, on a regular basis.

All staff working in the organisation will be given a copy of the Safeguarding policy immediately upon starting work at the organisation as part of their induction.

All staff working in the organisation will undergo Basic Awareness in Safeguarding training appropriate to their role. All staff will also receive further safeguarding update training on a regular basis.

A summary of safeguarding cases and pertinent safeguarding issues that have been dealt with by the organisation will be reported to the Trustees on at least an annual basis, sometimes quarterly. All reporting to the Trustees will be anonymised and will contain enough detail to allow appropriate scrutiny and oversight.

The Trustees shall be responsible for ensuring that the organisation has up to date policies in place with respect to Safeguarding, which include procedures for handling allegations against adults working with children and adults at risk whether in a paid or voluntary capacity.

#### 4. Roles & Responsibilities: A joint approach

Through regular contact with children, young people and adults at risk, all staff across the organisation are well placed to identify concerns and have individual responsibility for reporting such concerns to the Designated Safeguarding Lead or Deputy.

Staff will ensure that they are able to recognise possible indicators of abuse and neglect (see appendix 2 for further information) and know who to report their concerns to.

Staff will report any safeguarding concerns to the Designated Safeguarding Lead without delay and in a timely fashion. Verbal reporting of concerns will then be followed up in writing as soon as possible but always within 24 hours. Rather than thinking “what if I’m wrong?” staff are encouraged to think “what if I’m right?” in relation to any safeguarding concerns. Staff will ensure that they record their concerns using Movema’s Incident Report form in a contemporaneous fashion, clearly noting the difference between fact and opinion and where the information has come from. The voice of the child, young person or adult will be made clearly evident.

Staff will ensure that concerns relating to a child remain confidential and are only shared with the Designated Safeguarding Lead or Deputy.

Staff will co-operate with safeguarding enquiries made by Children or Adult’s Services.

Staff will develop effective links with other agencies in the interests of child welfare.

Staff will ensure that they are familiar with and understand all safeguarding related policies and procedures.

Staff will provide a safe environment in which children can be safe and will have a belief that “it could happen here”.

Staff understand that it may be appropriate to discuss with the safeguarding lead matters outside of work, which may have implications for the safeguarding of children/adults at risk within the workplace. This includes information about themselves. Staff will ensure that they are aware of the circumstances where this would be applicable.

Staff within Movema working alongside children, young people and adults at risk who are aged up to 25 years are aware that they are deemed by organisation name to be “in training” which means there is a power differential (like a teacher-pupil relationship). Staff understand that they are considered to be “People in a Position of Trust” therefore, sexual relationships between staff and

such children, young people and vulnerable adults may be a criminal offence and do involve a breach of trust that would lead to disciplinary action. Staff understand that this “Breach of Trust” also extends to sexual banter and remarks.

Staff understand that failure to follow any of the procedures set out within this policy may result in disciplinary action being taken by the organisation.

## 5. Roles & Responsibilities of the Designated Safeguarding Lead (DSL)

This person will have the appropriate status and authority within Movema to carry out the following duties:

- Provide support, advice and guidance to colleagues
- Recognise signs / indicators of abuse and decide when referrals to Children/Adult Services / other relevant agencies are appropriate.
- Liaise with relevant agencies (where appropriate) to inform the decision on whether to make a referral to Children/ Adult Services
- Ensure there is always cover for the role by having a named deputy or team of deputies
- Ensure that the named deputy or deputies are trained to the same level of the DSO and provide effective support and supervision to these colleagues
- When required to do so, attend and effectively contribute to Child in Need, Child Protection Conference, Core Groups, EHAT meetings and any other meetings or plans requested by other agencies
- Keep detailed, accurate and secure written records of referrals and concerns. Ensure these records are stored in a secure way and are not accessible by anyone who it is not a DSO/DDSO.
- Provide the Trustees with an up to date analysis of safeguarding related issues and numbers of vulnerable students to enable them to scrutinise, challenge and support the organisation as necessary
- Ensure that Movema’s safeguarding-related policies are up to date and reviewed annually. Work with the Trustees regarding this.
- Ensure every member of staff has access to and understands Movema’s safeguarding related policies
- Ensure that parents and guardians have access to and have seen the Safeguarding policy which alerts them to the fact that referrals may be made and the role of organisation name to avoid possible future conflict
- Ensure that the most up to date version of the Safeguarding Policy is available to the public and that appropriate safeguarding information is displayed to visitors
- Ensure all staff have induction training which covers safeguarding and are able to recognise and report any concerns immediately when they arise – this will cover any interim period needed for staff to attend training
- Ensure that all staff have attended full Safeguarding training and that all staff receive update training as required. Keep accurate records of staff participation in this
- Ensure all staff are aware of and adhere to the Movema’s Code of Conduct. All freelancers to be given a copy on the issuing of contract in addition to being invited to annual safeguarding sessions. Ensure that this Code of Conduct includes references to online conduct and e-safety (especially in light of Covid online delivery) and is reviewed on an annual basis
- Continually update safeguarding knowledge by attending appropriate safeguarding training on a regular basis
- Ensure signposting is available and up to date for participants.
- Ensure visitors to Movema are aware of who the DSL and DDSL are and how to share concerns should they arise

- Share and disseminate good practice within Movema and within the local area

## 6. Roles & Responsibilities of the Trustees and Designated Officer for Trustees

The trustees of Movema are responsible for ensuring the organisation's policies and procedures meet statutory requirements as is set out in Working Together to Safeguard Children 2018. All trustees have a responsibility to ensure organisation name's safeguarding measures meet statutory requirements.

A report (produced by the DSL or DDSL) should be made available to trustees; however this report should not be about specific child protection cases, but should review the safeguarding policies and procedures.

