



Moor Pool Heritage Trust

- Policy prepared by: Rachel West
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EDUCATION SAFEGUARDING POLICY

1. Moor Pool Heritage Trust is committed to the highest standards in protecting and safeguarding the welfare of the children, young people and vulnerable adults entrusted to its care at all times.

The safeguarding of children is defined as ‘the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.’

The safeguarding of adults is defined as ‘all activity which enables an adult to retain independence, well-being and choice and to be able to live a life that is free from abuse and neglect. It is about preventing abuse and neglect, as well as promoting good practice for responding to concerns on a multi-agency basis.’

2. We recognise that some children, young people and adults may be the victims of neglect, physical, sexual or emotional abuse.

We seek to work in partnership with visiting teachers, parents and adult carers; we listen to and value all who visit the Moor Pool Estate.

3. Moor Pool Heritage Trust follows the Birmingham Safeguarding Adults Board and the Birmingham Local Safeguarding Children’s Partnership procedures. Information on these procedures can be found at <https://www.bsab.org/> (Adults) and <http://www.lscbbirmingham.org.uk/index.php/policies-and-procedures-pro> (Children). These procedures are available to all staff, helpers, volunteers and teachers visiting the community assets owned by Moor Pool Heritage Trust.

4. Children and young people may visit the community assets owned by Moor Pool Heritage Trust in family groups, for special events as well as for school visits. Young people and children under the age of 16 may participate in formal and informal education sessions and events accompanied by adults.

Where children are visiting as part of school groups, we recognise that staff of the visiting school, by virtue of their day-to-day knowledge and contact with children, are best placed to offer support to children in need.

We will endeavour to liaise with visiting staff and the head teacher of the visiting school if a concern arises in relation to a school visit, and liaise with the Birmingham Multi-Agency Safeguarding hub if a concern arises in relation to a family activity or non-school visit, as appropriate.

Staff will take opportunities to raise pupils’ and teachers’ awareness of the need to protect themselves and others in the public, out-of-school environment in which we work.



5. Vulnerable adults may visit community assets owned by Moor Pool Heritage Trust independently, in family groups and for special events. Vulnerable adults are defined as anyone aged 18 or over, who; is living in residential accommodation, such as a care home or a residential special school OR sheltered housing OR is receiving domiciliary care in their own home OR is receiving any form of healthcare OR is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999) OR is under the supervision of the probation services OR is receiving a specified welfare service, namely the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so OR is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability OR is an expectant or nursing mother living in residential care OR is receiving direct payments from a local authority or health and social care trust in lieu of social care services, OR requires assistance in the conduct of their own affairs

Where vulnerable adults are visiting as part of organised groups, including family groups, we recognise that staff of the visiting groups, or members of the family group, are best placed to offer support to vulnerable adults in need.

6. The Education Project Officer will be responsible for education safeguarding co-ordination within Moor Pool Heritage Trust as detailed in the Birmingham Local Safeguarding Children's Partnership procedures.

The Education Project Officer will receive appropriate training and attend LEA and/or relevant training events as required.

7. We will ensure that employees or volunteers at Moor Pool Heritage Trust who come into contact with children or vulnerable adults on a 'frequent' and 'intensive' basis will undergo a Disclosure and Barring Service (DBS) check. A 'frequent' basis is defined as 'once a week or more at the same site, in a reasonably substantial activity, providing the opportunity to build a relationship of trust, over time, with a member or members of the relevant vulnerable group'. 'Intensively' is defined as 'four days or more in a single month in a reasonably substantial activity, providing the opportunity to build a relationship of trust, over time, with a member or members of the relevant vulnerable group.'

Under this definition, staff delivering taught sessions to schools, family programmes or workshops to vulnerable adults would not normally require a DBS check providing that in the course of their duties they are not alone with members of the relevant vulnerable group and the group does not make frequent or intensive visits or participate in frequent or intensive outreach activities.

8. A designated coordinator(s) of work experience placements for children, young people or vulnerable adults would require a DBS as they are responsible for safeguarding the work experience placement. However, other Moor Pool Heritage Trust staff simply working with or supervising the child or vulnerable adult would not require a DBS.

9. Self-employed freelancers who work with children / vulnerable adults require a DBS in order to deliver an activity or event for Moor Pool Heritage Trust unless they are working at all times with other members of MPHT who hold a current DBS certificate.



10. Moor Pool Heritage Trust will avoid the use of volunteers within environments where there is a possibility of unsupervised access to individual children or vulnerable adults. If there is any possibility of unsupervised access on a frequent or intensive basis, an application for DBS will be made.

