



St Mary's Guildhall Safeguarding Children Policy

1. Purpose

This policy sets out St Mary's Guildhall's approach to safeguarding and promoting the welfare of children. It applies to all aspects of the Guildhall's work and anyone working on behalf of the Guildhall including, but not limited to, all employees contracted by St Mary's Guildhall, the board of trustees, volunteers, freelance sessional workers, contractors, consultants, partners and programme visitors including journalists, celebrities and politicians.

The purpose of this policy is to protect children from any harm that may be caused due to their coming into contact with St Mary's Guildhall. This includes harm arising from:

- The conduct of staff associated with St Mary's Guildhall and its partners.
- The design and implementation of St Mary's Guildhall's activities.
- The use of St Mary's Guildhall's site and services.

The policy lays out the commitments made by St Mary's Guildhall and informs employees of their responsibilities in relation to safeguarding.

2. Legal Requirements

St Mary's Guildhall uses the definition of the term 'safeguarding' from statutory guidance, *Working Together to Safeguard Children 2023*.

Safeguarding and promoting the welfare of children is defined in 'Working Together to Safeguard Children 2023' as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interest of the children.
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Safeguarding applies consistently and without exception across our activities. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be child centred and protect those accused until proven guilty.

3. Policy Statement

St Mary's Guildhall believes that:

- Children should never experience or be subject to any form of harm or abuse.

- We have a responsibility to promote the welfare of children, to keep them safe and to practise in ways that protect them.

St Mary's Guildhall recognises that:

- The welfare of children is paramount.
- Everyone we encounter, regardless of age, gender identity, disability, sexual orientation, ethnic origin, race, religion or belief has the right to equal protection from all forms of harm or abuse.
- Working in partnership with children, their parents, carers and other agencies is essential to safeguarding children and promoting their welfare.

4. Prevention

St Mary's Guildhall responsibilities:

- Ensure all employees have access to, are familiar with, and know their responsibilities within this policy and receive training on safeguarding and child protection.
- Appoint a Designated Safeguarding Officer, a Deputy Safeguarding Officer and a lead Trustee/board member for safeguarding.
- Ensure Duty Managers are trained to receive concerns in the absence of the Designated and Deputy Safeguarding Officers and understand procedures for managing an incident.
- Ensure a safe physical environment and undertake all activities in a way that protects people from any risk of harm that may arise from their meeting with St Mary's Guildhall and act in accordance with the law and regulatory guidance. This includes the way in which information about individuals in our activities is gathered, stored and communicated.
- Maintain an environment that promotes positive health and wellbeing through effective policies and procedures including anti bullying, complaints and whistleblowing measures.
- Ensure appropriate procedures are in place to prevent, identify and respond to radicalisation.
- Implement stringent safeguarding procedures when recruiting, managing and deploying employees and associated personnel, including all necessary checks and appropriate training.
- Implementing a Code of Conduct for all employees and associated personnel.
- Use our procedures and due process to manage any reports of safeguarding concerns or allegations promptly and appropriately.
- Agree safeguarding procedures with all contractors, partners and external organisation working with St Mary's Guildhall
- Review best practice and update this policy and all related policies, procedures and guidance annually or as required, in accordance with the law and regulatory guidance.

4.1. Designated Safeguarding Staff

Designated Safeguarding Officer

Abigail Moore

Deputy Designated Safeguarding Officer

Jessica Trodden

Lead Board Member for Safeguarding

Richard Harrison

Role of the Designated safeguarding Officer:

The Designated Safeguarding Officer must be an appropriate senior member of staff with the status and authority within the management structure to carry out the duties of the post. They have a legal

responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the local authority and other agencies. The Designated Safeguarding Officer should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.

Summary of role

- To take lead responsibility for all safeguarding and child protection matters arising at St Mary's Guildhall and to support all other staff in dealing with any child protection concerns that arise.
- To take the lead responsibility for Prevent Duty on behalf of St Mary's Guildhall and ensure all relevant procedures and training is in place.
- To be given the time, funding, training, resources, status and authority within St Mary's Guildhall to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To be available for staff to discuss any safeguarding concerns.