## 7. Best Practice & Code of Conduct

When Movema initiates projects with groups of children, young people and adults at risk, or works in partnership with organisations where it is appropriate the company should be responsible for the young people, the guidelines for best practice for the safety of staff and participants will be followed:

- There will always be at least one members of staff working with the groups, ideally with a second member of staff either with Movema or relevant partner organisation.
- Wherever possible, these members of staff will remain in the same room as each other
- Should the group need to divide into smaller groups and work in different rooms, a single member of staff must work with more than one child, young person or adult at risk in a room.
- Physical contact between staff and participants should only be used in a safe and appropriate manner with the consent of the child, young person or adult at risk. The purpose of this contact should be made clear.
- Staff should not enter into inappropriate relationships with participants
- Staff should not take lone project participants home in their car. If they have no way of getting home after a workshop, they should be put in a taxi rather than be taken in a staff member's vehicle. If this is not possible, the member of staff must inform the Designated Safeguarding Lead of the situation before leaving. In either case, staff should contact the parents/guardians of the child, young person or adult at risk to confirm these arrangements.
- Staff will never give their personal details, including mobile phones, social media profiles, bank details, etc. to any child, young person or adult at risk.
- In cases where these guidelines contradict each other (for example, waiting outside a venue late at night with a lone child, young person or vulnerable adult, waiting for their parent who is late to collect them), staff should use their judgement as to the best course of action. Where putting the safety of the child, young person or adult at risk first places the member of staff in a vulnerable position s/he should make the environment as safe for themselves as possible (in this case waiting inside the venue with box office staff, or by telephoning the DSL to explain what is happening).
- If a staff member needs to buy food or drink or give a young person money for travel, this is to be recorded in the expenses book and the DSL is to be notified

If in doubt about anything, contact the Designated Safeguarding Lead in the first instance.

### Code of Conduct



Movema's Code of Conduct applies to all staff, freelancers, volunteers and adults involved in activities with children, young people and adults at risk.

### **You should never:**

- Engage in rough, physical or sexually provocative games such as horseplay.
- Share a room with a child or invite or allow children to stay with you at your home.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to children, young people & adults at risk, even in fun
- Give, lend or borrow money or property. If you do give or lend money to a young person (for example to ensure they have something to eat) you must notify the DSL immediately, and preferably obtain a receipt of some sort and claim the money back from Movema.
- Share their personal mobile phone number or any other information with a child, young person or adult at risk.
- Accept friend requests to their personal accounts, pages or profiles on any social media platform from a young person. Any contact/messaging with a young person or adult participant through a social media platform should always be through an official Movema account and with a young person another member of staff copied in.
- Store photographs or films from activities on your phone long-term. If you use your own camera or phone to take photographs during a session, they must be downloaded/ saved onto a Movema computer or secure storage cloud and then deleted from your personal camera/phone **immediately**.
- Allow allegations made by a child, young person or adult at risk to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for children, young people or adults at risk that they can do for themselves. It may be necessary for staff, freelancers and volunteers to do things of a personal nature for a child, young person or adult at risk (e.g. dressing and undressing, lifting), particularly if they are young or disabled. These tasks must only be carried out with full parental consent. Be responsive to the child, young person or adult at risk's reactions. If they are fully dependant on you, talk about what you are doing and give choices where possible. Avoid taking on tasks that you are not appropriately trained for.

### **Be an excellent role model:**

This includes not smoking, drinking alcohol, taking illegal drugs or using inappropriate language in the company of children, young people or adults at risk. Respect all children, young people and adults at risk verbally, physically and emotionally.

### **Action:**

If any of the following occurs, staff, freelancers and volunteers should report immediately to the DSL or DDSL and record the incident. The parents of the child must also be informed.

You accidentally hurt a child, young person or adult at risk.

- A child, young person or adult at risk seems distressed in any manner
- A child, young person or adult at risk appears to be sexually aroused by your actions
- A child, young person or adult at risk misunderstands or misinterprets something you have done

### **Touch and safeguarding**

Movement, body work and touch can make some people feel very vulnerable. Even though touch is so important, it is only valuable when it feels safe, comfortable and positive. If, for a variety of reasons, it does not, all the benefits disappear, to be replaced by very clear disadvantages.

Touch must *always* be negotiated – probably non-verbally. Create an environment in which participants feel genuinely able to make choices based on how they feel:

- each person needs to feel in control of what they do, or what is done to them
- touch may become unacceptable at any time. It is never desirable to maintain touch if it has become unwelcome for any reason
- negotiate and support activities on a moment to moment basis and encourage anyone else working with you to do the same
- insist on this rule for any session: ‘you can move in any way that you want as long as it doesn’t hurt anyone else, or you’
- stop, or change, what is happening at any time you feel uneasy about participants safety or comfort
- report anything that makes you uneasy to the appropriate person, within the safeguarding policy of your setting

## 8. Recruitment

All Movema volunteers, freelancers and staff, including temporary personnel will be subject to a careful and rigorous selection and vetting process that includes all of the following components:

- Evidence of personal identity will be requested during the recruitment process.
- An enhanced disclosure from the Disclosure & Barring Service (DBS) and sign up to the DBS update service removing the need for regular re-applications, unless they are not working directly with young people.
- In the case of short-term freelance contracts, which might end before the DBS certificate is received, or whilst waiting for completion of the DBS process, or when working with international artists the individual will work with a DBS-checked member of staff, and will not be left unsupervised with young people until their DBS certificate comes through.
- References will be taken up using a standard reference form that asks specific questions about the individual’s suitability to work with young people and vulnerable adults.
- New staff, freelancers and volunteers will be interviewed, by at least two people.
- Interviewers will seek to identify reasons for gaps in employment or inconsistencies.

## 9. Performances and use of Chaperones

All performances involving young people under the age of 16 must comply with legislation governing children in entertainment.

For performances where participants are getting changed on-site, registered City Council Chaperones must be engaged. If children and young people do not need to get changed, rest spaces and toilet facilities should still be cordoned off for child use only.

If performers under the age of 16 are receiving payment, a performance license application should be submitted to the relevant local authority.

If no payment is being made to the young people, if the young people are not taking time off school, and if the event is not being broadcast on radio or television A Body of Persons or other relevant exemption should be applied for all participants under the age of 16 no less than 21 days before the event.

## 10. Attendance and Safeguarding

Movema recognises that whilst attendance to our sessions is not mandatory, there are occasions when non-attendance by a participant (adult or child) would be a concern. This includes infrequent attendance and also occasions where an individual suddenly stops attending without prior warning.

