

# **Cartwheel Arts**

## **Safeguarding Children & Young People Code of Practice**

For staff members, Board members and temporary and freelance workers,  
volunteers or anyone working on behalf of Cartwheel Arts

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## **1 Introduction:**

The purpose of this Code of Safeguarding Practice is to ensure the safety and well-being of all individuals working for or with Cartwheels Arts. It outlines the responsibilities and expectations of staff, provides an overview of relevant legislation, and explains how the code applies to projects. This code aims to create a safe and inclusive environment for everyone involved with Cartwheels Arts.

## **2 Safeguarding Statement:**

Cartwheels Arts is committed to safeguarding the welfare of all individuals involved in our organisation. We believe that everyone has the right to be protected from harm, abuse, neglect, and exploitation. We are dedicated to creating a safe and supportive environment where individuals can thrive and reach their full potential. Anyone under the age of 18 years should be considered as a child for the purpose of this document.

**The Designated Safeguarding Lead for the organisation is Director, Hebe Reilly T: 01706 361300 / E: [hebe@cartwheelarts.org.uk](mailto:hebe@cartwheelarts.org.uk)**

**The Safeguarding Lead for the Board of Trustees is Chair, Alyson Malach. E: [alyson@cartwheelarts.org.uk](mailto:alyson@cartwheelarts.org.uk)**

## **3 Key Aims of the Code of Practice:**

1. To ensure that all those employed by, or involved with, the company fully adhere to this Code and the policy associated with it for the prevention of physical, sexual and emotional abuse or neglect of the children they come into contact with.
2. To comply with the Children Act of 1989 and the Protection of Children Act of 1999 and the Children Act 2004 in all legal duties affecting the company.
3. To promote a culture of safeguarding and raise awareness of potential risks and vulnerabilities.
4. To provide clear guidelines and expectations for staff regarding their responsibilities in safeguarding.
5. To respond effectively to any safeguarding concerns or incidents that may arise.

#### **4 Objectives:**

The specific objectives of this Code of Practice are:

- To ensure that DBS checks happen where the staff member or freelancer is engaged in regulated activity.
- To undertake a DBS check, as required by the new regulations.
- All freelance or temporary staff who may be working with children unsupervised to provide DBS check, or to undertake one with Cartwheel, as appropriate under the current legislation.
- To conduct risk assessments that include safeguarding issues for all projects involving children and young people.
- To provide opportunities for training on safeguarding issues for those employed by or involved with the company.
- To have procedures and guidelines in place for reporting suspected abuse.

#### **5. Roles & Responsibilities**

##### **Employment:**

All those who work on behalf of Cartwheel Arts are expected to:

1. Undergo appropriate safeguarding training (including EDI related training) and familiarise themselves with this Code of Practice and the guidelines provided in all appendices.
2. Treat all individuals with respect, dignity, and fairness, regardless of their age, gender, race, religion, or disability.
3. Be aware of and report any safeguarding concerns or incidents promptly to the designated safeguarding lead.
4. Maintain confidentiality and handle sensitive information appropriately.
5. Follow Cartwheel Arts' recruitment procedures, including thorough background checks (e.g. DBS) and reference checks, to ensure the suitability of staff working with vulnerable individuals and children.
6. Promote a zero-tolerance approach to racism and discrimination based on any of the protected characteristics as well as gender identity – See our EDI Policy for further guidance.

##### **Law:**

Cartwheel Arts operates in accordance with the following legislation and guidance:

1. The Children Act 1989 and 2004
2. The Protection of Freedoms Act 2012
3. The Safeguarding Vulnerable Groups Act 2006
4. The Equality Act 2010
5. The Mental Capacity Act 2005
6. The Data Protection Act 2018 (GDPR)
7. The Counter-Terrorism and Security Act 2015

**Projects:**

The Code of Practice applies to all projects undertaken by Cartwheels Arts. This includes:

1. Ensuring risk assessments are conducted for each project, identifying potential safeguarding risks, and implementing appropriate measures to mitigate them.
2. Providing clear guidelines and procedures for staff to follow during project activities, including supervision and monitoring.
3. Ensuring that all participants are aware of their rights and responsibilities and have access to information about safeguarding and how to report concerns (see appendix 2). This includes reporting incidents of racism and discrimination of all types.
4. Regularly reviewing and evaluating projects to identify any safeguarding issues and make necessary improvements.

**6 Child Protection Practice:**

Cartwheels Arts follows a comprehensive Child Protection Policy, which includes the following practices:

1. Ensuring that all staff members undergo appropriate child protection training and are aware of their responsibilities in safeguarding children.
2. Implementing robust recruitment procedures, including thorough background checks and reference checks, to ensure the suitability of staff working with children.
3. Providing clear guidelines and procedures for staff to follow when working with children, including appropriate behaviour, boundaries, and communication.
4. Regularly reviewing and updating risk assessments for activities involving children, identifying, and addressing any potential safeguarding risks.
5. Ensuring that all children involved in Cartwheels Arts projects have access to age-appropriate information about safeguarding, including how to report concerns and who to contact.
6. Responding promptly and appropriately to any safeguarding concerns or incidents involving children, providing support, and taking necessary action in accordance with the Child Protection Policy.
7. Maintaining confidentiality and handling sensitive information about children in a secure and appropriate manner.
8. Regularly reviewing and evaluating the effectiveness of child protection practices, making necessary improvements to ensure the safety and well-being of children involved with Cartwheels Arts.

## **8 Whistleblowing:**

The company encourages employees and volunteers to voice any concerns they may have about abusive or unethical conduct by colleagues. It takes courage to challenge inappropriate behaviour by colleagues. In order to enable this Code of Practice and ensure the process is unbiased:

- All concerns are to be reported to the Company Director or the Chair if the Company Director is the subject of the concern.
- All concerns will be treated confidentially
- All concerns will be investigated thoroughly and may lead to disciplinary action in accordance with Cartwheel Art's disciplinary policy
- All allegations should be reported to the Local Authority Designated Officer (LADO) [lado@rochdale.gov.uk](mailto:lado@rochdale.gov.uk) within one working day
- Feedback on the outcome of investigation will be given to all involved (while safeguarding confidentiality for the person raising the concern and the person about whom the concerns have been raised). An appeal process will be made available to those unhappy with the outcome of the investigation as detailed in the company's disciplinary policy

### **Cartwheel Arts**

Signed,

A blue ink signature consisting of a large, stylized loop followed by a long horizontal line.

29<sup>th</sup> August 2023

Alyson Malach  
(Chair Trustees)

A blue ink signature in a cursive script that reads 'Hebe Reilly'.

29<sup>th</sup> August 2023

Hebe Reilly  
(Cartwheel Arts Director)

**Appendices:**

The appendices of this Code of Safeguarding Practice include:

1. Contact details for the designated safeguarding lead(s) within Cartwheels Arts.
2. Relevant forms and templates for reporting safeguarding concerns or incidents.
3. Additional resources and information on safeguarding, including relevant legislation and guidance.
4. Details of external organisations and helplines that can provide support and advice on safeguarding matters.

**Appendix 1 - Designated Leads Information:**

The designated safeguarding lead(s) within Cartwheels Arts are responsible for overseeing the implementation of this Code of Safeguarding Practice. They are the main point of contact for staff members, participants, and external agencies regarding any safeguarding concerns or incidents. Their contact details are as follows:

Name: Hebe Reilly [Designated Safeguarding Lead]















Position: Director

Email: [hebe@cartwheelarts.org.uk](mailto:hebe@cartwheelarts.org.uk)

Phone: 01706 361300

It is the responsibility of all staff members to familiarise themselves with this Code of Safeguarding Practice and adhere to its principles and guidelines. By working together, we can create a safe and supportive environment for everyone involved with Cartwheels Arts.

**Appendix 2.1 Reporting procedures to safeguard and protect children participating in Cartwheel Art's project work**

Project Worker/Volunteer	Project Manager/ Company Director	Project Worker/ Volunteer
Potential risk/concern re possible harm/abuse  		<b>IMMEDIATE DANGER</b>  
Listen/reassure  		Contact social care service - 0300 303 0440 Out of hours - 0300 303 8875 or get medical help (if necessary ring 999) 
DO NOT 'grill' or put words into child's mouth  		<b>DO NOT 'grill' or put words into child's mouth</b>  
Satisfy yourself that the situation is safe  		As far as possible make situation safe for child  
Tell/share concerns with project coordinator or Director of Cartwheel 	 Ensure all appropriate persons have been contacted	 Report immediately to Project Co-ordinator or Director of Cartwheel 
Compile written report	 Forward reports to Rochdale Children's Social Care Service 0300 303 0440	 Compile written report



## Appendix 2.2 Safeguarding Record Form

Name of person filling in form	
Contact number and email address	
Date form filled in	

### Details of disclosure or observation

Date of incident	
Name of person incident is about	
Age or date of birth of person (if under 18 or write adult)	
Address of person	
Where disclosure or observation occurred	

Details as disclosed to you. Do not try to fill in the gaps or make assumptions about the meaning. Please try only to use the words as they were said to you. If your concern is something that you observed then please describe what you saw.

Write on the back if more space is needed



Was any further action taken at this time? If so, describe what and by who

### For office use only

Date form received	
Staff member	
Action required	
Action taken	
Authorised by	

**Appendix 3.1 Guidelines for staff, freelancers and volunteers working with children and young people**

	
<p>Treat everyone with dignity and respect</p> <p>Set an example you would wish others to follow</p> <p>Treat all young people equally</p> <p>Make sure that there is more than one other person present, or at least be within sight and hearing of others at all times</p> <p>Respect a young person's right to personal privacy</p> <p>Allow young people to talk about any concerns they may have</p> <p>Encourage others to challenge any attitudes or behaviours they do not like</p> <p>Make use of non-judgmental language at all times</p> <p>Avoid being drawn into inappropriate attention seeking behaviour</p> <p>Make everyone aware of the child protection procedures - young people, parents/carers and other helpers</p> <p>Remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse</p> <p>Keep other officials informed of where you are and what you are doing</p> <p>Remember someone else might misinterpret your actions, no matter how well intentioned</p> <p>Take any allegations or concerns of abuse</p>	<p>Do not trivialize abuse</p> <p>Do not form an intimate relationship with a young person, that is an abuse of trust</p> <p>Do not show no favouritism.</p> <p>Do not allow unacceptable situations within a relationship of trust e.g. a sexual relationship with a youth member over the age of consent</p> <p>Do not use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children and young people, adults at risk, volunteers or staff</p> <p>Do not permit abusive peer activities e.g. bullying</p> <p>Do not engage in inappropriate behaviour or contact; physical, verbal, sexual</p> <p>Do not make suggestive remarks or threats to a young person – even comments considered 'harmless fun' can cause distress and should be avoided</p> <p>Do not use inappropriate language when writing, phoning, emailing or using the internet</p> <p>Do not use a relationship with a child or young person or their family for personal gain. Gift-giving and the acceptance of presents is rarely permitted and should be agreed with the Director</p> <p>Do not let allegations, suspicions, or concerns about abuse go unreported</p>

<p>seriously and refer immediately</p>	<p>Do not just rely on your good name to protect you</p> <p>Never engage in rough or sexually provocative games, including horseplay</p> <p>Never engage in, or attempt to engage in, sexual or inappropriate relationships with children or young people</p> <p>Never share a room with a child</p> <p>Never permit or engage in any form of inappropriate touching</p> <p>Never make sexually suggestive comments to a child</p> <p>Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon</p> <p>Never do things of a personal nature that a child can do for themselves</p>
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It may be necessary to do things of a personal nature for people particularly if they are very young or disabled. Such tasks should only be carried out with the full understanding and consent of the individual and/or the parent/carer who must be present. There is also a need in these instances to be responsive to the child's reactions - if a child is fully dependent upon you, talk with them about what you are doing and give choices where possible.

## **Appendix 3.2 Guidelines for Identifying Abuse**

We hope that you will never have to deal with an issue of abuse during your work with Cartwheel. But if you are concerned about a child or vulnerable adult you are working with you will want to know what to do.

### **Definitions**

The term child abuse is used to describe ways in which children are harmed, usually by adults and often by those they know and trust. There are four main types of child abuse, though a child may experience more than one kind at any one time in his/her life.

- **Physical Abuse** - Occasions when parents, adults or other children deliberately inflict injuries on a child or knowingly do not prevent such injuries from occurring. This includes giving children alcohol or inappropriate drugs and involving them in activity which disregards the capacity of the child's immature and growing body.
- **Emotional Abuse** - Occasions when adults fail to show children due care and attention or threaten, use sarcasm, taunt or shout at a child causing him/her to lose self-confidence or self-esteem and become nervous or withdrawn.
- **Neglect** - Occasions where adults fail to meet a child's essential needs, such as adequate clothing, food, warmth, personal hygiene and medical care. It also includes leaving a child alone without proper supervision, or not ensuring that the child is safe.
- **Sexual Abuse** - Occurs when adults use children to meet their own sexual needs. Examples include forcing a child to take part in sexual activity, fondling, inappropriate touching or exposure to pornographic or other inappropriate material. This also includes suggestions that sexual favours can help (or refusal can hinder) a career.

### **Other types of abuse include:**

- **Abuse of trust** - where young people are indoctrinated with attitudes to social, moral, political, ethical and religious views which are unacceptable to the young persons family and community, or society at large.
- **Use of computers** – in particular where there is Internet and e-mail access. Steps should be taken to ensure that inappropriate material is not viewed, shared, accessed, downloaded, copied, or printed and that young people are properly supervised whilst using the computers. Care should be taken that young people are not revealing personal details in chatrooms and forums. Please refer to Cartwheel Arts Social Media and IT Policy for further information on safe use of technologies for/by vulnerable people – with the inclusion of children.
- **Bullying** – bullying can be verbal and physical, delivered by text message or through on-line messaging and via social networking sites, and is also a form of abuse and there is a requirement for all those associated with the company to ensure that children feel able to report instances of bullying.
- **Radicalisation** - radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Challenging and tackling extremism needs to be a shared effort (HM Government, 2013). The Rochdale Borough Prevent referral form can be found [here](#).

### **Identifying abuse**

In some cases, a child's disturbed behaviour or an injury may suggest that the child has been abused. In many situations, however, the signs will not be clear cut and decisions about what action to take can be difficult.

Important note: It is not the responsibility of those working with a child to decide that abuse is occurring, but it is a responsibility to follow through on any concerns.

### **Possible signs include:**

- Uncharacteristic changes in the child's behaviour, attitude and commitment e.g. becoming quiet and withdrawn, or displaying sudden outbursts of temper
- Bruises and injuries not typical of, for example, taking part in a sporting event or injury for which the explanation seems inconsistent
- Signs of discomfort and pain
- The child becomes increasingly dirty or unkempt
- The child loses weight for no apparent reason
- Nervousness when approached or touched
- Fear of particular adults - especially those with whom a close relationship would normally be expected
- The child wishes not to speak with or be near a particular person without a reasonable explanation
- Inappropriate sexual awareness
- Children who are always alone and unaccompanied and/or are prevented from socialising with other children
- Children who are reluctant to go home

**It must be recognised that the above list is not exhaustive, and the presence of one or more indicators is not proof that abuse is actually taking place.**

### **Appendix 3.3 Guidelines for responding to complaints and alleged or suspected incidents.**

Abuse may become apparent in a number of ways:

- A child may tell you
- A third party may report an incident, or may have a strong suspicion
- You may have a suspicion

#### **Step 1: Listen and Reassure**

- Stay calm - do not rush into inappropriate action
- Reassure the child that they are not to blame and confirm that you know how difficult it must be to confide
- Listen to what the child says and show that you take them seriously
- Keep questions to a minimum - in many cases it may be more appropriate to nod and acknowledge the child's account.
- Ensure that you clearly understand what the child has said - so that you can pass it on to the appropriate agencies
- Inform the project manager or director - ensuring that you communicate all the information accurately
- Maintain confidentiality
  
- **Do not** make promises you cannot keep
- **Do not** make the child repeat the story unnecessarily
- **Do not** delay
- **Do not** take sole responsibility for further action

#### **Step 2: Involve the appropriate people**

You must ensure that the Project Manager or the Designated Safeguarding Lead, Company Director Hebe Reilly, is informed so a decision can be made as to the most appropriate action. In all cases - do not delay. If you cannot contact the persons above immediately, you must contact the authorities (police and/or social services).

If you are concerned that a child has suffered harm, neglect or abuse, contact  
Rochdale Children's Social Care Service on 0300 303 0440 (8.00am – 4.45pm)  
Out of hours service – 0300 303 8875 (5pm – 8am and weekends)

Rochdale Police PPIU (Public Protection and Investigation Unit) 0161 856 8067/4559/4558

If you are working in another borough, the Project Manager will supply the relevant phone numbers for services there.

NSPCC: 0800 800 5000 (24 hr) can also advise

**If you are concerned that a child or young person is in immediate danger contact the police on 999.**

**Step 3: Record**

Record what the child has said and/or your concerns legibly and accurately using the Cartwheel Arts Safeguarding Record Form (appendix 2 or download from the Cartwheel Arts website <http://www.cartwheelarts.org.uk/about-us/policies/>). Details should include:

- The child's name, address and date of birth
- Date and time of the incidents and/or nature of allegations
- Your observations e.g. describe the behaviour and emotional state of the child and/or bruising or other injuries
- The child's account - if it can be given - of what has happened
- Any action that you took as a result of your concerns e.g. comments made to the child, whether the parents/carers have been contacted
- Record whether you are expressing their own concerns. or passing on those of someone else
- Sign and date the report
- Keep a copy of the report

Please note that when a disclosure is made, it is the person to whom the disclosure is made that the authorities (police and/or social services) will come to for an account of what was said. This first-hand account is of primary importance.

**Appendix 4 External organisations and helplines**

If you are concerned that a child has suffered harm, neglect or abuse, contact  
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