



# **Inclusive Safeguarding** **Policy**

This policy was last reviewed in July 2026

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### **Section 1**

#### **• Introduction, purpose of the policy and legal framework**

**The definition of ‘child’ in the Children Act 1989 is ‘a person under the age of 18’**

Hackney Shed believes every child should have access to a safe, creative inclusive environment. Where members are children, it is necessary to ensure that their welfare, care and protection are actively planned for.

The key to planning for the welfare, care and protection of children is knowledge of the individual child and his/her needs, experiences, hopes, fears and anxieties. This information will inform all aspects of a child’s inclusive progress, welfare, care and protection.

Hackney Shed will ensure that all children are treated as individuals with their progress, welfare and needs monitored and planned for on an individual basis. This policy will outline the ways in which a child’s welfare and protection can be planned for through procedures that emanate from knowledge of the individual child’s needs and inclusive development. The policy and procedures reflect the child’s right in Hackney Shed to have their welfare and protection needs met in a genuinely inclusive way which supports their individual, creative progress and development.

Throughout the document, the term ‘member of staff’ includes all practitioners and volunteers in both paid/unpaid roles. This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Hackney Shed. Hackney Shed is committed to providing an environment where no member of staff inflicts physical or psychological harm to a child.

## **Purpose of the policy**

- To protect children and young people who receive Hackney Shed's services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding;
  
- Hackney Shed believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

## **Legal framework**

This policy has been drawn up on the basis of national law and guidance and local policy and procedures that seeks to protect children, namely:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Children and Social Work Act 2017
- Special educational needs and disability (SEND) code of practice: 0 to 25 years (2014)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children (2023)
- Safeguarding Disabled Children (2009)
- London Child Protection Procedures
- CHSCB Escalation Policy
- Hackney Child Wellbeing Framework
- CHSCB Safer recruitment minimum expectations

### **We recognise that:**

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Staff/volunteers are not trained to investigate situations of abuse or decide if abuse has occurred but should follow the procedures outlined in this policy to ensure all children working with Hackney Shed are safe.

## **Section 2**

- **Hackney Shed Contact Details**

### **Designated Safeguarding Lead (DSL)**

Name: Vicki Hambley

Phone/email: [vicki@hackneyshed.org.uk](mailto:vicki@hackneyshed.org.uk) 07927 082 592

### **Deputy DSL**

Name: Júlia Couto

Phone/email: [julia@hackneyshed.org.uk](mailto:julia@hackneyshed.org.uk) 07543 158366

### **Deputy DSL**

Name: Anna Clover

Phone/email: [anna@hackneyshed.org.uk](mailto:anna@hackneyshed.org.uk) 07950 838 238

### **Trustee lead for safeguarding**

Name: Sarah Schofield

Phone/email: [trustees@hackneyshed.org.uk](mailto:trustees@hackneyshed.org.uk) 07927 082 592

## **Section 3**

- **Definitions of Abuse**

The definitions of abuse are set out below and in line with Government Guidelines.

### **What is abuse and neglect?**

Abuse and neglect are forms of mistreatment of a young person. Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institution or community setting, by those who know them or, more rarely, by a stranger. They may be abused by an adult, or another young person or young people. Some children have additional vulnerability to abuse through issues such as their gender, ethnicity, sexual orientation, religious beliefs and their special educational needs and disabilities. Types of abuse are categorised as **Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect as well as Female Genital Mutilation, Sexual exploitation and Bullying.**

### **Types of abuse and signs and indicators of abuse:**

#### **Physical Abuse**

Physical abuse 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/guardian or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Signs and Indicators may include:

Has unexplained burns, bites, bruises, broken bones, or black eyes • Has fading bruises or other marks noticeable after an absence • Seems frightened of the parents and protests or cries when it is time to go home • Shrinks at the approach of adults • Reports injury by a parent or another adult caregiver

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to a young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. These may include interactions that are beyond the young persons' developmental capability, as well as overprotection and limitation of expectation and learning, or preventing the young person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs and Indicators may include:

Shows extremes in behaviour, such as overly compliant or demanding behaviour, extreme passivity, or aggression • Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example) • Is delayed in physical or emotional development • Has attempted suicide • Reports a lack of attachment to the parent

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a young person to take part in sexual activities, including prostitution, whether or not the young person is aware of what is happening.