Changes in patterns of attendance can be an indicator of harm, therefore all should be noted and acted upon.

Movema will ensure that there are procedures in place for identifying and addressing non-attendance at sessions which will include contacting the parent or carer at the earliest opportunity in order to clarify the reason for non-attendance. If the participant themselves is an adult, we will endeavour make contact with them directly. If we are unable to speak with the individual, we will then telephone any emergency contacts held by Movema to seek clarification that the individual is safe and well.

If at any point we have concerns about the safety of the individual concerned, we will escalate accordingly with the relevant appropriate agencies e.g. the police.  
(See appendix for flow chart of managing & escalating safeguarding concerns).

## 11. Proactive Safeguarding

Movema recognises that we play a significant part in the prevention of harm to our children, young people and adults at risk by providing them with opportunities, good lines of communication with trusted adults, supportive peers and an ethos of protection.

We recognise that we may provide some of the only stability in the lives of children and adults at risk who have been abused or who are at risk of harm.

We recognise that safeguarding incidents and/or behaviours can be associated with factors outside of our organisation or can occur between children, young people and adults outside the setting. All staff, but especially the DSL and DDSL should consider the context within which such incidents or behaviours occur. This is known as contextual safeguarding, which means assessments of children, young people and adults should consider whether wider environmental factors are present in an individual's life that are a threat to their safety and/or welfare.

Movema will:

- Work to establish and maintain an ethos where children, young people and adults at risk feel secure and are encouraged to talk and are always listened to. This ethos will be modelled and replicated by staff and trustees.
- Promote a caring, safe and positive environment.
- Ensure that the environment is a safe, secure and welcoming place in which to be.
- Encourage self-esteem and self-assertiveness through all of our activities as well as through personal relationships, whilst not condoning aggression or bullying.
- Include regular consultation with children, young people and adults at risk e.g. through safety questionnaires, etc.
- Ensure that all children, young people and adults at risk know that there is an adult within the organisation whom they can approach if they are worried or in difficulty.
- Offer a positive experience.
- Ensure all staff are aware of guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.



# Safeguarding Procedures

## 1. Procedures Regarding Safeguarding Concerns

All members of Movema have a statutory duty to safeguard and promote the welfare of children and young people. If any member of Movema has a safeguarding concern regarding a child, young person or adult at risk, they should contact the Designated Safeguarding Lead or Deputy without delay. Staff and trustees should not investigate possible abuse or neglect themselves.

Injuries noted should be reported to the DSL immediately and without delay as it is acknowledged that once an injury occurs, the body will start to heal and therefore evidence will start to diminish.

The DSL will consider the information they have received and will determine what action should be taken by the organisation. He/she will refer to the Liverpool Levels of Need framework to aid this decision making (see Appendix 4). He/she must record the outcome of this decision-making process.

If the DSL is unsure as to whether the presenting concern reaches the threshold for referral to Children's Services they should refer to the local Levels of Need Guidance and consider taking third party.

Liverpool Children's Services contact details are as follows:

- Liverpool Careline Children Services (24 hours): 0151 233 3700

Liverpool Adult's Services contact details are as follows:

- Liverpool Careline Adult Services (24 hours): 0151 233 3800

Bristol Children's Services contact details are as follows:

- First Response: 0117 903 6444

Bristol Adult's Services contact details are as follows:

- Care Direct: 0117 922 2700

The DSL could also contact Liverpool's Early Help Hubs:

North: Altvalley Communiversity

Tel: 0151 233 3637

Email: [EHLHnorth@liverpool.gcsx.gov.uk](mailto:EHLHnorth@liverpool.gcsx.gov.uk)

Central: Lime Hub

Tel: 0151 233 6152

Email: [EHLHcentral@liverpool.gcsx.gov.uk](mailto:EHLHcentral@liverpool.gcsx.gov.uk)

South: Belle Vale Children's Centre

Tel: 0151 233 4777

Email: [EHLHsouth@liverpool.gcsx.gov.uk](mailto:EHLHsouth@liverpool.gcsx.gov.uk)

Note: The location of hubs relates to the area in which the child or young person resides in. See Appendix 4 for a map of these areas.

In Bristol:

Keeping Bristol Safe: <https://bristolsafeguarding.org/>

If the DSL feels that the concern should be addressed via the Early Help Assessment Tool (pre-EHAT/EHAT) or Children in Need processes, then they should contact the individual's parent/carer(s) to request consent to proceed. If the parent/carer(s) refuses to give consent, the DSL should consider how to proceed, including if refusal increases the risk of harm to the individual.

Where the DSL feels that the information indicates that an individual is in need of protection, they should still contact the parent/carer(s) to inform them that they are making a referral to Children/Adult Services and to gain their support, unless to do so would place the individual at increased risk of harm; for example:

- where sexual abuse involving a family member is suspected or disclosed
- where fabricated or induced illness is suspected
- where to do so would impede an existing criminal investigation

In cases where the DSL believes the individual is in need of protection, he/she will telephone Child or Adult services without delay and will complete the online multi agency referral form afterwards.

For children, young people and adults at risk, the DSL and/or Deputy will complete, in detail, the Careline/ First Response/ or Care Direct multi-agency referral form online for all concerns at Level 4. They will include as much detail as possible relating to the individual, immediate and wider family, the allegation of harm, situation, context, environment, risks and protective factors to enable Children/Adult Services to react in a timely way. This referral form must be completed within a maximum of 24 hours but sooner when requested.

If Movema does not receive a response of the outcome to the referral from Child or Adult services within one working day, the DSL should contact them immediately.

## 2. Early Help

Movema recognises that some children, young people & adults at risk need early help and support services and is committed to the early identification of such needs. Providing help early is more effective in promoting the welfare of individuals than reacting later when concerns have escalated.

