



SAFEGUARDING AND CHILD PROTECTION POLICY

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Author	Head of Education	Date Created	Sept 2011
Approval	Board of Directors	Date Approved	Oct 13 2022

1 **AIMS, SCOPE AND PRINICIPLES**

- 1.1 The purpose of the policy is to enable Diversity Role Models (“DRM”) to ensure to the best of its ability that the children and vulnerable adults who access its services are safeguarded from abuse.
- 1.2 A child’s welfare shall always be paramount to the organisation. Although DRM does not have a responsibility to implement child protection proceedings, they do have a duty of care to record and report any child protection issues.
- 1.3 This policy sets out DRM’s expectations of its Staff, including senior managers and the Board of Directors, Volunteers and sessional workers, or anyone else working on behalf of DRM.
- 1.4 All Staff and Volunteers have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicion or disclosure that may indicate a child is at risk of harm.
- 1.5 We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working to protect and safeguard children.
- 1.6 This policy has been prepared with due regard to relevant legislation and guidance that seeks to protect children, including but not limited to:
 - 1.6.1 Children Act 1989
 - 1.6.2 United Nations Convention on the Rights of the Child
 - 1.6.3 General Data Protection Regulation (GDPR)
 - 1.6.4 Data Protection Act 2018
 - 1.6.5 Sexual Offences Act 2003

- 1.6.6 Children Act 2004, as amended by the Children and Social Work Act 2017
- 1.6.7 Protection of Freedoms Act 2012
- 1.6.8 Charity Commission guidance: Safeguarding and protecting people for charities and Directors
- 1.6.9 Working Together to Safeguard Children 2018
- 1.6.10 Keeping Children Safe in Education 2022
- 1.6.11 Human Rights Act 1998
- 1.6.12 Equality Act 2010
- 1.6.13 Relationships Education, Relationships and Sex Education and Health Education 2019
- 1.6.14 Revised Prevent Duty Guidance for England and Wales 10 April 2019
- 1.6.15 FGM Act 2003 Mandatory Reporting Guidance 2016
- 1.6.16 The Anti-social Behaviour, Crime and Policing Act 2014

2 **DEFINITIONS**

- 2.1 For the benefit of this policy: "**child**" shall mean anyone under the age of 18 and children shall be construed accordingly.
- 2.2 Safeguarding and promoting the welfare of children is defined as:
 - protecting children from maltreatment;
 - preventing impairment of children's mental and physical health or development;
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
 - taking action to enable all children to have the best outcomes.

- 2.3 **Abuse** is the violation of an individual's human and civil rights by any other person or persons. This policy recognises the legal definition of significant harm. The English law system identifies harm in the forms of; "*present significant harm* or *likelihood of future harm*" (as defined by section 31 of the Children Act 1989).
- 2.4 This policy recognises the four major forms of abuse included in *Keeping Children Safe in Education 2022*, but acknowledges that these forms are not exclusive and the definitions below are therefore not exhaustive. This policy also recognises that child on child abuse has now been incorporated into part 5 of *Keeping Children Safe in Education 2022*.
- 2.4.1 **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- 2.4.2 **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- 2.4.3 **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place

online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education that all Staff and Volunteers should be aware of.

- 2.4.4 **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

2.5 In addition to the above definitions of abuse, DRM recognises additional, specific safeguarding issues that can put children at risk of harm as listed in *Keeping Children Safe in Education 2022*:

2.5.1 Behaviours linked to issues such as drug taking and/or alcohol misuse;

2.5.2 Deliberately missing education;

2.5.3 Serious violence (including that linked to county lines);

2.5.4 Radicalisation;

2.5.5 Consensual and non-consensual sharing of nude and semi-nude images and/or videos;

2.5.6 Child on child abuse, including bullying (including cyberbullying, prejudice-based and discriminatory bullying), abuse in intimate personal relationships between children, physical abuse, sexual violence, sexual harassment, upskirting, causing someone to engage in non-consensual sexual activity, consensual and non-consensual sharing of nude and semi-nude images and/or videos and initiation/hazing type violence and rituals;

