

Creative Process Digital Safeguarding Policy

Creative Process Digital recognises that children and young people are a potentially vulnerable group of people. Creative Process Digital has a legal duty to act prudently to ensure that those benefiting from our work or working with us are not harmed in any way and must take all reasonable steps within our power to make sure this does not happen.

Safeguarding

Safeguarding is a relatively new term which is broader than 'child protection' as it also includes prevention. Safeguarding has been defined as:

- All agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised; and
- Where there are concerns about children and young people's welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies. (Safeguarding Children [2005], The 2nd Joint Chief Inspectors Report on Arrangements to Safeguard Children. A broader definition can be found in Working Together to Safeguard.)

Safeguarding children is vital for any organisation that comes into contact with children or young people as they have a duty of care towards them. Having safeguards in place within Creative Process Digital not only protects and promotes the welfare of children but also it enhances the confidence of staff, volunteers, parents/carers and the general public.

Safeguarding Policy

Creative Process Digital believes that the welfare of children and young people is paramount. All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.

This policy is approved and endorsed by the board and applies to all board members, staff, volunteers and sub-contractors.

All children and young people will be made aware of the policies and procedures at their induction with all other relevant health and safety policy. Parents and carers will also be made aware of policies if appropriate.

All concerns, and allegations of abuse will be taken seriously by staff and volunteers and responded to appropriately - this may require a referral to children's services and in emergencies, the Police.

Creative Process Digital's child protection policy will run in association with all other health and safety and welfare policies and procedures.

Safeguarding Procedures and Systems

Procedures and systems provide clear step-by-step guidance on what to do in different circumstances and they clarify roles and responsibilities. Systems for recording information and dealing with complaints are also needed to ensure implementation and compliance. Safeguarding procedures should be linked with the Local Safeguarding Children Board's procedures.

Chris Wood , Director of Operations of Creative Process Digital, has ultimate responsibility for child and young person's protection. Each manager, volunteer, or staff member who comes into contact with a child also has a responsibility towards their welfare.

Abuse can occur within many situations including the home, school and employment. Individuals will actively seek employment or voluntary work with young people in order to harm them. All suspicious cases of poor practice should be reported following these guidelines.

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with young people/children (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Keeping up to date with qualifications and insurance.
- Involving parents/carers wherever necessary.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.

- Recognising the developmental needs and capacity of young people and disabled adults.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if members of staff are required to transport young people in their cars.

Practices to be avoided:

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (eg the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child) it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

Otherwise, avoid:

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child alone.

Practices never to be sanctioned:

- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These are classed as **Regulated Activities** and fall under the Disclosure and Barring Service as amended under the **Protection of Freedoms Act 2012**. These tasks should only be carried out with the full understanding and consent of parents. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Types of Abuse

Creative Process Digital recognises the following as definitions of abuse: “Abuse is a violation of an individual’s human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act or it may occur when a young person or vulnerable adult is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it” taken from guidance document ‘Working Together to Safeguard Young People’. It is every young person and adult’s right to live free from abuse in accordance with the principles of respect, dignity, autonomy, privacy and equity.

This could include young people and adults with learning disabilities, mental health problems, and people with a physical disability or impairment. Their need for additional support to protect themselves may be increased when complicated by additional factors, such as domestic violence, physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems social or emotional problems, poverty or homelessness.

The following categories of abuse are not mutually exclusive and a young person or vulnerable adult may be subjected to more than one type of abuse at the same time, whatever the setting.

It is important to recognise that some young people or adults who are or may become vulnerable may reveal abuse themselves by talking about or drawing attention to physical signs or displaying certain actions / gestures. This may be their only means of communication.

It is important for staff to be alert to these signs and to consider what they might mean. It is important that all staff are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely, but not limited to, bullying, gender based violence/sexual assaults and sexting.

Definitions of Abuse Physical Abuse

- Hitting, slapping, scratching, shaking, throwing
- Pushing or rough handling
- Poisoning, burning or scalding, drowning, suffocating
- Assault and battery
- Restraining without justifiable reasons
- Inappropriate and unauthorised use of medication
- Physical harm caused by feigning the symptoms of, or deliberately inducing injury in a young person or vulnerable adult
- Using medication as a chemical form of restraint
- Inappropriate sanctions including deprivation of food, clothing, warmth and health care needs

Sexual Abuse

- Sexual abuse which involves forcing or enticing a young person or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person is aware of what is happening, the risks involved or the consequences
- Rape or attempted rape
- Sexual assault and harassment
- Non-contact abuse e.g. voyeurism, exposing children to pornography, grooming (including via the internet), accessing or creating indecent images of children.

