



Policy name:	Safeguarding Children & Young People Policy
Author:	Chloe Davies, Head of Operations
Updated by:	Ben Butcher, Head of Operations
Approved by:	People Committee (on behalf of the Board of Trustees)
Approved date:	11/11/25
Review due date:	11/11/26

Version number	Date	Details of Change(s)
2	16/07/24	<ul style="list-style-type: none">Format updated in line with new MM policy formatContents updated for ease of reviewRemoved sign off form - will include a policy review form for multiple policies for all staffContact details for officers moved to the start of this policyReferences to Designated Safeguarding Officer (DSO) changed to Designated Safeguarding Lead (DSL) in keeping with NSPCC guidanceReferences to Director changed to 'Designated Safeguarding Lead'/'DSL'References to 'Appointed Person' changed to 'Designated Safeguarding Lead'Designated Safeguarding Lead changed to Ben Butcher (from Susan Langford)Safer recruitment processSafeguarding training for artists during L&D daysStatement about digital safeguarding (no digital activities)New section on induction and ongoing trainingStatement about Magic Me model meaning contact with children is via schoolsManaging allegations against a member of school/ partner organisation staffManaging allegations against a childHow records are made, storage locations and data protection and deletion of incidents and reportsEasier access to policy online - add to home page
2.1	11/11/25	<ul style="list-style-type: none">New online concern and low level concern report forms addedLinked key documents including code of conduct for the organisationsafeguarding@ email address to go to DSL and Deputy DSLTemporary Safeguarding Trustee updatedNo personal phone use (handled within group agreements) - included in update photo and video use policyValuesLow level concern procedure addedAdd the concerns report links to the websiteRefer to Working Together to Safeguard Children 2023Update service checks



If you need to report a safeguarding concern please use [this form](#). See the policy summary section for a quick guide.

Please contact the Designated Safeguarding Lead (contact details below) if you have any concerns, comments or suggestions relating to these procedures.

Magic Me's Safeguarding Leads and other key contact details:	3
Tower Hamlets Important contact details	4
For projects outside of Tower Hamlets	5
Other key documents	5
Policy summary	5
Your professional responsibilities	5
What is a concern?	6
Safeguarding concerns: key actions	6
Purpose of policy, people affected & responsibilities:	7
Purpose of this policy	7
Values	8
Policy statement	8
People affected	9
Responsibilities	9
Magic Me delivery model	9
Digital safeguarding and online safety	9
How to report actual or suspected abuse	10
Always follow procedure	10
Reporting actual or suspected abuse	10
What happens when abuse or suspected abuse is reported.	11
What happens next	11
Guidance if a child makes a disclosure about abuse	12
What to do after reporting a disclosure	13
Record keeping, data protection and deletion of incidents and reports	13
Making records	13
Storage location and data protection	13
Confidentiality	14
Data retention and deletion	14
Review and audit	14
Staff and volunteer allegations management	14
Allegations of abuse or malpractice against a member of Magic Me staff	14
Reporting procedure for allegations against a Magic Me member of staff	15
Action to be taken by the Designated Safeguarding Lead or Deputy	15
Suspension	16
Responsibilities of the Magic Me Designated Safeguarding Lead and Deputy	16
Record keeping	17
Dealing with the media	17



Allegations against school or partner organisation staff	17
Framework for Managing Allegations	17
Reporting Procedure for Allegations Against School or Partner Organisation Staff Members	17
Action to be Taken by Magic Me Staff	18
Responsibilities of Magic Me Designated Safeguarding Lead or deputy	18
Confidentiality and Record Keeping	18
Dealing with the Media	18
Allegations against Children and Young People	18
Framework for Managing Allegations Against Children and Young People	18
Support	19
Support for a person who reports a concern to Magic Me	19
Support for the Magic Me Designated Safeguarding Lead and Deputy	20
Definitions of Abuse	20
Signs of abuse	22
Radicalisation	23
Low level concerns	23
Safer recruitment (including guidance for recruiting managers)	24
Our commitment	24
Guidance for recruiting managers	25
Job offers	25
What to do if vetting checks raise concerns	26
Carrying out the risk assessment when concerns are raised	27
Storing disclosure and barring (DBS) checks	27
Rechecks	28
Training	28
Training for new starters	28
Ongoing training	29
Artist and freelancer training	29
Planning and running projects	29
Safeguarding checklist for Project Managers	31
Partnership working with other agencies	31
Risk Assessment	31
Vetting staff, freelance artists, volunteers, students and participants	32
Artists and staff leading projects have included in the project plans	32
Photographs and video	32
Appendix A - Concerned about a child?	33

Magic Me's Safeguarding Leads and other key contact details:

Designated Safeguarding Lead (DSL) & Appointed Person:

Ben Butcher Head of Operations

safeguarding@magicme.co.uk (this will go to both DSL and Deputy DSL) /
benbutcher@magicme.co.uk

020 3222 6064



Work mobile: 07354234195

Out of hours: 07852722166

Deputy Designated Safeguarding Lead & Appointed Person absence cover:

Kate Hodson, Programme Director

safeguarding@magicme.co.uk (this will go to both DSL and Deputy DSL) /

katehodson@magicme.co.uk

0203 222 6064

Work mobile: 07591 832238

Safeguarding Link Trustee:

Jimena Meza Mitcher (on leave until 2026)

j.mezamitcher@gmail.com / jimenamezamitcher@magicme.co.uk

Thomas Nowacki (temporary until 2026)

tpnowacki@gmail.com / thomasnowacki@magicme.co.uk

Chair of the Board (for allegations against Lead or Deputy Lead)

David Russell (Chair of Trustees)

chair@magicme.co.uk

Tower Hamlets Important contact details

Tower Hamlets Children's Social Care (Monday to Friday 9am to 5pm)

Multi-Agency Safeguarding Team (MAST) To make a referral you need to complete a form click here to access this form.	020 7364 5006 / 5601 / 5606
Police Child Abuse Investigation Team (CAIT)	020 8217 6484 (or use 999 if not available)
Tower Hamlets Local Authority Designated Officer (LADO) Contact Melanie Benzie for allegations against professionals, staff or volunteers.	020 7364 0677 07903 238827 LADO@towerhamlets.gov.uk



Children's Social Care Emergency Out of Hours Duty Team (5.00pm onwards)	020 7364 5006 (Select option 3)
--	---------------------------------

For projects outside of Tower Hamlets

If the child is involved directly with Magic Me outside Tower Hamlets the Designated Safeguarding Lead will immediately contact the equivalent Social Care team. Contact details for this must be researched and recorded in project documentation during project planning.

Other key documents

- [Safeguarding Adults Policy](#)
- [Safeguarding Concerns Report Form](#)
- [Organisational code of conduct](#)
 - [Low Level Concerns Report Form](#)
- [Photography and Video Policy](#)
- [Whistleblowing policy](#)

Policy summary

This summary is designed to be an accessible guide for all staff, artists, and trustees, highlighting key responsibilities and actions to take in an urgent safeguarding situation. Staff must still read the whole policy document.