The activities may involve physical contact, including penetrative (eg rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving young people in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging young people to behave in sexually inappropriate ways.

Signs and Indicators may include:

Suddenly refuses to participate in physical activities • Reports nightmares or bedwetting • Experiences a sudden change in appetite • Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behaviour • Becomes pregnant or contracts a venereal disease • Runs away • Reports sexual abuse by a parent or another adult caregiver • Attaches very quickly to strangers or new adults

### **Neglect**

Neglect is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a young person is born, neglect may involve a parent or carer failing to: Provide adequate food, clothing and shelter (including exclusion from home or abandonment); Provide 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 young person's basic emotional needs.

Signs and Indicators may include:

- Is frequently absent • Begs or steals food or money \* Lacks needed medical or dental care or glasses • Is consistently dirty and has body odour • Lacks sufficient clothing for the weather • Abuses alcohol or other drugs • States that there is no one at home to provide care

### **Female Genital Mutilation**

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women.

FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. Section 5B of the 2003 Act<sup>1</sup> introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.

The duty applies from 31 October 2015 onwards. 'Known' cases are those where either a girl informs the person that an act of FGM – however described – has been carried out on her, or where the person observes physical signs on a girl appearing to show that an act of FGM has been carried out and the person has no reason to believe that the act was, or was part of another surgical operation.

### **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. A common feature of CSE is that the child or young person does not recognise the coercive nature of the relationship and does not see himself or herself as a victim of exploitation. Perpetrators of CSE can be from within or from outside a child or young person's family. If, any staff or volunteer is concerned a child is being sexually exploited follow the procedures set out in this document.

### **Bullying**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against

particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. When faced with a situation of one child or young person behaving inappropriately towards another, a decision needs to be made about whether the problem behaviour constitutes bullying or a child protection concern. This is a decision that needs to be reached by the Designated Safeguarding Lead, in consultation with staff members working with the child.

The NSPCC website has detailed information about types of abuse and signs and indicators.

**<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>**

**You can also contact them if you would like advice about this area**

**[help@nspcc.org.uk](mailto:help@nspcc.org.uk) **0808 800 5000****

Government Guidance here: [What to do if you're worried a child is being abused \(2015\)](#)

## **SECTION 4**

### **• Responding to and reporting a disclosure**

#### **Ways that abuse might be brought to your attention**

- A child might make a direct disclosure about him or herself
- A child might make a direct disclosure about another child
- A child might offer information that is worrying but not a direct disclosure
- A member of staff might be concerned about a children's appearance or behaviour or about the behaviours of a parent or carer towards a child
- A parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering
- A parent might offer information about a child that is worrying but not a direct disclosure

#### **If a child discloses information regarding abuse or the welfare or safety of themselves or another child:**

- Reassure the child that telling someone about it was the right thing to do.
  - Tell him/her that you now have to do what you can to keep him/her (or the child who is the subject of the allegation) safe.
  - Let the child know what you are going to do next and who else needs to know about it.
  - Let the child tell his or her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
  - Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.
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- As soon as you can after the disclosure make a written record of what was said. Try to use their words. Write it up as clearly as possible. Date and sign the document.
  - Remember that it is not your job to prove if this information is true or not – You have to get as accurate a record as possible of the disclosure to the designated child protection

person as quickly as possible. A 'Safeguarding Report Form' (Appendix 3) will be completed by the designated person with you using the information you have supplied.