2.5.7 Female genital mutilation;

2.5.8 Child Criminal Exploitation including county lines;

- 2.5.9 Child Sexual Exploitation which is a form of child sexual abuse;
- 2.5.10 Honour-based abuse encompassing incidents or crimes which have been committed to protect or defend the honour of the family and/or community;
- 2.5.11 Forced marriage, in which one or both people do not consent to the marriage but are coerced into it; and domestic abuse at home or in their own relationships.
- 2.5.12 All Staff should be aware that mental health issues can be an indicator that a child is suffering abuse, neglect or exploitation.
- 2.6 **“Staff”** will mean any individual who is directly contracted by DRM to deliver work on our behalf. This may include both those directly employed by DRM and those who deliver work for DRM on a freelance basis.
- 2.7 **“Facilitator”** will mean an individual who is trained to lead the delivery of DRM’s work in schools, including (but not limited to) work with pupils, school staff, school governors and parents/carers. Such an individual could be an employee of DRM (including freelance Staff) or a Volunteer.
- 2.8 **“Role Model”** will mean a Volunteer who is trained to support the delivery of DRM’s work in schools, including (but not limited to) work with pupils, school staff, school governors and parents/carers. Such an individual could be an employee of DRM (including freelance Staff) or a Volunteer.
- 2.9 **“Volunteer”** will mean an individual who is not a paid member of Staff who supports the delivery of our work through volunteering as a Role Model, Facilitator or in any other role including (but not limited to) work with pupils, school staff, school governors and parents/carers.
- 2.10 **“Observer”** will mean an individual who observes any of DRM’s work in schools. Such an individual could be an employee of DRM (including freelance Staff), a current or prospective Volunteer or any other individual.
- 2.11 **“Director”** will mean a Volunteer who sits on DRM’s Board of Directors.
- 2.12 **“Safeguarding Lead”** will mean the Staff member appointed as DRM’s lead on safeguarding. This is currently the Head of Education.
- 2.13 **“Safeguarding Director”** will mean the Director appointed to lead on oversight and governance of safeguarding on behalf of the Board of Directors.

3 **POLICY STATEMENT**

3.1 DRM is committed to safeguarding children and young people in accordance with the following key principles:

3.1.1 All individuals have the right to be safe and protected from all forms of harm. In cases where there are child protection concerns about the welfare of a child, that child's needs are paramount.

3.1.2 No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.

3.2 DRM understand the duties set out in the Equality Act 2010 and Human Rights Act 1998 that set out the rights and freedoms everyone is entitled to. All without exception have the right to protection from abuse regardless of age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

3.3 Staff, Volunteers (including but not limited to Facilitators and Role Models) and Directors have the right to be supported and assisted in dealing with child protection issues. Staff and Volunteers have a right to be able to share concerns over child protection with their line manager or another appropriate person such as the Safeguarding Lead.

3.4 When carrying out delivery in a school, DRM is committed to adhering to that school's child protection policy as communicated to us in addition to this policy, in order to protect children from harm.

3.5 DRM will endeavour to protect children who access the service. As most work is conducted in a school setting, with a member of school staff present, DRM Volunteers and Staff are required to report concerns to the school in the first instance. The process for reporting, recording and referring concerns and/or incidents is outlined below.

3.6 DRM will:

3.6.1 Ensure that there are clear effective channels of communication between all Staff, Volunteers and the educational institution.

3.6.2 Positively promote the rights of service users, Volunteers, Staff and Directors.

3.6.3 Provide effective management of Staff and Volunteers incorporating sufficient supervision.

- 3.6.4 Support any Staff member or Volunteer wishing to make an allegation.
- 3.6.5 Adopt all appropriate local and national government policies.
- 3.6.6 Follow the law and statutory requirements that provide protection to service users, Volunteers and Staff.
- 3.6.7 Inform Staff and Volunteers of their responsibilities with regards to child protection.
- 3.6.8 Maintain an 'it could happen here' attitude to safeguarding and ensure a culture of safeguarding is maintained at the organisation.