Duties and responsibilities

Managing referrals

- Ensure that all safeguarding and child protection issues concerning children and vulnerable adults who use St Mary Guildhall's services or who are employed by St Mary's Guildhall are responded to appropriately through policies, procedures and administrative systems.
- Ensure that all issues concerning radicalisation and its prevention are responded to through appropriate procedures in accordance with the Prevent Duty Guidance for England and Wales
- Receive and record information from anyone who has concerns about a child or vulnerable adult who use St Mary's Guildhall services or is employed by St Mary's Guildhall.
- Take the lead on responding to information that may constitute a child protection concern. This includes:
 - Assessing and clarifying the information.
 - Consulting with and informing the relevant members of the organisation's management.
 - Following the organisation's safeguarding policy and procedures.
 - Making referrals to and sharing information with local authority, police and statutory organisations as appropriate.
 - Informing partner organisations of concerns as appropriate.
- Referring all child protection concerns which involve a member of staff to the local authority.
- As required, liaise with the case manager and the designated officer at the local authority for child protection concerns involving St Mary's Guildhall employees.
- Making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child or vulnerable adult.

- Making referrals to the police where a crime may have been committed which involves a child or vulnerable adult.
- Store and retain safeguarding concerns, including those relating to radicalisation and child protection records according to legal requirements and the organisation's safeguarding policy and procedures.
- Agree with contractors and partner organisations who will lead on safeguarding and ensure a clear reporting and referrals process is in place for the duration of the partnership.

Raising Awareness

- Ensure St Mary's Guildhall safeguarding policy and procedures, and their implementation, is reviewed at least annually and is up to date with current statutory guidance and legislation and liaise with the Board of Trustees about this.
- Ensure all employees, volunteers, trustees, governors, contractors and partners are aware of the safeguarding policies and procedures and keep them informed of any changes or updates.
- Ensure all employees, volunteers, trustees, governors, contractors and partners are aware of Prevent duty and St Mary's Guildhall Prevent procedures.
- Ensure the safeguarding policy is available publicly and visitors and the public are informed about how to report concerns associated with St Mary's Guildhall's services or relating to St Mary's Guildhall employee's or visitors.
- Report regularly to the Senior Management Team and Trustees on issues relating to safeguarding and child protection, to ensure that safeguarding is embedded in all practice throughout St Mary's Guildhall's sites and services.
- Maintain links to local safeguarding partners and be familiar with local safeguarding arrangements and policies developed by the local child protection agencies.

Training

- The Designated Safeguarding Officer must attend appropriate Designated Safeguarding Officer training, which should be updated at least every two years.
- Ensure their knowledge and skills of safeguarding legislation and best practice and other related issues are kept up to date and regularly refreshed through relevant resources and training courses.
- Ensure Deputy Safeguarding Officers and the named Safeguarding Lead for the Board of Trustees receive appropriate training and are kept up to date with current guidance and best practice.
- Ensure all employees, volunteers, Trustees, Governors, Contractors and partner organisations understand the safeguarding policy and procedures and their responsibilities within the policy and undergo all necessary training.
- Develop and review appropriate guidance documents to support best practice.
- Support staff to inform others of the safeguarding policies and procedures.
- Work with other members of staff including the Management Team, HR, Health and Safety Manager and the Compliance Officer to ensure all relevant policies, procedures and guidance documents are in place and review at least annually.
- For projects involving multiple stake holders or partner organisations ensure all persons involved are aware of and understand the agreed process for reporting a concern. Anyone working on

behalf of St Mary's Guildhall should also be made aware of any agreed changes to safeguarding practices and procedures in these situations.

4.2. Related policies, procedures and guidance documents

4.3.

The following policies, procedures and guidance documents support St Mary's Guildhall's safeguarding practice and should be read in conjunction with this policy:

- Health and safety policies and procedures.
- Whistleblowing Policy.
- Anti-bullying and harassment policy.
- Equality and diversity policy.
- Role of the Designated Safeguarding Officer.
- Safeguarding guidance.
- Code of Conduct.

5. Enabling Reports

St Mary's Guildhall will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to employees, associated personnel and the communities we work with.

Any employees reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by St Mary's Guildhall Whistleblowing Policy.