11. All new staff and volunteers will be recruited in accordance with Moor Pool Heritage Trust's procedures, including DBS checks where relevant according to the above definition.

12. A list of all staff, Trustees and volunteers at Moor Pool Heritage Trust requiring a current DBS check will be maintained and regularly updated. The list will include dates of DBS checks and the dates at which these will require renewal. Staff will be requested to renew their DBS checks every one to three years.

13. All Moor Pool Heritage Trust staff and volunteers involved in the delivery of school or family sessions should be aware of any situation during school visits during which physical contact with children is necessary – for example children trying on costume – and ask the class teacher or helpers for permission and conduct the activity within a public forum under supervision of the class teacher or helper.

14. All staff across Moor Pool Heritage Trust will ensure that they avoid unnecessary physical contact with any visitors and especially with children and vulnerable adults except in emergencies. Staff will not accompany children or vulnerable adults to the toilet and will take simple precautions such as keeping a door open if alone with a child.

15. All relevant staff and volunteers at Moor Pool Heritage Trust should have access to appropriate training and briefings and will receive a copy of this policy. The policy will form a part of the induction of all new volunteers. Copies will also be kept in the Policies folder in the Moor Pool Hall Office and will be available to visiting teachers and helpers.

16. In dealing with any safeguarding issue, all staff across the organisation will follow the procedures outlined in the Appendix to this policy.

17. A complaint or concern of a child protection nature made about staff or volunteers at Moor Pool Heritage Trust will be passed in confidence immediately to the multi-agency safeguarding team within Birmingham City Council and the Local Authority Designation Officer who will provide advice and support on any action to be taken following Section 17 within the Multi-Agency Safeguarding procedure laid out within Birmingham City Council's Safeguarding Policy document. Similarly, complaints or concerns relating to adult safeguarding will also be passed on immediately to the relevant person within Birmingham City Council and Local Authority Designation Officer.

If the allegation is against a staff or volunteer at Moor Pool Heritage Trust the allegation must be reported immediately, at least within one working day, to the Designated Officer (Education Officer). If the allegation is against the Designated Officer then the allegation must be reported to the Chair of Moor Pool Heritage Trust who must then report the allegation to the Local Area Designated Officer (LADO) on the same day. If it is suspected that a child or young person is suffering, or is likely to suffer, significant harm, the Local Area Designated Officer should immediately inform the police and consideration should be given as to whether a police investigation is needed, which should also



involve the employer Moor Pool Heritage Trust. Further investigation will be carried out and advice taken from the LADO.

The Appendix 1 to this document further details the procedure concerning allegations.

18. This policy will be reviewed at least annually.

APPENDIX TO SAFEGUARDING POLICY

1. GENERAL PROCEDURES when dealing with an allegation

For situations other than allegations about members of staff

If you have a concern:

In the context of a school visit:

Identify the reasons for your concern. Do not attempt to investigate the matter yourself. Refer your concerns immediately to the Designated Officer (Education Project Officer) The Designated Officer will contact the head teacher of the school involved and, if necessary, take advice from Birmingham City Council as to whether to refer to Social Services. Once you have spoken to the Designated Officer record any concerns carefully in the Child Protection Incident Form attached, noting dates, times, specific observations and any verbal statements. If you are no longer concerned, record the reasons for this.

In the context of a family activity or an event or activity which is unrelated to a school, including an activity where participants are independently-recruited;

Identify the reasons for your concern. Do not attempt to investigate the matter yourself. Refer your concerns immediately to the Designated Officer (Education Project Officer) The Designated Officer will contact an appropriate body, taking advice as to whether to refer to Social Services. If the concern arises in a situation where the name and contact details of the child concerned are unknown, such as a family activity, wherever possible steps will be taken to try and ascertain contact details of the parties concerned in an appropriate manner. This information can then be referred to should any further investigation be required. Once you have spoken to the Designated Officer record any concerns carefully in the Child Protection Incident Form attached, noting dates, times, specific observations and any verbal statements. If you are no longer concerned, record the reasons for this. (The Appendix 9 to this document includes tips on handling disclosures.)

For situations concerning allegations about members of staff:

A potential child protection concern about a member of staff may arise from a variety of sources, e.g.:

direct observation of a particular behaviour observations or comments made by other staff members about apparently inappropriate behaviour, observation of the behaviour of children in contact with the staff member hearing something from a child, whether an intended complaint or not, about a member of staff hearing something from the member of staff which suggests inappropriate behaviour, concerns or observations reported by accompanying parents, helpers or



members of the public a complaint about a particular behaviour a single incident or a pattern of events.

