

Looping the Loop CIC Safeguarding Policy, April 2024

This Safeguarding policy applies to all volunteers, helpers, members, staff, including senior managers, trustees, sessional workers, freelancers, or anyone working or volunteering on behalf of Looping the Loop.

The purpose of this policy:

- To protect and empower children, young people, and vulnerable adults who attend Looping the Loop groups and events.
- To provide volunteers and staff with the overarching principles that guide Looping the Loop's approach to safeguarding.

What is safeguarding?

Safeguarding is the action taken to work together with children and vulnerable adults to protect them from harm. This includes:

- Protecting children and vulnerable adults from maltreatment.
- Preventing impairment of their health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and vulnerable adults to have the best outcomes.

The nature of the work of Looping the Loop entails work with people of all ages and needs, so our policy also supports the Safeguarding of vulnerable adults, people aged over 18 years of age. We apply safeguarding when:

A person is 18 years or over with needs for care and support; is experiencing, or at risk of, abuse or neglect; and as a result of their care and support needs, is unable to protect him or herself against abuse or neglect, or the risk of it.

Charities and companies that work with children and vulnerable adults must always act in their best interests and ensure they take all reasonable steps to prevent harm to them. Looping the Loop's safeguarding checklist sets out the minimum safeguarding requirements which all groups should meet, such as supervision ratios, risk assessments, screening, training, and other actions which create a safe environment for everyone involved.

Safeguarding is an integral part of promoting the welfare of both children and vulnerable adults. It includes activities undertaken to protect specific individuals who are suffering or are likely to suffer significant harm, such as referral, support plans, and other interventions.

Looping the Loop's commitment

Looping the Loop has a responsibility to promote the welfare of all children, young people or vulnerable adults and to keep them safe.

Looping the Loop is committed to practise in a way that protects children, young people or vulnerable adults and supports them to engage in activities that support our aims and principles.

Looping the Loop will not tolerate any behaviour which may harm children, young people or vulnerable adults emotionally, physically or psychologically. Such behaviour includes physical, emotional, verbal or sexual abuse, bullying, harassment, undue or harsh criticism or violence directed towards individuals or groups.

Looping the Loop will take serious measures against any volunteer or staff member found in violation of this policy.

Looping the Loop strives to maintain a culture of honesty and openness, supporting children, young people or vulnerable adults to work co-operatively with Looping the Loop to identify what they consider likely to affect them and their safety.

Children have expressed that they need:

- Vigilance: to have adults notice when things are troubling them
- Understanding and action: to understand what is happening; to be heard and understood and to have that understanding acted upon
- Stability: to be able to develop an ongoing stable relationship of trust with those helping them
- Respect: to be treated with the expectation that they are competent rather than not
- Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans
- Explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response
- Support: to be provided with support in their own right as well as a member of their family
- Advocacy: to be provided with advocacy to assist them in putting forward their views
- Protection: to be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee

Vulnerable adults have expressed that they need:

- Vigilance: Recognise when vulnerable adults are in distress or their circumstances are changing, potentially putting them at risk. This includes noticing signs of abuse, neglect, exploitation, or deterioration in their mental or physical health.
- Understanding and Action: Take their worries seriously, provide a response that acknowledges their situation, and act promptly to address their needs.
- Stability: Consistent and stable relationships built on trust and reliability.
- Respect: Recognising their competence and capabilities, valuing their opinions, and encouraging their independence as much as possible. Support them in making their own decisions, respecting their choices, and acknowledging their rights.
- Information and Engagement: Keeping vulnerable adults informed and involved in decisions affecting them. They should be actively involved in planning.

- Explanation: Providing clear explanations about the outcomes of assessments, decisions made, and any reasons why their wishes might not be fully accommodated helps in maintaining transparency and understanding.
- Support: Offering individualised support that considers the person's needs, preferences, and circumstances.
- Advocacy: Ensure their voice is heard and their rights are upheld.
- Protection: Access to protective measures and services, especially those who are in particularly precarious situations, such as refugees or individuals with severe disabilities.

Safeguarding Principles

Looping the Loop recognises that:

- The welfare of children, young people, and vulnerable adults is paramount.
- All individuals, regardless of age, disability, gender, racial heritage, religious belief, gender reassignment, pregnancy or maternity, sexual orientation, or identity, have a right to equal protection from all types of harm or abuse.
- Some individuals are additionally vulnerable because of previous experiences, level of dependency, communication needs, or other issues.
- Working in partnership with children, young people, their parents, carers, vulnerable adults, and other agencies is essential in promoting their welfare.

Looping the Loop's underlying safeguarding principle is that all members (children, young people and vulnerable adults) and volunteers should be protected at all times from behaviour and attitudes they find uncomfortable. To achieve this aim:

- The needs of children, young people and vulnerable adults are central to all activity planning.
- Open communication with beneficiaries and volunteers and effective planning will support the safeguarding of children, young people, and vulnerable adults.
- Anyone has the right to speak out about behaviour and attitudes they find uncomfortable; they know who they should speak to in advance and be confident that they will be listened to.
- Groups of children, young people, and vulnerable adults should be supervised by a minimum of 2 adult volunteers or staff, at least one of whom must be DBS-checked.
- Any physical contact should be instigated or consented to by the child, young person, or vulnerable adult, and should be relevant to their needs or safety.
- Appropriate screening and checks need to be undertaken in respect of all adults regularly working with children, young people, and vulnerable adults, but these are only effective when supported by good communication, training, and ongoing observation.
- All volunteers and staff are required to undertake appropriate Safeguarding training relevant to their role in Looping the Loop project delivery and activities.
- Risk assessments must be completed for all venues and activity types, considering the specific needs of children, young people, and vulnerable adults.

- Personal details of all volunteers, children, young people, and vulnerable adults are held securely in accordance with Looping the Loop's data protection policy.
- All children, young people, vulnerable adults, and their parents/carers should be made aware of this policy and who they should speak to about safeguarding or child protection issues.
- All concerns and allegations will be taken seriously and responded to following the appropriate procedure. This may include a referral to child protection teams or other agencies.

Review and learning lessons

Looping the Loop is committed to reviewing its policy and practice. The Lead Safeguarding person (currently Ellie Jones / Creative Director) will work with Looping the Loop's Directors annually to review procedures and practices.

This is to ensure that:

- Policies and procedures are kept up to date
- Appropriate training is provided to members and staff
- All groups, centres and projects have identified a Safeguarding Lead and produced a local safeguarding plan
- Best practice in safeguarding and Health & Safety is embedded at every level of the organisation
- Sound systems are in place.

All staff and volunteers are responsible for:

- Being familiar with safeguarding policy and child protection procedures.
- Ensuring parents, carers, children, young people, and vulnerable adults are aware of the organisation's safeguarding policy and procedures.
- Sharing concerns promptly with the Safeguarding Officer.

Looping the Loop's Safeguarding Officer is responsible for:

- Being familiar with safeguarding procedures.
- Co-ordinating safeguarding training.
- Keeping safeguarding on the agenda, creating space for discussion.
- Acting as the first point of contact for staff or volunteers concerned about the safety and welfare of a child or vulnerable adult involved in one of our projects.
- Contacting children's social care or appropriate adult social care in cases where a child or vulnerable adult is at risk of harm.
- Ensuring that all staff and volunteers know where they can find the safeguarding policy, local safeguarding plan, and child protection procedures.
- Supporting volunteers after they have shared their concerns about a child or vulnerable adult.
- Liaising with appropriate local agencies for support and advice and keeping a list of local contacts.
- Developing safeguarding policy and procedures.

- Advising and providing guidance to staff and volunteers concerned about a child protection issue or the welfare of a vulnerable adult.
- Communicating to staff and volunteers any changes in policy and procedures.
- Creating an environment which encourages all members to discuss concerns.
- Training staff and volunteers about how to respond to child protection concerns and issues concerning vulnerable adults.
- Keeping accurate records of concerns about children, young people, and vulnerable adults, and actions taken.
- Collecting monitoring data on all safeguarding activities across the organisation.
- Ensuring that the organisation meets the requirements of its insurers regarding its safeguarding responsibilities.
- Promoting the importance of safeguarding across the organisation.
- Managing complaints about poor practice of either staff or volunteers.

Safeguarding Declaration

To be signed by all members of staff.

I confirm that I have read and understand my responsibilities with regard to safeguarding children, young people, and vulnerable adults involved in Looping the Loop activities.

I confirm that I have never received criminal convictions for offences involving abuse against children, nor am I subject to any such investigation. I have no other criminal convictions which might render me unsuitable to work with young people or pose a risk to the welfare of children and young people.

I confirm that I am not barred from working with children and young people or barred by Association.

I understand that any such proceedings or convictions could result in suspension or expulsion from Looping the Loop subject to the organisation's procedures.



Ellie Jones,
Looping the Loop
Creative Director



Suzy Humphries
Looping the Loop
Executive Director

Signed by member of staff/practitioner

Name: _____

Signed: _____

Dated: _____