The recognised method of providing early intervention for children & young people in Liverpool is the multi-agency Early Help Assessment Tool (EHAT). The EHAT is designed to be used when:

- There are concerns about how well an individual is progressing (e.g. concerns about their health, development, welfare, behaviour or any other aspect of their wellbeing)
- An individual or their parent/carer, raises a concern with a member of staff
- An individual's needs are unclear, or broader than the organisation's service area can address

### [Bristol Children's Services Procedures including Early help Framework and Threshold Document](#)

All staff in Movema will be alert to the potential need for early help for a child, young person or adult at risk who:

- is disabled and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- is a young carer
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups and could be at risk of Criminal Exploitation
- is frequently missing/goes missing from care or from home

- is at risk of modern slavery, trafficking or exploitation (including sexual)
- is at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the individual, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is in care.

Movema acknowledges that whilst we are not best placed to lead on an Early Help Assessment, we are in an ideal position to identify problems at an early stage. As a result, we are committed to linking with other agencies known to the family in order to best meet the needs of the child and will consider completing a pre-EHAT when appropriate.

The EHAT process is entirely voluntary and informed consent of parents or young person, where they are able to provide consent, is mandatory. Prior to contacting any other agencies, consent will be gained from the family. Movema recognises that should a family not provide consent, this may require a review of the Level of Need as refusal to provide consent may increase the risk to the child and subsequent review would be required.

### **3. Process to follow if an individual makes a disclosure**

If a child, young person or adult at risk makes a disclosure to you:

You should:

- Listen and keep calm. Do not interrupt
- You **MUST NOT** promise the individual that you will keep the matter confidential. Explain to them who you will need to tell and why
- Observe visible bruises and marks, but do not ask them to remove or adjust their clothing to view them
- Keep questions to a minimum as your role is not to investigate. If you need to ask questions in order to ascertain whether this is a safeguarding concern, ensure they are open questions
- Use the “TED” model for asking open ended questions: “Tell me about that”, “Explain that to me”, “Describe that”
- Make a record of what has been said immediately afterwards in words used by the individual and yourself to the best of your memory.
- Note anything about the individual which is connected i.e. any visible injuries including the position and description, the demeanour of the child or adult at risk i.e. crying, withdrawn etc.
- Clearly indicate whether fact, opinion or third party information
- Report the matter immediately to the Designated Safeguarding Lead
- If in doubt seek advice from the Designated Safeguarding Lead

You should not:

- Ask leading questions, put words into their mouth or press for details
- Rush them
- Examine them
- Investigate
- Promise confidentiality
- Summarise or use your own words to describe events
- Delay sharing the information with the Designated Safeguarding Lead

## 4. Confidentiality, Consent & Information Sharing

Movema recognises that all matters relating to safeguarding and child protection are confidential.

The Executive Team & Designated Safeguarding Lead & Deputy will disclose any information about a child or adult at risk to other members of staff on a need to know basis only. Guidance about sharing information can be found in the 2018 document “Information Sharing: Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018”

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise confidentiality which might result in the individual’s safety or wellbeing being compromised.

Movema will always share our intention to refer an individual to Children’s Services with a parent or carer when a individual’s needs sit at Level 4 and warrant a Section 47 Child Protection referral, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. We will always seek to gain consent from a parent or carer if our concerns sit at Level 4 and would warrant a Child in Need Section 17 assessment. We will always gain consent if our concerns sit within Levels 2 or 3 of the Level of Need framework.

Movema recognises that welfare is our paramount concern and therefore will use the principles set out in section 1 of the Children Act 1989 in order to inform some decisions regarding information sharing.

Movema accepts that in every situation it is assumed that an adult has the mental capacity to make informed choices about their own safety and how they live their lives. Issues about mental capacity and the ability to give informed consent are central to decisions and actions in safeguarding adults. All adult safeguarding responses need to take account the ability of the adult to make informed choices about the way they want to live and the risks they want to take. This includes their ability:

- to understand the implications of their situation
- to take action themselves to prevent abuse

It will never be assumed that because the person lacks capacity in respect to one aspect of their lives, this equates directly to another situation. If an adult working with Movema does not meet the above criteria, they will be considered an ‘adult at risk’.

Movema pays due regard to the relevant data protection principles which allow us to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Movema is aware of the processing conditions under the Data Protection Act 2018 and the GDPR which allow us to store and share information for safeguarding purposes, including information which is sensitive and personal, and this is treated as “special category personal data”. Where we would need to share special category personal data, we are aware that the Data Protection Act 2018 contains “safeguarding of children and individuals at risk” as a processing condition that allows us to share information. This includes allowing the organisation to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that we can gain consent, or if to gain consent would place a child at risk.

## 5. Recording and Maintenance of Safeguarding Records

All safeguarding concerns should be recorded on Movema’s Incident Report form. Staff making records will ensure that they clearly distinguish between fact and opinion and whether the information is 1st or 2nd hand.



Records will be maintained by the DSL and DDSL in a confidential file separate to any other files held by the organisation.

Individual files will be stored in online secure files clearly organised in chronological order and all entries should be signed and dated in a legible manner by the person making the entry, including role in organisation. There should be a chronology of events kept on file to enable the DSL and DDSO to have an immediate overview of the case.

Such records will be kept in a secure way, digitally. It is the responsibility of the DSL & Movema's GDPR representative to ensure this is maintained.

## **6. Allegations Management**

When an allegation is made against a member of staff, freelancer or volunteer, inform the Designated Safeguarding Officer immediately and disciplinary procedures will be instigated.

Should the allegation directly involve the Designated Person, the Executive Director must be informed. For allegations of abuse against Senior Management (Executive Director or Co-Artistic Directors) then the Chair of the Board of Trustees must be informed.

Additionally, Movema will follow local authority protocol to inform the Local Authority Designated Officer (LADO) with any information.

## **7. Escalation**

If any member of staff is unhappy with the response they have received in relation to a safeguarding concern they have raised, it is their responsibility to ensure they escalate their concern.

Where professional disagreement occurs and the DSL and/or DDSL are unhappy with the actions or decisions of another agency, they will escalate their concern in line with Liverpool or Bristol's Safeguarding Children Partnership's formal escalation policy to ensure a timely resolution. The escalation policy can be located here: <https://liverpoolscb.org.uk/lscb/policy-guidance/quick-links-policy-and-guidance>.

## **8. Whistleblowing**

Movema recognises that children, young people and adults at risk cannot be expected to raise concerns in an environment where staff fail to do so.

