



Upswing Aerial Ltd

Safeguarding Policy and Procedures

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Section 1: Upswing's commitment to Safeguarding

Policy Statement

Upswing works with children, young people and adults as part of our Learning & Engagement and performance touring work. Participatory work is key to our organisation, and when it is undertaken we ensure that participants feel safe and able to be creative, whatever their age, ability, ethnicity, religious belief, gender and/or sexual identity.

Enabling children, young people and adults to explore their creativity is key to Upswing's philosophy and any safeguarding concerns will be taken extremely seriously and acted upon appropriately.

For those children, young people and adults participating in Upswing projects, we are rigorous and vigilant in ensuring that they are not subject to abuse or harm. We do this through careful project planning, recruitment of staff, supervision and management, guidance on appropriate behaviour and clear disciplinary procedures.

Methodology

Upswing's Safeguarding Policy has been reviewed in October 2021. It should be read in conjunction with Upswing's other policies especially: Equal Opportunities, Health & Safety and Code of Conduct which can be requested from General Manager.

It is underpinned by a considerable body of legislation, government guidance and standards, designed to ensure that children, young people and adults are protected from harm including: The Children Act 1989 and 2004, Human Rights Act 1998 and The United Nations Convention on the Rights of the Child (ratified by the UK Government in 1991) Safeguarding Vulnerable Groups Act (2006), and Equalities Act (2010) and the Care Act (2014) and Ofsted's document "Working Together to Safeguard Children 2018".

Aim and Purpose

This policy is to make clear to Upswing staff their direct and reporting responsibilities and the actions they should take in safeguarding children, young people and adults at risk from harm when participating in Upswing workshops and engaging in performances.

Definitions

Children: Anyone who has not yet reached their 18th birthday ¹

¹ Working Together to Safeguard Children 2018

Young People: The United Nations, for statistical purposes, defines 'youth', as those persons between the ages of 15 and 24 years. Youth is best understood as a period of transition from the dependence of childhood to adulthood's independence. That is why, as a category, youth is more fluid than other fixed age-groups. Yet, age is the easiest way to define this group, particularly in relation to education and employment, because 'youth' is often referred to a person between the ages of leaving compulsory education and finding their first job. ²

An adult at risk is defined as aged 18 years or over; who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.³

Staff includes all people employed by and associated with Upswing on any basis: trustees, permanent, part- time, freelance, sessional, casual or voluntary.

Upswing endeavours to safeguard children, young people and adults at risk by adopting safeguarding guidelines through procedures and a Code of Conduct for staff which can be found in appendix D.

² <https://www.un.org/en/global-issues/youth>

³ <https://www.gov.uk/government/publications/care-act-2014-part-1-factsheets/care-act-factsheets> 

Section 2: Categories of Abuse

Categories of Child Abuse

It is generally accepted that there are four main forms of child abuse and that in all forms of abuse there are elements of emotional abuse. ⁴Some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment:

1. **Physical Abuse** – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocation, FGM, amongst others.
2. **Emotional Abuse** – persistent emotional ill treatment that is likely to cause serious harm to the child's emotional development. May involve making a child feel that they are worthless, unloved or inadequate and cause children to feel frightened, in danger, exploited or corrupted.
3. **Sexual Abuse** – forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. May involve physical contact, penetrative or non-penetrative acts. Also includes involving children in watching pornographic material or watching sexual acts. Sexual abuse can be perpetrated by males or females and by other young people.
4. **Neglect** – the persistent failure of a parent or carer to meet a child's basic physical and, or, psychological needs, which is likely to result in the serious impairment of the child's health or development.

Please see Appendix A for other safeguarding concerns in addition to the four main forms of child abuse

Categories of Adult Abuse

1. **Physical abuse** – assault, slapping, hitting, misuse of medication, pushing
2. **Domestic violence** – psychological, physical, sexual, financial, emotional abuse , honour-based violence⁵
3. **Sexual abuse** – rape, indecent exposure, sexual harassment, sexual assault,
4. **Psychological abuse** – emotional abuse, threats of harms, humiliation, controlling, blaming
5. **Financial or material abuse** – theft, fraud, internet scamming

⁴ Keeping children safe in education 2021

⁵ The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. The offence will impose a maximum 5 years' imprisonment, a fine or both.