Your professional responsibilities

Safeguarding is everyone's responsibility at Magic Me. All staff, paid or unpaid, including volunteers, students, and freelancers, must report any suspected abuse and be aware of the appropriate reporting and support policies.

- You are expected to act in the best interest of the child.
- You are expected to adhere to the organization's code of conduct and maintain professional boundaries.
- It is your duty to report any concern, no matter how small it may seem. Do not try to sort out a problem yourself or investigate it. Pass the information on to the right person as soon as possible.
- Do not discuss a concern with anyone other than the school's Designated Safeguarding Lead (DSL) or the Magic Me DSL/Deputy DSL.



- All new staff, volunteers and trustees must complete an induction that includes comprehensive safeguarding training. Artists and freelancers who work directly with children must also undergo annual safeguarding training.
- Acceptable behaviour in activities is managed through Group Agreements established at the first session of every project. All staff/artists are responsible for enforcing these shared rules.
- You must not accept, initiate, or engage in private contact (including social media connections, personal email correspondence, or meeting up outside of work context) with any child or young person participant. All communication must be strictly professional and routed through official work channels and/or the school/partner organisation.
- Personal mobile devices are generally prohibited during sessions. Work-issued phones, however, can be used for:
 - Emergency contact (including contacting the DSL).
 - Taking authorized, work-related images/videos in line with the Photo/Video Policy.
 - Management of specific situations where digital access is required (e.g., accessing session plans).

What is a concern?

A concern doesn't have to be a confirmed case of abuse; it can be any situation that makes you uneasy about a child's welfare. You do not need to be certain that abuse has occurred to report it.

Types of abuse:

- Physical Abuse: Causing an injury to a child or deliberately not preventing one. This includes hitting, kicking, or other ways of inflicting pain.
- Emotional Abuse: Denying a child love or affection, or constantly threatening or humiliating them. This undermines a child's confidence and self-worth.
- Neglect: The persistent failure to meet a child's basic needs for food, warmth, safety, education, or medical attention.
- Sexual Abuse: When a child is used sexually by an adult or young person. This includes physical contact and non-contact forms, such as encouraging a child to look at pornography.

Low level Concerns

Low level concerns are any behaviour that does not meet the threshold for a safeguarding referral but may indicate a future risk. This may include overly familiar behaviour, inappropriate



language, or comments that could be interpreted as prejudice or harassment. All low level concerns must be reported using the [Low Level Concerns Report Form](#). The DSL will monitor low-level concerns to identify patterns. If the same participant or the same member of staff/volunteer is repeatedly showing up in concern reports, this suggests a pattern of risk and may require a more serious investigation or management action.

Safeguarding concerns: key actions

This section outlines the immediate steps to take if you have a concern or have been told about possible abuse or poor practice.

1. Is a serious crime in progress or has been committed?
 - Yes: Immediately contact the police on 999.
2. Is the child in immediate danger or in need of immediate medical attention?
 - Yes: Call 999 for emergency services.
3. Is there a general concern about possible abuse, poor practice, or wider welfare issues?
 - Action: Immediately report the concern to a Designated Safeguarding Lead (DSL) AND complete the online [Safeguarding Concerns Report Form](#). The form must be completed within 24 hours of the concern arising.
 - Who to Contact:
 - School Designated Safeguarding Lead (DSL) or School Project Contact: project dependent and should be easily available in project documentation.
 - Magic Me DSL: Ben Butcher (07354 234195).
 - Deputy DSL: Kate Hodson (07709 288953).
 - Emergency Out-of-Hours: 07852722166.
 - Allegations against a DSL or Deputy DSL: If your concern involves either of the DSLs, you must report it to Magic Me's Chair of the Board of Trustees at chair@magicme.co.uk.
4. What to do when a child makes a disclosure:
 - Do:
 - Listen carefully to what they are saying.
 - Tell them it's not their fault and that you take them seriously.
 - Explain what you will do next and that you will need to report it to someone who can help them.
 - Do Not:
 - Do not investigate or ask leading questions.
 - Do not confront the alleged abuser as this could make the situation worse.



- Do not promise confidentiality if the information could put the child or others at risk.

5. Documentation:

- Make notes as soon as possible after the conversation. Record exactly what the child said using their own words.
- Do not add your own opinions or biases. Do not try to investigate further as this could jeopardise a police investigation.

Glossary

Child/Young Person	A person under the age of 18 (as defined by the Children Act 1989).
Safeguarding	Safeguarding is the action taken to promote the welfare of children and protect them from harm.
Child protection	Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering, or likely to suffer, significant harm.
Abuse	A violation of a child's physical, emotional, or mental integrity by any other person, resulting in significant harm or risk of significant harm. This covers physical abuse, emotional abuse, sexual abuse, and neglect.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs.
Harm	Ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.
Significant Harm	A legal threshold defined in the Children Act 1989 that means the child is suffering, or is likely to suffer, a degree of harm that justifies compulsory intervention from statutory services.
Designated Safeguarding Lead (DSL)	The named individual who takes lead responsibility for safeguarding and child protection across the organisation. They manage referrals and liaise with statutory agencies.
Local Authority (LA) / Children's Services	The statutory body responsible for investigating concerns of child abuse or neglect, and for providing services to promote and safeguard the welfare of children in their area. Often referred to as Social Services or Children's Social Care.
LADO	The Local Authority Designated Officer. This is a specific statutory role responsible for managing and overseeing allegations against adults who work or volunteer with children.



Multi-Agency	The requirement for different agencies (such as schools, charities, police, health, and children's services) to work together to protect children and young people.
MASH	Multi-Agency Safeguarding Hubs. Used as a single point of contact for safeguarding referrals in some areas. MASH involves different agencies sharing information and expertise to make a prompt decision on the best course of action.
DBS	Disclosure and Barring Service. An agency that provides information about an individual's criminal record, used for safer recruitment checks for anyone working with children. DBS is often shorthand for the check itself which is required for all staff, artists and volunteers at Magic Me.

Purpose of policy, people affected & responsibilities:

Purpose of this policy

This policy establishes the guidelines to be followed by Magic Me staff (paid and unpaid) including: trustees, staff, trainees, freelance artists, volunteers, students and contractors, without exception, for the protection of Magic Me participants from abuse or harm. All children and young people have a right to protection and their welfare is paramount.

Values

Our commitment to safeguarding children and young people is guided by our core values:

Collaboration: We work in partnership with children, their families, and other professionals to ensure a comprehensive and child-centered approach to safety.

Creativity: We use creative methods to ensure that safeguarding remains at the forefront of thinking and practice across our staff, artists, volunteers and trustees.

Inclusivity: We are committed to creating an inclusive environment where all children and young people, regardless of their background or identity, feel safe, respected, and empowered to raise concerns.

Thoughtfulness: We approach every safeguarding matter with a thoughtful, sensitive, and respectful attitude, prioritising the child's well-being above all else.



Policy statement

Magic Me believes that all children and young people have the right to be safe, happy, and protected from harm, abuse, or neglect.