4 **STAFF AND VOLUNTEER RECRUITMENT & INDUCTION**

- 4.1 DRM recognises the importance of creating a culture of safer recruitment and adopting recruitment procedures that help deter, reject or identify people who might abuse children.
- 4.2 In order to ensure safe recruitment of Staff and Volunteers, DRM will undertake the following:
 - 4.2.1 **Safer recruitment training:** DRM will ensure that relevant Staff have undertaken safer recruitment training.
 - 4.2.2 **Applications for Staff:** We will not accept a Curriculum Vitae (CV) unless alongside a full application form from anyone applying to work at the charity. As part of our background checks we will consider an online search for shortlisted candidates.
 - 4.2.3 **DBS checks for Facilitators and Role Models:** all Facilitators and Role Models will be required to present to DRM an Enhanced DBS with barred list check issued within the past three years, or to complete one if they do not have a valid certificate. No-one will be permitted to participate in workshops as either a Facilitator or a Role Model until they have obtained this. All facilitators will be asked to provide a reference and be issued with an ID lanyard, containing details of their DBS check, to be returned to DRM when they cease being a Facilitator. Any information disclosed on a DBS certificate will be considered in line with the procedure outlined below.
 - 4.2.4 **DBS checks for office Staff and regular office Volunteers:** where a member of office Staff or a regular, office-based Volunteer is not undergoing a DBS check as a Facilitator or Role Model, DRM will assess

what level of check we are legally entitled to undertake and require them to complete such a check.

- 4.2.5 **DBS checks for Directors:** prior to formally being appointed, all Directors will be required to present to DRM an Enhanced DBS issued within the past three years, or to complete one if they do not have a valid certificate. Any information disclosed on a DBS certificate will be considered in line with the policy outlined below.
- 4.2.6 **Role Model training and induction:** all Role Models will be trained and assessed for their eligibility and suitability for working with children in schools at an assessment and training session. This training will incorporate relevant and appropriate safeguarding information. DRM will provide to Role Models their 'Safeguarding Guidelines and Code of Conduct' (appendix two) by which they will be required to abide. They will additionally be provided with a copy of this policy and will be required to indicate that they have read it and agree to abide by it. This assurance will be re-sought whenever this policy is updated.
- 4.2.7 **References:** will be sought prior to appointment for all Staff and Volunteer Facilitators in line with safer recruitment principles and in order to determine their suitability to work with children. DRM will reserve the right to additionally request references for Role Models where this is deemed necessary.
- 4.2.8 **Facilitator training and induction:** all facilitators will be given relevant and appropriate safeguarding training. They will additionally be provided with a copy of this policy and will be required to indicate that they have read it and agree to abide by it. This assurance will be re-sought whenever this policy is updated.
- 4.2.9 **Training for office Staff and regular office Volunteers:** understanding of this policy will be ensured through appropriate training. For new Staff and Volunteers this will form part of their induction process. There will be refresher training to ensure that Staff and Volunteers remain up to date and aware of best practice as appropriate to their role.

5 **PROCEDURE FOR REVIEWING DBS CERTIFICATES**

- 5.1 Where DRM receives a DBS certificate that contains information, the following procedure will be followed.
- 5.2 The Safeguarding Lead will arrange for the CEO and a Director (other than the Chair) to consider the information contained within the certificate.

- 5.3 Where the certificate indicates that the individual is on the barred list for working with children, they will be barred from participating in DRM's work within schools. If they are a Volunteer, DRM will bar them from participating in any of DRM's work. If they are a Staff member, DRM will consider whether any disciplinary action should be taken against them in accordance with our Disciplinary Procedure, including whether their employment should be terminated.
- 5.4 All other information will be assessed on a case by case basis, including but not limited to considering the following where relevant:
- 5.4.1 the relevance of the conviction;
 - 5.4.2 the nature and seriousness of the offence;
 - 5.4.3 the circumstances surrounding the offence;
 - 5.4.4 the applicant's age at the time of the offence;
 - 5.4.5 the length of time since the offence occurred;
 - 5.4.6 whether the behaviour that constituted the offence is still a cause for concern;
 - 5.4.7 whether the context behind that behaviour is still a cause for concern;
 - 5.4.8 whether the applicant has a pattern of offending behaviour;
 - 5.4.9 whether the applicant's circumstances have changed;
 - 5.4.10 the applicant's attitude to the offence;
 - 5.4.11 whether the offence has since been decriminalized; and
 - 5.4.12 whether the conviction would pose any serious reputational risk to DRM.
- 5.5 After assessing the above information, the CEO and appointed Director will make a decision about that individual's suitability to participate in DRM's work in schools, undertake employment and/or become a Director.
- 5.6 Where an individual is dissatisfied with DRM's decision, they retain the right to make a complaint under DRM's Complaints Procedure.
- 6 PROCEDURES FOR ATTENDING STUDENT WORKSHOPS IN SCHOOLS**
- 6.1 DRM's main contact with children takes place through workshops delivered within a school or college setting.