All children and youth projects on induction should identify members of staff that children and young people can bring any concerns to.

All staff should be aware of their duty to raise concerns, where they exist, which may include the attitude or actions of colleagues. Staff should raise concerns to DSL or line manager, if it is felt neither of these are appropriate then the chair of board should be contacted.

Whistleblowing regarding the CEOs should be made to the Chair of the Trustees, whose contact details should be readily available to staff.

## **9. Safeguarding Children and Adults who are at Risk of Extremism**

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism.

Movema seeks to protect children, young people and adults at risk against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right/ Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are contained in Appendix 2.

The Channel and Prevent contacts within Liverpool are:

Liverpool Prevent Coordinator Moner Ahmed, 0151 233 7015, [moner.ahmed@liverpool.gov.uk](mailto:moner.ahmed@liverpool.gov.uk)  
Channel Coordinator Alison Burnett, 07934 559106, [alison.burnett@liverpool.gov.uk](mailto:alison.burnett@liverpool.gov.uk)

The Prevent Team in Bristol:

Contact the team: Telephone 0117 945 5539, or 101 (and ask for the 'Prevent Team')  
Email [channelsw@avonand somerset.police.uk](mailto:channelsw@avonand somerset.police.uk)

National police Prevent advice line 0800 011 3764, in confidence, to share your concerns with specially trained officers.

Alternatively, there are the following national contacts available:

Anti-Terrorist Hotline: 0800 789 321

Text Phone Service: 0800 032 4539

Website: <https://secure.met.police.uk/athotline/>

## **10. Bullying/Cyber bullying**

We will do all we can to prevent bullying from happening between children, young people and vulnerable adults. To make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need. To provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

We will seek to prevent bullying by developing a code of behaviour that sets out how everyone involved in our organisation is expected to work together, in face-to-face contact and online, and within and outside of our activities holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it. We do this by:

- Providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
- Putting clear and robust anti-bullying procedures in place
- Making sure our response to incidents of bullying takes into account
- The needs of the person being bullied and the needs of the person displaying bullying behaviour and needs of any bystanders and our organisation as a whole.
- Supporting group members to look after one another and uphold the behaviour code. Practising skills such as listening to each other, respecting the fact that we are all different. Making sure that no one is without friends and dealing with problems in a positive way

We recognise that bullying is closely related to how we respect and recognise the value of diversity. We will be proactive about:

- Seeking opportunities to learn about and celebrate difference
- Increasing diversity within our staff, volunteers, children and young people
- Welcoming new members to our organisation



# Appendices

## 1. Incident Report Form

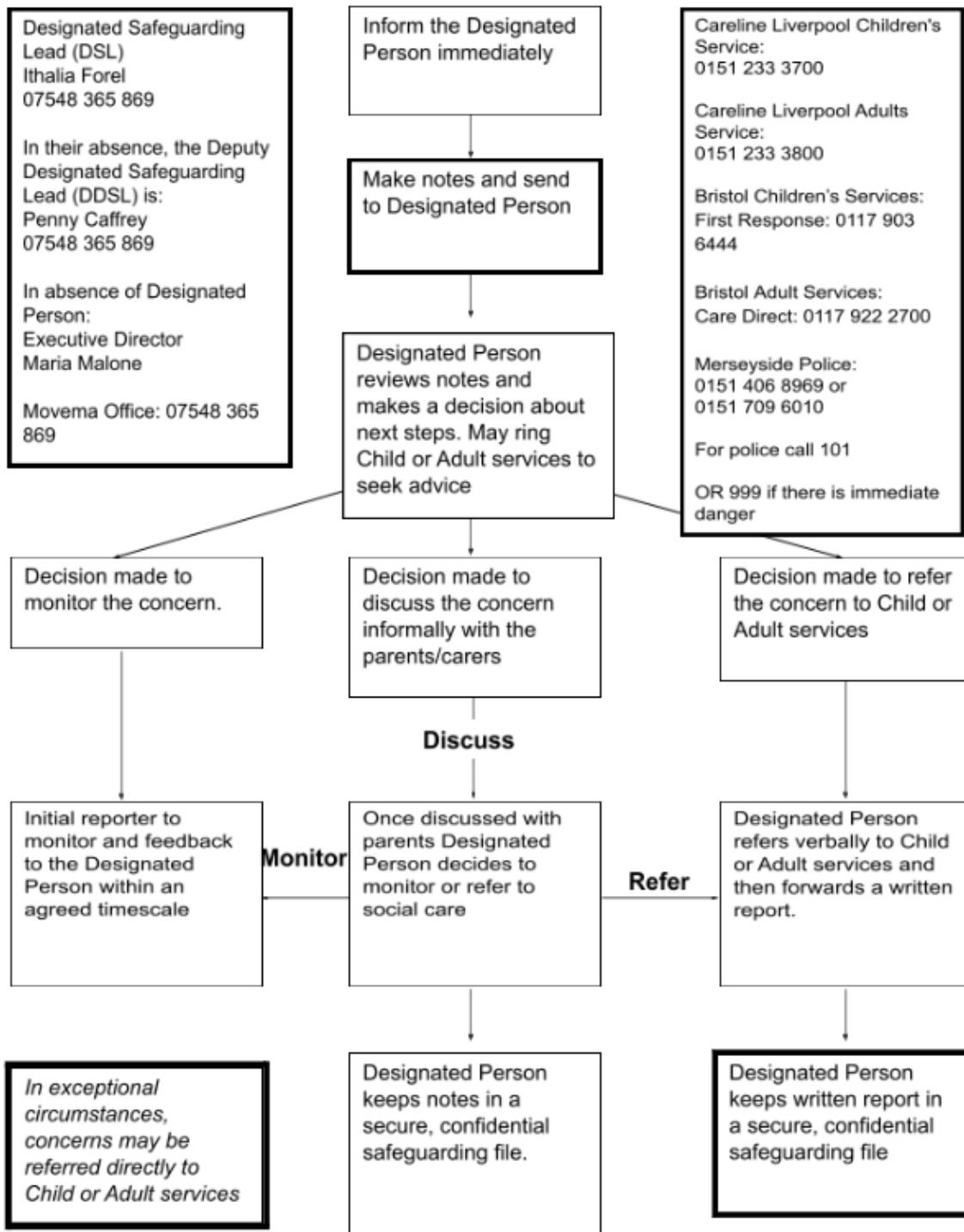
### Incident report form

Name of person/s involved:		Venue:	
Date of incident: Time, if known		Name/ type of session	
Staff members name completing report:		Any other staff/ partner members involved:	

Description of the incident (include as many details as possible):
Recommended action from staff member:
Action agreed by designated safeguarding officer:
Any other notes or actions (e.g. parent notified/ comments)

Signed		Date completed	
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## 2. Flowchart of Managing & Escalating Safeguarding Concerns



### **3. Definitions & Signs of Abuse**

#### **Child Protection**

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

#### **Abuse**

A form of maltreatment. Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children & young people may be abused by an adult or adults, or another child or children.

