



Safeguarding Policy – Children

1. Who we are and what we do

Take 7 Simple Steps is part of The Joy in Simple, a social enterprise established in 2022 that delivers programmes and resources in the Borough of Richmond, surrounding area and digitally further afield. It comprises of a small group of facilitators offering their services to support these activities.

Our vision is to inspire teenage girls and women to take a more simplistic, sustainable approach to life, in turn enhancing their wellbeing, whilst empowering them to realise the beauty and potential inside of them.

Specifically, we aim to

- inspire teenage girls/women to embrace who they are & how valuable they are by focusing on and utilising tools inside of them (Thoughts, emotions, words, unique gifts & potential);
- build confidence, enthusiasm and encourage goal setting with creative tasks and activities;
- motivate a healthy lifestyle by providing insight into the power of breathing fully, super-foods and simple, fun fitness routines;
- instil an understanding of the power of simplifying life, including choices that can be made daily that impact themselves, others and our planet.

There is a handbook which each woman/girl receives as part of the programme, along with a children's book, 'You're so amazing,' to help each participant share the steps with someone from the next generation.

2. Safeguarding Children Policy Statement

Safeguarding young people under 18 years of age is the responsibility of everyone connected either directly or indirectly with The Joy in Simple CIC.

2.1. Child

A child as defined by the Children's Act 1989 and 2004 is anyone who has not yet reached their 18th birthday. Children therefore means children and young people throughout.

2.2 Abuse

Abuse is defined as 'a violation of an individual's human and civil right by any other person or persons'

2.3 Staff

For the purposes of this document where we use the term "staff" this applies to paid, and unpaid volunteers/facilitators including directors and any contractors.

2.4 Key Principles *:

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Taking action to enable all children to have the best outcomes

(*Taken from: Working Together to Safeguard Children 2018)

3. Statement of commitment

The Joy in Simple and the Take 7 Simple Steps programme, aim to create a learning environment that is safe, and we are committed to doing everything we can to protect young people, to promote their welfare and support them in enhancing their overall wellbeing. We are committed to providing safe and supportive environments for everyone involved with The Joy in Simple / Take 7 Simple Steps – a place where people want to work, individuals want to engage, and organisations want to work with us to give young people the inspiration, motivation, knowledge, skills, and opportunities they need to help them achieve their potential.

We believe that everyone is entitled to be treated with dignity, courtesy, and respect regardless of their age, race, gender, or ability. Abuse is unacceptable in all circumstances. We understand that if there is a concern about the risk of significant harm to the child then our overriding duty is to protect the child.

Safeguarding Policy – Continued

To facilitate a safe environment for the delivery of our activities we will ensure

- Staff are aware of indicators of abuse and know how to share their concerns appropriately
- All paid and unpaid staff are subject to a thorough recruitment procedure
- All paid and unpaid staff are given appropriate support and training
- All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately

All staff have a crucial role in helping to identify welfare concerns and indicators of possible abuse or neglect at an early stage. The Joy in Simple and the Take 7 Simple Steps programme is committed to referring these concerns via the Nominated Safeguarding Person (NSP) to the Richmond Single Point of Access (SPA)

The Joy in Simple/The Take 7 steps programme is committed to referring these concerns via Susie Bush, NSP, and Director Emma Crispin, to the Richmond SPA. The role of the staff/volunteer is to report to the NSP as soon as possible, and record their concerns/observation. It is the role of the NSP to refer to SPA. The specialist team at Richmond SPA (0208 547 5008 8-6pm Monday to Friday | 0208 770 5000 Out of Hours)

The priority always is for a concern to be raised, and where the referrer may feel unable or uncomfortable in referring internally to The Joy in Simple/ The Take 7 Steps programme, the NSPCC can be contacted on 0808 800 5000. Their voice Helpline operates between the hours of 8am and 10pm Monday to Friday and 9am and 6pm at the weekends. You can contact us outside of these hours by email at help@nspcc.org.uk. It's free and you don't have to say who you are.

****ALWAYS PHONE 999 IF THE CHILD IS IN IMMEDIATE DANGER ****

The Nominated Safeguarding Person for The Joy in Simple and the Take 7 Simple Steps programme is Susie Bush.

