



Shooting Roots Safeguarding Policy

Shooting Roots is committed to the best outcomes for children and believe that the welfare of a 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 will ensure that our tutors are appropriate to work with children through a selection process and DBS checks for anyone engaging in regulated activity. We will also 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 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 **Lisa Heywood (Development Officer)**. 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 by the core team, which currently consists: **Lisa Heywood, Harriet Barton, Kira Browne and Annie Bolt**

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1. Definitions

Child	Any person under the age of 18
Participant	A child who attends a Shooting Roots event
Tutor	Any volunteer or freelancer who works with Shooting Roots at a festival or event, including members of the core team.
Lead Tutor	A freelance tutor who supervises children and other tutors and is engaged in regulated activity (unless supervised by a core team member, who is engaged in regulated activity)
Regulated activity	A role which involves supervision of children and requires an enhanced DBS check
Safeguarding Lead	A member of the Shooting Roots Core Team with responsibility for dealing with Safeguarding both at festivals and throughout the year.
DO or LADO (Local Authority) Designated Officer	Every local authority has a LADO who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm.
MASH (Multi-Agency Safeguarding Hub)	A MASH brings key professionals together to facilitate early, better quality information sharing, analysis and decision-making, to safeguard vulnerable children, young people more effectively.
Abuse	The categories below give an overview of four types of child abuse. The list below is not exhaustive and more information about the signs and symptoms of child abuse and neglect can be found at: www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/
Physical abuse	<ul style="list-style-type: none"> Any action which physically harms a child
Emotional abuse	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Failure to meet child's basic physical/psychological needs Failure to ensure adequate supervision Failure to ensure access to adequate medical care or treatment



2. Procedures

a. Tutor selection and training

Shooting Roots will:

- Provide a clear outline of the roles and responsibilities of tutors on our website
- Require all prospective tutors to fill in an application form which asks about their motivations, prior experience and skills
- Obtain and keep secure records of tutor names, addresses and dates of birth
- Require all tutors to attend an on-site briefing at any event, which will include basic safeguarding training
- Require that all tutors sign to confirm that they have read and understood the safeguarding policy and code of conduct
- Require any tutor engaged in regulated activity to obtain an enhanced DBS check with barred lists
- Provide the opportunity for safeguarding training at our annual tutor weekend

b. Tutor conduct and supervision

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 are set out in our Tutor Code of Conduct.

All core and trainee tutors will be supervised by a lead tutor or core team member during workshops. Core and trainee tutors should not take groups to separate areas unless a) there is more than one tutor present or b) the area is clearly visible to others (e.g. stewards/passers-by) and the door is left open at all times.

No person over the age of 18 will be allowed into the workshop space except in particular circumstances (for example that person is the carer of a participant with additional support needs). Persons over the age of 18 who wish to tutor will have to apply through the tutor application process and sign the code of conduct and safeguarding policy.

Assistant (demi) tutors

Participants aged 16 or 17 may assist in workshops as a demi-tutor. They will be briefed on SR safeguarding policies and given guidelines on conduct in the first workshop of a series. It should be noted that although they are called 'tutors' they are still in effect participants and children, and should be treated as such.

c. Safeguarding on festival sites

All festivals will be sent a copy of our safeguarding policy in advance of the event. Where there is a dedicated steward at an SR venue a copy of the policy will be given to them so that they can familiarise themselves with it and share it with parents if asked.

An information sheet for participants will also be displayed at all Shooting Roots events, which will include contact details of the safeguarding lead. This sheet will include information on what to do if they have a concern.



d. 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 participant 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 participant'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 participant'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 to the safeguarding lead without delay. The safeguarding lead will keep a secure record of any reports and act on them appropriately. Sensitive information will only be disclosed to those who need to know.



e. Allegations

All tutors are required to report to any concerns 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 (i.e. with no malicious intent).

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 safeguarding lead without delay.

In the event that the safeguarding lead is the cause of the concern, tutors should call the NSPCC or contact the appropriate LADO for guidance.

f. Action to be taken in the case of a disclosure/allegation

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

In the event of a disclosure or allegation the safeguarding lead will:

- Take seriously and investigate any allegations, with an open mind.
- Where appropriate, contact the LADO for guidance.
- Assess the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the police.
- Assess whether there is enough evidence to prove or disprove the allegation
- Ensure the safety and welfare of all involved, including the person(s) accused of abuse.
- 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



3. Contacts

Safeguarding Lead:

Lisa Heywood

Lisa.heywood@shootingroots.org

07531 942518

Shooting Roots safeguarding phone:

07957 166020

NSPCC:

www.nspcc.org.uk

help@nspcc.org.uk

0808 800 5000

Local Safeguarding Agencies:

St Albans	Hertfordshire Safeguarding Children Board Team
Website	www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Board/Hertfordshire-Safeguarding-Children-Board.aspx
Reporting hotline	0300 123 4043
Warwick	Warwickshire Safeguarding Children Board
Website	www.safeguardingwarwickshire.co.uk
MASH	01926 414144
Out of hours	01926 886922
Sidmouth	Devon Children and Families Partnership
Website	www.devonchildrenandfamiliespartnership.org.uk
MASH	0345 155 1071 mashsecure@devon.gcsx.gov.uk
LADO	01392 384964 ladosecure-mailbox@devon.gcsx.gov.uk
Bromyard	Herefordshire Safeguarding Children Board
Website	herefordshiresafeguardingboards.org.uk
MASH	01432 260800
Out of Hours	01905 768020