### **Peer-on-Peer abuse**

- Hackney Shed does not tolerate bullying – everyone is welcome and this is central to the way that we work.
- If a child is being bullied, this behaviour must be challenged straight away.
- Tell the most senior member of staff if this behaviour is seen. The member who is being abusive will be taken out of the session for a discussion. The victim will be supported throughout
- If behaviour continues, parents/carers will be brought into the discussion
- Ultimately if the behaviour does not change the member who is being abusive will be asked to leave Hackney Shed.

### **REPORTING A DISCLOSURE AND DESIGNATED STAFF**

- 4.1 Vicki Hambley (DSL)** is designated to act as the person responsible for ensuring that appropriate action is taken in case of abuse. The designated lead is responsible for co-ordinating policy and action on child protection and for informing all appropriate agencies.
- 4.2** When working on behalf of Hackney Shed in schools/partner organisations, always ask who the Safeguarding lead is.
- 4.3** On occasion where Vicki Hambley is not available any concerns or disclosures should be reported to **Anna Clover** or **Júlia Couto** Deputy Safeguarding Leads or **Sarah Schofield**, the trustee lead. On the occasion that you cannot reach a safeguarding lead, speak to the most senior member of staff that is present at the workshop straight away, write down everything straight away and email a copy of this information to the designated safeguarding lead.
- 4.4 CONFIDENTIALITY AND TRUST** – Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the young person is overriding concern. Suspicion of abuse, or concern that a young person is at risk of abuse although not yet a victim, is sufficient cause to contact a designated member of staff, and the young person should be made aware of the need to do so at the earliest possible stage of disclosure. Young people may, however, wish to involve as few people as possible and every effort should be made to respect their wishes for confidentiality provided this does not prevent any action which is necessary for their protection. An abused young person may be under severe emotional stress and may feel anxious about taking a member of staff in to their confidence. Care and sensitivity are needed to ensure firstly that the young person feels as supported and reassured as possible, and secondly that s/he understands the need for action which will require the involvement of other staff/agencies.

### **ACTION TO BE TAKEN**

#### **4.5 Referral to designated staff**

- a) **Any member of staff who suspects or knows of abuse to any child or young person aged between 0 and 18 years of age will immediately inform the designated staff.**

- b) Disclosures to staff may also be made by members themselves who are not necessarily subject to abuse themselves but are aware or suspicious that a child is at risk in their household. In these cases too, members of staff should pass the information immediately to the designated person.
- c) Information about any case will be confined to the designated staff and committee unless it is in the interests of the young person that other members of staff involved in their welfare are informed. At all times confidentiality will be strictly respected.

#### 4.6 Advice available

- a) A designated member of staff may feel that there is cause for concern about a young person, but may wish to discuss the case before deciding whether or not it should be formally reported under Child Protection Procedures. Call the NSPCC helpline for free on 0808 800 5000, email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or text on 88858.

#### 4.7 Referral to appropriate agencies

- b) Once the designated person has been notified of a disclosure they will complete a Safeguarding Report Form and pass the information immediately to the First Response Team. Following the telephone referral a multi-agency referral form should be completed.
- c) **Emergency Referral:** In the event of an urgent, possibly life threatening situation or **if a crime has been committed the police can be contacted directly by calling 999.**
- d) Except in cases where it is felt a child may be at immediate risk of harm, parents or carers should be notified that a referral has been made. It is helpful to have as much detail as possible about the child(ren) and parents/carers, the event that prompted the referral and information about the child or young person's presentation.
- e) Procedures outlined in this document should be followed in the first instance where possible however anyone, not just the designated safeguarding lead, can make a referral to children's social care if they have a concern about a child. If there is a disagreement on whether or not a referral should be made it should be discussed with Hackney Shed management but this must not result in a delay.
- f) If the young person lives outside Hackney, consultation should be with Social Services in the borough or county of residence.

#### Contact Details for Making a Referral (Hackney) Children's Social Care (CSC)

If you have safeguarding concerns about a child who lives in Hackney you can contact the First Response Team (FRT) directly during office hours 9-5 Monday-Friday except Bank Holidays:

- **First Response Team: 020 8356 5500**

The relevant page on Hackney Council's website is:

<https://hackney.gov.uk/child-protection>

The CSC referral form can be emailed to FRT on [cscreferrals@hackney.gov.uk](mailto:cscreferrals@hackney.gov.uk)

**Outside of the above hours, the Emergency Duty Team (EDT) can be contacted on:**

- **Emergency out of Hours: 020 8356 2710**

If you think you may need to make a referral you are welcome to call the First Response Team to discuss your concerns. Professionals should of course consult with their organisation's safeguarding lead but if still unsure as to whether the threshold is met for statutory social work involvement or if the matter seems urgent then please call FRT to discuss your safeguarding concerns.

### **Female Genital Mutilation. Making a report.**

Make a report orally by calling 101. When you call 101, the system will determine your location and connect you to the police force covering that area. Explain that you are making a report under the FGM mandatory reporting duty.

You will be asked to supply: Your details and times when you will be available to be called back. Details of your organisation's designated safeguarding lead. The girl's details. If applicable, confirm that you have undertaken, or will undertake, safeguarding actions to Safeguard Children as appropriate. You will be given a reference number for the call and should ensure that you document this in your records .

### **RECORDING INFORMATION**

- 4.7.1** All records should be signed and dated and placed in a locked central file at the company address.
- 4.7.2** Designated staff will be responsible for recording information about each case on a Safeguarding Report Form and for collecting any other reports and notes as appropriate. The designated staff should not collect statements from the young person but should ask the member of staff who initially received the disclosure from the young person to record what s/he said using a report form.
- 4.7.3** The records will document every aspect of the case as it develops including grounds for initial concern, where appropriate descriptions of injuries to the young person or any worrying behaviour, records of what the young person has said, notes of any decisions reached, details of telephone calls, copies of referral forms and any information of outcomes from case conferences or other enquiries conducted by Social Services.
- 4.7.4** Access to records will be confined to designated staff. All records will be kept in locked storage at the company address or in password protected folders online. Records should be destroyed when the person concerned reaches their 18<sup>th</sup> birthday.

## **Section 5**

- **Behaviour Code and Allegations against Staff**

**5.1 Code of behaviour for staff and volunteers.** When working with children and young people for Hackney Shed all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times. When working with children and young people, it is important to:

- Operate within Hackney Shed's principles and guidance and any specific procedures.
- Follow the child protection policy at all times.
- Listen to and respect children at all times.
- Avoid favouritism.
- Treat children and young people fairly and without prejudice or discrimination.
- Value and take children's contributions seriously, actively involving all children and young people in planning activities wherever possible.
- Ensure any contact with children and young people is appropriate and in relation to the work of the project.
- Always ensure language is appropriate and not offensive or discriminatory.
- Provide examples of good conduct you wish children and young people to follow.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Hackney Shed will ensure that whenever possible, there is more than one adult present during activities with children and young people.
- Be close to where others are working. If a child specifically asks for or needs some private time with you, ensure you are in sight of other adults.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.

#### Do Not

- Develop inappropriate relationships such as contact with children and young people that is not a part of the work.
  - Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances.
- Let children and young people have your personal contact details (mobile number or address) or contact them via social media unless it is part of the work.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Act in a way that can be perceived as threatening or intrusive.
- Inflict physical or psychological harm to a child

**5.2** It is essential in all cases of suspected abuse by staff that action is taken quickly and professionally in the interest of the young person's welfare. In the event that any member of staff suspects any other member of staff of abusing a member, it is their responsibility to discuss these concerns with one of the designated staff or alternatively directly to the board.

- 5.3 The designated staff member or board will decide on the action to be taken in relation to the staff member and allegations should be reported.
- 5.4 In cases of allegations against staff or volunteers contact the Local Authority Designated Officer (LADO). Referrals are made by emailing [LADO@hackney.gov.uk](mailto:LADO@hackney.gov.uk)

## **SECTION 6**

### **• Whistleblowing**

6.1 If you have any concerns about a child you should raise this with the safeguarding lead in the first instance, however you should call the Whistleblowing Advice Line if:

- You feel you don't have clear safeguarding procedures to follow
- You think your concern won't be dealt with properly or may be covered-up
- You've raised a concern but it hasn't been acted upon
- You're worried about being treated unfairly.

6.2 If you disclose information about wrongdoing the law protects you from being treated unfairly or losing your job. A disclosure qualifies for protection if you are a worker and you disclose something about an organisation.

6.3 A disclosure must be about something that affects the general public such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- an legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of any individual has been endangered
- the environment has been damaged
- information about any of the above has been concealed.

This is set out in the [Public Interest Disclosure Act 1998](#). The Act applies to England, Scotland and Wales. For more information about child protection across the UK see our pages on reporting concerns in [England](#), [Northern Ireland](#), [Scotland](#) and [Wales](#)

The NSPCC has been a prescribed whistleblowing body for child welfare and protection since 2014 ([Department for Business, Innovation and Skills, 2016](#)). This means any worker who has child protection or welfare concerns can make a disclosure to them and they can seek to protect them against unfair treatment at work.

Contact the NSPCC Whistleblowing Advice Line

Call [0800 028 0285](tel:08000280285) Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

You can call about an incident that happened in the past, is happening now or you believe may happen in the future.

## **Section 7**

- **Review procedures**

7.1 If cases have been dealt with under these procedures, designated staff will meet to review the effectiveness of the process. These questions will need to be addressed:

- How well was the case managed?
- Were the guidelines followed and were they appropriate?
- Did Hackney Shed collaborate with the agencies involved in the case and how effective and co-operative were the other agencies in working with Hackney Shed?
- Was the right balance maintained between confidentiality and ‘need to know’?
- How did Hackney Shed manage the relationship with the young person and their family (if appropriate)?
- Are changes needed in the procedures?

## **Section 8**

- **Guidelines to promote the inclusive welfare and protection of children within Hackney Shed**

### **8.1 Safer Recruitment.**

Hackney Shed recognises that those who intended on harming children will seek out positions that will enable them to do this. Therefore, we understand the importance of safer recruitment and will endeavour to apply the highest safer recruitment standards, as it is our duty to keep children safe. We are committed to equality, valuing diversity and working inclusively across all our activities. We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation. In all recruitment interviews interviewees will be asked question that will shed light on their motivation for wanting to work with children and young people.

In Hackney Shed’s safer recruitment approach we use the City and Hackney Safeguarding Children Board’s Safer Recruitment- Minimum Standards, so as a minimum we will aim to:

- Include a generic statement within every job description attached to a job involving contact or work with children that outlines the organisational expectation of the post-holder

“All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation”

- All new staff and volunteers will be checked by the **DBS (Disclosure and Barring Service)** to ensure the protection of children.
- All staff and volunteers should hold a DBS certificate no more than 2 years old. In the event of a DBS certificate expiring Hackney Shed will apply for a new check to be undertaken. Where possible DBS status will be checked via the online update service.
- All new staff and volunteers will complete an application form with full contact details and recent employment/education history.
- All new staff will undergo an interview. In the case of volunteers this will be more informal.
- All new staff and volunteers will be asked to supply 2 references on application.
- All new staff and volunteers will undergo basic training covering Hackney Shed’s safeguarding policy and procedures as well as being given a copy of the safeguarding policy document which we ask them to return the declaration to confirm they have read and understood it.
- All trustees will undergo basic safeguarding training and will renew this at the beginning of each new term.
- Staff and volunteers will undergo termly review meetings as an opportunity to discuss any issues and feedback on progress
- Hackney Shed will constantly strive to keep abreast of changes in Disclosure and Barring Services procedures and safer recruitment minimum standards.