4. Purpose of this policy

The purpose of this policy is within the scope of The Joy in Simple/ Take 7 Simple Steps activity to:

- Effectively safeguard children and promote their rights and welfare
- Provide all volunteers with clear rules to follow
- Make all facilitators and volunteers aware of what is expected of them in terms of their approach, behaviour, and actions
- Provide evidence to all stakeholders in The Joy in Simple / Take 7 Simple Steps (i.e., Facilitators, the local community, partner organisations, the Local Authority and funding and commissioning bodies) that The Joy in Simple / Take 7 Simple Steps is committed to safeguarding and providing the best policies in support of our activities.

Scope of this policy

This policy applies to all The Joy in Simple / Take 7 Simple Steps facilitators and volunteers, including advisers, directors, students on work placements and anyone working for or on behalf of The Joy in Simple / Take 7 Simple Steps.

Definitions

"Child protection and safeguarding means protecting children from abuse, and identifying and stopping abuse that might already be happening.

Abuse of a child or young person under the age of 18 is defined as follows:

- Abuse is a deliberate act of ill-treatment that can harm or is likely to harm a child or young person's safety, well-being and development. Abuse can be physical, sexual or emotional.
- Neglect of a child or young person also constitutes abuse and can be defined as failing to provide or secure for a child or young person the basic needs of physical safety and well-being.
- But remember that abuse may not fall easily into these categories. If you are in doubt, seek expert advice."

– *The Childrens society description*

Legislative framework

The Joy in Simple / Take 7 Simple Steps recognise our legal responsibility to safeguard the young people we teach in a classroom setting and to promote their wellbeing. It means ensuring that we teach them in an environment that is safe and secure and one that minimises any risk to their welfare.

We will therefore act within the framework set by

The Children Act 1989

Public Interest Disclosure Act 1998

The Children Act 2004

The Children and Families Act 2014

Child and Social Work Act 2017

The London Child Protection Procedures (2018)

and the principles and practice set out in the 2018 Working Together to Safeguard Children guidance.

Safeguarding Policy – Continued

The Joy in Simple / Take 7 Simple Steps will endeavour to safeguard children by

- Listening to young people and always respecting and valuing them
- Challenging discrimination and promoting the right to equal protection regardless of race, ethnicity, culture, religion, faith, gender, sexual orientation, disability, social or immigration status or any other element of diversity
- Providing effective management to staff and volunteers through support, supervision, and training
- Recruiting staff and volunteers safely, ensuring that all necessary checks are made, and safe recruitment good practice guidelines are followed
- Responding to child protection concerns immediately
 - In cases of doubt, questions or need for guidance, we will seek advice by contacting the Single Point of Access (SPA, for both Kingston & Richmond: 020 8547 5008)
 - When an allegation is made about a staff or volunteer we are legally obliged to refer to the Local Authority Designated Officer (LADO) via Single Point of Access (SPA) This is known as the duty to refer
 - Working in partnership with young participants, facilitators, members of the local community and other local statutory and voluntary organisations

Safe touch

All staff and volunteers must be aware of the boundaries involving physical contact and are responsible for ensuring that no participant feels threatened or unsafe as a result of inappropriate touch.

For the purpose of this policy, “safe touch” is defined as physical contact that, if otherwise avoided, would be inhumane, unkind and potentially emotionally or physically damaging for the participant. Safe touch should never be invasive or humiliating. Examples of when safe touch may occur between facilitators and participant, include when demonstrating a dance move, specific stretch or when learning how to crochet. Facilitators will always limit lone-working, and when this is necessary, the door will be pinned open and/or glass windows will allow others to see in.

5. Volunteer Recruitment and Training

The Joy in Simple / Take 7 Simple Steps take great care in the selection, recruitment, and welfare of our ‘expert’ facilitators and volunteers. We ensure we seek the appropriate references and DBS checks prior to recruitment and that these are updated every 3 years. All staff and volunteers will complete level 1 online safeguarding training provided by the Kingston and Richmond Safeguarding Partnership. The Director will complete Level 2 Safeguarding training, and training will be renewed every 3 years: <https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/training.php>

We therefore carefully ensure that our facilitators and volunteers are aware of the risks as well as the benefits of working in 1.1 situations so that they can take any precautions they feel might be necessary to deliver the help and support that our participants need.