St Mary's Guildhall will also accept complaints from external sources such as members of the public, partners and official bodies.

5.1. How to report a safeguarding concern

Employees who have a complaint or concern relating to safeguarding should report it immediately to the Designated Safeguarding Officer (Abigail Moore). If the Designated Safeguarding Officer is off site it should be reported to the Deputy Designated Safeguarding Officer (Jessica Trodden). If the employee member does not feel comfortable reporting to the Designated Safeguarding Officer (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to the Deputy Designated Safeguarding Officer. In the absence of the appointed safeguarding personnel concerns should be reported to Duty Managers.

Designated Safeguarding Officer

Abigail Moore

Heritage and Venue Manager

Email: smgh@noordinaryhospitality.com

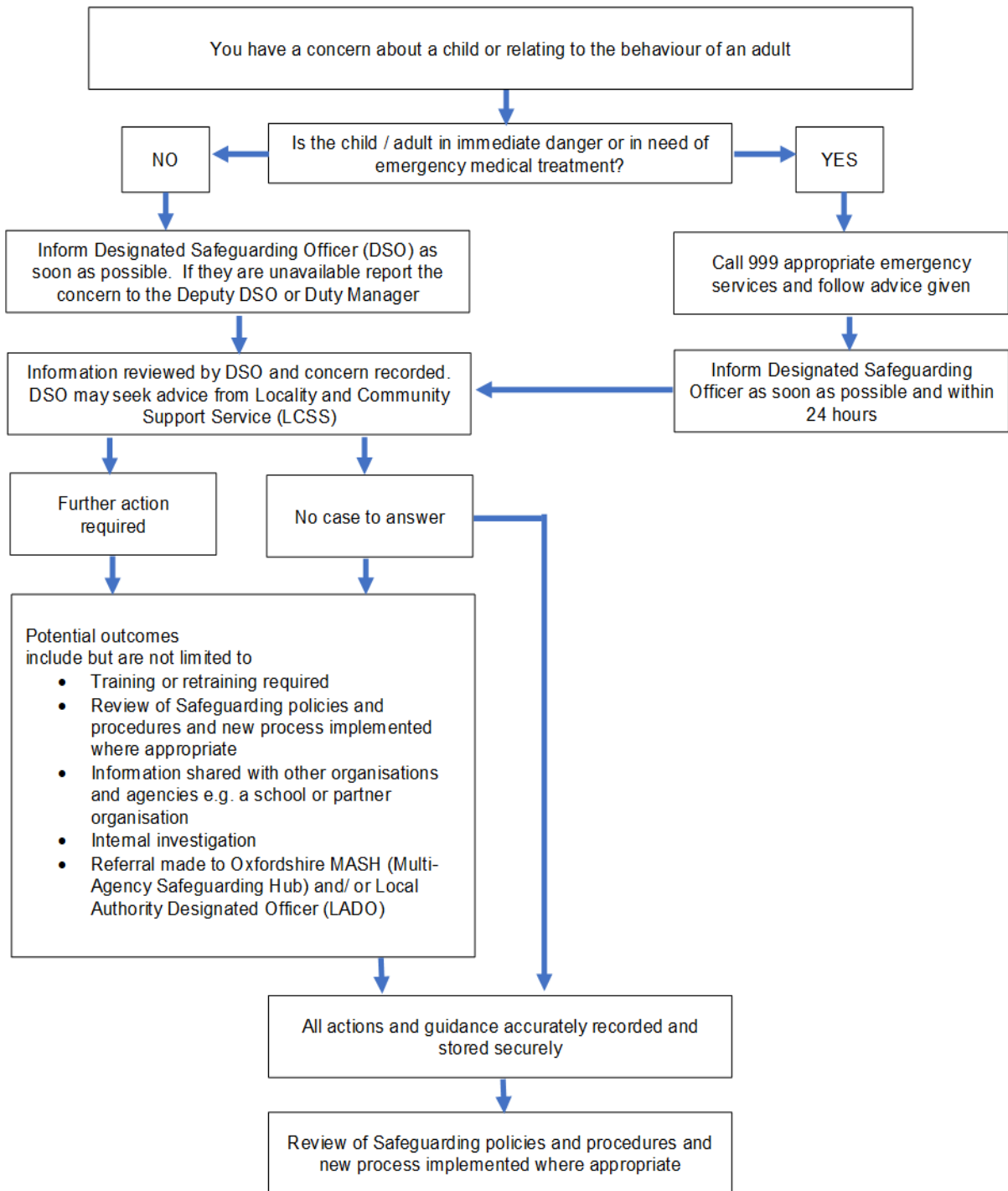
Deputy Designated Safeguarding Officer

Jessica Trodden