- 6.2 Each workshop will ordinarily include a facilitator and between one and three Role Models.
- 6.3 All facilitators will be required to take with them their ID lanyard, containing the details of their DBS check and photo ID.
- 6.4 All team members delivering a workshop in a school will be required to bring photo ID with them on the day.
- 6.5 From time to time, DRM may request that a school allows an individual from another organisation to observe workshops, such individuals are to be assumed not to have an Enhanced DBS Disclosure. In such instances, DRM will inform the school 5 working days before the workshops, in order to give them an opportunity to decline the request to have an observer present.
- 6.6 Observers will be sent a copy of DRM's 'Safeguarding Guidelines and Code of Conduct' (appendix two) and asked to abide by it. In all circumstances, observers should be accompanied at the school by a member of DRM Staff.
- 6.7 All representatives from DRM, including Facilitators, Role Models and Observers will be required to remain together as a group while delivering work in schools and to follow instructions given by school staff.
- 6.8 DRM will request that schools ensure that a member of school staff accompanies the group at all times while they are on the school's premises. Such assurances will be required from schools in the terms and conditions for workshops.

PROCEDURE FOR DRM REPRESENTATIVES TO REPORT A CONCERN, INCIDENT OR ALLEGATION

- 6.9 All Staff, Directors, Volunteers and contractors are required to report safeguarding concerns, incidents or allegations as soon as they are made aware of them, even if the concern, incident or allegation does not relate directly to DRM's work.
- 6.10 The child should be fully informed and ideally, but not essentially, their permission sought prior to reporting.

- 6.11 Where it is not possible or practical to seek such permission from a child their confidentiality will be considered in line with the section on confidentiality below.
- 6.12 Where a concern, incident or allegation arises while the individual is within a school, they have a responsibility to report it to the school's designated safeguarding lead or a member of the school's safeguarding team. Any member of school staff can inform the Volunteer or Staff member of which member of the school's safeguarding team to contact at that moment. As well as reporting to the school's designated safeguarding lead, the individual should additionally inform the DRM Safeguarding Lead or a member of the safeguarding team as soon as possible.
- 6.13 Where a concern, incident or allegation arises outside of school delivery, or if a concern, incident or allegation is made against a Staff member or Volunteer unrelated to the activity of the organisation the individual has a duty to inform the Safeguarding Lead immediately. Where the report relates to a specific school, the Safeguarding Lead or their Deputy will contact the school to inform them.
- 6.14 An incident report must be filed within 24 hours with the time and signature of the person who is reporting the concern, incident or allegation. A digital signature will be acceptable on an incident report. The report should include the details of all that has happened, including details of:
- Dates and times of their observations
 - Dates and times of any discussions in which they were involved
 - Any injuries identified on a body map if relevant
 - Explanations given by the child / adult
 - Rationale for decision making and action taken
 - Any actual words or phrases used by the child
- 6.15 DRM will not tolerate abuse in any form and will ensure all reports are investigated. This includes low level concerns which will not be treated as insignificant but will require a report to the Headteacher and/or DSL or the LADO. A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the organisation, including in a voluntary capacity, may have

acted in a way that is inconsistent with the Staff or Volunteer code of conduct, including inappropriate conduct outside of work.

- 6.16 Where a report relates to a specific school, it will normally be investigated by the school in accordance with their safeguarding policy and procedures. DRM will cooperate fully as requested by the school in any such investigation.

