

MINISTRY OF STORIES SAFEGUARDING POLICY

I. INTRODUCTION

This is a statement of intent that demonstrates Ministry of Stories' commitment to safeguard children involved with the Ministry of Stories from harm.

While the primary responsibility for the care of children rests with their parents or guardians, everyone working with children has a responsibility for their well being and protection, including staff members, freelance contractors, volunteers or trustees at the Ministry of Stories. We have a collective responsibility to ensure that the children we work with are encouraged and helped in their creative work and that this should take place in a safe and protected environment. We do this through carefully planned activities, skilled and experienced facilitators, and a safe and appropriate working environment.

The Policy is underpinned by the legislation: The Children Act of 1989 and 2004, Working Together to Safeguard Children 2018, and Keeping Children Safe in Education 2019.

Children need to know that adults are fully committed to their welfare. They will be reassured in this if they feel:

- You are prepared to listen to them, especially when they are telling you something that is difficult for you to hear and to believe
- You value and support them as individuals
- You have taken steps to ensure the physical environment is safe
- You praise them
- You trust them

This document contains the Ministry of Stories policy and guidelines for child protection and promotes codes of behaviour so that everyone is aware of the standards of behaviour of both children and adults. All staff, freelance contractors, volunteers and trustees are expected to adhere to this code.

The policy will be reviewed annually.

2. TERMS OF REFERENCE

“Child” refers to anyone under the age of 18 years. This policy applies to all children whether they are a visitor, participant, work experience placement student or other.

“Child Protection/Safeguarding”

Whereas ‘child protection’ literally means protecting children from abuse and neglect, ‘safeguarding’ widens practice around their needs to encompass creating an environment where the welfare of children and young people is actively promoted. Promoting welfare is about helping children and young people achieve their potential and ensuring that they are safe and adequately cared for. ‘Safeguarding’ is the term adopted by the Ministry of Stories.

“Vulnerable adult” means a person aged 18 or over who has a condition of the following type a) a learning or physical disability; b) a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or c) a reduction in physical or mental capacity.

“Disclosure of abuse” is the statement a child, young person or vulnerable adult makes to another person that describes abuse. Further details relating to this can be found in Appendix 2.

“DBS Disclosure” is the term used to check with the Disclosure and Barring Service for any past convictions held by an individual who is seeking to work with children, young people or vulnerable adults.

“Designated Safeguarding Lead” is a person who has specific responsibility for ensuring effective safeguarding procedures. Their responsibilities include acting as a source of information on child protection matters, co-ordinating action within the organisation and liaising with health, children’s services and other agencies about suspected or actual cases of abuse.

3. PRINCIPLES

- Children’s welfare is paramount.
- All children without exception have the right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs.
- The policy is approved and endorsed by the board of trustees.
- This policy is applicable to all staff employed by the Ministry of Stories and also applies to all freelance contractors, centre-based volunteers, including writers and artists, as well as volunteers at external Ministry of Stories events and activities and trustees.
- Children, teachers and parents are informed of the policy, code of behaviour and procedures as appropriate.
- All concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children’s services and in emergencies, the Police.
- The Ministry of Stories is committed to safe recruitment, selection and vetting.
- This policy is applied alongside the Ministry of Stories’ Health and Safety Policy.

4. DESIGNATED SAFEGUARDING LEADS

Rob Smith, Director (Designated Safeguarding Lead)
rob@ministryofstories.org
020 7729 4159 | 07967 714238

Kirsty Telford, Deputy Director (Deputy Designated Safeguarding Lead)
kirsty@ministryofstories.org
020 7729 4159

Regis Cochfert, Chair of Trustees (Safeguarding Champion for the Ministry of Stories Board)
□ Ministry of Stories, 159 Hoxton Street, London, N1 6PJ

The Designated Safeguarding Lead will have overall responsibility for the direction of the policy and securing resources for effective implementation, in conjunction with Deputy Designated Safeguarding Lead.

Role of the Designated Safeguarding Lead:

- To be the first internal point of contact in the case of a report about the Code of Behaviour being breached.

- To make arrangements for the conduct of inquiries when there has been a breach of the Code of Behaviour.
- To report suspicions and allegations of child abuse to the statutory authorities where necessary, i.e. Children's Social Care and the Police.
- To liaise between Ministry of Stories staff, children and the statutory authorities where necessary.
- To create and maintain links with the statutory authorities and other relevant agencies and resources groups.
- To provide support to any victim, volunteer, or employee making a referral and also to the person against whom the allegation has been made.
- To advise the organisation, members, or staff on individual cases as necessary and appropriate.
- To advise on good practice.
- To organise and/or facilitate training and workshops on guidelines in child protection.
- To keep up-to-date on current developments regarding provision, practice, support services, legal obligations/requirements and policy.
- To keep records in compliance with Data Protection Act requirements.