Schools and Families Learning Manager

Email: education@noordinaryhospitality.com

5.2. Reporting a Concern Procedure



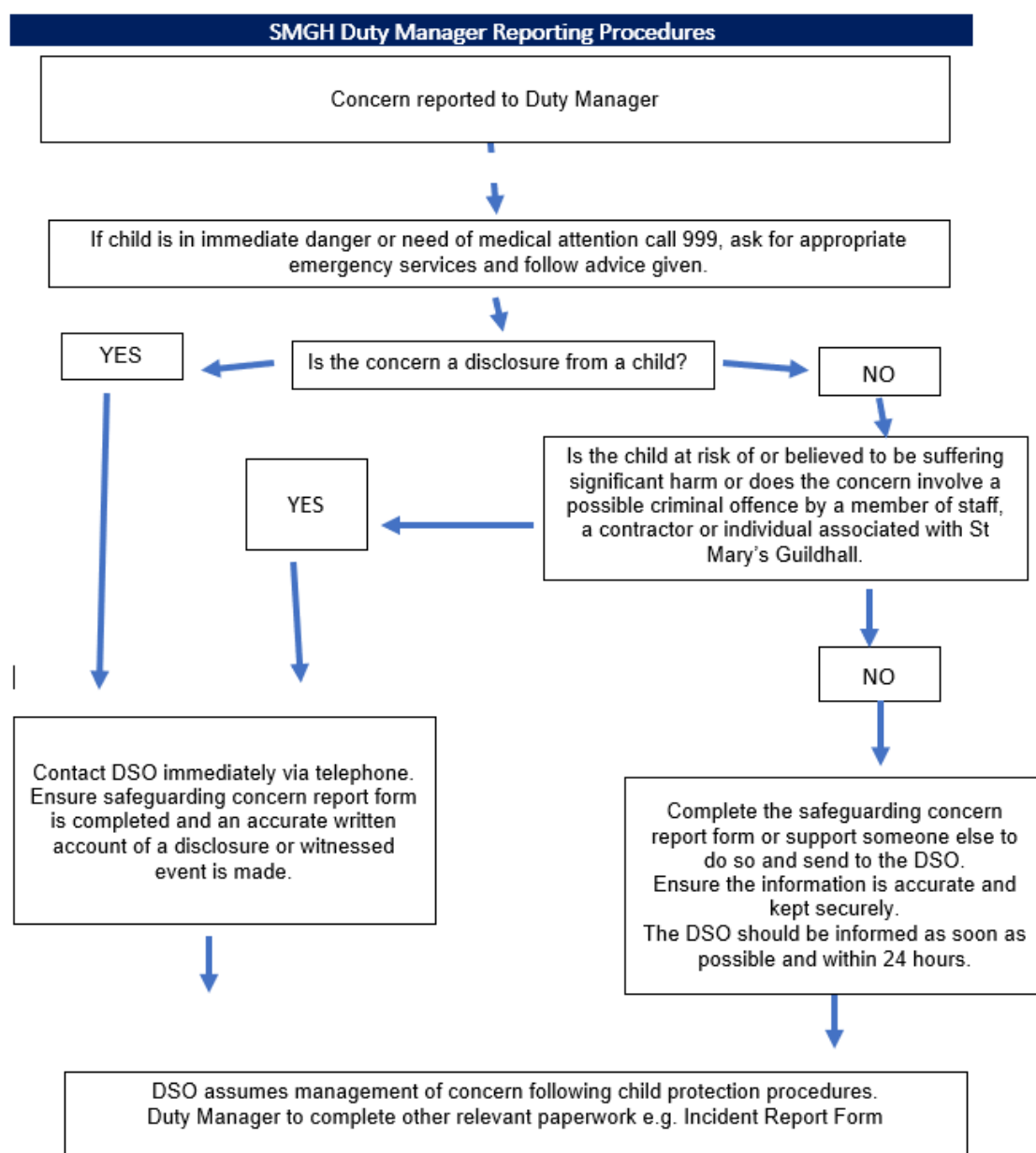
Duty Manager Reporting Procedure

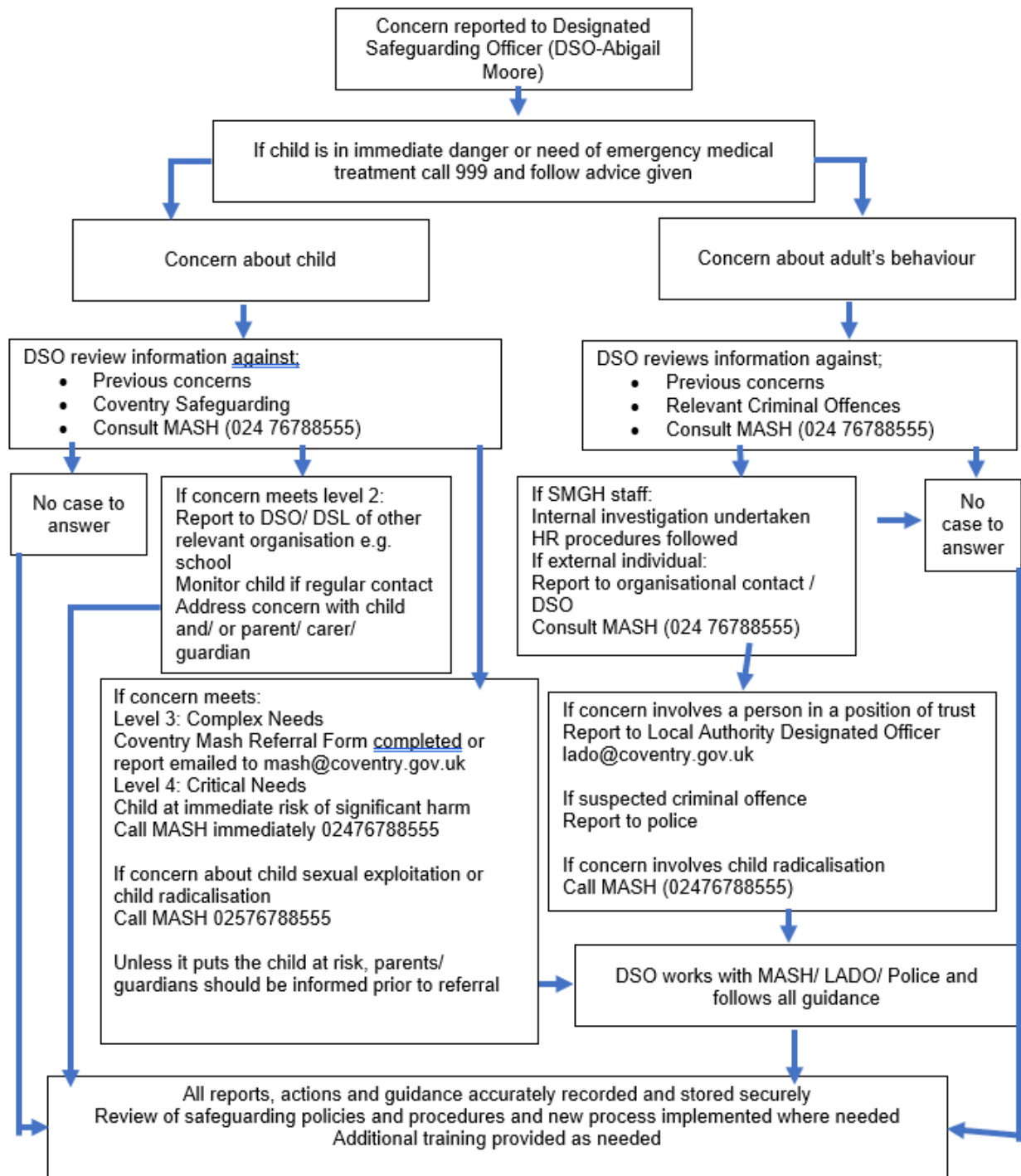
6. Response

St Mary's Guildhall will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. St Mary's Guildhall is committed to working with local safeguarding partners to respond to safeguarding concerns and reports, sharing all relevant information.

