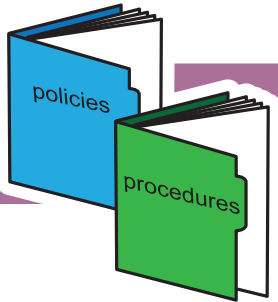




policies and procedures

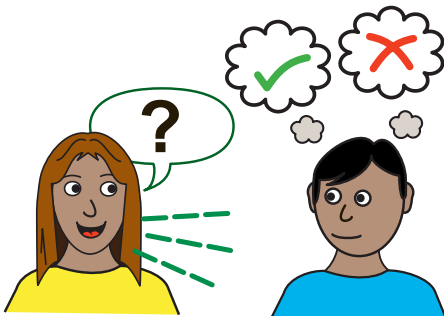


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

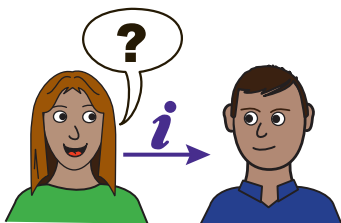


The policies and procedures also tell us what to do if something goes wrong.

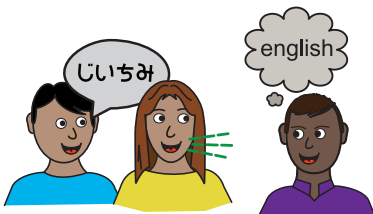


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**

Safeguarding Children Protection Policy

Pyramid does not routinely work with children and young people but there are occasions where interactions take place, for example in the audiences for our events and exhibitions, or one-off / short-term activities that involve working directly with under-18s. This policy explains how Pyramid works to keep children and young people safe.

Everybody has the right to be valued as an individual, to be treated with dignity and respect, and to be safe. This policy has been written to help Pyramid:

- to work in a way that can prevent abuse
- to support any child or young person who is experiencing abuse
- to stop that abuse occurring

Pyramid will work:

- to promote the rights of all people to live free from abuse and coercion
- to organise activities in a way which promotes safety and prevents abuse
- to create a safe and open environment where social relationships can be confidently discussed and negotiated
- to ensure the safety and wellbeing of a child who has experienced or is experiencing abuse
- as far as possible, to make sure the child understands what is happening and can decide what they want to do
- within the framework and guidelines of the Leeds Safeguarding Children Partnership.

Pyramid respects every child's right to privacy. If someone tells us any personal information we will normally keep it private. But if we are worried about a child's safety we have to tell someone else, even if the child doesn't agree.

Pyramid will make sure that everyone in Pyramid knows about this policy, and can work together to keep each other safe. The Director will be responsible for arranging training to help them to do this.

The policy is reviewed according to the schedule of our governance calendar (at least every two years). The lead person for child protection at Pyramid is the Director, **James Hill**. Talk to him if you have any questions about this policy.

Email: safeguarding@pyramid.org.uk

Phone: 07856 176 832

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.										
Clarifications	The term 'worker' is used in this policy to refer to anyone doing paid work for Pyramid, in any capacity. Volunteers are mentioned separately to workers as they have slightly different responsibilities in relation to Safeguarding.										
Who does this policy / procedure apply to?	Everyone.										
Related policies and procedures	<table border="0"> <tr> <td>Disciplinary Procedure</td> <td>Code of Conduct</td> </tr> <tr> <td>Complaints Procedure</td> <td>Recruitment and Induction Policies</td> </tr> <tr> <td>Grievance Procedure</td> <td>Data Protection Policy</td> </tr> <tr> <td>Whistleblowing Policy</td> <td>Privacy Statement</td> </tr> <tr> <td>Risk Assessment and Management Policy</td> <td></td> </tr> </table>	Disciplinary Procedure	Code of Conduct	Complaints Procedure	Recruitment and Induction Policies	Grievance Procedure	Data Protection Policy	Whistleblowing Policy	Privacy Statement	Risk Assessment and Management Policy	
Disciplinary Procedure	Code of Conduct										
Complaints Procedure	Recruitment and Induction Policies										
Grievance Procedure	Data Protection Policy										
Whistleblowing Policy	Privacy Statement										
Risk Assessment and Management Policy											
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>										
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 09 December 2024.</p>										
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <table border="0"> <tr> <td>Email</td> <td>Phone</td> </tr> <tr> <td>governance@pyramid.org.uk</td> <td>0113 234 6040</td> </tr> </table>	Email	Phone	governance@pyramid.org.uk	0113 234 6040						
Email	Phone										
governance@pyramid.org.uk	0113 234 6040										

Recognising Abuse

“Abuse is usually hidden from view. Adults may not recognise the signs that a child is being abused and children may not recognise that what is happening to them is abuse – or they may be too young, too scared or too ashamed to tell anyone.” – National Society for the Prevention of Cruelty to Children (NSPCC) website

Types of abuse (NSPCC list)

For definitions and more information, please see <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse>

- Bullying and cyberbullying
- Child sexual exploitation
- Child trafficking
- Criminal exploitation and gangs
- Domestic abuse
- Emotional abuse
- Female genital mutilation (FGM)
- Grooming
- Neglect
- Non-recent abuse
- Online abuse
- Physical abuse
- Sexual Abuse

Research shows that children and young people who are d/Deaf or disabled are at greater risk of abuse than other groups. Reasons include communication barriers, dependency on others, adults misinterpreting the signs of abuse, a lack of education on staying safe, and a lack of appropriate support for children and their families.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

Becoming aware of a safeguarding issue

This could happen in various ways, for example

- a child or young person's appearance, behaviour, creative output or statements cause suspicion of abuse and/or neglect
- a child or young person discloses an incident(s) of alleged abuse, either recent or which occurred some time ago
- concern is expressed by someone else (child or adult) about the welfare of a child
- a third party or anonymous allegation is received
- a written report is made regarding the serious misconduct of an employee or volunteer towards a child or young person

Who to tell

If you are worried about anything at all the best thing to do is to let someone know.

If possible, first speak to the ~~core worker~~ of the group. If that is not possible / appropriate, then contact:

Designated Safeguarding Lead	OR	Deputy Safeguarding Lead
James Hill (Director)		Mindy Goose (Trustee)
07856 176 832		07598 459 856

Emergencies

If you are a witness to abuse, or abuse has just taken place at Pyramid, you should:

- Ensure your own safety
- Check if the victim of abuse requires medical attention. Call for the Core Worker (who will have been trained in First Aid) and call an ambulance if needed (phone 999)
- Where a crime has just been or is being committed, call the police (phone 999)
- Inform a staff member as soon as possible
- Preserve any physical evidence
- Make a written record of everything you witnessed

What to do if you are concerned about a child

Any concern you have will be addressed and treated seriously. **It is never okay to do nothing, or to hope that someone else will deal with it.** You should:

- Initially talk to the child/young person about what you are observing. It is okay to ask non-leading questions, for example: *“I’ve noticed that you don’t appear yourself today, is everything okay?”*
- Listen carefully to what the young person has to say and take it seriously. Always act towards them as if you believe what they are saying. If possible, ask another person to listen as well.
- Always explain to the child/young person that any information they have given will have to be reported on if it suggests they (or others) have been harmed, or are at risk of harm.
- Notify the Designated Safeguarding Lead
- Make a written record of what was said as soon as you can, while it is fresh in your mind, and sign and date it.
- Respect confidentiality – do not share what has happened other than to make your report to the appropriate person, and ensure any written document is kept safely and securely.
- Do not confront the alleged abuser yourself, or tell them about the allegation.
- Remember that it is not your responsibility (or Pyramid’s) to investigate incidences of suspected child abuse but to gather information and refer only.

Recording and managing confidential information

After an incident or disclosure, your written statement should be given to the DSL or appropriate person (e.g. police officer) as soon as possible.

Pyramid takes privacy and data security seriously and all records will be handled in line with our Data Protection Policy and Privacy Statement.

Remember that children and young people have a right to privacy and confidentiality. It is only in the exceptional circumstance that you believe someone is at risk of abuse or harm that you should break that confidence. If possible, you should explain directly to the child that you cannot keep secrets if it means someone might get hurt.

When making a written statement:

- Use a pen with black ink if you possibly can
- Ensure written records are clear and detailed
- It may be possible to take notes at the time the allegation is being made. Try and note down what the child actually says, using their own words and phrases. Also make a note of what you said and did in response.
- Note records of any injuries, behaviours etc.
- If you can’t take notes, make a written report as soon as possible afterwards, while it is fresh in your mind.

- Factual information should be clearly separated from expression of opinion
- Be aware that your report may be required later as part of a legal action or disciplinary procedure
- Sign and date the report

Management Responsibilities

Designated safeguarding lead (DSL) responsibilities

- The DSL is the first point of contact.
- The DSL knows the contact details of relevant statutory agencies e.g. Children's Social Work Services (CSWS), Police, Leeds Safeguarding Children Partnership, and the Local Authority Designated Officer (LADO) for allegations about staff.
- The DSL has a higher level of safeguarding training than the rest of the staff, and this training is refreshed every 3 years.
- The DSL makes formal referrals to the CSWS Duty and Advice Team.
- The DSL ensures that concerns are logged and stored securely.
- The DSL has joint responsibility with the Board of Trustees to ensure that Pyramid's safeguarding policy and related policies and procedures are followed and regularly updated.
- The DSL is responsible for promoting a safe environment for children and young people.