#### **Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person or adult at risk.

#### **Emotional Abuse**

The persistent emotional maltreatment of an individual such as to cause severe and persistent adverse effects on the individual's emotional development and/or wellbeing. It may involve conveying to an individual that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on an individual. These may include interactions that are beyond an individual's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the individual participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing individuals frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of an individual, though it may occur alone.

#### **Neglect**

The persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born right through to adulthood, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **Sexual Abuse**

Involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children, young people & vulnerable adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or

grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children & young people.

### **Additional Factors Considered to put Someone at Increased Risk**

A child, young person or adult at risk. may be at increased risk of abuse due to their circumstances, for example:

- is living in residential accommodation, such as a care home or a residential special school;
- is a previously Looked After Child / an adult leaving care;
- has an Education Health and Care Plan;
- is living in sheltered housing;
- is receiving domiciliary care in his or her own home;
- is receiving any form of health care;
- is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999;
- is in contact with probation services;
- is receiving a welfare service;
- is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions (age-related needs includes needs associated with frailty, illness, disability or mental capacity);
- is an expectant or nursing mother living in residential care;
- is receiving direct payments from a local authority/HSS body in lieu of social care services;
- requires assistance in the conduct of his or her own affairs;
- is a young carer;
- is a refugee;
- is an asylum seeker;
- is an adult not in employment, education or training (NEET);
- has a learning or physical disability;
- a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs;
- a reduction in physical or mental capacity

In addition, it is important to remember that anyone can temporarily become a vulnerable person, due to circumstances such as illness. A person receiving training or instruction from another person, who has authority over them, whether actual or perceived, may also fall under the vulnerable category.

### **Signs and Indicators of Abuse**

The following are examples of indicators of harm. Importantly you should also consider the specific indicators associated with specific forms of abuse e.g. female genital mutilation or child sexual exploitation. The child, young person or adult at risk may:

- be regularly missing from organisation
- drug taking or alcohol abuse
- experience peer-to-peer abuse including initiation/hazing type violence and rituals
- have poor attendance, including unexplained absences or punctuality or is often collected late
- lack concentration at sessions, fall behind with their work or fail to reach developmental milestones
- ask you if you will keep a secret before offering to tell you something
- talk about a friend who has a problem
- have unexplained or untreated injuries
- have repeated injuries
- talk of being in pain or discomfort

- be unwilling to change in front of others their age
- be unwilling to discuss injuries, marks or bruises
- always cover their arms and legs even in hot weather
- be fearful of medical help or parents being contacted
- be afraid of parents or carers and unwilling to go home
- be fearful of particular adults
- have sudden behavioural changes including becoming aggressive, irritable, lethargic or withdrawn
- have low self-esteem, self-harm or feel suicidal
- display extreme anger or sadness or depression, display aggression or attention seeking behaviour
- flinch when approached
- be clingy
- continually run away or talk about running away
- be left in unsupervised or in unsafe situations or be involved in risk taking behaviour
- have sudden changes in weight (loss or gain) or eating disorders
- scavenge or scrounge food
- be constantly hungry or tired
- have poor social relationships or be socially isolated
- display sudden speech disorders
- be frequently unclean, inappropriately or inadequately dressed
- experience being constantly 'put down', insulted, sworn at or humiliated
- display sexualised behaviour seemingly inappropriate for their age including sexualised behaviour towards others
- present artwork, play or write displaying sexual themes
- take on a parental role within the home
- be concerned for younger siblings without explaining why
- have unexplained amounts of money
- talk about terrifying dreams
- soil or wet themselves or regress to other childhood behaviours including thumb sucking
- have difficulty sleeping or start wetting the bed
- begin or revisit 'rocking' behaviour
- have urinary infections
- have soreness or bleeding in genital or anal areas or in the throat
- misuse drugs or alcohol

Further information regarding the signs and indicators of abuse can be found in Section 1 of the Arts and Cultural Organisations Safeguarding Handbook. Also within the handbook are definitions and possible indicators of abuse relating specifically to Sexual Exploitation, Criminal Exploitation, Fabricated or Induced Illness, Faith Abuse, Sexting, Female Genital Mutilation, Forced Marriage, Honor Based Abuse, Peer on Peer abuse, Sexual Violence and Sexual Harassment, Vulnerabilities to Extremism, Domestic Abuse and Mate Crime. To see a copy of the Arts & Cultural Organisations Safeguarding Handbook, contact the Designated Safeguarding Officer.



## 4. Digital Code of Conduct for Remote Working

### Participant Information

During this Covid pandemic, we want to work digitally to connect, create work and support each other. In order to do this, we are going to use digital platforms. When using these platforms, it is important to protect you and your families and follow our online code of conduct. During this time, please also be respectful of others and be kind.

### Group Safety

We will do our best to keep the group safe, but we need your help too. Please don't:

- bully, intimidate or harass any participant or staff member/leader
- upload viruses or other malicious code
- solicit login information or access an account belonging to someone else
- post content that: is hate speech, threatening or pornographic; incites violence; or contains nudity or graphic or gratuitous violence.