PROCEDURE FOR CONCERNS, INCIDENTS OR ALLEGATIONS RELATING TO A DRM REPRESENTATIVE

- 6.17 Where a report does not relate to a specific school, DRM will ensure it is effectively investigated, fully recorded and responded to appropriately at the first opportunity.
- 6.18 If a representative of the school or DRM has a concern about a DRM representative, they have a duty to report this to DRM's Safeguarding Lead immediately. If DRM's Safeguarding Lead is unavailable the incident, concern or allegation should be reported to the CEO or another member of the Safeguarding Team. If the incident, concern or allegation relates to a school that they are in they should report this to the school's designated safeguarding lead immediately before calling DRM's Safeguarding Lead.
- 6.19 If the allegation is made against the Safeguarding Lead, the CEO should be contacted directly. This can be done by leaving a message stating that you are aware of a child protection issue which needs discussion with the CEO immediately. This is all that needs to be disclosed at this point.
- 6.20 Any allegation against a member of Staff or Volunteer will be reported to the Local Authority Designated Officer (LADO) in the relevant local authority as soon as possible. If the allegations are made against the CEO, the Chair of Directors must also be informed immediately.
- 6.21 The CEO should inform the accused person about the allegation as soon as possible after consulting the designated officer(s). It is extremely important that the case manager provides them with as much information as possible at that time. However, where a strategy discussion is needed, or police or children's social care services need to be involved, the CEO should not do that until those agencies have been consulted, and have agreed what information can be disclosed to the accused.
- 6.22 DRM will seek advice from the LADO and consider carefully whether the circumstances of a case warrant a person being suspended from contact with children or whether alternative arrangements can be put in place until the

allegation or concern is resolved. All options to avoid suspension should be considered prior to taking that step.

- 6.23 Upon conclusion of any investigation by the LADO and/or police, DRM will consider whether it is appropriate to take disciplinary action against any Staff member in line with its disciplinary procedure. Where an allegation is made against a Volunteer, DRM will consider whether it is appropriate to terminate their volunteering in line with its Volunteer Policy.
- 6.24 At all stages of decision in any investigation, DRM will seek to ensure that the views of the service user are sought and heard. There is no lower age limit for consultation, the purpose of which is to ensure all Staff working with service users treat them as individuals and not simply objects of concern.

7 INFORMATION SHARING

- 7.1 Whenever DRM considers it proportionate, and to prevent any further harm, DRM will share information available to them with other external agencies if considered appropriate. Decisions about what to share will be made by the CEO or, in their absence, the Safeguarding Lead.
- 7.2 Whenever information is shared, DRM Staff, Volunteers and Directors are required to cooperate fully with the statutory agencies.
- 7.3 All paperwork relating to information that has been shared will be reviewed as and when necessary by either the Chair of the Board of Directors or the CEO in conjunction with relevant colleagues. Amendments to practice and policy will be suggested at these meetings if necessary.
- 7.4 This meeting will be able to call Staff, Volunteers or Directors to give evidence not covered in the paperwork. The meeting will ascertain if the decisions to share information were correct at the time, and to recommend any changes to the policy and practice of the organisation arising from this meeting.

8 KEY SAFEGUARDING RESPONSIBILITIES

- 8.1 Because safeguarding is everyone's responsibility, all DRM Staff, representatives and Volunteers who, during the course of their activities with DRM, have direct or indirect contact with children or young people have a responsibility to safeguard and promote their welfare.

Role	Safeguarding Responsibility
Directors	Ensure that effective safeguarding policies and practices are approved, implemented and monitored throughout DRM. Take steps to ensure that any safeguarding risks arising from DRM's activities and operations involving children are assessed and measures are put in place to reduce these risks to acceptable levels.
CEO	<p>Ensure that DRM has appropriate and effective safeguarding policies and procedures in place.</p> <p>Ensure that the Board of Directors are immediately advised of any major causes of safeguarding concern.</p> <p>Ensure that DRM routinely evaluates the quality and impact of DRM's safeguarding activities, ensuring transparency and a learning culture across the organisation in securing any improvements to safeguarding policies, procedures and practices.</p> <p>Ensure all appropriate steps are taken when a concern, incident or allegation is reported.</p>
Head of Education & Community and Relationships Manager	Develop and deliver appropriate safeguarding training for Role Models and Facilitators.
Safeguarding Lead	<p>Oversee effective delivery, management and monitoring of safeguarding and promote best practice.</p> <p>Ensure DRM's safeguarding practices, training and procedures comply with national legislation and guidance.</p> <p>Ensure that the CEO is immediately advised of any causes of safeguarding concern.</p> <p>Ensure that all Staff, Volunteers and representatives of DRM in schools are aware of how to identify and respond to concerns and/or allegations of harm and neglect.</p>
Safeguarding Director	<p>Act as the lead on safeguarding within DRM's Board of Directors.</p> <p>Meet quarterly with the CEO and Safeguarding Lead to monitor DRM's safeguarding practice and adherence to this policy.</p>