We ask all our volunteers to keep themselves and others with whom we come into contact, safe. This is achieved by maintaining a respectful, caring, and professional approach and by conducting themselves in a way that demonstrates integrity, maturity, and good judgement.

6. Code of Conduct in a class environment

The Joy in Simple / Take 7 Simple Steps have a specific code of behaviour designed to protect young people. Our key focus is ensuring that vulnerable groups are always kept safe. We require our staff and volunteers to:

- Be a good role model with behaviours that are in line with our values and ethos.
- Create an environment where your self-esteem, self-respect and self-confidence will grow.
- Be friendly, courteous, and kind always.
- Treat everyone with dignity and respect.
- Respect other people’s privacy and boundaries.
- Communicate with others in an open and respectful way.
- Be responsible and accountable in the way a role is carried out.
- Ensure that social media/personal phone numbers/data are not to be shared, and photography is only allowed with the written consent of the parent, and then only used for the express purposes detailed in that consent.
- To not have any interaction with participants outside of the prescribed time and activity of the session. Home visits, interaction or befriending on social media, offering lifts etc Any interaction about the session should be done either through the pastoral school lead, or direct with the parent through a CiC generic address. Professional boundaries should be maintained at all times.
- When offering programmes at an external venue (e.g., LiveWell Kew) adhere to that venue’s appropriate policies, procedures, and rules.
- Not act fraudulently or dishonestly or do anything that brings or is likely to bring Take 7 Simple Steps / The Joy in Simple into disrepute.

Safeguarding Policy – Continued

We require all participants to:

- Follow this code of behaviour and other rules (including the law)
- Be friendly, courteous, and kind always.
- Treat everyone with dignity and respect.
- Listen to others.
- Be helpful and have good manners
- Be responsible and accountable for your own behaviour
- Try your very best and have fun!

7. Responding to allegations or suspicions

It is not the responsibility of anyone working for The Joy in Simple / Take 7 Simple Steps programme to decide whether child abuse has taken place. However, we recognize it is as our responsibility to act on any concerns through contact with the appropriate authorities.

Any concerns will be clearly recorded and referred via Susie Bush (The Joy in Simple / Take 7 Simple Steps programme Nominated Safeguarding Person) to the Richmond SPA. It is not the NSP role to investigate any concern or issue raised with them. It is their role to record the information as they have been told and to refer this to the Richmond SPA. The records will be kept in a securely locked filing cabinet/encrypted file online. The Joy in Simple / Take 7 Simple Steps Programme Director should be informed of any referral made. Records will be retained for a minimum of 5 years and then destroyed securely.

Recording a Disclosure & Confidentiality

All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

Any personal information gathered about a child/young person will be stored in a safe and confidential place, only those who need to know will have access to this information, (i.e., staff member involved, NSP and The Joy in Simple Take 7 Simple Steps Programme Director).

Information will be shared with partner agencies, where appropriate/necessary, but restricted to a “need to know” basis.

To ensure that this information is as helpful as possible, a detailed record should ideally be made at the time of the disclosure/concern. However, we will not delay reporting our concern to the NSP verbally and then following up with a written record and in line with the following:

1. The child’s name, age, and date of birth.
2. The child’s home address and telephone number.
3. Whether the person making the report is expressing their own concerns or those of someone else.
4. The nature of the allegation. Include dates, time and special factors and other relevant information.
5. A description of any visible bruising or other injuries. Any indirect signs such as behavioural changes.
6. Details of witnesses to the incident/s.
7. The child’s account, if it can be given, of what has happened and how any bruising or other injuries occurred.
8. Have the parents been contacted?
9. If so, what has been said?
10. Has anyone else been consulted? If so, record details.

Appendix

Reference.: <https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk>

Female Genital Mutilation (FGM)

definitions and safeguarding responsibilities can be found at <https://learning.nspcc.org.uk/child-abuse-and-neglect/fgm>

Forced Marriage – definition and safeguarding responsibilities can be found in the government guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879929/What_Is_Forced_Marriage_leaflet.pdf

Radicalisation and recruitment to acts or behaviours related to extremism is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media. If staff are concerned that a child is at risk of being radicalised or drawn into terrorism, they should treat it in the same way as any other safeguarding concern. The government response and legal framework for the prevention of radicalisation is known as the prevent duty. For more information about Prevent see: <https://www.gov.uk/government/publications/prevent-duty-guidance>