



Worthing Larks Safeguarding and Inclusion Policy

As a group we all have a responsibility and desire to look after each other, regardless of age or ability, but this is particularly relevant to any members who are under 18 or who may be temporarily or permanently vulnerable, due to health or other circumstances.

This policy sets out the roles and responsibilities of members, as referred to in “Working Together to Safeguard Children 2018” and the “Care Act 2014”, along with the process that should be adhered to in the case of a safeguarding concern. No concern is too small, as all members would prefer that every member is safe and well, rather than being perceived to be at any risk. Please be assured that all concerns will be treated confidentially and will only be shared on a need-to-know basis with the appropriate person or persons.

This policy will be reviewed annually.

Child/YP/VA will refer to a child under 18, a young person or vulnerable adult. ***Note that any adult may be considered vulnerable depending on individual circumstances at the time***

Conduct of all Worthing Larks members:

- Always be visible, public, accountable and transparent when with a child/YP/VA avoiding closed spaces where individuals are unsupervised.
- Always be aware of your own and other people’s safety.
- Avoid giving transport to a child/YP/VA with no other person in the vehicle, and in the case of a child/YP the explicit consent of their parent/carer must be given.
- If a child/YP/VA confides in a member and the member has any concerns, however small, the member should listen to the child/YP/VA. See ‘If a child reports a concern to you’ below, for further guidance on how to manage such situations.
- Worthing Larks members should immediately report any concerns, however small, to the Designated Safeguarding Member if:
 - o A child/YP/VA has confided in a member and the member has concerns
 - o A member hears or observes anything that causes the member concern.

Examples of Unacceptable Behaviour are:

- o Engaging in rough, physical or sexually provocative games, including horseplay with a child/YP/VA
- o Allowing or engaging in any inappropriate touching with a child/YP/VA
- o Allowing a child/YP/VA to use inappropriate language unchallenged
- o Making sexually suggestive comments to a child/YP/VA even in fun
- o For a member to act in any way that causes a child/YP/VA to feel uncomfortable

If a child/YP/VA reports a concern to you:

- Ensure the child/YP/VA is safe and feels safe
- Keep an open mind
- Do not make judgements or assumptions

- Do not ask any questions unless you need to clarify what is being said (eg. When the incident occurred) ***It is important never to ask leading questions or to make comments or suggestions.***
- Always take what they have to say seriously
- Be honest and explain that you cannot keep what they are saying secret and never promise to do so
- Try to reassure them by explaining the actions that you will, or will not, be taking
- Write down what they have said as soon as possible after the conversation or during if the child/YP/VA agrees to this and to do so does not distract from the listening role.

Parents/ Carers

- Parents/ carers are responsible for their children at all times, including ensuring that the child is appropriately supervised at all times.
- Parents/ carers should be aware that many Morris activities take place in or around pubs, where adults will be consuming alcohol. Children may therefore be exposed to behaviours associated with alcohol consumption.
- Parents/ carers understand that Morris dancing involves close contact with other dancers.
- Parents/ carers understand that their children will be performing in public places and that Worthing Larks cannot be responsible for the behaviour or action of members of the public. Worthing Larks members would be expected to report or intervene if they were to witness any unwanted behaviours directed at our junior members.

Designated Safeguarding Member (DSM)

The role of the DSM is to:

- Ensure that all Worthing Larks members are aware of the policy and how to react in the case of a safeguarding concern.
- To be familiar with, and to understand current legislation and guidance relating to safeguarding (this is available online).
- To receive all information from members, young people, parents and carers about any concern or issue; to assess this information promptly and take any appropriate actions, including contacting relevant authorities where applicable.
- To monitor and maintain a secure and confidential record of concerns raised. These records should be kept for the following time:
 - o In the case of concern regarding a child, until that child is 25 years old
 - o In the case of concern regarding an adult, until that adult is 65 years old, or 10 years from the point of concern, whichever is longer.
- The DSM will usually be the Bag, unless the committee appoint another person to the role.

Date	
Review Date	

TO REPORT CONCERNS FOR THE FOLLOWING:

CHILDREN: call the WSCC Multi-Agency Safeguarding Hub ([MASH](#)):

Request for support E-Form: <http://sussex.procedures.org.uk/>

Email: MASH@westsussex.gcsx.gov.uk

Telephone: 01403 229 900

Out of Hours: 0330 222 6664

SCAMS: Report scams to [Trading Standards](#) unless there is an immediate threat or risk of harm, in which case, call the Police on 999