Magic Me is committed to creating and maintaining a safe and positive environment and an open, listening culture where children and young people, as well as those who work with them, feel able to share concerns without fear of retribution.

Magic Me acknowledges that safeguarding is everybody's responsibility. We are committed to preventing abuse and neglect by promoting the welfare of all children and young people involved in Magic Me activities.

Magic Me recognises that the health, well-being, ability, and needs of a child or young person can affect their resilience and ability to express concerns. We also recognise that some children and young people may experience barriers, for example, with communication, in raising concerns or seeking help. We understand that these factors can change over time.

Actions taken by Magic Me will be consistent with the principles of child safeguarding, ensuring that the child's welfare is paramount in all decisions. Any action taken will be prompt, proportionate, and child-centered, respecting the voice of the child or young person concerned wherever possible and appropriate.

People affected

- All staff, paid and unpaid, including volunteers, students and freelancers. All participants in Magic Me activities
- All visitors and contractors

Responsibilities

- All members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support Policy for safeguarding.
- The Safeguarding Lead and Deputy Safeguarding Lead will discharge their safeguarding functions in a way that ensures that children / young people are safeguarded from harm, and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the Police or other appropriate external bodies.
- The Trustees are responsible for supervision of these activities and the Chair of Trustees will lead this process.



Magic Me delivery model

Magic Me currently delivers all activities with children and young people either via or in conjunction with schools, and not directly with them. This collaborative approach ensures that all our safeguarding measures are aligned with the established protocols and practices of the educational institutions we partner with.

Should our delivery model change to involve direct engagement with children and young people without school staff present, we will update our safeguarding policy to reflect the new context and ensure the continued safety and well-being of all participants.

Digital safeguarding and online safety

Magic Me does not deliver online activities for children and young people. As our work with children and young people is conducted entirely through in-person interactions and activities and personal digital devices are not permitted in these spaces, we do not have an online safety policy as part of our overall safeguarding policy. This decision ensures that our safeguarding efforts are focused on the environments and contexts in which we directly engage with children and young people, allowing us to maintain the highest standards of protection and care within our specific operational framework.

If our service delivery model changes in the future to include online activities, we will develop and implement a comprehensive online safety policy to address the unique risks associated with digital interactions.

How to report actual or suspected abuse

Always follow procedure

Following the procedure in this document is vital. Many people want to sort out a problem themselves, or be very sure before referring a concern about a child, to an appropriate person or other agency. **Child abuse allegations CANNOT be tackled in this way.** Passing the information or concern on to the right person (making a referral) is likely in the long term to cause less harm.

Refer concerns ASAP - **DO NOT INVESTIGATE** and **DO NOT** discuss any concern, suspicion or allegation with the person who has allegedly abused a child.

Unfortunately, there are no pain-free ways of dealing with this sort of situation. Relationships can be badly affected where people try to investigate allegations and concerns themselves.



Reporting actual or suspected abuse

Any artist, staff member, volunteer, trustee or other person must report any actual / suspected abuse in confidence to one of the Designated Safeguarding Leads (DSL) using the online [Safeguarding Concerns Report Form](#). Some signs of abuse and neglect are given in sections 6 & 7.

Concerns must be reported where possible on the same day the concern arises or as soon as possible and must be followed up to the DSL in writing within 24 hours. [Contact details can be found at the start of this policy.](#)

Discuss your concerns in the first instance with your Designated Safeguarding Lead (or line manager if present) if you are unsure if a child is suffering significant harm. After that, inform the school contact (present at the event/session) unless doing so would put the child at risk. In the event that the concern involves the school contact, the Designated Safeguarding Lead will contact the school's Designated Safeguarding Lead. Please do not discuss the safeguarding case with any other person.

If you are worried about the immediate safety of a child/young person and cannot contact the Designated Safeguarding Lead, call the police on 999, or contact the Local Authority Social Care Out of Hours Team on 020 7364 4079. Record what you have done and then contact the Designated Safeguarding Lead with this record as soon as you can within the 24 hours.

Your report to the Designated Safeguarding Lead must be accurate and where possible use the child's actual words, not your own, if they disclose information to you. Ensure you sign and date your report, including the year.

For more details & guidance on how to respond to a child, see below section and follow [Appendix A](#).

What happens when abuse or suspected abuse is reported.

The Designated Safeguarding Lead will report the concern to the relevant agency or partner as soon as possible:

- **If the child is in immediate danger** - ring 999 or contact the Emergency Duty Team (EDT)
 - Out of hours service Tel: 020 7364 4079 (after 5pm and at weekends).
- **If the child is involved in a project through a school, youth or community group** - the Magic Me Designated Safeguarding Lead will immediately contact the partner Safeguarding Lead. This person will be identified during the setting up of the project and the contact details recorded in Magic Me's project planning documentation which is agreed with the partners before the project starts.



- **If the child is not in immediate danger, involved directly with Magic Me, and Magic Me's DSL is unable to contact the school or youth partner DSL** - if you have a concern about the welfare or safety of a child during the office hours of 9am-5pm, you should contact the Tower Hamlets MASH: Tel: 020 7364 5006 option 3 Extensions: 5606/5601/5358/7796
Email: Mash@towerhamlets.gov.uk to discuss your concerns and where appropriate make a referral.
- **If the allegation is against the Headteacher or partner's Safeguarding Lead** the Designated Safeguarding Lead will contact the Child Protection Advice Line directly and the Designated Safeguarding Lead will keep a written record of actions taken and discussions with colleagues, including the names and job titles of those involved and the date.

The Designated Safeguarding Lead will inform, in strict confidence, the Chair of Trustees, that a report about a child has been made and the actions that they have taken. The details of the concern or suspected abuse will not be shared, unless they involve a Magic Me member of staff. The next section describes what to do in that case.

What happens next

A referral to the Local Authority will be dealt with in accordance with the procedures laid down by the Local Safeguarding Children Board. The Board works with all relevant local agencies including Police, NHS, schools and voluntary agencies.

Once a referral is made Magic Me will not investigate or take further action. The referral will be taken up by the Local Authority designated Lead and Magic Me will only take action where requested and guided by them.

A referral made to a School or partner young people's organisation will be dealt with by them, and Magic Me may not hear details of what action is taken, as these will remain confidential.

If a further concern is reported about the same child, then the Magic Me Designated Safeguarding Lead will report this again, in the same way and not assume that anyone else is aware of the concern.

Guidance if a child makes a disclosure about abuse

Listen carefully to what they're saying

Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them it could make them stop talking and take back what they've said.



Give them the tools to talk

If they're struggling to talk to you, show them Childline's letter builder tool click here for the [link](#) or use this [link](#). It uses simple prompts to help them share what's happening and how they're feeling.

Let them know they've done the right thing by telling you

Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.

Tell them it's not their fault

Abuse is never a child's fault. It's important they hear, and know, this.

Say you'll take them seriously

They may have kept the abuse secret because they were scared they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.

Don't confront the alleged abuser

Confronting the alleged abuser could make the situation worse for the child.

Explain what you'll do next

For younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.

Report what the child has told you as soon as possible

Report as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon as you've spoken to the child. Try to keep these as accurate as possible

If a child is in immediate danger, call the police on 999 straight away.