5. DBS DISCLOSURE REQUIREMENTS

5.1 Employees

Enhanced DBS disclosure is required for all employees of the Ministry of Stories. DBS certificates will be checked annually via the update service.

5.2 Freelance Contractors and Volunteers

Enhanced DBS disclosure is required for all freelance contractors and volunteers of the Ministry of Stories. DBS certificates will be checked annually via the update service, or renewed within two years. We will accept DBS certificates processed by a third party organisation where the original has been viewed, checked and recorded alongside personal ID. It is the responsibility of the Volunteer Coordinator to identify when this is necessary by use of the database. DBS disclosure forms are scanned and saved on the database in order to ensure confidentiality. This allows us to provide individual forms to third parties such as schools, upon formal request. Additionally we require details of two referees. Freelance contractors and volunteers are also requested to provide their passport in order that we can verify their right to volunteer/work within the UK. Any visa limitations such as expiry date or maximum hours are noted on the database.

5.3 Trustees

Enhanced DBS disclosure is required for all trustees of the Ministry of Stories, and should be obtained before that trustee has access to sensitive data, or unsupervised access to children. Repeat DBS disclosures will be required every two years for trustees who are not registered on the update service.

6. EMPLOYMENT PROCEDURE

6.1 Pre-employment Checks

Where DBS disclosure is a requirement of the role, this will be clearly stated in the recruitment advertisement. The line manager will co-ordinate an application for DBS disclosure with the new employee at offer stage and best efforts will be made to ensure that clearance is received before the start date.

6.2 Application form

Applicants will be asked to give a full account of their employment history alongside any voluntary experience on their application form, giving details of posts, names, addresses and contact numbers and reasons for leaving. The form must be signed and dated confirming that the information is true, that the candidate gives permission for the Ministry of Stories to approach previous employers, and that there is nothing in the applicant's personal or professional background that would preclude her or him from working with children. While electronic applications are accepted by the organisation, candidates must be able to produce signed copies at interview.

6.3 Disclosure of criminal convictions/prosecutions

Applicants will be asked to declare all convictions/prosecutions whether spent or otherwise in the application form. Any disclosures will be treated in strict confidence. The information disclosed will not necessarily disqualify the application. The DSL will make a decision as to whether the information disclosed is relevant to the post. Applicants will have the opportunity to speak to the DSL, in confidence, about this aspect of the recruitment process should they wish to do so.

6.4 Interview

Selected candidates will be interviewed by a panel in accordance with the usual recruitment procedures. Applicants will be asked to account for any gaps on their application forms and to give details of what they were doing if not in employment or volunteering.

6.5 Verification of Identity

Applicants must be able to produce a document at offer stage that can confirm his/her full name, date of birth and signature. Candidates also need to be able to produce a document that confirms their right to work in the UK as part of the Ministry of Stories' recruitment checks.

6.7 References

When a provisional offer of employment is made, references will be taken up, at least one of which must be the applicant's present or last employer.

7 TRAINING FOR STAFF, FREELANCE CONTRACTORS AND VOLUNTEERS

7.1 Staff, freelance contractors and long term volunteers

Line managers will ensure that every new staff member and volunteer:

- Receives a copy of the Safeguarding Policy
- Understands the Code of Behaviour (Appendix I)
- Receives training and guidance in relation to children, vulnerable adults and families

All staff members, freelance contractors and volunteers will be provided with an adequate level of supervision, support and review of work practice.

7.2 One off or sessional volunteers

Writers, artists and volunteers doing one-off or sessional work will be issued with an information pack and required to sign a copy of the Code of Behaviour. All volunteers will agree to abide by the Ministry of Stories Safeguarding Policy.

8. DISCLOSURES

Children, young people and vulnerable adults can be abused either through someone inflicting harm, or failing to act to prevent harm. It is not always easy to recognise abuse, which can take many forms. Appendix 2 provides guidance on what to look for. However if you have any concerns relating to the treatment of a child your first point of contact should be the Designated Safeguarding Lead.