### Live Video Chat & Digital communication

- Remember it's easy to misinterpret things online - remember to respect each other and be kind
- Never use full names in the call, first names will do.
- Ensure you have the privacy you require for the session, and you are comfortable and safe (but please don't engage from your bed!)
- Make sure people you are living with know you are on a live video chat. Don't include them in the chat. All parents and guardians will receive a copy of the code of conduct too.
- Wear appropriate clothing, even on parts of you that you think won't be seen
- Refer to a group leader directly if you feel worried about anything
- Do not record or take photos of anything without the full consent of others. No everyone in the group have given their consent for photos/films to be shared, so we should NEVER share full group photos or films.

### Submitting Videos

- Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g. a sports club or activity)
- Don't use other people's individual film footage unless you've got their consent
- Wear appropriate clothing
- Keep yourself safe - only share what you're comfortable with people from the outside seeing what you're saying (or state if you don't want it to be shared beyond the group).
- Only submit videos to Movema emails or phone numbers

### Protecting other people's rights

We will be working together to create an on-line way of working that is respectful and loads of fun. If you are not happy with how someone is communicating with you, please let us know immediately. We will be monitoring on-line communication closely, but we will not be on-line 24/7 so we need to work together. We will disable your account should you be inactive over a period or if you leave the programme. We will disable your account if you have broken this code of conduct. And remember, you can deactivate your account at any time.

As always, get in touch to discuss any questions, concerns or ideas.

Ithalia Forel [ithalia@movema.co.uk](mailto:ithalia@movema.co.uk)  
Sheetal Maru [sheetal@movema.co.uk](mailto:sheetal@movema.co.uk)  
Penny Caffrey (Bristol) [penny@movema.co.uk](mailto:penny@movema.co.uk)

## Staff Information

During this period of social distancing, Movema staff will be working from home and with our participants digitally. This document provides the guidelines for all workers to keep themselves and the young people they work with safe.

It should be read in partnership with Movema's main safeguarding policy.

The **Designated Safeguarding Lead (DSL)** for the organisation is:

Ithalia Forel (Director of Diversity, Equality, Inclusion and HR)

[ithalia@movema.co.uk](mailto:ithalia@movema.co.uk)

In their absence, the **Deputy Designated Safeguarding Lead (DDSL)** is:

Penny Caffrey (Director of Movema Bristol and South West)

[penny@movema.co.uk](mailto:penny@movema.co.uk)

In situations described below where it is stated that members of staff should contact the DSL, if it is the DSL that finds themselves in said position, they should contact the DDSL.

### Working from Home

When working from home, Movema staff will use their Movema work emails and a Movema log-in to our Dropbox account. All Movema files are saved on Dropbox and Gdrive files with personal and contact details are password protected.

All staff members have Movema laptops to work from. Freelance team members are using their own laptop, but all freelancers will adhere to this policy. Freelance staff members have access to specific Dropbox folders only.

When using personal computers and devices we must:

- Delete any downloaded Movema documents once they are no longer required, and deleted from "bin" also
- Not download any images of young people or personal information on personal devices/computers. If absolutely necessary, images should be deleted at the earliest possible opportunity.
- Files saved to computers should be uploaded to the Dropbox at the nearest opportunity, and removed from the individual's device
- If young people's images need to be downloaded for photo or video editing then they will be deleted once the edit has taken place and the edited film is uploaded to Dropbox.
- Artists who need access to creative content including videos are given links which enable them to watch videos online but not download.

### Communication via Telephone

- A 'admin' Movema mobile phone is provided for selected staff to make contact with young people and other participants as necessary. Where possible comms will be done using What's app as a whole group.
- Staff will not use their personal mobile phone to make contact with any young persons. If staff members without a Movema phones need to make contact with young people via call or text, you must ask Ithalia your behalf.
- All Movema mobile phones are to be PIN locked so that data is not accessible by others.

- Company mobiles belong to the organisation, not the individual, and at the request of the DSL or a member of the Executive Team, company mobiles can be withdrawn or requested to look through at any point.
- Staff members will turn their work phones off when they are not working. Status messages on WhatsApp and other instant messaging services and Voicemail messages will state that the phone will only be turned on during working hours. Young People will be reminded during session times of the team members working hours.

### Communication via Email

- When contacting young people via their personal email, use clear language to avoid any misunderstanding on the part of the recipient.
- Staff should always copy in another staff member.
- Staff members who have concerns regarding the content of an email that they send or receive from a young person should consult the DSL or DDSL for guidance.

### Communication via Social Media

Movema will use social media during this time to communicate with young people. Current social media applications the Movema staff will use include whatsapp, twitter, Facebook, and Instagram.

- Contact with young people through such forums should only take place through organisational accounts.
- Movema staff will not follow young people's accounts on their personal accounts and only invite members to follow the Movema accounts. *Note: See safeguarding policy re: interacting with ex-participants.*
- If a Movema staff member receives content from a young person which they believe is inappropriate, they will not forward the content or delete it, but immediately contact the DSO to report the content and the DSO will follow the safeguarding incident procedure of Movema (see main safeguarding policy).

Current organisational accounts are as follows:

Application	Account Domain
Twitter	<a href="https://twitter.com/movema">https://twitter.com/movema</a>
Instagram	<a href="https://www.instagram.com/movemadance">https://www.instagram.com/movemadance</a>
Facebook	<a href="https://www.facebook.com/Movema">https://www.facebook.com/Movema</a>
Movema Bristol Facebook	<a href="https://www.facebook.com/movemabristol">https://www.facebook.com/movemabristol</a>
Tik Tok	@movemadance
Youtube	<a href="https://www.youtube.com/channel/UCIkVVFnefdDaL8vzJs28ctw">https://www.youtube.com/channel/UCIkVVFnefdDaL8vzJs28ctw</a>

All social media accounts are currently moderated by Maria Malone, Lead: Strategy and Comms, and Associate artist Lauren Croxford.

### Communication via Digital Platforms

When communicating with young people via digital platforms, Movema staff will use Movema accounts and phones and ensure that the personal numbers of young people and freelancers are not shared. Accounts created by Movema staff should connect to their Movema work email address, not personal emails.