It is not the responsibility of the DSL to decide whether a child has been abused or not- that is the responsibility of investigative statutory agencies such as CSWS or the police.

Trustee responsibilities

The Board of Trustees recognises its responsibility to implement effective safeguarding procedures across the organisation and will:

- Ensure that Pyramid has clear written policies and procedures around risk assessment, personal conduct and safeguarding
- Ensure Pyramid maintains its robust recruitment procedures
- Ensure appropriate safeguarding training is undertaken by workers

Allegations against workers and project participants

An allegation against a worker should be reported to the Designated Safeguarding Lead or Deputy. They will report to the Local Authority Designated Officer (LADO).

The process for managing the allegation will be to follow our Disciplinary Procedure, and to take any further action as advised by the LADO.

Where the alleged abuser is someone with a learning disability, Pyramid will work to ensure that the needs of both are met. The needs of the child experiencing abuse will be paramount and the alleged abuser will be suspended while an investigation takes place. Pyramid has a responsibility to inform the alleged abuser of the procedures being followed, and to allow them the chance to express their feelings and respond. It may be necessary for this communication to be in the form of an independent representative.

Pyramid's senior management will ensure appropriate support and supervision for workers and volunteers who:

- have reported abuse
- are working directly with someone who has/is experiencing abuse
- are working directly with someone who behaves abusively

Safe Recruitment

Pyramid has robust recruitment procedures for workers and volunteers. In all cases, candidates

- Complete and sign an application form and attend an in-person interview so we can fully assess their suitability for the role
- Provide proof of their identity
- If working with children, are asked to declare any criminal convictions they may have which involve abuse against children, however old these convictions may be. (This is an exemption from the provisions of the Rehabilitation of Offenders Act 1974.)
- Provide the contact details for two referees, which are followed up by the office staff. The reference questionnaire includes a question on their suitability to work with children if applicable to the role.

In addition, anyone offered a role at Pyramid

- Undertakes a Disclosure and Barring Service check at the highest level allowed for their position (an enhanced check for all roles working directly with children)
- Is given copies of our safeguarding policies and asked to sign a document to confirm they have read, understand and accept their responsibilities as regards safeguarding.
- Is provided with basic safeguarding training

Pyramid can decide to exclude someone from working or volunteering with us if we have any doubts about their references or suitability.

Management, supervision and training

All workers and volunteers are provided with clear job descriptions and specifications for their work, and they will complete a probationary period of employment as set out in their contract / our volunteer recruitment policy.

Regular planning and monitoring meetings provide workers and volunteers with the opportunity to review and plan their work, share experiences, receive training and discuss their contact with members.

Pyramid will ensure that workers and volunteers receive an induction which covers safeguarding, and training appropriate to their role and responsibilities.

We encourage everyone involved to speak up if they have any concerns about safeguarding practices or procedures at Pyramid. Everyone should feel free to openly discuss areas of concern or make suggestions for improvement so that we can ensure the safest possible environment for the young people we work with. Contact a member of staff or use the termly Core Worker, Artist and Volunteer (CAV) meetings to discuss any concerns or suggestions.

Our Complaints Procedure, Grievance Procedure and Whistleblowing Procedure all outline the ways you can raise a serious concern about Pyramid in a formal way.

Sessional Safeguarding Rules and Risk Management

In sessions which involve young people, we ensure minimum risk by adhering to the following guidelines:

- Sessions must be staffed by at least four workers (including volunteers). This may mean parents/ carers staying with young people until all workers have arrived.
- Adults must avoid being alone with a child: if an adult needs to leave the room with a child, they must ask a third person to come with them.
- In exceptional circumstances where an adult may be alone with a child for a short period, the adult must ensure that other workers are aware of the situation and that they support this action.
- No worker will be alone with a child in a vehicle. The only exception would be emergency transport home/ to hospital with the permission of a parent/ guardian.
- Adults are not permitted to meet individually with children outside group activities.
- The lead worker is required know the safe arrangements for children to get to the session and home after activities.
- Workers must ensure that physical contact is not exploitative and is not open to misunderstanding.
- Children will be encouraged to communicate what they find acceptable and unacceptable in the way they are approached by others in the group. Ground rules may be used to support this.
- Confidential material collected on participants e.g. contact details, care needs etc. must be treated with respect and only be shared between workers on a need-to-know basis.