Psychological & Emotional Abuse

- Persistent emotional maltreatment
- Emotional and verbal abuse
- Humiliation and ridicule which may convey that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person
- Threats of punishment, abandonment, intimidation or exclusion from services
- Isolation or withdrawal from services or supportive networks
- Deliberate denial of religious or cultural needs
- Removing opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Failure to provide access to appropriate social skills and educational development training
- Imposing age or developmentally inappropriate expectations
- Interactions beyond the person's developmental ability, overprotection, limitation of exploration or learning, prevention of normal social interaction
- Seeing or hearing ill-treatment of another, serious bullying (including Cyber bullying) causing the person to frequently feel frightened or in danger
- Exploitation and corruption

Neglect and acts of omission

- Failure to meet medical, physical care and psychological and emotional needs
- Failure to access care or equipment for functional independence
- Failure to ensure adequate supervision including the use of inadequate caregivers or the failure to ensure access to appropriate medical care or treatment
- Failure to provide access to appropriate health, social care or educational services
- Failure to provide adequate food, shelter, heating, lighting and clothing (including exclusion from home or abandonment) etc.
- Failure to protect from physical or emotional harm or danger
- Failure to give prescribed medication
- Failure to give privacy and dignity
- Professional neglect

Financial

- Misuse or theft of money
- Fraud and / or extortion of material assets
- Misuse or misappropriation of property, possessions or benefits
- Exploitation, pressure in connection with wills, property or inheritance

Discriminatory Abuse

- Discrimination demonstrated on any grounds including sex, race, colour, language, culture, religion, politics or sexual orientation
- Discrimination that is based on a person's disability or age
- Harassment and slurs which are degrading
- Hate crime

Trafficking and Sexual Exploitation

The Safeguarding procedure will raise staff awareness of the increased concerns of trafficking and sexual exploitation with reference to the 'Safeguarding Children and Young People from Sexual Exploitation: Supplementary guidance to Working Together to Safeguard Children (2013)' and the non-statutory duty designed to help local authorities when dealing with cross-border child protection cases under the 1996 Hague Convention, implemented in the UL on 1 November 2012.

Photography, Images and video

Staff should not use personal devices such as mobile phones or cameras to take photos or videos of students and should only use work-provided equipment. Students will identify on their enrolment form as to whether they give consent for their photograph or video footage to be taken.

Bullying, including cyberbullying

- Physical bullying is bullying that takes the form of physical abuse, such as pushing, shoving, hitting, fighting, spitting, and tripping.
- Emotional bullying is bullying that involves insults, derogatory remarks, name calling, and teasing. Also included are attempts to ostracize the victim, such as being left out or ignored, which is sometimes referred to as social bullying, as distinguished from verbal bullying. Emotional bullying can be done in person or through cyberbullying
- Face-to-face bullying is bullying in which students confront each other in person.
- Cyberbullying is bullying that takes place online, through either email, chat rooms, social networking services, text messages, instant messages, website postings, blogs, or a combination of means. Cyberbullies may conceal their identity so that their victim experiences an anonymous attack.
- The content of cyberbullying can consist of all of the types of content including posting insulting and derogatory comments about someone or sending such comments to someone; sending mean or threatening messages; gossiping about someone online including posting sensitive or private information; impersonating someone in order to cast that person in a bad light; and excluding someone from an online page or group. Unwanted contact, also known as harassment, is another form of cyber bullying.

- Bullying is repeated and intentional behaviour and can have a devastating effect and must be addressed immediately.

Sexual Imagery (previously known as sexting)

The Safeguarding procedure will raise staff and student's awareness of the implications self-generated indecent images can have and the procedures that need to be followed when dealing with such cases in line with police guidelines

- The implications of opening offensive images on a computer;
- Images should never be viewed or printed and the device secured;

Definition of 'sexual imagery'

There are a number of definitions but for the purposes of this advice sexual imagery is simply defined as:

- Inappropriate offensive images or videos generated by children under the age of 18, or of children under the age of 18 that are of a sexual nature or are indecent.
- These images are shared between young people and/or adults via a mobile phone, handheld device or website with people they may not even know.