What to do after reporting a disclosure

Always refer to [Appendix A](#).

- Make notes about the conversation as soon as possible after the discussion.
- Record exactly what the child said and when he or she said it and what was happening immediately beforehand e.g. a description of the activity.
- Note the time, date and place of the conversation and the name of any other person present.



- If the initial note is handwritten, keep it if it is subsequently typed up.
- Do not be tempted to try to investigate further the claims – this could lead to contamination of the evidence and could jeopardise any Police investigation and criminal prosecution activity.

Record keeping, data protection and deletion of incidents and reports

Making records

When an incident or allegation occurs, staff must document all relevant details promptly and accurately. This includes the date, time, and location of the incident, the individuals involved, a detailed description of what occurred, and any actions taken in response. Records should also include the names and contact information of any witnesses. All entries must be factual, objective, and free from personal opinions or biases. All details must be recorded in our online [Safeguarding Concerns Report Form](#) which sets out all the key requirements.

Storage location and data protection

All records related to safeguarding incidents and allegations are stored securely on a dedicated Shared Drive for Safeguarding (a separate folder is available to staff to access general information and incident reporting documents) to ensure confidentiality and data protection. We adhere to data protection laws, including Data Protection 2018 and the General Data Protection Regulation (GDPR), to ensure that personal data is handled responsibly and ethically. Only those with a legitimate need to know can access these records, and any sharing of information is done in compliance with legal guidelines.

Confidentiality

Maintaining the confidentiality of all parties involved in a safeguarding incident or allegation is paramount. Information is shared on a strictly need-to-know basis and only with those directly involved in handling the case.

Data retention and deletion

In accordance with the Information and Records Management Society (IRMS) guidance (2019), child protection records should be kept until the child reaches the age of 25. This retention period corresponds to seven years after the child reaches school leaving age. This ensures that records are available for any necessary follow-up or review during a significant portion of the individual's early adult life.



For records involving concerns about an adult's behaviour around children, they should be retained until the person reaches their normal retirement age or for 10 years after the conclusion of the investigation, whichever is longer. This guidance applies to both volunteers and paid staff. For example, if an individual is 60 when the investigation is concluded, the records should be kept until their 70th birthday. If an individual is 30 at the conclusion of the investigation, the records should be retained until they reach the age of 65.

Once the retention period expires, records are securely and permanently deleted from Magic Me's Safeguarding Shared Drive.

Review and audit

Annual audits are conducted (along with the review of this policy) to ensure that all safeguarding records are maintained correctly, stored securely, and deleted in accordance with our data protection policy. Any discrepancies or breaches in protocol are addressed immediately to uphold the integrity and confidentiality of our safeguarding processes.

Staff and volunteer allegations management

Allegations of abuse or malpractice against a member of Magic Me staff

This applies to all Magic Me Staff, volunteers and freelancers/artists. It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

The framework for managing allegations is set out in [Working Together to Safeguard Children 2023](#).

This framework applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm.

It also caters for cases of allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the person's conduct in their personal or professional life that might indicate their unsuitability to work with children. It should be used in respect of all allegations that are consistent with the guidance in Working Together i.e., cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may



have harmed, a child or possibly committed a criminal offence against, or related to, a child; or behaved in a way that indicates s/he is unsuitable to work with children.

Reporting procedure for allegations against a Magic Me member of staff

This applies to all Magic Me Staff, paid and unpaid. The allegation must be reported immediately, at least within one working day, to the Designated Safeguarding Lead.

If the allegation is against the Designated Safeguarding Lead, then the allegation must be reported to the Chair of Trustees (details above), who must then report the allegation to the Local Area Designated Officer (LADO) on the same day, by ringing: the Child Protection Advice Line on 020 7364 0677 for advice and support with how to do this.

Action to be taken by the Designated Safeguarding Lead or Deputy

Where there is a report of abuse or suspected abuse this will be referred via the Child Protection Advice Line as described above.

Where the allegation does not involve a possible criminal offence, as evaluated by the Magic Me Designated Safeguarding Lead, then they will deal with the allegation. S/he will take advice from the Child Protection Advice Line and LADO as necessary.

In either case the Designated Safeguarding Lead will inform the Chair of the allegation in strict confidence as described above.

If the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted within three working days.

If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

Where further investigation is required to inform consideration of disciplinary action, the Designated Safeguarding Lead will discuss who will undertake that investigation with the LADO.

On receipt of the report of the disciplinary investigation, the Designated Safeguarding Lead should decide within two working days whether a disciplinary hearing is needed, and if a hearing is needed it should be held within 15 working days.

Suspension

The possible risk of harm to children posed by an accused person needs to be managed and evaluated. The evaluation will be in respect of the child/ren involved in the allegation and any other children in the individual's home, work or community life.



In some cases, it will require consideration to be given to the use of suspension for the person involved in the allegation. This may be until the matter is resolved. A paid member of staff, or a contracted freelancer will be paid as usual during this suspension.

A Magic Me member of staff (paid or volunteer) must not be automatically suspended without careful thought and consideration of the circumstances of the allegation. In making the decision, the Designated Safeguarding Lead must consider whether the person should be suspended from contact with children for the duration of the investigation, or until resolution has been reached. In any case, alternatives to suspension should be explored and advice sought from the LADO.

Where the LADO becomes involved in a case, Magic Me's Designated Safeguarding Lead may need to take part in a case conference convened by the LADO and as guided by them.

Responsibilities of the Magic Me Designated Safeguarding Lead and Deputy

The Magic Me Designated Safeguarding Lead and Deputy will discharge their safeguarding functions:

- In a way that ensures that children are safeguarded from harm, and promotes their welfare.
- They will liaise and work with other agencies to carry out their safeguarding functions.
- They will keep an up-to-date knowledge and record of arrangements for Safeguarding of Children, made by Local Authorities, and be aware of their legal responsibilities in relation to safeguarding.
- They will take part in ongoing training in Safeguarding to ensure they are up to date with best practice.

Record keeping

Any information held either electronically or in hard copy will be held securely in a password protected document or sealed envelope in a secure, locked drawer.

Any electronic database used for recording and reporting abuse internally will protect the identity of the child and use an identifying code rather than the name so as to ensure confidentiality.

Dealing with the media

No Magic Me staff or trustees are permitted to discuss any allegations with the media or other interested parties. All inquiries must be forwarded to the DSL, and any direct media inquiries should be responded to with "no comment" and referred to the DSL for further handling.



Allegations against school or partner organisation staff

Framework for Managing Allegations

The framework for managing allegations against staff members of schools or partner organisations with whom we collaborate is based on best practices and legislative requirements as outlined in "Working Together to Safeguard Children" and other relevant safeguarding guidelines. This ensures effective protection for the child while supporting the accused individual through a fair process.

Reporting Procedure for Allegations Against School or Partner Organisation Staff Members

Any allegation of abuse against a school or partner organisation staff member must be reported immediately to the teacher present during the activity or to the designated school project contact. The teacher or school project contact will follow their organisation's procedures for handling allegations, which may involve notifying the Local Authority Designated Officer (LADO) or other relevant authorities. If the allegation is against the teacher present for the activity, Magic Me staff must immediately report the matter to the school project contact or the head of the partner organisation to ensure that appropriate procedures are followed.

In situations where the child or young person is in immediate danger, Magic Me staff must take immediate action to ensure their safety. This includes contacting emergency services if necessary and ensuring the child is removed from the source of danger. After securing the child's safety, the incident must be reported to the school project contact or head of the partner organisation, and documented accurately and confidentially.

Action to be Taken by Magic Me Staff

Upon receiving an allegation, Magic Me staff must immediately refer the matter to the teacher present or the school project contact. This ensures that the appropriate procedures of the partner organisation are followed. Magic Me staff must document the allegation and the referral process accurately and confidentially, ensuring records are kept secure.

Responsibilities of Magic Me Designated Safeguarding Lead or deputy

The Magic Me Designated Safeguarding Lead (DSL) will maintain communication with the school or partner organisation to ensure they are handling the allegation in accordance with safeguarding protocols. The Lead will provide support and guidance to Magic Me staff involved



in the referral process, ensuring they understand the procedures and their roles. The DSL will also monitor the progress of the investigation by the school or partner organisation to ensure the matter is resolved appropriately and any necessary actions are taken.

Confidentiality and Record Keeping

All information related to the allegation must be handled confidentially. Magic Me staff should only share information on a need-to-know basis. Any documentation related to the allegation must be stored securely in a password-protected document or a sealed envelope in a locked drawer, using identifying codes rather than names to protect confidentiality.

Dealing with the Media

No Magic Me staff or trustees are permitted to discuss any allegations with the media or other interested parties. All inquiries must be forwarded to the DSL, and any direct media inquiries should be responded to with "no comment" and referred to the DSL for further handling.

Allegations against Children and Young People

Framework for Managing Allegations Against Children and Young People

Magic Me currently delivers all activities with children and young people either via or in conjunction with schools, and not directly with children. This collaborative approach ensures that all our safeguarding measures are aligned with the established protocols and practices of the educational institutions we partner with. As a consequence of our delivery model, if an allegation is made during one of our activities, we immediately refer it to the teacher present or to the designated school project contact.

Any allegation of child on child abuse or harmful behaviour during a Magic Me activity must be reported immediately to the teacher present during the activity or to the designated school project contact. The teacher or school project contact will follow their organisation's procedures for handling allegations.

In situations where the child or young person is in immediate danger, Magic Me staff must take immediate action to ensure their safety. This includes contacting emergency services if necessary and ensuring the child is removed from the source of danger. After securing the child's safety, the incident must be reported to the relevant school contact.



Should our delivery model change to involve direct engagement with children and young people outside of the school setting, we will promptly update our safeguarding policy to reflect the new context and ensure the continued safety and well-being of all participants.

Support

Support for a person who reports a concern to Magic Me

Magic Me encourages and requires our staff whether paid or unpaid to raise concerns about the safety and wellbeing of children as described. Magic Me recognises that for many people this will be a difficult and challenging thing to do and that an allegation may cause disruption, strong emotions and practical difficulties within a project or workshop group.

Magic Me will provide support for a staff member, paid or unpaid who reports a concern or allegation to the Designated Safeguarding Lead by:

- Ensuring they are never made to feel a nuisance, are not penalised or treated negatively because of raising a concern, or being a whistleblower.
- Providing management support to enable them to continue their role and any extra work raised by the new situation.
- Holding a budget to bring in an extra member of staff or freelancer where this would be appropriate, to support a project.
- Holding and using a budget for short term counselling where appropriate.

Support for the Magic Me Designated Safeguarding Lead and Deputy

Magic Me recognises that the Designated Safeguarding Lead or Deputy could be dealing with unexpected new workload, difficult partnership issues and the emotional impact of learning about abuse, and not be able to discuss these with colleagues.

It is important that any concerns about the abuse, suspected abuse or neglect of a child is kept confidential and not discussed generally within Magic Me.

Magic Me will provide support for the Designated Safeguarding Lead and Deputy by:

- Keeping a fund for staff support to pay, for example, for: cover staff or artists, should someone be suspended for a period; support staff to relieve the Designated Safeguarding Lead while they undertake Safeguarding work.
- The Chair provides managerial support without breaking confidentiality.
- Making budget available for short term counselling or confidential mentoring from a specialist for the Designated Safeguarding Lead during the period of managing the allegation, or later if required.



Definitions of Abuse

Child abuse is the term used when an adult harms a child or a young person under the age of 18. There are four main kinds of abuse defined in the Children Act 2004, all of which can cause long term damage to a child.

Physical abuse

This is when a child is hurt or injured by a child or an adult. Physical abuse includes hitting, kicking, punching and other ways of inflicting pain or injury such as poisoning, drowning or smothering. It also includes giving a child harmful drugs or alcohol.

Emotional abuse

This is when adults deny children love or affection, or constantly threaten or humiliate them. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse and undermine a child's confidence and sense of self-worth.

Neglect

This is when a child's basic need for love, food, warmth, safety, education and medical attention is not met by parents or carers.

Sexual abuse

This is when a child is used sexually by an adult or young person. Sexual abuse can include kissing, touching the child's genitals or breasts, vaginal or anal intercourse and oral sex. Encouraging a child to look at pornographic magazines or videos is also sexual abuse. Child abuse can take one or several of these forms, for example bullying, racism and domestic violence/abuse are often both physical and emotional forms of abuse.

The Care Act 2014 defines 10 types of abuse for adults at risk (listed below) these can also be applicable to children so are also useful to be aware of.

Discriminatory abuse: including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion

Physical abuse: including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions

Domestic violence: including psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence

Sexual abuse: including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or



witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse: including theft, fraud, internet scamming, coercion in relation to a child's financial affairs or arrangements - including in connection with or the misuse or misappropriation of property, possessions or benefits

Modern slavery: encompassing slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Organisational abuse: including neglect and poor care practice within an institution or specific care setting (such as a hospital or care home) or in relation to care provided in one's own home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation

Neglect and acts of omission: including ignoring medical, emotional or physical care needs; failure to provide access to appropriate health care and support or educational services; the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect: this covers a wide range of behaviour such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Signs of abuse

Physical signs

- any injuries, bruises, bites, burns, fractures, etc, which are not consistent with the explanation given for them
- injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- injuries which appear to have been caused by a weapon e.g. cuts, welts, etc • injuries which have not received medical attention
- instances where children are kept away from the group inappropriately or without explanation
- self-mutilation or self-harm e.g. Cutting, slashing, drug abuse



Emotional signs

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging.
- nervousness/inappropriate fear of particular adults e.g. frozen watchfulness
- sudden changes in behaviour e.g. under-achievement or lack of concentration
- inappropriate relationships with peers and/or adults e.g. excessive dependence
- attention-seeking behaviour
- persistent tiredness
- wetting or soiling of bed or clothes by an older child
- at risk of being in a forced marriage

Neglect signs

- regular poor hygiene
- persistent tiredness
- inadequate clothing
- excessive appetite
- failure to thrive e.g. poor weight gain
- consistently being left alone and unsupervised

Sexual signs

- any direct disclosure made by a child concerning sexual abuse
- child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- preoccupation with sexual activity through words, play or drawing
- inappropriate bed-sharing arrangements at home
- Child Sexual Exploitation and or abuse
- severe sleep disturbances with fears, phobias, vivid dreams or nightmares,
- sometimes with overt or veiled sexual connotations
- other emotional signs (see above) may be indicative of sexual or some other form of abuse
- Female Genital Mutilation (FGM)
- Virginity Testing
- Breast Ironing

Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.



Schools/education provisions have a duty to prevent children from being drawn into terrorism. Magic Me's DSL and Deputy DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

Magic Me will assess the risk of children in our provision being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding partners and local police force.

Low level concerns

Magic Me is committed to a culture of openness where any concern, no matter how small, is taken seriously. A low -level concern is any behaviour by a staff member or volunteer that does not meet the threshold for a safeguarding referral but may indicate a safeguarding risk in the future.

Examples of low-level concerns include:

- Behaviour that is not outwardly abusive but is emotionally or physically inappropriate.
- Comments or actions that are not directly abusive but could be interpreted as a form of prejudice, harassment, or discrimination.
- Overly familiar behaviour with a child or young person.
- The use of inappropriate language or humour.

All staff and volunteers have a duty to report any low-level concerns to a Designated Safeguarding Lead (DSL) using the designated internal form. This allows us to track patterns of behaviour and act early to prevent potential harm. All reported concerns will be handled sensitively and confidentially, with the well-being of the child or young person as the top priority.

Low level concerns should be reported by completing a [Low Level Concern Report Form](#) as soon as possible. The DSL will confirm receipt and let you know if any further action is required.

The DSL is responsible for actively monitoring all submitted Low-Level Concern Reports. The primary goal of reporting these concerns is to facilitate pattern recognition. The DSL will regularly review the data to identify:

- Repeated concerns regarding the same participant.
- Repeated concerns raised about the same member of staff, artist, or volunteer.

Where a pattern of concern emerges - even if no single instance meets the threshold for a formal referral - the DSL will initiate a review of the individual's behaviour or circumstances, which may lead to management action, additional supervision, or a formal investigation.



Safer recruitment (including guidance for recruiting managers)

As part of our commitment to safeguarding and protecting all children and young people, Magic Me implements robust safer recruitment practices to ensure that our staff and volunteers are suitable for working with children and young people. This policy outlines our dedication to creating a safe and supportive environment by rigorously vetting all potential candidates and continually monitoring our current workforce.

Our commitment

1. We are dedicated to safeguarding and protecting all children and young people by implementing comprehensive safer recruitment practices. This commitment ensures that we maintain a safe environment where children and young people can thrive.
2. We have stringent procedures in place to vet and reject applicants who are unsuitable to work with children and young people. Vetting includes enhanced DBS checks, reference checks, and in-depth interviews which feature safeguarding questions as standard.
3. We are committed to responding promptly and effectively to any concerns about the suitability of applicants during the recruitment process. Any such concerns will be thoroughly investigated, and appropriate action will be taken.
4. Our commitment extends beyond recruitment; we continually monitor the suitability of employees and volunteers. Any concerns raised about the conduct or suitability of staff or volunteers once they have begun their role will be addressed immediately and in accordance with our safeguarding and whistleblowing procedures.
5. All new staff and volunteers are required to participate in an induction program that includes comprehensive training on child protection and safeguarding. This ensures that every member of our team understands their responsibilities and the procedures to follow to maintain a safe environment.

To reinforce our commitment to safeguarding, all job packs include the above statement outlining our safer recruitment practices. This statement and the interview structure informs potential applicants of our rigorous approach to safeguarding and the importance we place on protecting children and young people.

Guidance for recruiting managers

The following safeguarding guidelines are to support hiring managers to recruit staff and volunteers who are suitable for working with children and young people.

- Prepare the job description and person specification



- Clearly outline the safeguarding responsibilities and expectations in the job description.
- Specify the required skills, qualifications, and experience, emphasising the importance of safeguarding knowledge for all and safeguarding practice for roles which have direct contact with children.
- Advertising the position
 - Include a safer recruitment statement in all job advertisements.
 - Ensure job packs highlight the safeguarding policies and procedures candidates will be expected to follow.
- Application process
 - Use a standardised application form to gather detailed information from all candidates, including their employment history, qualifications, and personal details.
 - Screening and shortlisting
 - Review applications meticulously, identifying any gaps in employment or other red flags that require further investigation.
 - Perform initial background checks on shortlisted candidates to verify their suitability for roles involving children.
- Interview process
 - Conduct structured interviews that include specific questions on safeguarding, child protection, and (for more senior roles) hypothetical scenarios related to these areas.
 - Ensure at least one member of the interview panel has completed safer recruitment training to identify potential safeguarding concerns effectively.

Job offers

At the point of offering a role to a candidate the Executive Director should follow the below guidance to complete the vetting checks:

- Self-disclosure form
 - Send the new starter and self-disclosure form ([template here](#)) to the new candidate ensuring they understand that the job is subject to satisfactory vetting.
- Reference checks
 - Obtain at least two professional references, including one from the candidate's most recent employer.
 - Where colleagues are expected to have direct contact with children (i.e. project managers) ensure references specifically address the candidate's suitability for working with children and young people.
- Disclosure and Barring Service (DBS) Checks



- Conduct enhanced DBS checks for all potential employees and volunteers who will work with children and young people.
- Ensure that no individual on the barred list is employed or allowed to volunteer in any capacity involving children.
- In the event there is a concern or disclosure from any of the above checks, follow the below process.

What to do if vetting checks raise concerns

If vetting checks, such as references, DBS checks, raise concerns about an applicant's suitability to work with children and young people, the Head of Operations and People will follow these steps:

1. When information arises:
 - Assess the applicant's suitability based on the information provided during vetting.
 - Put any formal job offer on hold to allow thorough consideration of all details.
 - The Head of Operations should share the information with the DSL and collaborate with them throughout this process.
2. Informing authorities:
 - If necessary, pass on relevant information to the appropriate authorities (criminal records agency, professional bodies, or police).
3. References:
 - Ensure references are clear and complete. If there are concerns, contact the referee for clarification and keep a written record of any conversations.
 - Do not consider unsubstantiated concerns or false allegations in the decision-making process.
 - If the referee flags substantiated concerns, conduct a risk assessment to determine suitability for the role.
4. Self-disclosure form:
 - If a candidate discloses a caution or conviction, conduct a risk assessment to determine suitability for the role.
5. Criminal records checks:
 - Do not employ individuals on the barred list in roles involving children or young people.
 - Notify the police if an applicant is barred.
 - Conduct a risk assessment if the applicant has a criminal record but is not barred, to determine suitability for the role.



Carrying out the risk assessment when concerns are raised

- Case-by-case basis:
 - Each decision should be made individually, considering the specifics of the case.
 - Share information about the applicant's criminal record only with those who need to know, informing the applicant who has access to this information.
- Discussion with applicant:
 - Discuss any concerns with the applicant, ensuring sensitivity and empathy.
 - Gather as much relevant information as possible, ensuring there are two members of Magic Me staff present for discussions and keeping detailed minutes and notes.
- Decision-making factors:
 - Consider the nature and seriousness of the offence, its relevance to the role, the time elapsed since the offence, and any patterns of offending.
 - Assess changes in circumstances and the individual's remorse and efforts to change.
 - Ensure decisions are objective, rational, and documented.
- Confidential Information
 - Do not discuss confidential information marked "in confidence" with the applicant.
 - If the offer is withdrawn based on confidential information, inform the applicant that the decision is based on checks and references.

Storing disclosure and barring (DBS) checks

- Do not store copies of actual certificates unless disputing the results.
 - If disputing the results, retain the certificate for no longer than six months
- Magic Me must keep a confidential record of the below. This is all stored on Magic Me's 3rd party DBS checker DDC. The DSL, Deputy DSL and Head of Operations have access to this platform. Details retained include:
 - Date of the check
 - Level and type of check
 - Certificate reference number
 - Employment decision (and reasons for recruitment if the DBS check flagged anything)

Rechecks

Every three years Magic Me must complete a new DBS check on behalf of employees, artists, trustees and volunteers. This can be done via the DDC platform.



Some staff, artists, trustees and volunteers may use the national DBS update service. For those registered with the update service, checks can be completed here:

<https://secure.crbonline.gov.uk/crsc/check?execution=e1s1> Checks completed by Magic Me via the update service must be logged on the DDC platform once completed and should also include the details contained in the storing DBS checks above.

Training

Comprehensive training for both new starters and existing staff is essential to ensure everyone is equipped with the knowledge and skills needed to protect and support the young people we work with. This section outlines the mandatory training requirements for all staff and volunteers. Details of completed staff training can be found on the Magic Me's training provider portal: EduCare.

Training for new starters

- Induction training (for all staff)
 - Timing: To be completed within the first week of employment or volunteering.
 - Led by: Head of Operations
 - Content:
 - Overview of safeguarding policies.
 - Online training via external provider covering detailed introduction to safeguarding and colleague requirements including how to recognise abuse and information on the roles and responsibilities of the Designated Safeguarding Lead and other key safeguarding contacts.
- Role-specific training (for SLT roles and Designated Safeguarding Leads)
 - Timing: Within the first month of starting the role.
 - Led by: Designated Safeguarding Lead
 - Content:
 - Specific safeguarding issues related to the new starter's role.
 - Practical scenarios and case studies to apply safeguarding principles.
 - Procedures for risk assessment and management in their specific area of work.

Ongoing training

- Annual refresher training
 - Timing: Annually.
 - Content:
 - Updates on changes to safeguarding legislation and best practices.
 - Review of Magic Me's safeguarding policies and procedures.



- Refresher on recognizing and responding to signs of abuse and neglect.
- Interactive sessions on recent case studies and lessons learned.
- Role-specific training (for SLT roles and Designated Safeguarding Leads)
 - Timing: As required, but at least every two years.
 - Content:
 - Comprehensive training on legal responsibilities and current safeguarding legislation.
 - Strategies for managing complex safeguarding cases.
 - Training on how to conduct internal safeguarding audits and reviews.

Artist and freelancer training

Any artist or freelance member of staff who works directly with children and young people on Magic Me projects will undertake annual safeguarding training as part of Magic Me's artist Learning and Development days and will also be required to take the standard EduCare safeguarding course upon joining the organisation.

Planning and running projects

Magic Me works with children and young people encouraging and enabling them to get to know older people and to build mutually enjoyable and beneficial relationships with them.

Projects need to be set up and run in a way which is safe, supportive and positive for all concerned. Whilst planning a project Magic Me personnel and staff from partner organisations (eg. Teachers, activities organisers) need to pay particular attention to child protection issues at all the key stages. Project Managers should refer to Section 11 Project Manager's Checklist.

Setting up the project will include:

- agreeing selection criteria (with partner organisations if they are involved) before people are invited to participate. This will need to be done very sensitively when working with some client groups, for example, people with dementia, so that guidelines on acceptable behaviour are drawn up with the staff who know participants.
- agreeing what level of staff supervision and support will be needed for the particular group of participants and ensuring this level is available.
- ensuring that partner organisations understand that they must take responsibility for recruiting carefully from their own members or users, bearing in mind that young people are involved.
- ensuring that partner organisations take responsibility for dealing with any issues that arise with their members or users as the project progresses.
- partner organisations will be asked directly if they know of any reason why any of their adult members should not take part in a project with young people or children.



- When a project is being set up outside LB Tower Hamlets the Designated Safeguarding Lead must be informed. They will research and record relevant contact details for Social Services in that area.
- In the event that there are plans to deliver online to young people, further development of online safety policy and update to this policy may be required. Please speak to the DSL should you wish to deliver online activities as part of a project.

Preparing participants before they meet will include:

- Working with young people on how to build safe relationships with strangers including older people, how to communicate with older adults, personal safety issues and comfort zones.
- Devising and agreeing rules for appropriate behaviour during the project which will include: discussion about private and public spaces in the venues and which one's participants may go into or use; and discussion about issues of confidentiality in relation to participants and supporting staff, including when it is right to break confidentiality.
- Staff, artists, and volunteers must not accept, initiate, or engage in private contact with any child or young person participant. This includes, but is not limited to: accepting social media friend/follow requests, sharing or receiving personal email addresses, private messaging via any platform, or meeting up with participants outside of official, supervised Magic Me project work. All necessary communication must be strictly professional and routed through official work channels and/or the partner school/organisation.

Running and managing the project will include:

- Establishing, from the start, ways of working which encourage and enable participants to raise with the group or leaders any concerns or discomforts they may have about the project or the older people.
- Establishing, from the start, ways of working which encourage and enable artists and other staff to reflect on their own and one other's practice, building a thoughtful and critical approach to the work.

Digital safeguarding, photographs and video

- Refer to Magic Me's [Policy on use of Photographs and Video](#).
- Establishing that the use of participants' personal digital devices (phones, tablets etc) is not permitted during sessions, particularly those with younger participants. This will be established within group agreements.
- The use of personal mobile devices by staff, artists, and volunteers is discouraged during active sessions. Work-Issued phones are permitted for essential, work-related functions, including:
 - Emergency Contact: To contact the DSL or emergency services.



- Work-Related Images: To capture authorised content strictly adhering to consent procedures.
- Digital Access: To manage project logistics or access necessary session information.

When the project ends

Magic Me projects offer a supportive and safe structure for young people and older people to come together. Projects are time limited. From the outset thought must be given to how a project will finish and how participants will say goodbye to one another, so that there is a sense of completion.

Magic Me cannot take responsibility for individual participants' safety or well-being once a project is over. Sometimes participating young or older people say that they would like to go on meeting. According to the circumstances one of the following scenarios will be appropriate:

- Magic Me works with the partner organisations to arrange a further project to support this.
- The partner organisations undertake to support and supervise a new phase of contact between young and older people.
- As part of the completion of the project the young participants are advised not to visit any of the older people, or the venue, unless accompanied by an adult e.g. A family member.

Safeguarding checklist for Project Managers

This list for Project Managers should serve as a checklist for each new project or one-off event and be part of the Risk Assessment process for each project.

Partnership working with other agencies

Letter of Roles and Responsibilities includes confirmation of arrangements for Safeguarding of Children and Vulnerable Adults, including:

- Contact details for reporting concerns and issues relating to radicalisation of young people.
- The vetting arrangements for any adults involved, including adult participants and whether or not they are vetted.
- Selection criteria and support for children involved, to ensure wellbeing e.g. when a child has very limited English, is disabled or has special needs.



- When working outside Tower Hamlets, contact details of Local Area Designated Officer (LADO) and Safeguarding teams, including out of hours, should be added to the Project Risk Assessment.

Risk Assessment

A Risk Assessment is done in liaison with partner staff e.g. teachers, and artists, so that all are aware of the reasons behind actions listed, using the agreed format.

The Risk Assessment will include:

- Assessing the roles of all those involved in the project, and what vetting of adults is required.
- The right proportion of staff to children for any given activity.

Vetting staff, freelance artists, volunteers, students and participants

Where any person paid or unpaid will have regular contact with participants, as detailed in DBS guidance, then an Enhanced DBS check is done. Where the role is defined by the DBS as needing to be checked on the DBS Barred lists, this will also be done. See here for details:

<https://www.gov.uk/dbs-update-service>.

Until the DBS process is complete and their record found to be satisfactory by the Head of Operations, they may be allowed to join a project or activity, but the role they can take in relation to children and young people will be assessed and carefully supervised.

We will take up two references preferably professional for all new staff, freelance artists and trustees. The Project Manager will assess each volunteer role to decide if references are needed.

Artists and staff leading projects have included in the project plans

- Preparation of young people, including how to build safe relationships with adults, communication skills, personal safety and comfort zones.
- Agreeing a Group Contract which covers appropriate behaviour during the project sessions; outside the project sessions and when the project ends.
- A safe travel / walking route for a group who go out and rules of behaviour agreed with children. School staff are responsible for briefing Magic Me staff involved.
- Establishing a time and way for participating children to voice their feelings and any concerns about the project, including children-only reflection time.
- Referred to the Magic Me Artists Handbook for detailed guidance on best practice in creating a safe and supportive project environment.
- A good ending for the project and guidance on safe behaviour afterwards.

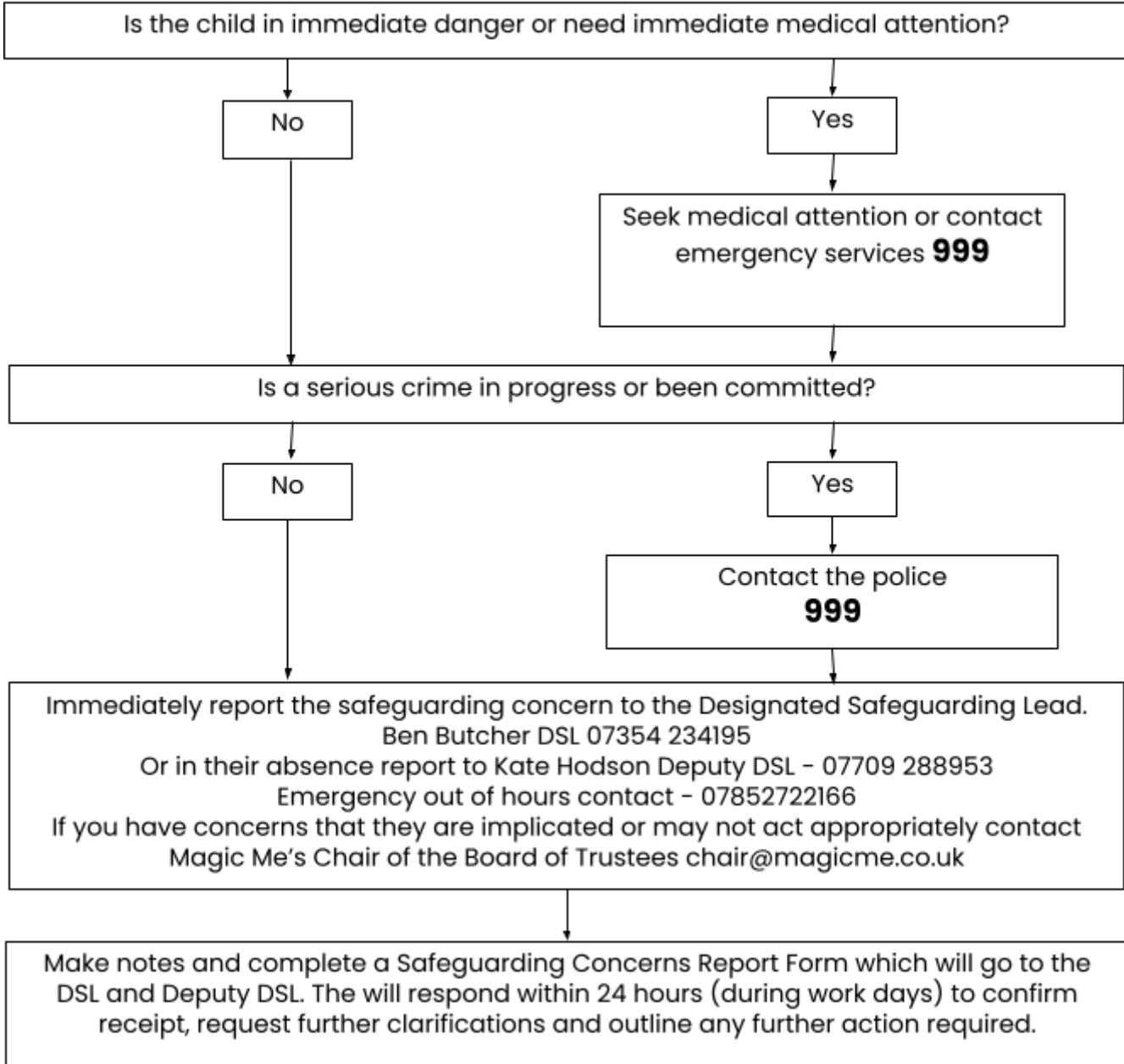


Photographs and video

Please read & note Magic Me's [Policy on use of Photographs and Video](#). Key is that group agreements should establish that the use of personal digital devices (phones, tablets etc) is not permitted during sessions.

Appendix A - Concerned about a child?

You have a concern, or have been told about, possible abuse of someone else, poor practice or wider welfare issues.





If the project is outside of office hours and you need some advice or guidance or to make a direct referral to children's services you can contact Tower Hamlets using the useful numbers above.

If any child is in immediate risk of harm always contact the police on 999