The Ministry of Stories has a Designated Safeguarding Lead to deal with disclosures of abuse. However, if a child, young person or vulnerable adult discloses abuse to you, you have certain responsibilities and guidance on how to deal with such situations is detailed in Appendix 2.

9. BULLYING

The Ministry of Stories promotes an environment where all children and young people are treated appropriately and with respect and does not condone bullying inflicted on or by children or young people. This is classed as emotional abuse. Incidents of bullying are managed through the same process as all other forms of abuse.

10. PHOTOGRAPHY & FILMING

All photographs and film footage of children and young people participating in Ministry of Stories projects will be obtained with the school/parent/carer's permission. The images will be kept securely on a password-protected server, only accessible by members of the Ministry of Stories staff team.

Photography and filming in public events with large numbers of participants will only be allowed with clear signage in place to inform the public that if they enter the space they are agreeing to the possibility of being photographed or filmed.

Photography and filming when chosen for publication should provide a respectful image of children and vulnerable adults. Imagery chosen should always be clear, dignified, authentic and balanced.

Any photographers taking photographs of children for Ministry of Stories must have signed a self-disclosure form and an agreement regarding ownership, use and storage of photos.

11. INTERNET AND IT-BASED PROJECTS

Where initiating digital projects involving children, special care should be taken to minimise the risks of:

- bullying
- exposure to inappropriate or harmful content
- involvement in illegal content
- posting of personal information that could identify or locate the child offline
- theft of personal information
- sexual exploitation or abuse through exposure to strangers online
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"Children should be just as clear about what is expected of them online as offline".

Protective action to minimise these risks could include using child-friendly filters on search facilities, ensuring that site's clearly signpost their content and who it is appropriate for, ensuring that site advertising is suitable for children, limiting opportunities for posting personal details or photos, restricting personal information given for registration purposes, ensuring safety advice is prominent and available in a child-friendly format, confirming that content moderation is in place on interactive sites, chatrooms etc and checking that there are clear procedures for reporting incidents or complaints. Further guidance and advice can be sourced through <http://www.childnet-int.org> or <http://www.chatdanger.com/resources>. Incidents of online abuse are managed through the same process as all other forms of abuse.

12. WORKING WITH PARTNERSHIP ORGANISATIONS

Ministry of Stories often works in partnership with external organisations such as schools and youth groups. All partner organisations visiting the Ministry of Stories writing centre will be issued with a policy outlining Health & Safety, safeguarding and good practice in the space.

When working in partnership, the school/youth group are responsible for the protection of the children in their care and must follow their own Child Protection policy. The 'supervising adult', usually a teacher, youth worker or member of support staff, is therefore the Designated Safeguarding Lead for the participants and should always be present at the sessions at the Ministry of Stories.

13. PREVENT

Prevent is part of the UK's Counter Terrorism Strategy known as CONTEST. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. If a child shows changes in behaviour which could indicate that they may be in need of help or protection that indicates they may be at risk of radicalisation, staff should refer this to the DSL. See [governmental guidance](#) for more details.

14. LOST CHILD POLICY

If a child is separated from their parent/carer or supervising adult onsite, not collected at the end of the visit, or unsure where to meet their parent/carer, the following procedures should be followed. A child should never be left alone at the Ministry of Stories centre, and no child should be allowed to leave at the end of a session unless parental permission has been given for the child to travel alone.

14.1 Management of out of school sessions

A nominated volunteer or staff member is on duty at all times by the entrance, to welcome children, sign them in and establish what time they will be picked up and by whom. When adults arrive to collect children, the nominated volunteer or staff member will check that they are the named adult and fetch the child. If it is a different adult, the child should be asked to identify them. If there is doubt, a volunteer or staff member will phone the child's parent or carer to check.

14.2 School visits

A contact mobile phone number for the lead teacher will be taken in case of any child from the group being missing. School staff remain responsible for the children in their care, and for contacting parents and carers.

15. DATA AND RECORD KEEPING

The Deputy Director is responsible for the management of data relating to employees, volunteers and those on internship placements. They will also oversee management of records of DBS disclosures for volunteers and staff members as well as personal details for children and vulnerable adults participating in the Ministry of Stories' activities.