- Movema staff and freelancers will be the only adults present in Movema digital platforms. Only exceptions are if a partner project member of staff is also present, eg Knowsley Youth Mutual, Merseycare NHS trust

- All parents and guardians will be informed of the platforms used and the dates and times of sessions and the adults who will be in these platforms.
- Movema staff set clear rules of engagement for working on digital platforms: Be respectful of others and be kind.
- Staff will also remind young people that this is not a private space and whatever they share online will be seen by the group.
- Any young person who breaks the above rules will be removed from the platform by Movema staff and parents/carers will be informed.

### **Receiving a Disclosure online or via mobile phone**

We recognise that at times, members might disclose information to staff members via texts, calls or digitally.

If a staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to the DSL/DDSL by phone. The DSL/DDSL will follow the procedure below. If the staff member cannot get hold of the DSL/DDSL, or a more senior member of staff, they should also follow the procedure for receiving a disclosure, as outlined in our full Safeguarding Policy.

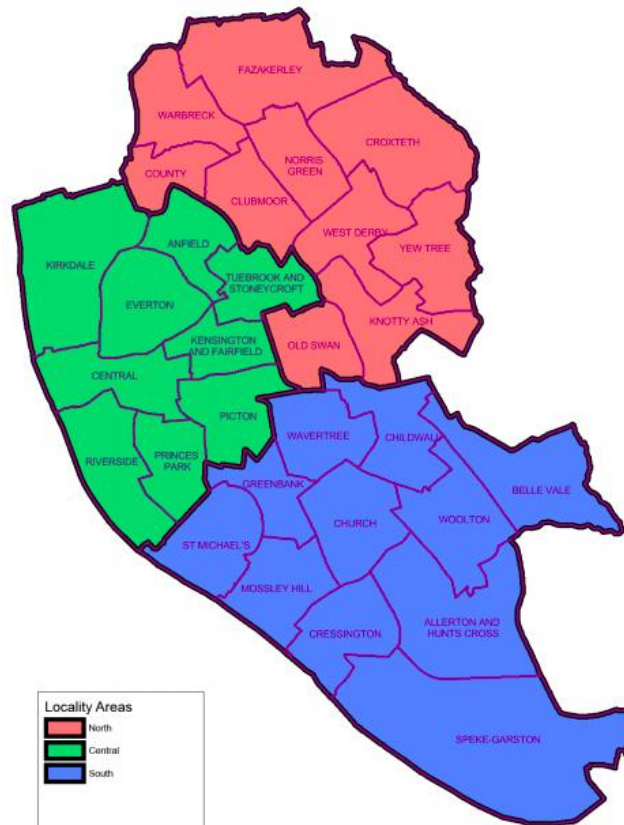
### **Sharing Work Created, Online**

When Movema share work created online will take the following steps:

- Not use a child's surname in photography or video content.
- Share the final edits with the young people when possible, and with the young persons parent or guardian if this feel appropriate.
- Gain parental/guardian consent for their child to be photographed and videoed
- Only use images of young people in suitable clothing to reduce the risk of inappropriate use.
- Only share content through Movema's official accounts.
- Ensure that those who we are not able to share film/photographic content of for safeguarding reasons, are not included in edits put out on social media.

If, for whatever reason, a parent/carer or young person is not happy with the use of content, then Movema will not share the content.

## 5. Liverpool Early Help Hub Wards Map



**Early Help Hub – South** Telephone: 0151 233 4447 E-mail: [EHLHsouth@liverpool.gcsx.gov.uk](mailto:EHLHsouth@liverpool.gcsx.gov.uk)

**Early Help Hub – Central** Telephone: 0151 233 6152 E-mail: [EHLHcentral@liverpool.gcsx.gov.uk](mailto:EHLHcentral@liverpool.gcsx.gov.uk)

**Early Help Hub – North** Telephone: 0151 233 3637 E-mail: [EHLHnorth@liverpool.gcsx.gov.uk](mailto:EHLHnorth@liverpool.gcsx.gov.uk)

The EHAT is a simple tool for gathering information to help identify the needs of children and families and make a plan to meet those needs. Its purpose is to provide a coordinated response so nobody misses out on the support they need. This form is designed to help practitioners record the needs and actions agreed with the parents, as well as engage the right support services for a child. [Link to EHAT forms](#)

[Liverpool Safeguarding Children's Board: Responding to levels of need framework](#)

**Bristol Safeguarding Children Board:** [Keeping Bristol Safe Partnership \(KBSP\)](#)

This policy has been developed in consultation with School Improvement Liverpool in accordance with the principles established by:

· Children Act 1989 · Children Act 2004 · Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012 · Counter-Terrorism and Security Act 2015 · Children and Families Act 2014 · Children and Social Work Act 2017 · Data Protection Act 2018; General Data Protection Regulation (GDPR) 2018 · Care Act 2014 · Human Rights Act 1998

and with reference to the following key documents and statutory guidance:

· Working Together to Safeguard Children 2018 · Prevent Duty Guidance 2015 · What to do if you're worried a child is being abused: Advice for Practitioners 2015 · Information sharing; Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018 · Sexual violence and sexual harassment between children in schools and colleges 2018 · UKCIS Sexting in Schools and Colleges; Responding to incidents and safeguarding young people · Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation · Liverpool Safeguarding Children Partnership Multi-Agency Safeguarding Children Procedures · Merseyside Safeguarding Adults Board safeguarding adults procedures.

## 6. Other Resources

Stop It Now	Helping Prevent Child Sexual Abuse	<a href="https://www.stopitnow.org.uk/">https://www.stopitnow.org.uk/</a>
NSPCC Learning	Training and resources to help you protect children from abuse and neglect	<a href="https://learning.nspcc.org.uk/">https://learning.nspcc.org.uk/</a>
NSPCC Online Safety	Developed by the NSPCC in association with CEOP, the child protection unit of the National Crime Agency, this e-learning course will help you to understand what children and young people do online, why they take risks and how to respond to these risks so you can feel confident in protecting the children and young people you work with.	<a href="https://learning.nspcc.org.uk/training/online-safety">https://learning.nspcc.org.uk/training/online-safety</a>
OTR (Off The Record)	OTR is a mental health social movement by and for young people aged 11-25 living in Bristol and South Gloucestershire.	<a href="https://www.otrbristol.org.uk/">https://www.otrbristol.org.uk/</a>