Role	Safeguarding Responsibility
Staff and Volunteers	<p>Identify and take steps to safeguard and protect children and young people at risk when concerns arise.</p> <p>Maintain strictly professional relations with any service user under the age of 18. This includes but is not exclusive of:</p> <ul style="list-style-type: none"> - Not engaging in any inappropriate conversations with students. - Exercising caution when disclosing personal information. For example, never disclose personal addresses, telephone numbers etc. - Not engaging in any activity outside of DRM official business. - Not discussing the abuse with anyone other than the appropriate person as explained above.
Observers	<p>Follow any instructions given by the school or the member of DRM Staff who is accompanying them. Adhere to DRM's School Visitor Code of Conduct at all times.</p>

9 **MONITORING AND REVIEW**

- 9.1 Systems will be established to reflect on and gain organisational learning from safeguarding issues with DRM. This learning will be shared as appropriate with Staff and Volunteers to highlight patterns or persistent incidents and actions required to prevent them happening in future.
- 9.2 The Safeguarding Lead, CEO and Safeguarding Director shall meet quarterly to monitor DRM's safeguarding practice and adherence to this policy.
- 9.3 The policy will be reviewed annually by the Safeguarding Lead. Such review will consider any updates to relevant statutory guidance.

APPENDIX 1

Basic Principles in Reacting to Suspicions, Allegations and/or Disclosures

What To Do	What Not To Do
Stay Calm.	Don't panic.
Listen, hear and believe.	Don't probe for more information. Questioning may affect how the disclosure is received at a later date.
Give time to the person to say what they want. Re-assure and explain that they have done the right thing in telling. Explain that only those professionals who need to know will be informed.	Don't make assumptions, don't paraphrase and don't offer alternative explanations. Don't promise confidentiality to keep secrets or that everything will be ok (it might not).
Act immediately in accordance with the procedure in this policy.	Don't try to deal with it yourself.
Record in writing as near as verbatim as possible what was said as soon as possible.	Don't make negative comments about the alleged abuser.
Report to the lead member of staff.	Don't gossip with colleagues about what has been said to you.
Record your report.	Don't make a child or young person repeat a story unnecessarily.

APPENDIX 2: Safeguarding guidelines for Volunteers

What are safeguarding and child protection?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Safeguarding children and child protection guidance and legislation applies to all children up to the age of 18.

Whose responsibility is it?

Safeguarding is everyone's responsibility. Any of us could hear or see something that makes us concerned for the welfare of a child. It's important for us to ensure that we report these concerns correctly. When you choose to report something it could mean the difference between harm being prevented or not.

What counts as a concern?

A concern could be anything that leads you to be concerned that the child may be suffering abuse. This abuse could be: physical abuse, emotional abuse, sexual abuse or neglect or other forms such as criminal exploitation. Abuse can be perpetrated by adults or another child or children.

What should I do if I have a concern?

If you are concerned about the welfare of a child while you are in a school you should speak to the school's designated safeguarding lead, or a member of the school's safeguarding team, as soon as possible. The Facilitator should ask for their name and contact details upon arrival at the school in case needed or you can ask any member of school staff. You should also call the DRM Office to inform DRM's Safeguarding Lead or a member of the safeguarding team.

If a child discloses something that gives you concern for their wellbeing listen, explain that you will have to pass it on if you are concerned and tell the school and DRM what was said. Never promise a child that you can keep something secret, as this may not be possible, depending what they wish to tell you.

If you have a concern that arises outside of a school or you are made aware of allegation, incidents or concerns about yourself you must inform DRM’s Safeguarding Lead immediately.

What if a young person tries to contact me outside of the session?

If a student tries to contact you outside of your volunteering (e.g. via a social media platform), do not interact with the young person and contact the DRM Office and ask to speak to a member of the safeguarding team so that you can inform them and they can advise you on how to deal with it.