15.1 Management of DBS disclosure information

The Ministry of Stories complies fully with the DBS Code of Practice, Data Protection Act 1998 and other relevant legislation pertaining to the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

- **Storage and access:** Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- **Usage:** Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- **Retention:** Once a recruitment (or other relevant) decision has been made, the Ministry of Stories does not keep Disclosure information for any longer than is necessary. This is generally for a period of up to twelve months, to allow for the consideration and resolution of any disputes or complaints.
- **Disposal:** Once the retention period has elapsed, the Ministry of Stories will ensure that all copies of Disclosure information are destroyed by secure means. While awaiting destruction, Disclosure information will be kept secure. The Ministry of Stories may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

15.2 Management of personal information on children or vulnerable adults

All personal information relating to children participating in Ministry of Stories projects must be kept securely in a password-protected folder that only designated members of the Ministry of Stories team can access. Personal information will be kept in line with our GDPR Policy.

16. BREACHES OF THE CODE OF BEHAVIOUR BY STAFF AND VOLUNTEERS

16.1 Allegations involving staff

Any breaches of the Code of Behaviour will be raised with the individual concerned. In the case of staff, serious breaches of the code or policy will be dealt with under the disciplinary procedure and could result in disciplinary action up to and including dismissal.

16.2 Allegations involving volunteers

In the case of volunteers, serious breaches of the code or policy will be dealt with under the complaints against volunteers procedure in the Volunteer Policy and could result in disciplinary action up to and including a termination of the volunteering relationship.

16.3 Procedure for Allegations involving a member of staff / volunteer:

If you have a complaint that is related to the Safeguarding Policy or Code of Behaviour you can speak to the primary Designated Safeguarding Lead. The Designated Safeguarding Lead will seek advice from Children's Social Care, and follow up any further referrals or actions as agreed. If the allegation relates to the Director, the nominated Safeguarding Champion trustee should be informed.

Any allegation will be investigated confidentially in order to protect the rights of the person against whom allegations have been made. Investigations will be carried out quickly to see whether a prima facie case is established. If so, the issue will be handled according to the disciplinary procedure.

If not, the complainant will be told the outcome of the investigation and that the matter will not be taken any further. The individual will retain the right to pursue the matter under the complaints procedure, or grievance procedure as appropriate.

Following a complaint, the handling of the complaint will be subject to a review by an independent, external third party to ensure that all complaints are dealt with in line with best possible practice. During the course of such a review, all names and identifying details will be removed.

APPENDIX I: CODE OF BEHAVIOUR

We expect everyone working with children and young people in a paid or voluntary capacity for the Ministry of Stories to look at the way they operate and to take every possible precaution to avoid situations that could be misinterpreted or lead to false allegations of abuse.

By setting out appropriate and inappropriate behaviour, this code helps to protect children and also staff, freelance contractors and volunteers.

- Respect a child's right to personal privacy.
- Encourage children and adults to feel comfortable enough to point out attitudes and behaviour they do not like.
- Be aware of situations that present risks and manage these situations to minimise risk.
- Ensure that language, conversation and materials are appropriate when working with, talking to or within hearing distance of children or young people.
- Remember that the child or young person might not know the context of a flippant, overheard remark.
- Always treat children and young people equally and with respect and dignity. Their welfare must always be put before achieving the goals of the project, performance or placement.
- Recognise that caution is required for one-to-one situations, even in sensitive situations such as dealing with bullying or when children are very upset.
- Avoid being left alone with a single child or young person. Plan your time with them to be in open plan space, or with other colleagues; avoid private or unobserved situations.
- Where it is possible, ask parents/guardians/carers and/or nominated volunteers to be responsible for children.
- Provide feedback that is constructive and, where possible, enthusiastic.
- Do not initiate any physical contact with children or young people. If a child or young person initiates any physical contact (e.g. approaches you for a hug) deflect them where possible (e.g. offer them a hand to shake).
- Only physically restrain a child or young person if it becomes absolutely essential in order to prevent the infliction of injury to the child or young person or others
- Do not make sexually suggestive comments even in fun.
- Never shout at a child or young person.
- Avoid being drawn into inappropriate attention-seeking behaviour, such as tantrums or crushes.
- Avoid showing favouritism to any individual and never give gifts.
- Avoid doing things of a personal nature that children could do for themselves. If you have to, make sure another adult is present.
- Do not permit abusive youth peer activities such as bullying.
- If you suspect that a child or young person is being abused in any way (including if they make a disclosure of abuse to you, or you suspect abuse) immediately report this to the Designated Safeguarding Lead.
- When working on a project, performance or placement with a child or young person, do not give your personal mobile phone number or other personal details, or exchange social networking contacts (e.g. Facebook friends).
- Ministry of Stories may have signed permissions to photograph / record certain children or young people within good practice guidelines. Please refer to the lead staff member at the Ministry of Stories if you are considering this.
- Ministry of Stories will find a structured way to keeping contact with the child or young person after the project is over and communicate it to all involved. If a child or young person makes contact with you after the project, or you want to get in touch with them, please discuss this with Ministry of Stories staff.