6. Modern slavery- slavery, human trafficking, forced labour and domestic servitude
7. Discriminatory abuse – harassment, slurs or similar treatment because of race, gender/gender identity, age, disability, sexual orientation, religion.
8. Organisational abuse- Including neglect and poor care practice within an institution or specific care setting such as a care home.
9. Neglect and acts of omission – ignoring medical, emotional or physical care needs
10. Self-neglect-This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

Note: This is not an exhaustive list, nor do these examples prove that there is actual abuse occurring. However, they do indicate that a closer look and possible investigation may be needed

How can you recognise if abuse is taking place?

Recognising abuse is not easy. It is not the responsibility of Upswing staff to decide whether or not abuse has taken place, or if a child, young person or adult at risk is at significant risk: that is a task for professional agencies. However, it is their responsibility to act if there is a concern. **Everyone has a responsibility to report suspected or alleged child abuse.** Anyone working for Upswing may become aware of abuse in a number of ways including:

- A child, young person or adult at risk may disclose that they are being abused at home or elsewhere including by someone within the organisation
- Someone else might report that a child, young person or adult at risk has told them, or that they strongly believe, that a child, young person or adult at risk has been or is being abused
- A child, young person or adult at risk might show some signs of physical injury for which there appears to be no satisfactory explanation
- A child's, young person's or adult at risk's behaviour may indicate that it is likely that they are being abused
- Abuse is observed

Safeguarding Concerns for People with Dementia

People with dementia will have cognitive symptoms that may make them more at risk of abuse or neglect. They may experience:

- Memory loss
- Problems with concentrating, planning and organising – including making decisions and problem solving
- Communication difficulties
- Difficulties with orientation

All of these can make it harder for the person to protect themselves.

For details of categories of possible adult abuse please see page 5.

Safeguarding procedures for suspected abuse for an older adult are the same as any adult at risk for harm. Please see Appendix B.

Places to go to for further information and support:

Alzheimer's Society National Dementia

<https://www.alzheimers.org.uk>

Action on Elder Abuse (AEA)

<http://www.elderabuse.org.uk>

Helpline: 0808 8088 141



Section 3: Responding to disclosures and allegations of abuse

Safeguarding Officers

In the event of a disclosure follow the protocols as set out in Appendix B

Upswing's Designated Safeguarding Officers are Camille Ben Soussan, Executive Director and, Vicki Dela Amedume, Artistic Director

Camille can be contacted at:

Upswing, Rich Mix 35-47 Bethnal Green Road, London E1 6LA

Tel: 020_7613 4843

Email: camille@upswing.org.uk

Vicki Dela can be contacted at:

Upswing, Rich Mix 35-47 Bethnal Green Road, London E1 6LA

Tel: 020 7613 4843

Email: vicki@upswing.org.uk

In the instance that any member of Upswing staff believes that malpractice or abuse (actual or potential) has taken place with regards to a child, young person or adult at risk or if an allegation has been made, that member of staff has a duty to report it to one of the persons named above.

In the unlikely event of members of staff being unable to contact any of the Safeguarding Team, they must report any urgent concerns directly to their local authority children's social care team or the Police.

Contact details of external Child Protection Agencies: If you are concerned that a child or young person is being harmed through abuse or neglect you should contact the Tower Hamlets children's services advice and assessment team:

- **Child Protection Advice Line: 0207 364-3444**
- **Children Social Care out of Hours Team (17:00 onwards) Tel: 020 7364 4079**
- **Non-emergency** - dial 101 text phone 18001 101
- **Emergency** - always dial 999

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- **NSPCC Child Protection Helpline** - The NSPCC helpline is staffed by trained professionals who can provide expert advice and support

Tel: 0808 800 5000 **E-mail:** help@nspcc.org.uk

It is the responsibility of the person receiving the disclosure to do something about it. Practitioners who make a referral should always follow up their concerns if they are not satisfied with the response.

Guidance on responding to a child disclosing abuse

Disclosure within an Upswing workshop in a school, youth center, other children's or young persons or adults at risk of harm settings- When a disclosure of current or historic abuse is disclosed by a child, young person or a adult at risk of harm – Upswing staff should follow the procedures outlined in Appendix B. Ultimately the organisation that has employed Upswing to deliver a workshop or performance have the responsibility to safeguard the child, young person or adult at risk and Upswing will pass on the disclosure, so they can progress it.

Disclosures within an Upswing led project with no clear lead/host partner – Upswing has the responsibility for progressing disclosures for children, young people and adults at risk of harm who are involved in their projects and are not attached to another setting.

Guidance on receiving a disclosure of abuse from a child or young person or adult at risk

- **Stay calm**
- **Listen carefully** to what is said
- **Do not promise to keep secrets** – find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others
- **Allow them to continue at their own pace**
- **Only ask questions for clarification purposes** – at all times avoid asking questions that suggest a particular answer
- **Tell them what you will do next** and with whom the information will be shared
- **Record in writing what was said** using their own words as soon as possible – note date, time, any names mentioned and to whom the information was given and ensure that the record is signed and dated.
- **Thank them for telling you and acknowledge how challenging it must be for them**, by saying something like, 'Thank you for telling me it sounds like a really hard time for you and your family.'

Disclosures of abuse from an adult

In the case of a disclosure from an adult at risk of harm, the same steps should be followed as with a child/young person depending on whether they're attached to another setting or an Upswing project/performance.

Allegations of abuse concerning a staff member:

If a member of the Upswing staff has a concern about the conduct of another member of the team or an adult at the setting towards a child or young person they must report this allegation to Upswing's Designated Safeguarding Officer. An allegation is when a person has a concern that someone has behaved:

- In a way that harmed or may have harmed a child, young person or adult at risk of harm
- Possibly committed a criminal offence against or related to a child or young person
- Behaved towards a child/young person in a way that indicates they are unsuitable to work with children/young people.

If the allegation is against Upswing's Safeguarding Officer the allegation should be made to Upswing's Designated Safeguarding Lead on the Trustee board.

How to make an allegation:

- The allegation should be made within 24 hours of the concern.
- The person making the allegation should contact Upswing's Designated Safeguarding Officer (DSO). If the DSO is not available contact should be made with the Deputy DSO.

Upswing's responsibilities once an allegation has been received If the allegation is against a member of the Upswing team: within 24 hours Upswing's Safeguarding Officer will contact Tower Hamlets LADO (Local Authority Designated Officer) to report the allegation and seek advice on further procedure. If the allegation is against a member of a setting's team: within 24 hours Upswing will pass the allegation to the DSO of the host organisation to follow up on.

Tower Hamlets LADO:

Tel: 020 7364 0677. **Email:** <mailto:LADO@towerhamlets.gov.uk>

The LADO will discuss the matter with the DSO and may involve the police or Social Care Services if it is deemed appropriate. The LADO will also advise the DSO on what, if anything, can be shared with the individual who is the subject of the allegation. Any allegations made that are found to be true will be reported to the DBS in line with regulation.

Upswing will keep a clear and comprehensive summary of any allegations made, details of how allegations were followed up and resolved, any action taken and any decisions reached. These details should be kept in the confidential personnel file of the individual who has been accused, and a copy should be made available to them.

Section 4: Appendices: Appropriate behaviour and Good Practice

Appendix A: Additional safeguarding concerns for children and young people

Female Genital Mutilation and so-called 'Honour Based' Abuse Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. All forms of so called HBA are abuse (regardless of the motivation) and should be handled and escalated as such. If a member of the Upswing staff believes that FGM has been carried out on a girl aged under 18 they have an obligation to report it to the Police immediately by calling 101 and then following Upswing's disclosure reporting procedure. **Indications that FGM may have already taken place may include:**

- difficulty walking, sitting or standing and may even look uncomfortable.
- spending longer than normal in the bathroom or toilet due to difficulties urinating.
- confiding in a professional without being explicit about the problem due to embarrassment or fear.
- talking about pain or discomfort between her legs

Child Sexual Exploitation Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs where an individual, or group, takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity, a) in exchange for something the victims needs or wants, and/or b) for the financial advantage or increased status of the perpetrator or facilitator.

CSE does not always involve physical contact; it can occur through the use of technology, so it is also important to recognise that some young people who are being sexual exploited do not exhibit any external signs of this abuse.

Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation
- Gang-association and/or isolation from peers/social networks
- Exclusion or unexplained absences from school, college or work
- Leaving home/care without explanation and persistently going missing or returning late
- Excessive receipt of texts/phone calls
- Inappropriate sexualised behaviour for age/sexually transmitted infections
- Relationships with controlling or significantly older individuals or groups

Child Criminal Exploitation (CCE) CCE is where an individual or group takes

advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts or new possessions
- children who associate with other young people involved in exploitation
- children who suffer from changes in emotional well-being
- children who misuse drugs and alcohol
- children who go missing for periods of time or regularly come home late
- children who regularly miss school or education or do not take part in education

County Lines County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.’ Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

Domestic Abuse The definition of Domestic Abuse is:

any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to: psychological; physical; sexual; financial; and emotional.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children.

Radicalisation Section 26 of the Counter- Terrorism and Security Act 2015 refers to, ‘due regard to the need to prevent people being drawn into terrorism.’ The Prevent Duty 2015 states, ‘it is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified.

Protecting children from the risk of radicalisation should be seen as part of a schools’

and childcare providers' wider safeguarding duties and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. Radicalisation can be difficult to spot.

Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger

Online abuse Online safety (e-Safety) is an essential element of safeguarding all children and adults in the digital world. The internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk so they can be empowered to build resilience online.

Some of the dangers may include:

- Access to illegal, harmful or inappropriate images or other content
- Loss of privacy / control of personal information
- Grooming by those with whom they make contact on the internet
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber bullying
- Access to unsuitable video / internet games
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Peer-on-peer abuse Staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting&kicking
- sexual violence and sexual harassment
- gender-based violence
- sexting (also known as youth produced sexual imagery)



Appendix B: Steps for reporting and responding to children and young people’s disclosures

	Step	Responsibility	Action	Contact
Taking a disclosure	<p>Listen and believe the disclosure.</p> <p>Explain that you will need to let the DSO in the setting and /or at Upswing know what has happened in order to keep them safe.</p>	All Upswing staff	Listen	<p>Designated Safeguarding Lead in setting</p> <p>Upswing's Designated Safeguarding Officer</p>
	<p>Establish with the person if this is current or historic abuse</p> <p>If it is current abuse you MUST notify the Designated Safeguarding Lead in the setting IMMEDIATELY</p>	All Upswing staff	Communicate with Designated Safeguarding Lead or their deputy in the setting	<p>The setting Safeguarding Lead contact can be found on the workshop/event risk assessment</p> <p>Upswing's Designated Safeguarding Officer</p>

<p>Referral process</p>	<p>Record using Upswing's disclosure form.</p>	<p>.. All Upswing staff</p>	<p>Write up notes promptly. Record the date, time, place and circumstances. State who else was present, what was said and what you said.</p> <p>Confirm in writing that the safeguarding lead in the setting has been made aware if applicable.</p>	<p>.. camille@upswing.org.uk</p> <p>or</p> <p>vicki@upswing.org.uk</p>
<p>..</p> <p>..</p>	<p>Submit record via email on the same day of the disclosure</p>	<p>.. All Upswing staff</p> <p>..</p>	<p>Email the disclosure form to Upswing DSO</p>	<p>.. camille@upswing.org.uk</p> <p>or</p> <p>vicki@upswing.org.uk</p>
	<p>Referral method for workshops/events attached to a host/lead venue/organisation</p>	<p>Upswing's DSO</p>	<p>Within 24 hours Upswing's DSO will have contacted the setting's Safeguarding Lead. They will share necessary information regarding the disclosure to appropriate members of staff to ensure effective decision making about next steps.</p>	
<p>..</p> <p>..</p>	<p>Referral method for project that Upswing is fully responsible for</p>	<p>.. Upswing's DSO</p> <p>..</p>	<p>Refer to the child or young person's borough Children's Social Services</p> <p>Or Refer to the vulnerable adult borough Social Services team</p>	<p>.. Local Duty Team</p> <p>..</p>



Appendix C Reporting Disclosures Form

Please fill out as much as you know. This form is for Upswing's records and will be forwarded to the Designated Safeguarding Officer at any partner organisations where this disclosure took place.

Performance/workshop/event name:

Name of person:

Age:

Ethnicity:

Disability:

Date of Disclosure:

1. Are you reporting your own concerns or passing on those of somebody else? Give details.

2. Brief description of what has prompted the concerns: include dates, times etc of any specific incidents.

3. Have you spoken to the person? If so, what was said?

4. Have you passed this information on to the Designated Safeguarding Officers at the setting?

Your name:

Date of reporting:

Signature:

Today's date:

Designated Safeguarding Officers:

Camille Ben Soussan

Email: camille@upswing.org.uk

Vicki Dela Amedume

Email: vicki@upswing.org.uk



Appendix D Code of Conduct

Good practice before a workshop or performance

- All Upswing staff will read the Safeguarding policy and procedures document when they are employed to work on a project
- All Upswing staff have relevant a DBS check which has been seen and logged by the Upswing General Manager
- Upswing will create risk assessments for all projects, which will include the procedures to follow if there is a safeguarding incident.
- Upswing staff will consider the needs of groups of people that they are working with and plan workshops accordingly. For example if it is an open workshop to the public all participation activities must be adaptable for all levels of abilities.
- With vulnerable groups of people such as older people in care homes- Upswing will work with the host organisations to ensure that the planned delivery is suitable and that there are specialist staff available to support the design and delivery of the project.
- Producers of shows/workshops/events will inform all Upswing staff of freelancers preferred names and pro nouns prior to productions starting

Good practice during a workshop or performance

- All Upswing staff should demonstrate professional behaviour during their employment that promotes the mission statement of the organisation
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people when in the role of practitioner (i.e. not on setting premises or when responsible for a group of young people).
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication).
- Treating all people who are participating in workshops or engaged with a performance equally, with respect and dignity.
- In workshops with children & young people and adults at risk of harm- overall responsibility for behavioural management lies with the Host. Every organisation has its own procedures for managing challenging behaviour and therefore it is essential to involve them in action that needs to be taken. The staff member responsible for this will be named in the risk assessment for the project.
- Please read Appendix F for Upswings Video and Photography Policy
- Upswing will insist that at least one member of staff from the host organisation is present throughout all activities involving young people. If an activity is being hosted by Upswing, at least two company representatives must be present at all times.
- Due to the physical nature of Upswing's workshops, at the start of each session the practitioner should always inform participants that there might be contact-based activities at a level that is understandable for the group.

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- If the practitioners require any physical contact/support, it should be provided openly and with explanation and consent from participant given.
- Do not give personal contact details to a child or young person (e.g. personal mobile phone number or social media details.)

Good practice after a workshop or performance

- Complete the post performance/workshop record
- Record any Health & Safety incidents that took place.
- Follow the Safeguarding procedures if any occurred.



APPENDIX E Photography and Video

At Upswing, we produce a wide range of creative activities in which children, young people and adults may take part as a direct participant or an audience member. From time to time, we will take photographs, audio and video clips of individuals and groups during activities. Therefore we will use media permission forms to gain and record consent from participants and audience members.

No photos or video footage of any child is to be taken or shared without confirmation from either of the DSOs that the appropriate permissions have been sought and received from the child or young person and their parents.

For adults above the age of 18 years of age, full consent is required.

For children and young people below 18 years of age, full parental/ guardian consent is required.

- Each child/ young person must have a copy of this form signed by the parent/guardian prior to the activity.
- We ask that children and young people over the age of 13, provide their own consent in addition.

The information provided on the Media permission form can be:

- used for up to a period of around five years, for the purpose of making our reporting and future funding applications more accessible, inspiring, and motivating for our audiences;
- used to promote the aims of the activity and Upswing in general, which may include our printed publications; website; audio-visual and electronic materials; display materials; briefing of staff, existing and potential funders; and any other media we may use in the future;
- stored securely in accordance with our Data Protection and Privacy Policy (available on request) and only shared with project partners;

Image consent can be changed or withdrawn at any time by notifying Upswing in writing to the general manager. Once information is placed on the internet, however, we do lose a degree of control over the distribution and retrieval of such information. This could mean that even if we stop using your images it is possible that it may still be available on the internet.

Media Permission forms can be located in the Drop box folder in Policies and Procedures – please email General Manager for access.

APPENDIX F Safer Recruitment

Upswing's priority is to create an environment where:

- A safe space is created in which children and young people and adults can thrive, aspire and learn to the best of their ability
- All staff are vigilant about looking out for potential harm to children and young people and adults at risk
- Allegations are dealt with immediately and effectively
- Everyone is clear on roles, responsibilities and boundaries

When recruiting staff and trustees Upswing will take the following steps:

- Work history is checked for gaps and should be explained (e.g. Maternity leave). Work history must be verified, consistent and accurate
- Questions at interview should explore the work history and include a question about safeguarding to ensure the candidate understands its relevance
- References are requested and followed up on (ensuring that there is a question about appropriateness of candidate to work with children/young people)
- DBS checks will be carried out once an offer of employment is made
- At the beginning of employment, induction includes focus on safeguarding policy and procedures (sharing policies including: Equalities; code of conduct; disciplinary and whistleblowing)
- Regular check ins/supervision ensures monitoring of behaviour and performance

For Trustees

The Charity Commission outlines four clear expectations for trustees:

- Provide a **safe and trusted environment**. Safeguarding involves a duty of care to everyone who comes into contact with your charity, not just vulnerable beneficiaries like children and young people
- Set an **organisational culture that prioritises safeguarding**, so it is safe for people to report incidents and concerns in the knowledge they will be dealt with appropriately.
- Have adequate safeguarding **policies, procedures and measures** to protect people and make sure these are made public, reviewed regularly and kept up to date.
- Handle incidents as they arise. **Report them to the relevant authorities** including the police and the Charity Commission. Learn from these mistakes and put in place the relevant mechanisms to stop them happening again.