



Shooting Roots Safeguarding Policy

Shooting Roots is committed to the best outcomes for children and believe that the welfare of the child is paramount. Through our safeguarding policy we aim to create an environment where children feel safe, secure, valued and respected, giving them the best chances to thrive. As part of this commitment we aim to ensure that our tutors are appropriate to work with children through a selection process and DBS checks. We also aim to provide our tutors with the knowledge and skills to protect children (under 18s) and vulnerable adults from abuse or neglect. This includes recognising the signs and symptoms of abuse as well as ensuring that any child approaching a SR team member with with a disclosure will be effectively listened to. Lastly, we set out procedures to ensure that any disclosures or allegations are reported effectively and the appropriate action taken.

As we mainly operate in a festival environment this responsibility extends outside of the workshop space. Tutors must adhere to the safeguarding policy and code of conduct in all situations that involve contact with a participant, elsewhere at the festival and beyond.

Participants and their parents will have access to this policy via the Shooting Roots website. All tutors and core team members will be required to read the policy, sign to show that they have read and understood the policy and a record of this kept.

The Shooting Roots Safeguarding Lead is Robin Peters (Festival Director). If the safeguarding lead is not present at a festival, a deputy designated safeguarding lead may be assigned for the duration of the festival.

This policy will be reviewed annually in September by the core team, which currently consists: Robin Peters, Maia Ayling and Lisa Heywood

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1. Tutor Selection and Conduct

Tutor selection

Shooting Roots will:

- Require all tutors to fill in an application form
- Obtain and keep secure records of tutor names, address and date of birth



- Ensure that a DBS checked tutor is present in all workshops
- Ensure that non-DBS checked tutors are adequately supervised during workshops
- Provide basic safeguarding training for tutors at on-site briefings
- Require that all tutors sign to confirm that they have read and understood the safeguarding policy and code of conduct
- Provide further opportunity for in-depth safeguarding training at our annual tutor weekend

Tutor Conduct

We expect our tutors to work in a professional way with children at all times. Guidance on what constitutes appropriate behaviour and professional boundaries with participants is set out in our Code Of Conduct document.

2. Recognising abuse

The categories below give an overview of four types of child abuse. If a tutor is concerned that a participant may be experiencing abuse they should contact the designated safeguarding lead without delay. The list below is not exhaustive and more information about types of abuse and the signs and symptoms of child abuse and neglect can be found on the NSPCC website: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

Physical abuse

- Any action which physically harms a child

Emotional abuse

- Age or developmentally inappropriate expectations being imposed on children
- Not giving a child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate
- Conveying that a child is worthless, unloved or inadequate

Sexual abuse

- Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening
- May also include non-contact activities, such as involving children in looking at, or in the production of, sexual images or grooming a child in preparation for abuse (including via the Internet)

Neglect

- Failure to meet child's basic physical/psychological needs
- Failure to ensure adequate supervision
- Failure to ensure access to adequate medical care or treatment



3. Disclosures

A disclosure is when a child reveals details of abuse, or information which you suspect may indicate abuse.

In the event of a disclosure tutors must follow the guidelines below and refer to the designated safeguarding lead without delay. In urgent and/or severe cases, if you think a child is at risk of harm, call the emergency services by dialling 999. Tutors will always be provided with a contact number for the safeguarding lead at a festival or event, and may also contact the safeguarding lead by phone or email outside of festivals and events.

If a participant confides in a tutor

If a child wants to confide, tutors should:

- Be accessible and receptive. Stay calm and show that you are taking this seriously
- Listen carefully and uncritically, at the child's pace
- Explain that you must pass this information on, and tell them what you intend to do
- Make a careful record of what was said (see below)
- Gather information on a 'need to know' basis – you do not need the whole story, just enough to take the next step

Tutors must not:

- Make promises about confidentiality
- Investigate or seek to prove or disprove the allegation
- Assume that someone else will take the necessary action
- Jump to conclusions, be dismissive or react with shock, anger etc.
- Speculate, accuse or confront anybody
- Gossip about what you have been told to colleagues or others
- Investigate, suggest or probe for information, or ask leading questions
- Offer opinions about what is being said or the persons allegedly involved

Recording a disclosure

Tutors should make a record of the disclosure which will:

- Include the time, date and place of the disclosure and details of who was present
- Be in the child's words wherever possible
- Differentiate between fact, opinion, interpretation, observation or allegation

Tutors have a duty to pass on relevant information about a safeguarding concern without delay. The designated safeguarding lead will keep a record of any reports and act on them appropriately. Sensitive information will only be disclosed to those who need to know.



4. Allegations

All tutors are required to report to any concerns or allegations about practices or behaviour of colleagues which are likely to put participants at risk of abuse or other serious harm. This includes historic behaviour that may be of concern in relation to that person's suitability to work with children. There will be no retribution or disciplinary action taken against a member of staff for making such a report, provided that it is done in good faith.

Tutors should not investigate suspicions. If somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must refer such concerns to the designated safeguarding lead without delay.

4. Reporting disclosures and allegations

If there is an allegation involving a tutor, this person will be suspended immediately whilst the allegation is investigated.

Action to be taken by the safeguarding lead:

- To take seriously and investigate any allegations, with an open mind.
- Where appropriate, the safeguarding lead will contact the Local Authority Designated Officer (LADO) for guidance.
- To assess the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the police.
- To assess whether there is enough evidence to prove or disprove the allegation
- To ensure the safety and welfare of all involved, including the person(s) accused of abuse.
- To keep a central and secure record of any concerns reported, regardless of any further action taken.

If a tutor is found to have breached the duty of care, laid out in this policy, the Tutor Code of Conduct and at event-specific briefings, disciplinary actions will be taken. These may include, but not limited to:

- In some cases, a verbal warning and/or requirement for further training
- Immediate removal from their post, whether voluntary or paid, at a festival or event
- Barring from the festival or event
- Barring from future work or volunteering opportunities with Shooting Roots
- Referral to the police

5. Definitions

Child – any person under the age of 18

Tutor – any volunteer or freelancer who works with Shooting Roots at a festival or event, including members of the core team who are at a festival or event

LADO – The Local Authority Designated Officer