The above guidelines apply equally to any offsite visits or activities with children and young people.

APPENDIX 2 – RECOGNISING ABUSE AND HOW TO DEAL WITH A DISCLOSURE

Recognising Abuse

Children and young people can be abused either through someone inflicting harm, or failing to act to prevent harm. Any child from any culture, faith or background can be at risk from abuse. Abuse can take place in a family, in an institution or community setting, by telephone or on the internet. Abuse can be carried out by someone known to the child or by complete stranger.

It is not always easy to recognise abuse and many of the indicators listed can have reasonable explanations and are not necessarily down to abuse.

Physical Abuse

May involve hitting, shaking, throwing, burning, scalding and suffocating as well as other forms of physical abuse. It can also result when a parent or carer deliberately cause ill health of a child. This is described as fabricated or induced illness.

Symptoms that indicate physical abuse include:

- Bruising in or around the mouth, eyes, back or buttocks
- Scars of different sizes and ages or large scars from untreated injury
- Fractures to arms, legs or ribs in a small child
- Burns and scald marks with clear outlines, small round burns that might be caused by a cigarette
- Bites
- Finger mark bruising or grasp mark on the limbs of a small child

Emotional Abuse

Emotional abuse happens when a child's need for love, security, praise and recognition are not met. It usually co-exists with other forms of abuse, but can occur alone. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. Children who witness or experience domestic abuse are subject to emotional abuse.

Symptoms include:

- Excessively clingy or attention seeking behaviour
- Very low self esteem
- Fearfulness or excessively withdrawn behaviour
- Despondency
- Constantly seeking to please
- Lack of appropriate boundaries with strangers
- Anxiety
- Eating disorders/various mental health problems

Neglect

Neglect is the persistent failure to meet a child's basic physical and or psychological needs, causing damage to their health and development. It may include a parent or carer failing to provide adequate food, warmth, shelter, clothing or stimulation. It includes failure to protect a child from harm or danger or failure to seek medical care where needed. Symptoms can include:

- Inadequate supervision, being left alone for long periods of time.
- Lack of stimulation, social contact or education

- Inadequate nutrition
- A child who is constantly hungry, stealing or gorging food
- Failure to provide adequate standards of personal hygiene, clothing and comfort in the home.
- Failure to seek or follow medical advice so that a child's life or development is endangered.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activity whether or not the child is aware of what is a happening. This may also include physical contact, from inappropriate touching to full penetration, and also non-contact activity such as looking at pornography. Under the Sexual Offences Act 2003, sexual activity with any child under the age of 16 is a crime.

Symptoms of sexual abuse include:

- Allegations or disclosure
- Genital soreness or discomfort
- STDs, urinary infections
- Sexualised play or behaviour
- A child who is sexually provocative or seductive towards adults
- Nightmares or other disturbances
- Eating disorders
- Going missing from home / school
- Self harm
- Drug or alcohol abuse
- Depression and other forms of mental health problems

Some members of communities hold beliefs that may be common within particular cultures but are against the law. The Ministry of Stories does not condone any practices that are harmful to children and employees should contact a DSL if they are aware of any of the following:

- **Forced Marriages:** No faith supports the idea of forcing someone to marry without consent. This should not be confused with an arranged marriage between two consenting adults.
- **Under-age Marriages:** In the UK a young person cannot legally marry or have sexual relationship until they are 16
- **Female Circumcision / Female Genital Mutilation:** This is a form of physical abuse and is against the law, although some communities see it as a cultural requirement. This is an extremely harmful and dangerous practice that carries a severe penalty of imprisonment. It is also illegal for someone to arrange for a child to go abroad with the intention of having her circumcised.
- **Ritualistic Abuse:** Some faiths believe that spirits and demons can possess children and that they need to be driven out. What should never be condoned is the use of physical violence or other abusive practices to get rid of the spirit.

Sexual Harassment

Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.

Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

Sexting (also known as youth produced sexual imagery) and initiation/hazing type violence and rituals.

Serious Violence

This policy focuses emphasis and awareness on the requirement to refer children to the joint targeted area inspection team (JTAI)

- who are at risk of, or who are experiencing sexual exploitation
- who are at risk of, or who are experiencing criminal exploitation

Contextual Safeguarding

Contextual safeguarding is about considering an individual or cohort of children and identifying who may be influencing them and the degree of that influence at any given stage of their development.