Code of Conduct when within schools

Do:	Don't:
<ul style="list-style-type: none"> - Follow instructions given to you by school staff - Ask to speak to the school’s designated safeguarding lead if you have a concern about a child’s welfare, and inform the DRM office - Wear appropriate clothing - Call the Facilitator or school if you’re running late to let them know - Take photo ID with you for the school reception - Remain calm and constructive in any discussions with students, staff or other Volunteers who have a different opinion from you - Remember that you’re representing DRM, so please act professionally at all times! 	<ul style="list-style-type: none"> - Wander off on your own, stay as a group at all times - Take any photographs, or video or audio recordings while on the school premises - Use inappropriate language - Give students your contact details or tell them your full name - Stay behind to talk to a young person without someone else in the room - Promise to keep anything a young person tells you a secret - Disclose safeguarding concerns to anyone in the school apart from the designated safeguarding lead or their deputies - Drink or smoke on school premises - Stray into sex education – our work is focused on relationships education

Contact details

Main office: 020 3795 9201

Safeguarding Lead: Jac Bastian, jac@diversityrolemodels.org, 020 3795 9211

Deputy Safeguarding Lead: Emma Miller-McCaffrey, emma@diversityrolemodels.org, 020 3795 9208

CEO: Matt Garvey Matt.Garvey@diversityrolemodels.org, 020 3795 9295

APPENDIX 3

Safeguarding statement for schools

Diversity Role Models
St Anne's Church
55 Dean Street
London
W1D 6AF

Diversity Role Models is a registered charity (Registered charity number: 1142548) that seeks to embed empathy in the next generation and create a truly inclusive education system where every young person can be themselves and thrive.

We are committed to safeguarding the children and young people with whom we work. Our safeguarding policy, which is available on our website, has been prepared with due regard to relevant legislation and guidance that seeks to protect children, including but not limited to:

- Children Act 1989
- United Nations Convention on the Rights of the Child
- General Data Protection Regulation (GDPR)
- Human Rights Act 1998
- Data Protection Act 2018
- Sexual Offences Act 2003
- Children Act 2004, as amended by the Children and Social Work Act 2017
- Protection of Freedoms Act 2012
- Charity Commission guidance: Safeguarding and protecting people for charities and Directors
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2022
- Relationships Education, Relationships and Sex Education and Health Education 2019
- Revised Prevent Duty Guidance for England and Wales 10 April 2019
- FGM Act 2003 Mandatory Reporting Guidance 2016
- The Anti-social Behaviour, Crime and Policing Act 2014

When carrying out delivery in a school, DRM is committed to adhering to that school's safeguarding and child protection policy as communicated to us, in addition to our own, in order to protect children from harm.

DBS checks for Staff, Facilitators and Role Models: all Staff, Facilitators and Role Models will be required to present to DRM an Enhanced DBS with barred list check issued within the past three years, or to complete one if they do not have a valid certificate. No-one will be permitted to participate in workshops as either a Facilitator or a Role Model until they have obtained this. All Facilitators will be asked to provide a reference and will be issued with an ID lanyard, containing details of their DBS check, to be returned to DRM when they cease being a Facilitator. Any DRM representative attending a session in school will be asked to bring photo ID with them. Any information disclosed on a DBS certificate will be considered in line with the procedure outlined in our policy.

Role Model training and induction: all Role Models will be trained and assessed for their eligibility and suitability for working with children in schools at an assessment and training session. This training will incorporate relevant and appropriate safeguarding information. DRM will provide to Role Models their 'Safeguarding Guidelines and Code of Conduct' (appendix two of our policy) by which they will be required to abide. They will additionally be provided with a copy of the policy and will be required to indicate that they have read it and agree to abide by it. This assurance will be re-sought whenever the policy is updated.

Facilitator training and induction: all Facilitators will be given relevant and appropriate safeguarding training. They will additionally be provided with a copy of the policy and will be required to indicate that they have read it and agree to abide by it. This assurance will be re-sought whenever the policy is updated.

What we ask of schools: as part of the terms and conditions of our booking we require a member of school staff to accompany our representatives at all times within the school. We expect school staff to follow the school's own policy and processes and our Volunteers will do the same. We require any incidents, allegations or concerns about our representatives to be reported to our Safeguarding Lead or a member of our safeguarding team immediately by calling our office on 020 3795 9201.

Should you wish to discuss any matters relating to how DRM safeguards young people please contact our Safeguarding Lead via safeguarding@diversityrolemodels.org or our Chief Executive Officer via CEO@diversityrolemodels.org.