**8.2 Child and Practitioner Ratios** – Hackney Shed will ensure that there are very good Staff to Child and Volunteer Practitioner to Child Ratios in workshops, rehearsals and performances involving children of 16 years and under. Practitioners will offer a range of direct and indirect support experiences to ensure children are able to both progress steadily to managing their own inclusion with as much independence as possible – while at the same time being as “safe” as possible. We use the NSPCC guidance on ratios and in most cases provide more adults than recommended.

8.3 During workshops and rehearsals children will be supported by:-

- a) Hackney Shed Artistic Practitioners
- b) Hackney Shed Project Manager
- c) Hackney Shed Volunteer Practitioners
- d) Youth Theatre members taking on a variety of support and Group Director roles with the Children’s Theatre

**8.4 Liaison with Parents and Carers** – In all areas regarding the welfare, care and provision for their children, parents and carers will be encouraged to contribute information orally, in writing,

via the company application form and subsequent opportunities to update information, in order to assist planning. Parents and carers will be made aware of the accessibility of relevant staff for consultation before and after sessions.

**8.5 Care of children with a disability or special needs.** Where there are specific issues related to a child's personal care and welfare relating to a disability or special need, Hackney Shed staff will consult with parents to ensure a child's needs can be met in as inclusive and discreet manner as possible. Awareness of procedures and routines used at home will inform procedures and routines to be used during sessions. Where variations to personal care and welfare need to be made (e.g. in long rehearsals, performances) parents and carers should be consulted.

Hackney Shed practitioners will work together when providing for the personal care needs of individual children – sharing experience and responsibility and encouraging as much independence in the individual child as possible.

Practitioners will take the lead in managing provision for children's individual welfare, care and progress.

**8.6 Liaison with Children** – Children will always be consulted on the provision of their inclusive progress, welfare and care within Hackney Shed – with their views informing all aspects of planning. Hackney Shed practitioners are very much aware of the need to use as many opportunities as possible to talk to children about their progress, welfare and care.

**8.7 Dissemination of Information** – Hackney Shed will ensure that information about the inclusive progress, welfare and care of individual children which can inform planning and provision is appropriately disseminated to practitioners who are helping manage the individual child's progress.

**8.8 Older Children Training in the Inclusive Support of Younger Children** – It is crucial that children are encouraged to see the inclusion of their peers in activities as a natural, instinctive, positive process. To do this, children should not see inclusion as adult-led, rather they should see the process of including as child-led and capable of being taken on by their own peer group. Children need to see older children modelling inclusive support and helping them to manage the inclusive, creative support of their own peer group. In these situations practitioners will clearly manage the process so that children taking on these support roles are supervised and boundaries made clear.

**8.9 Registration Procedures** – Hackney Shed will ensure that in workshops, rehearsals and performances children are registered before entering a session with immediate information regarding any aspects of progress, welfare and care disseminated to relevant practitioners.

**8.10 Changing rooms.** During performances where members need to change in and out of costume Hackney Shed will provide single sex and gender neutral rooms which are supervised by Hackney Shed staff and not accessible to anyone outside of the organisation.

**8.11 Photo/video recording.** Hackney Shed will obtain signed photographic permission from a parent/carer before any photographic/video material is put into the public domain. Hackney Shed will clearly state that photography or filming may take place when participants sign up to an activity and gain permission for material to be used in all cases.