No two cases will be the same and it is therefore necessary to carefully consider each case on its own merit apply a consistent approach when dealing with an incident to help protect staff and the student. The range of contributory factors in each case also needs to be considered in order to determine an appropriate and proportionate response. All staff and students should be familiar with the seriousness of sharing sexual imagery and the safeguarding procedures should such situations arise.

Private Fostering

A private fostering arrangement is one that is made privately, without the authority of the local authority for the care of a child under the age of 16 or 18 if disabled, by someone other than a parent or close relative. These young people may be vulnerable, particularly if they have come from another country. In some cases they are affected by abuse and neglect, or be involved in trafficking or child sexual exploitation. There is a mandatory duty to inform the local authority of children in such arrangements.

When a Child is Missing or their Whereabouts is Unknown

All students under 18 or who are vulnerable adults who go missing or their whereabouts are unknown will be reported to the Police. If the student is deemed to be at immediate risk the Safeguarding Officer will ring 999 on the day of referral. If not in immediate risk they will report to the police by ringing 101 within 10 days. Any relevant information that might help to find or support the child will be shared. If the student is a Looked After Child, a Care Leaver or an Unaccompanied Young Person the Safeguarding Officer will immediately contact the Police and Social Services.

Female Genital Mutilation

Female genital mutilation (FGM) comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. The practice is illegal and must be reported to the Police as soon as possible.

The Female Genital Mutilation Act 2003 was brought into force on 3 March 2004 and makes it an offence for the first time for UK nationals or permanent UK residents to carry out female genital mutilation (FGM) abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

FGM is extremely harmful. It is not like male circumcision. It causes long-term mental and physical suffering, difficulty in giving birth, infertility and even death. It cannot be justified as a cultural or religious practice. Leaders of all the main faiths have spoken out against it. Girls under 15 are at most risk. Concerns regarding any students must be reported to the Safeguarding Officer for an immediate referral to the Police.

Hate Crime

Hate crime is an act of violence or hostility directed at people because of who they are or who someone thinks they are. Incidents of hate crime should be reported to the Safeguarding Officer.

Online harassment is unwanted conduct on any digital platform encompassing threats, stalking and/or coercion that makes people feel upset, threatened, coerced, humiliated or discriminated against. Incidents of online harassment should be reported to the Safeguarding Officer.

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Sexual Harassment and Violence

Sexual harassment is when someone behaves in a way that makes a person feel distressed, intimidated or offended and the behaviour is of a sexual nature. This includes: sexual comments and jokes, unwelcome sexual advances, inappropriate touching, displaying photos or pictures of a sexual nature and sending emails or messages with sexual content. The 'Sexual Violence and Sexual Harassment between Children in Schools and Colleges' Department for Education guidance (2017) gives advice on how to deal with these situations, please refer any concerns to the Safeguarding Officer.

Forced Marriage

Forced marriage is a marriage in which one or both spouses do not (or, in the case of some vulnerable adults, cannot) consent to the marriage and duress is involved. It is an entirely separate issue from arranged marriage, and the two things should not be confused. Forced marriage is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young people at risk of a forced marriage are usually experiencing emotional and/or physical abuse at home.

The majority of forced marriages involve a young female victim, but young men can also be victims. Around one-third of the cases handled by the FMU (Forced Marriage Unit) involve children under 18 years of age.

Concerns regarding any students must be reported to the Safeguarding officer without delay. Staff must be aware there may be only one opportunity to speak to a potential victim of forced marriage, so an appropriate initial response is vital. The victim's family, friends or members of the community **MUST NOT** be informed. The victim has sought help and this will likely increase the risk to the victim significantly. Forced marriage is closely linked to honour-based violence and honour killings. All those involved will want to bear in mind that mediation as a response to forced marriage can be extremely dangerous. There have been cases of victims being murdered by their families during mediation. Mediation can also place someone at risk of further emotional and physical abuse.

Victims should be reminded of their rights – they have the right to choose who they marry and the right to make decisions about their lives.

The Designated Safeguarding Officer will contact the Forced Marriage Unit, they have a public helpline that provides confidential advice and support to victims, and to practitioners handling cases of forced marriage.

Parental Involvement

The Safeguarding Officer will contact parents/carers of students under the age of 18 to discuss any concerns about a child's welfare with the family and, where possible, seek their agreement to making referrals to children's social care, unless it is deemed that it may place the student at greater risk.

Where possible the Safeguarding Officer will keep the parent/carer informed of actions and progress.

On-line Safety

On-line Safety covers issues relating to young people as well as adults and their safe use of the Internet, smartphones and other electronic communications technologies. It includes awareness raising for all members of the community on risks and responsibilities and is part of the 'duty of care', which applies to everyone working with young people and vulnerable adults.

All members of staff will be made aware of the importance of good e-Safety practice in the learning environment in order to educate and protect the young people and vulnerable adults in their care.

Staff awareness will be raised about managing their own professional reputation online, including how to demonstrate appropriate online behaviours compatible with their role. Personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour will be outlined.

On-line Safety awareness will be part of student induction.

Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas. Students will be advised never to give out personal details of any kind which may identify them and / or their location. Particular attention to On-line Safety education will be given where students are considered to be vulnerable.

The Designated Safeguarding Officer will be informed of any On-line Safety incidents, and any incidents involving Child Protection or vulnerable adult concerns will then be escalated appropriately. Any material that the College believes is illegal will be reported to appropriate agencies such as Internet Watch Foundation (IWF), Sussex Police or CEOP (Child Exploitation & Online Protection Centre).

Creative Process Digital will record e-Safety incidents and manage concerns in accordance with the disciplinary policies where appropriate.

Recruitment, selection and vetting procedure

Creative Process Digital and all its sub-contractors recognizes that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

The **Protection of Freedoms Act 2012** has led to the scaling back the criminal records and barring systems to more proportionate levels whilst ensuring that they continue to provide effective protection for those who need it. It is the Policy of Creative Process Digital that all Employees, Assessors, Training Coach's and Tutors complete Enhanced DBS checks to ensure as an organisation we do not knowingly allow a barred person to engage in a regulated activity.

Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Disclosure Barring Service.

- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (eg passport or driving licence with photo).

Interview and induction:

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified.

Training:

- In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:
- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.
- Every member of staff will receive advisory information outlining good practice and informing them about what to do if they have concerns about the behavior of an adult towards a young person.
- Safeguarding training for staff will take place at induction and annually there after.

Responding to allegations or suspicions

It is not the responsibility of anyone working for Creative Process Digital or any of its sub-contractors, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Creative Process Digital will assure all staff/volunteers and staff and volunteers of sub- contractors that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the Director of Creative Process Digital will deal with it as a misconduct issue.

Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the officer who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Child Protection Officer will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Child Protection Officer should also notify the relevant local Safeguarding board.
- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager who will refer the allegation to social services.

Confidentiality:

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- the Child Protection Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (eg that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension:

The Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Disciplinary Committee must reach a decision based upon the available information, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (eg by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, Creative Process Digital will follow the procedures as detailed above and report the matter to the social services or the police. This is because other children may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in

'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else. Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Child Protection Officer or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s). Inform the bully(ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay. A description of any visible bruising or other injuries.

Also any indirect signs, such as behavioural changes.

- Details of witnesses to the incidents.
The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser?
- Record details.

Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the **NSPCC Child Protection** Helpline on **0808 800 5000**, or **Childline** on **0800 1111**.

Contacts

Internal

The designated member of staff at Creative Process Digital for Safeguarding, Prevent, Extremism and Radicalisation is:

Chris Wood	01273 232 273	donnakeenan.creativeprocess@gmail.com
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External

Safeguarding

The Local Authority Designated Officer (LADO) is:

Darrel Clews	01273 295 643	darrel.clews@brighton-hove.gcsx.gov.uk
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External

Prevent

The Prevent Officer at Sussex Police is:

Tom Morvan-Toone	07786 114 158	thomas.morvantoone@sussex.pnn.police.uk
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This policy will be kept up to date, will be reviewed at least annually and is signed by Creative Process Digital's Director of Operations.

Chris Wood

Director of Operations

February 2020