St Mary's Guildhall will apply appropriate disciplinary measures to employees found in breach of policy.

6.1. Child Protection Procedures





Safeguarding Concern Report Form

Date concern reported		Time concern reported	
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Details of person reporting concern	
Name	
Role/ connection to SMGH or person at risk	
Organisation (if not SMGH staff)	
Telephone number	
Email	

Details of person at risk	
Name (if known)	
Role/ connection to SMGH	
Organisation (if not SMGH staff)	
Description of individual if name unknown	

Details of person against who concern has been raised	
Name (if known)	
Role/ connection to SMGH or person at risk	
Organisation (if not SMGH staff)	
Description of individual if name unknown	

Details of concern	
Incident witness <input type="checkbox"/>	Disclosure received <input type="checkbox"/> Report from another <input type="checkbox"/>
Date of incident/ disclosure	
Time of incident/ disclosure	
<p>Description of concern and / or incident</p> <p>Using only the facts, please provide as much detail as possible.</p>	
Details of any attached documents (Email, record made during a disclosure etc.)	
Have you raised a concern about the person at risk or person against who the concern is being made before?	

Details of witness of incident	
Name	
Role	

Email	
Telephone Number	

Details of witness of incident	
Name	
Role	
Email	
Telephone Number	

Details of associated reports	
Was an incident form completed related to this concern?	
Was the concern reported to any other organisation? Please give details	

To be completed by Designated Safeguarding Officer

Details of action taken

Details of relation to any previous concerns	
Reported to DSO/ DSL from other organisation	
Organisation	
Name	
Position	
Contact email/ telephone number	
Action agreed	
Details of consultation if sought	
Organisation	
Name	
Date	
Advice given	

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Referral to external agencies

Agency	
Date of referral	
Contact name and role	
Contact email/ telephone	
Agency	
Date of referral	
Contact name and role	
Contact email/ telephone	
Agency	
Date or referral	
Contact name and role	
Contact email/ telephone	

Supporting documents

List of all supporting documents including witness statements, investigation reports etc.	
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Review of safeguarding practices and procedures	
Review required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, details of changes undertaken including timescales.	

Safeguarding Concern Actions Record

To be completed by the DSO

Date and time concern report	
Person reporting concern	
Person at risk	
Person against whom concern has been raised	

Details of action taken

Details of relation to any previous concerns	
Reported to DSO/ DSL from other organisation	
Organisation	
Name	
Position	
Contact email/ telephone number	
Action agreed	
Details of consultation if sought	

Organisation	
Name	
Date	
Advice given	
Referral to external agencies	
Agency	
Date of referral	
Contact name and role	
Contact email/ telephone	
Agency	
Date of referral	
Contact name and role	
Contact email/ telephone	
Agency	
Date or referral	
Contact name and role	
Contact email/ telephone	

Supporting documents	
List of all supporting documents including witness statements, investigation reports etc.	

Review of safeguarding practices and procedures	
Review required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, details of changes undertaken including timescales.	

7. Glossary of terms

Age of a child

A child, as defined by the UN Convention of the Rights of the Child and the Children Act 1989, is anyone under the age of 18.

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 of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts 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 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 a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child 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 child 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 children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child 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 children 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 a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child 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 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 other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, 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 caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants,

and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Child criminal exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Safeguarding Partners

A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 as: (a) the local authority, (b) an integrated care board for an area any part of which falls within the local authority area, and (c) the chief officer of police for an area any part of which falls within the local authority area. The three safeguarding partners should agree on ways to co-ordinate their safeguarding services, act as a strategic leadership group in supporting and engaging others, and implement local and national learning, including from serious child safeguarding incidents. To fulfil this role, the 3 safeguarding partners must set out how they will work together and with any relevant agencies as well as arrangements for conducting local reviews.

Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Extremism

Extremism is defined in the Prevent strategy as the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces