



## PiPeLine Productions Academies Safeguarding Children Policy and Procedure

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### Scope of Policy

Safeguarding means:

- Protection from abuse and neglect
- Promotion of health and development
- Ensuring safety and care
- Ensuring optimum life chances

PiPeLine Productions recognises that members of staff and volunteers have a role to play in safeguarding the welfare of Children and Young People and preventing their abuse. This policy focuses on protection from abuse and neglect and is designed to provide a basic procedure which should be followed in the circumstances defined below.

### Introduction

This document is the Safeguarding Policy for **PiPeLine Productions Academies LTD**, which will be followed by all members of the organisation and volunteers, and promoted by those in the position of leadership within the organisation. It incorporates applicable statutory guidance from [Keeping Children Safe in Education](#).

We know that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people.

If any parent or young person/child has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with [The Designated Safeguarding Officer](#).

Organisational commitment upon which **PiPeLine's** Safeguarding Policy is based:

- The welfare of a child or young person will always be paramount.
- The welfare of families will be promoted.

Safeguarding Policy & Procedure

September 2020 – to be reviewed: November 2020

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- The rights, wishes, and feelings of children, young people, and their families will be respected and listened to.
- All people within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below.
- All people within the organisation will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.
- All suspicions and allegations of abuse are taken seriously and responded to.
- All staff and volunteers who are to have unsupervised contact with young people are safely and suitably recruited, selected, and vetted with a suitable enhanced DBS check. The Name, Number and Date of the check should be recorded and the Safeguarding Officer should ensure any checks remain confidential.
- All staff and volunteers who do not hold a current enhanced DBS disclosure will only have contact with young people under the supervision of staff in authority who do have such a disclosure. The enhanced DBS disclosure process will begin immediately upon recruitment.
- The information within enhanced DBS checks will at all times be taken into account.
- All staff and volunteers understand their responsibility to immediately report any concerns, suspicions or allegations of abuse to the safeguarding officers.
- All staff and volunteers understand their duty to report any concerns they have about the conduct of a worker towards a child/young person.
- The named persons for Safeguarding understand their responsibility to report any concerns to the children and young people's social care.

### **Reporting and Investigating Safeguarding Concerns**

Once a concern has been raised with the safeguarding team at PiPeLine Productions, this will immediately be reported to the named person at the school which the child has been referred from. The referring school will take a lead through the safeguarding and investigation process and the PiPeLine Productions DSL will support this process throughout and follow up accordingly. This is unless there is an immediate danger, or the concern is raised out of normal school hours (e.g. evenings, weekends and school holidays) in this case PiPeLine Productions will deal with the safeguarding concern direct. PiPeLine Productions have an out of hours voicemail instruction in an emergency for the students should they need assistance outside of PiPeLine Productions operational hours. Operational hours are 8am until 4pm Monday to Friday and term time only. All information will be recorded and kept confidential.

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### Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families. In all cases it is vital to take whatever action is needed to safeguard the child/children, i.e.:

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via a Police Protection Order.

### Recognition of Abuse or Neglect

Abuse or neglect of a child is caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or, more rarely, by a stranger.

- **Physical Abuse** 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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated illness by proxy or Munchausen Syndrome by proxy.
- **Emotional Abuse** is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child, though it may occur alone.
- **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities such as involving

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children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- **Neglect** is 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you **must not** discuss your concerns with parents/carers in the following circumstances:

- Where sexual abuse is suspected.
- Where organised or multiple abuse is suspected.
- Where fabricated illness or induced illness is suspected.
- Where contacting parents/carers would place a child, yourself, or others at immediate risk.

### **Responding to a child making allegations of abuse**

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations you must:

- Listen carefully to the child. Do NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting, and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.

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- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the child that: you are glad they have told you; they have not done anything wrong; what you are going to do next.
- Explain that you will need to get help to keep the child safe.
- Do NOT ask the child to repeat his or her account of events to anyone.

**In line with the Bradford Safeguarding Children Board procedures all records of concerns are required to be kept for 7yrs; any referral documentation is required to be kept for 35yrs.**

After receiving information of a Safeguarding nature (a disclosure), the following steps **must** be taken:

- Communicate the information to the DSL at your provision immediately.
- If the DSL at your provisions is unavailable, communicate the information to the DSL at the other provision using a Primary communication method.
- Primary communication methods are:
  - In person (preferable)
  - via Whatsapp (using initials or requesting to speak immediately to the DSL)
  - or by telephone.
- All communication of a Safeguarding nature must be followed up with a Secondary communication method:
  - CPOMS Record (in all cases)
  - Email (if requested to do so)
  - Hand-written (if requested to do so)
- Safeguarding information of a pressing and urgent nature must not be communicated to DSLs via a Secondary communication method until after Primary communication has taken place.
- Safeguarding information is not taken as having been passed on until the DSL has acknowledge receipt of the information.
- If you do not have access to CPOMS for whatever reason, the below form can be used and handed to a DSL. If you are unsure how to complete the form or record information on CPOMS please speak to your Line Manager/Safeguarding Officer.

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Incident/concern awareness form	
Name of child/young person:	
Date and time of incident/concern:	
Present Address:	
Post code:	
Date of Birth:	
Please tick	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnicity:	
School if known:	
Parents' Names:	
Name of person reporting concerns:	
Does your concern relate to a work colleague: Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please state name:



What are your concerns or what happened (please be factual):	
What was said and who said what (be factual: child's/other person's own words what were said, heard or seen):	
Did anyone else witness this? Please state who:	
Signed:	
Date :	



Further Action taken & date:	
Signed :	
Date :	
<p>Please ensure this is completed as soon as possible and returned to the Safeguarding lead. All concerns must be reported within 24hrs to either your Line Manager or the Safeguarding Officer. If you are concerned that the child/children may be at serious and imminent risk you must contact the Safeguarding Officer <b>immediately</b>.</p>	



### **Consulting about your concern**

The purpose of consultation is to discuss your concerns in relation to a child and decide what action is necessary.

You may become concerned about a child who has not spoken to you because of your observations of, or information about that child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. **Initially you should talk to one of the people designated as responsible for child protection within our organisation.** In this organisation these people are:

**Michelle Gordon (Designated Safeguarding Lead – Bradford) 01274 256923**

**Jolante Saulite (Deputy Designated Safeguarding Lead - Keighley) 01274 256922**

Other staff with direct Safeguarding responsibilities:

**Philip Charles (Director) 07720 932961**

**Joanne McGill: (Director) 07952 930665**

You should consult externally with Children's Social Services Initial Contact Point on **01274 437500** or Children's Specialist Services on **01274 435182** or Social Services Emergency Duty Team on **01274 431010** in the following circumstances:

- When you remain unsure after internal consultation as to whether child protection concerns exist.
- When there is disagreement as to whether Safeguarding concerns exist.
- When you are unable to consult promptly or at all with your designated internal contact for child protection.
- When the concerns relate to any member of the organisation.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Children's Social Services or the Police should progress.

### **Roles and responsibilities of Safeguarding Officers**

- Ensure that this policy and procedures are disseminated, implemented, and adhered to at all times.

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- Ensure they are familiar with, and keep up to date with all legislation and guidance relating to Safeguarding.
- Ensure that all staff fill-in appropriate forms and report information regarding concerns or incidents.
- Assess all information promptly and take any appropriate actions.
- Liaise with, and be familiar with, relevant safeguarding agencies and to make referrals as and when necessary.
- Ensuring that the relevant member of staff or child (and their families where appropriate) is kept informed when a referral is being made.
- Arrange appropriate training and support to all relevant staff.
- Ensure support is provided during and after incidents involving child safeguarding.
- Ensure all records and monitoring are maintained.

### **Reporting concerns about a work colleague**

This can be an extremely sensitive issue for everyone involved. When a suspicion or concern arises about a work colleague, all employees and volunteers who suspect that a colleague may be abusing children should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the [Code of Conduct](#) set out in this document.

**PiPeLine Productions** assures all employees/volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague/volunteer is, or may be, abusing a child or behaving inappropriately.

- Ensure that any incident or concern is written down – preferably recorded in CPOMS.
- Never confront or challenge a colleague as this could put a child at further risk.
- Inform a DSL at the earliest opportunity or immediately if the matter is pressing.
- The safeguarding officer should then take appropriate action to ensure the safety of the child and of any other children who may be at risk.
- A discussion will then take place with the senior manager and safeguarding officer who will then consider whether the issue relates to poor practice or to child abuse.
- If the issue does relate to child abuse, the matter will be referred to Children and Young People’s Social Care which may involve the Police.
- The employee/volunteer will be immediately suspended pending the outcome of an internal investigation into the allegations.

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## Code of conduct

This code of conduct is designed not only to protect children but also to protect staff and volunteers.

- Ensure that *whenever possible* there is more than one adult present and that you are not spending excessive amounts of time alone with children away from others.
- Ensure that you do not take children to your home under any circumstances.
- Under no circumstances should you meet up with children outside of designated work/project time unless it has been agreed in advance with, and full consent given by the child's parents/carers/school, and your line manager. This must be in writing.
- You should never enter a house when a child is on their own unless you know for a fact that failing to enter the house puts the child in immediate danger which would be prevented by your presence.
- Do not engage in sexually provocative games with children or young people.
- Do not allow or engage in inappropriate touching of any form.
- Never make sexually suggestive comments in front of, about, or to a child.
- Never allow allegations a child makes to be ignored or go unrecorded.
- Do not do things of a personal nature for children that they can do themselves.
- Ensure that all children and their possessions are treated with respect.
- Do not have inappropriate physical or verbal contact with children or young people.
- Pupils should not receive derogatory treatment from staff or volunteers.
- You should not show favouritism towards any child or young person.
- You should never provide pupils with personal contact information such as your address or personal mobile numbers unless expressly authorised by Safeguarding that this is acceptable. However, if not providing personal contact information clearly puts a child in danger, the safety of the child takes priority.
- Do not engage with children on social media; Facebook, Instagram, Twitter, TikTok, Snapchat, or any other form created or yet to emerge, unless expressly authorised by Safeguarding and with full consent of the child's parents/carers/school.
- Do not cultivate any form of relationship/friendship with pupils outside of work.
- Do not cultivate any form of relationship/friendship with pupils who have since left PiPeLine unless expressly authorised by Safeguarding.

## Whistle Blowing Procedures

There may be a time when concerns arise at work which are difficult to resolve. Staff or volunteers may become aware that colleagues or superiors are engaged in conduct which is not acceptable and which may also be unlawful. Whilst all staff and volunteers are

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encouraged to report concerns to either their line manager or safeguarding officer, there may be times when they feel they are unable to raise concerns within the organisation as the conduct relates to their Line Manager, Safeguarding Officer, or a director.

Whenever this is the case and issues are considered sufficiently serious, staff or volunteers can call Children's Social Services Initial Contact Point: **01274 437500**

Also for support or information - NSPCC Safeguarding Helpline: **0808 800 5000**

### **Making a referral**

A referral involves giving Children and Young People's Social Care or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

In certain cases, the level of concern will lead straight to a referral without external consultation being necessary.

Parents/carers should be informed if a referral is being made except in the circumstances outlined [here](#).

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Social Services about how and when the parents should be approached and by whom.

If your concern is about abuse or risk of abuse from someone not known to the child or child's family, you should make a telephone referral directly to the police and consult with the parents.

If your concern is about abuse or risk of abuse from a family member or someone known to the children, you should make a telephone referral to your local Social Services Office.

### **Information required**

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral:

- Your name, telephone number, position. Request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth, relationship of household members and any significant others.

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- The names of professionals known to be involved with the child/family e.g.: GP, Health Visitor, School.
- The nature of the concern and foundation for it.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of an adult with parental responsibility has been given to the referral being made.

#### **Action to be taken following the referral**

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Social Services following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

#### **Confidentiality**

The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place and in line with GDPR. Information in relation to child protection concerns should be shared on a “need to know” basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child’s need for protection.

#### **For Reference**

Links to websites:

**Bradford Safeguarding Children Board** [www.bradford-scb.org.uk](http://www.bradford-scb.org.uk)

**Disclosure & Barring service (formerly the Independent Safeguarding Authority)**

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Keeping Children Safe in Education (Statutory Guidance):

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>



Signed:

Philip Charles  
Joanne McGill  
(Directors)