I. WHAT TO DO IF A CHILD DISCLOSES ABUSE

- Keep calm
- Look at the child directly.
- Listen to the child and closely observe their presentation and behaviour
- Accept what the child says.
- Be aware that the child may have been threatened.
- Reassure the child and tell them they are not to blame.
- Do not press for information.
- Reassure the child they are right to tell you and that you take what they say very seriously.
- Do not attempt to question or interview the child as this could jeopardise a police investigation.
- Do not promise to keep the information they have disclosed a secret.
- Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.
- Finish on a positive note.
- As soon as possible afterwards, make hand written notes of exactly what the child said and the date and time and sign this record. Where possible, you should use the Incident Reporting Form.

2. WHAT YOU SHOULD DO NEXT:

Inform the Writing Programme Leader or Designated Safeguarding Lead of your concerns immediately.

Reporting suspicions or disclosures of abuse:

a) Ministry of Stories-led activity

If at a Ministry of Stories-led activity, for example, on site at our regular Community Writing Labs or Holiday Programmes, the first point of contact will be the Writing Programme Leader or Ministry of Stories Designated Safeguarding Lead.

b) School settings

If in a school setting then the school's Designated Safeguarding Lead will be the first point of reference, usually via the Writing Programme Leader.

c) Community settings

If in a community setting then the community centre's named Designated Safeguarding Lead will be the first point of reference, usually via the Writing Programme Leader.

In ALL cases, any suspicions or disclosures must ALSO be reported to:

Rob Smith – Designated Safeguarding Lead:

rob@ministryofstories.org

020 8709 5295 | 07967 714238

3. WHAT WILL HAPPEN NEXT

The Designated Safeguarding Lead will consult with the relevant bodies to discuss what action, if any, should be taken. This may include a decision to inform Children's Social Care of the disclosure. Children's Social Care will liaise with the relevant departments on a need-to-know basis and will, if appropriate, inform the police. It is the responsibility of the authorities to determine whether abuse has occurred.

Contact Details

Hackney Council - Children's Social Care - 'First Access Screening Team' (FAST)

Tel: 020 8356 5500 (MON to FRI: 9am - 5pm)

Hackney Council 'Emergency Duty Team' (EDT)

Tel: 020 8356 2346 (Out of hours, bank holidays or weekends)

Fax: 020 8356 5516

Email: fast@hackney.gov.uk

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

For a list of Children's Services Referrals teams across London, see

<http://www.londonscb.gov.uk/contacts/referrals/>

NSPCC Helpline on **0808 800 5000**

Police **999** (emergency). **101** (non emergency)

Whistleblowing

In the event that any member of staff, trustee or volunteer suspects any other member of staff, trustee or volunteer of abusing a child or young person, it is their responsibility to bring these concerns to the Designated Safeguarding Lead.

Should there be a concern while on school premises staff, trustees or volunteers can also contact the NSPCC's helpline: [NSPCC's website](#). Staff can also call 0800 028 0285 from 8am to 8pm Monday to Friday or email help@nspcc.org.uk

4. SUMMARY OF THE COURSE OF ACTION:

If there are any concerns that a child may be at risk of immediate harm, the police should be contacted by dialling 999.

In all other instances, the course of action is:

1. Record Incident or Concern (see Appendix 3 – Incident Reporting)

Who? > Staff member, freelance contractor, volunteer or intern

2. Report incident to Designated Safeguarding Lead (School or Community)

AND Designated Safeguarding Lead (Ministry of Stories - Rob Smith, Director)

Who? > Staff member, freelance contractor, volunteer or intern

3. Contact the Hackney - Children’s Social Care FAST team (020 83565500) or that of the relevant Local Authority

Who? > Designated Safeguarding Lead (School, Community or Ministry of Stories)

4. No further action required OR advised to refer to relevant body (Social Services, Police, Health Professional etc)

Who? > Designated Safeguarding Lead (School, Community or Ministry of Stories)

APPENDIX 3: INCIDENT REPORTING FORM

Date:

Time:

Place:

Type of incident, e.g. disturbance, theft, accident:

Staff and/or volunteer involved:

Persons involved in the incident:

Description of incident – include the time, those involved, clearly and logically:

Name and addresses of witnesses:

Action taken:

Prepared by:

Date:

Signature: