



Policy name:	Safeguarding Children & Young People Policy
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Approved by:	People Committee (on behalf of the Board of Trustees)
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Revision number	Date	Details of Change(s)
1.1	12/03/2023	<ul style="list-style-type: none">• Safeguarding Legislation• Equality Statement added• Forms of abuse updated• Radicalisation statement added• Tower Hamlets Useful Numbers added
2.1	30/05/2024	<ul style="list-style-type: none">• Format updated in line with new MM policy format• Contents updated for ease of review• Removed sign off form - will include a policy review form for multiple policies for all staff annually (and when joining)• Contact details for officers moved to the start of this policy (0)• References to Designated Safeguarding Officer (DSO) changed to Designated Safeguarding Lead (DSL) in keeping with NSPCC guidance• References 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 process (13)<ul style="list-style-type: none">○ Safer recruitment statement (to include on job ads/packs)○ Staff DBS process○ What to do if a concern arises on a DBS• Safeguarding training for artists during L&D days (14.3)



		<ul style="list-style-type: none"> • Statement about digital safeguarding (no digital activities) (1.5) • New section on induction and ongoing training (14) • Statement about Magic Me model meaning contact with children is via schools (1.4) • Managing allegations against a member of school/ partner organisation staff (7) • Managing allegations against a child (8) • How records are made, storage locations and data protection and deletion of incidents and reports (5) • Easier access to policy online - add to home page
		<p>For update and inclusion at next review:</p> <ul style="list-style-type: none"> • Create summary for document • Employee code of conduct for organisation • Values • Linked Key Documents

It is important that we are all alert to the issues discussed in the policy. Please contact the Designated Safeguarding Lead (contact details below) if you have any concerns, comments or suggestions relating to these procedures.

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Magic Me's Safeguarding Officers (contact details):

Designated Safeguarding Lead (DSL) & Appointed Person:

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020 3222 6064

Out of hours: 07852722166

Deputy Designated Safeguarding Lead & Appointed Person absence cover:

Kate Hodson, Programme Director

katehodson@magicme.co.uk

0203 222 6064

Out of hours: 07709 288953

Trustee Safeguarding Lead:

Jimena Meza Mitcher

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

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

David Russell (Chair of Trustees)

chair@magicme.co.uk



1. Purpose of policy, people affected & responsibilities:

1.1 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.

1.2 People affected

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

1.3 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.

1.4 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 outside of the school setting, we will update our safeguarding policy to reflect the new context and ensure the continued safety and well-being of all participants.

1.5 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, 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.

2. How to report actual or suspected abuse

2.1 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.

2.2 How to report 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 (DSO) listed below. 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 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 **SECTION 3 – GUIDANCE IF A CHILD DISCLOSES ABUSE AND FOLLOW APPENDIX A.**



2.3 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)

2.4 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 when any project is set up outside Tower Hamlets.

2.5 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 not in immediate danger and involved directly with Magic Me, with no school or youth partner** - 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 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 Letter of Roles and Responsibilities agreed with the partners before the project starts.

- **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.

2.6 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.

3. 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.

4. What to do after reporting a disclosure

Please 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.



5. Record keeping, data protection and deletion of incidents and reports

5.1 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.

5.2 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.

5.3 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.

5.4 Data retention and deletion

Child Protection Record Retention

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.

Retention for Concerns Regarding Adults

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.



Deletion of Records

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

5.5 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.

6. Staff and volunteer allegations management

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

This applies to all Magic Me Staff, paid and unpaid. 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.

6.2 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, currently David Russell, 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.

6.3 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 she/he 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.

6.4 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 Designated Safeguarding Lead may need to take part in a case conference convened by the LADO and as guided by them.

6.5 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.

6.6 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.

6.7 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.

7. Allegations management for school or partner organisation staff members

7.1 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.



7.2 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.

7.3 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.

7.4 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.

7.5 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.



7.6 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.

8. Allegations Management for Children and Young People

8.1 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 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. 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.

9. Support

9.1 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.

9.2 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 Designated 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.
- Keeping a Designated Fund budget 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.

10. 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.

10.1 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.

10.2 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.



10.3 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.

10.4 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 an adult's financial affairs or arrangements - including in connection with wills, property, inheritance or financial transactions, 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.

11. Signs of abuse

11.1 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

11.2 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

11.3 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

11.4 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

12. 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.

13. 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.

13.1 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.

13.2 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.

13.3 Job offers

At the point of offering a role to a candidate the Head of Operations & People 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.



13.4 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.

13.5 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.

13.6 Storing Disclosure and Barring Checks

- Do not store copies of certificates unless disputing the results.
- 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. :
 - Date of the check
 - Level and type of check
 - Certificate reference number
 - Employment decision and reasons
- If disputing the results, retain the certificate for no longer than six months

14. 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.

14.1 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.

14.2 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.

14.3 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.

15. 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.

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.

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.

16. 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.

16.1. 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.

16.2. 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.

16.3. 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.

16.4. 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.

16.5. Photographs and video

Please read & note Magic Me's [Policy on use of Photographs](#), including websites.



Appendix A Concerned about a child - what to do next

1. Is the child in a Magic Me Project with a school, youth group or is it an after school holiday or community-based project?

Yes No

(If answered yes please move on to next question)

2. Have you immediately reported to the Designated Safeguarding Lead about the safeguarding concern? Ben Butcher 020 3222 6064/07354 234195
Or in their absence report to Kate Hodson, Programme Director - 020 3222 6064/07709 288953.

Yes No

3. Have you made a note of what has happened and logged what actions you have taken?

Yes No

If the project is during office hours and you also need some advice or guidance or to make a direct referral to children safeguarding you can contact Tower Hamlets using the useful numbers above.

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