If you identify a potential child protection concern about a member of staff:

- Note carefully the facts, events, any questions asked of the child and the actual words used by the child. Accurate information is essential at this stage. Record notes as quickly as possible on any piece of paper available at the time – do not wait until you have the relevant form. You can keep these notes for your own use later.
- Pass on the information to the Education Project Officer, or Birmingham City Council's Safeguarding team if the concern is about the Education Project Officer. This should be done without informing the subject of the concern/allegation.
- Great care must be taken to maintain confidentiality.

If there is a foundation in the allegation against at the member of staff then the Local Authority Designated Officer will need to be contacted.

The LADO team can be contacted on **0121 675 1669** or ladoteam@birminghamchildrenstrust.co.uk

2. RISK ASSESSMENTS

Risk assessment should be an integral part of the planning of any programme of activity across the community assets owned by Moor Pool Heritage Trust. Risk management should also be an ongoing part of every programme.

Safeguarding issues should be included where relevant in every risk assessment relating to programmes or activities which involve children. Issues to consider include the following;

- What might go wrong with the programme?
- What is the likelihood of this happening?
- What would the impact be?

3. UNACCOMPANIED CHILDREN

The minimum age at which children who are unaccompanied by a responsible adult may participate in informal education events or activities run across the community assets owned by Moor Pool Heritage Trust is 16.

- A sign displaying the relevant minimum age will be displayed prominently at informal learning events organised by Moor Pool Heritage Trust.
- Whilst not wishing to discourage children from visiting the community owned assets owned by Moor Pool Heritage Trust, staff should take reasonable steps to inform parents / carers of their responsibilities regarding the behaviour of the children they are accompanying.
- Volunteers will receive guidance on how to implement the minimum age policy as required.



If a member of staff discovers an unaccompanied young child, the following procedure is recommended:

- Approach the child with a colleague, ascertaining whether they have lost their parent / carer or are visiting unaccompanied
- Try to find out if their parents know they are at Moor Pool estate unaccompanied and if they know how to get home.
- Use your judgement in deciding if it is reasonable to expect the child to find his / her own way home. Ask yourself:
 - Does the child seem capable of finding its own way home?
 - Does the child appear to know clearly where he or she lives?
 - Are there any busy roads on route?
 - What is the child's age and understanding?

If you are not sure, encourage the child to remain at the site until the parent / carer can be contacted.

- Contact the Designated Person for advice
- If attempts to contact a parent / carer fail, you should contact the local Children's Social Services Duty Team or police station. As a first point of contact, the Multi-Agency Safeguarding HUB (MASH) on **0121 303 1888** may also be able to provide further details.

4. LOST CHILDREN

If a child is reported lost or missing inform the Designated Person with the following information, giving as full details as possible.

- Name of child
- Age of child • Address / name of school
- Physical description of child (height, colour of hair, clothing etc)
- Where child was last seen
- The time the child was last seen
- The Duty Manager will then take steps to locate the child.
- Where feasible and appropriate, exterior doors will be locked or exit monitored
- Once a sufficient check is made, if the child is not found, the named member of staff will inform the police. The member of staff who took the initial report should reassure the parent that action is being taken to locate the child and explain that contact will be maintained with them until the child is found.



If a member of staff is approached by a child who is lost they should:

- Reassure the child.
- Seek to establish identifying details – name, age, school etc.
- Contact the named person with identifying details and other information that might help reunite the child with its carer (physical description, where child was found).
- In the unlikely event that the child is not claimed the named member of staff should contact the police.
- Check the identity of the person to whom the child is handed over to and record this information

5. PHOTOGRAPHY AND FILMING

Moor Pool Heritage Trust will always obtain consent for the use of any images taken of children in their spaces. This applies to both photography and film.

To obtain consent, the Moor Pool Heritage Trust photography consent form should be completed and signed by the responsible parent / guardian. It is good practice to seek permission directly from older children, as well as asking their parent or carer.

- A picture of a child should never be identified by name on any publicity, posters or website under any circumstance.
- In all cases, permission granted by parents and carers is for that specific use only. You must clearly label and date images and note the agreed use. If you want to re-use an image for a different purpose, it is necessary to gain new permission.

6. SURVEYING AND CONSULTING

Moor Pool Heritage Trust staff should be aware of safeguarding and data protection issues when surveying children.

- If you are surveying children under 14 in either focus groups or through one-to-one interviews you should have permission from their parent / guardian to do so.
- A publicity campaign before the survey takes place is strongly recommended and a notice should be displayed which explains why you are approaching children.
- If your survey gives rise to statistical data only there are no data protection concerns. However, if you are collecting information from which a child could be identified, you need the consent of parent / guardian
- Do not interview children alone in a separate room. Ensure that all one-to-one interviews with children are in public places.

7. OUTREACH VISITS



When a member of Moor Pool Heritage Trust staff visits another organisation, for example a school, the supervision of the children remains the responsibility of the organisation being visited. At least one member of staff from that organisation should be present at all times.

Moor Pool Heritage Trust staff should take identification with them and be prepared to comply with any security procedures the organisation has in place, for example, signing in and out and wearing a visitor's badge.

Any concerns a member of staff has about child protection issues whilst on an outreach visit should be reported to the designated child protection person in that setting, who will undertake the necessary response.

8. SITE SPECIFIC PROCEDURES

Moor Pool Hall

Staff may use the same toilets as members of the public. It is advisable for staff to avoid using the toilets with cubicles if they are being used by unaccompanied children (including teenagers) during the period that school visits are taking place.

9. TIPS ON HANDLING DISCLOSURES

When you are working with children or young people they may 'disclose' information to you about an abusive experience they have had or are having. It is important that you know the right way to handle this situation in advance.

The following guidance is designed to help you be clear about what action to take if someone under 18 discloses to you.

1. Remain calm and in control – don't panic.
2. Listen carefully to what is being said – you need to remember as much as you can,
3. Don't give your own view or opinions – remain silent during the disclosure if possible. It is often helpful to nod or make sounds to show you understand what is being said.
4. Only ask questions if you don't understand what is being said – perhaps they said something very quietly, perhaps you didn't understand a word they used (people often use a range of words you may not be familiar with to describe sexual acts on parts of their body).
5. Don't promise to keep a secret – children and young people will often start a disclosure by saying 'please don't tell anyone'. You cannot keep this a secret, so let them know that you can't and you will have to pass it on to the lead child protection person (give name of that person).
6. It is common that the child or young person will start to disclose to you whilst they are on your own – it is not appropriate to call another worker over – but equally you may be putting yourself at risk of a later allegation if you are alone with a child or young person. Ideally try to make sure the door of the room you are in is not shut and that you are visible to other people. It is usually easy to have a private conversation with other people still able to see you.



7. Try to reassure them that they have done the right thing – you could say something like ‘I’m glad you have told me this.’
8. Even if what they are saying is shocking to you try not to show this.
9. Make notes straight after your meeting with the child or young person – Try to use their words. Write it up as clearly as possible.
10. Remember that it is not your job to prove if this information is true or not – nor is it up to you to notify the police or social services. You have to get as accurate a record as possible of the disclosure to the Designated Person as quickly as you can.

MOOR POOL HERITAGE TRUST ANTI-BULLYING POLICY

Bullying is the wilful, conscious desire to hurt, threaten, intimidate or frighten someone else.

During a school visit, be watchful and observe the social relationships between pupils.

- Moor Pool Heritage Trust has an expectation that children attending school visits on site will treat each other respectfully.
- Moor Pool Heritage Trust will not tolerate bullying among children attending school visits on site of any sort, including the use of racist or homophobic language.

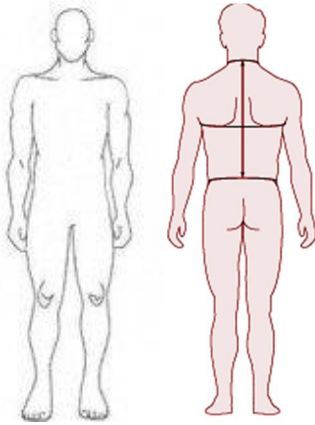
If you come across bullying:

- Remain calm – reacting emotionally may add to the bully’s fun and give the bully control of the situation
- Take the incident seriously
- Inform the class teacher or appropriate accompanying adult
- Take action as quickly as possible • Think hard about whether your action needs to be private or public
- Reassure the victim – don’t make them feel inadequate
- Offer concrete help, advice, support to victim • Where appropriate, make it plain to the bully that you disapprove
- Where appropriate, encourage the bully to see the victim’s point of view
- When moving around the site, make the class teacher aware of the possibility of interaction/bullying between his/her pupils and pupils from other schools.
- Where relevant, make the class teacher aware of possible interaction between his/her pupils and members of the public, particularly in vulnerable parts of the site, e.g. toilets



CHILD PROTECTION INCIDENT REPORT

INDICATE POSITION OF ANY MARKS OBSERVED BELOW



Action taken by Designated Person

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Signed:.....

Date:.....

(attach and sign additional pages if needed)

Important Contact details (April 2022)

Chairman: Simon Stirling 56 Wentworth Road simon56.stirling@gmail.com

Hall Manager: Barbara Nomikos manager@moorpoolhall.com

Education Officer: Louise Deakin education@moorpoolhall.com