- 8.12 Code of behavior for children.** Where an individual member needs support to manage their behavior this will be done in an inclusive manner with practitioners working together and liaising with parents/carers to encourage the child to manage their behavior and setting rules and boundaries with as much independence as possible, ensuring their creative contributions can be acknowledged.
- 8.13 Parents on site during workshops.** In some cases parents/carers remain on site during the workshops. This may be to support their child/young person with additional needs or some other reason which requires them to be present. In these circumstances, parents will always be supervised by a Hackney Shed member of staff. They will never be alone with any children while on site.
- 8.14 Working with venues.** Hackney Shed works in a variety of venues in Hackney and surrounding areas. We will work with venues to make sure that we are following their safeguarding policies as well as our own.
- 8.15 Public Performances.** As a theatre company, we occasionally invite families and members of the public to attend as audience members at Hackney Shed. In these events, members of the public are separate from the children and young people in the waiting area prior to and after the show. Project managers ensure children are dismissed to their parents at the end of the event and Hackney Shed staff remain in the waiting area with the public until everyone is gone.
- 8.16 Bullying.** Children have a right to expect a caring, safe, secure environment within the Hackney Shed – free from abuse and discrimination of any sort. Where a child is acting aggressively towards or knowingly bullying or discriminating against another child he/she will be counselled with a view to discovering the causes of such behaviour and ultimately changing the behaviour. Where such behaviour persists parents would be consulted and the child's future in Hackney Shed would be discussed. In such situations counselling and support for those on the receiving end of bullying, aggression or discrimination would be given the highest priority. Parents will be informed of all incidents.
- 8.17 Health and Safety and Risk Assessment.** All activities will undergo risk assessment and the appropriate actions taken to ensure the safety of all participating. Hackney Shed has a Health and Safety policy outlining all policy and procedures. At Hackney Shed we take the safety of children and young people seriously. It is our duty to ensure that whilst using our service they are kept safe, especially if we take them on trips or when taking part in offsite activities. Before children and young people are taken on trips the member of staff leading on this must undertake a specific assessment of the significant risks and complete a risk assessment form. This would include assessment of any risks to employees, children or others during the trip or offsite workshop, and the measures that should be taken to minimise these risks. In all circumstances, those organising trips and outings should pay careful attention to ensuring there is a safe staff/child ratio and suitable gender mix of staff. During trips members of staff and volunteers must remember that they are in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.
- 8.18** Hackney Shed will liaise with the Local Authority on aspects of child welfare and protection if necessary – updating policy whenever necessary.

**We are committed to reviewing our policy and good practice annually.**

**This policy was reviewed on 26.9.25 and will be reviewed by 26.9.26**

## HACKNEY SHED SAFEGUARDING POLICY

### Appendix 1.

**Please Complete our online questionnaire and declaration relating to our Safeguarding Policy. This will be emailed to you in a separate email.**

**If for any reason you are unable to complete the online declaration (preferred method) please print and sign this form and return it to a designated safeguarding lead.**

### **Hackney Shed Safeguarding Policy Declaration**

Please sign, date and return this declaration once you have read the policy.

If you have any questions about anything in the policy please ask Sarah Schofield, who is also the designated person for safeguarding issues.

Declaration:

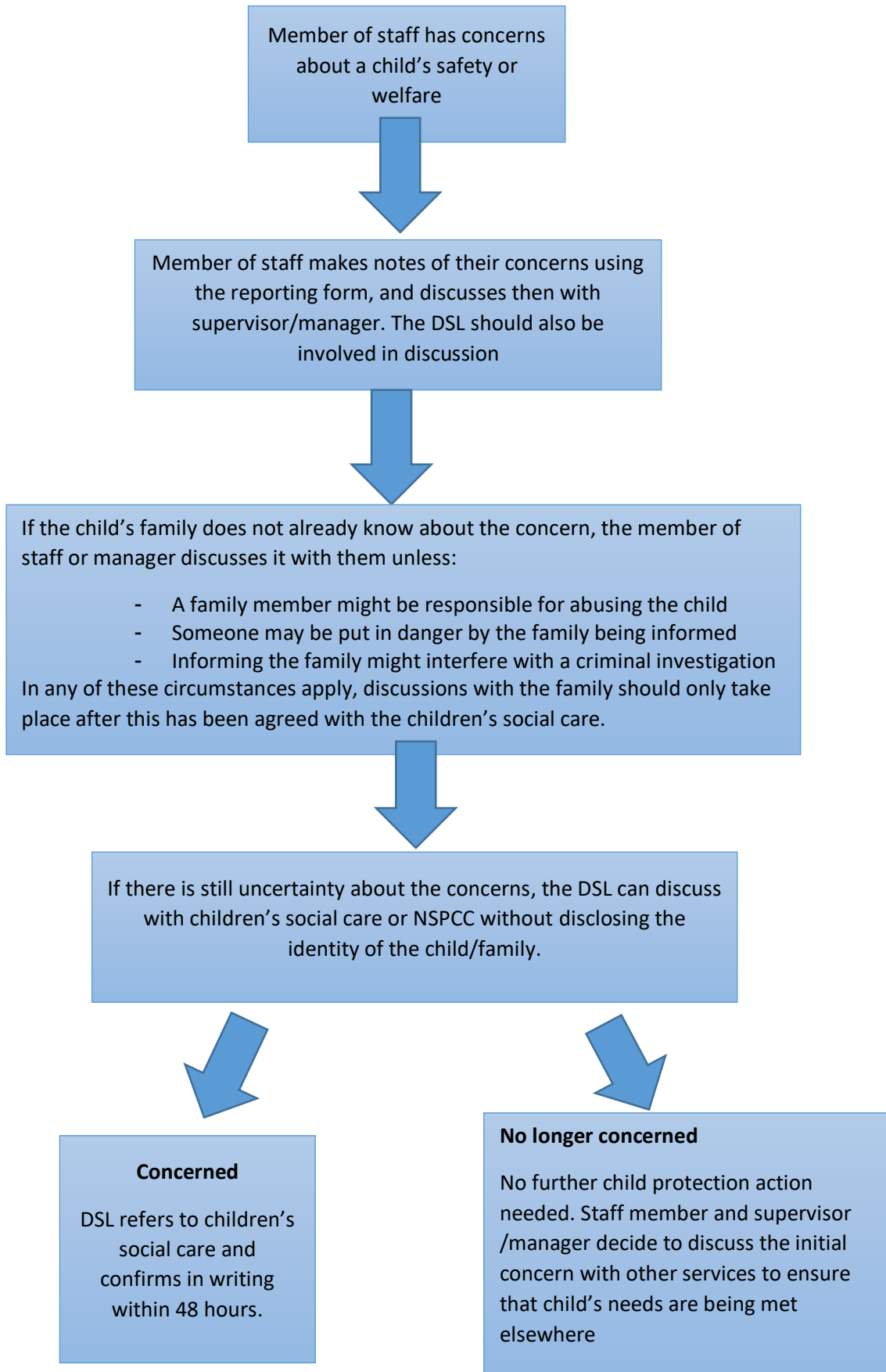
*I have read Hackney Shed's Child Protection and Safeguarding policy and understand and will adhere to the policy and procedures as outlined in this document.*

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2 – Hackney Shed Safeguarding Procedure Summary



Appendix 3.



**HACKNEY SHED DISCLOSURE AND SAFEGUARDING REPORT FORM**  
(including concerns and allegations)

**1. PERSONAL DETAILS**

- Name of Child:
- Age:
- Parent's/Carer's Name:
- Home Address:
- Main Contact number:
- Main Contact email:

**2. INCIDENT (including concerns and allegations) DETAILS:**

Date/Time:

**3. YOUR DETAILS:**

- Name of person reporting incident:
- Contact number:
- Email address:
- Date incident reported:
- Time incident reported:

#### **4. REPORTING:**

1- Have you or anyone else spoken to the parents/carers? If yes, please provide details of what was said:

- Date parents spoken to:

2- Have you spoken to the child? If yes, please provide details of what was said: see above.

- Date child spoken to:

3- Have you spoken to the person the allegations are being made against? If yes, please provide details of what was said:

- Date person spoken to:

4- Please provide details of any further action taken to date:

5- Have you informed the statutory authorities, Children's Social Services, police?

Please give details and who you informed:

Date authorities spoken to:

## **5. YOUR SIGNATURE**

I certify that the details provided on this form are true.

Signature:

Date:

Time: