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## MakoCreate Child Protection & Safeguarding Policy

1. MakoCreate provides services to children, young people and adults including training opportunities and mentoring. The MakoCreate staff, freelancers and volunteers will develop projects in conjunction with community media, education and cultural partners across the UK. In terms of child protection, this means that the MakoCreate team members will come into contact with children either while working on a project which is managed by MakoCreate or when working with a partner organisation.
2. This policy is designed to cover child protection issues and responsibilities for MakoCreate staff, freelancers and volunteers.
3. MakoCreate projects can be complex in terms of partners and the involvement of non MakoCreate staff and children, for example projects involving MakoCreate staff working on location with young people developing content. MakoCreate staff need to ensure MakoCreate fulfils its obligations for child protection as fully as practicable, for example CRB checks for staff will be used wherever appropriate.
4. MakoCreate have a moral and legal obligation to ensure that, when given responsibility for young people, staff, freelancers and volunteers provide them with the highest possible standard of care.

## Overview

This child protection policy recognises that MakoCreate work with children, young people and adults. A child is anyone under the age of 18. MakoCreate also work with vulnerable adults which this policy also covers.

## What is the definition of a Vulnerable Adult?

A vulnerable adult is a person who is aged 18 years or older and:

- is living in residential accommodation, such as a care home or a residential special school;
- is living in sheltered housing;
- is receiving domiciliary care in his or her own home;
- is receiving any form of health care;
- is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999;
- is in contact with probation services;
- is receiving a welfare service of a description to be prescribed in regulations;
- is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care (age-related needs includes needs associated with frailty, illness, disability or mental capacity);
- is receiving direct payments from a local authority/HSS body in lieu of social care services;
- requires assistance in the conduct of his or her own affairs.

## Definitions of Child Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.  
MakoCreate Child Protection Policy 2012

### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, like to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Context

1. This policy establishes the roles and responsibilities of everyone who works for MakoCreate in relation to the protection of children and young people with whom their work brings them into contact.
2. MakoCreate key principles are:
  - A)The welfare of the child or young person is of paramount consideration. All children and young people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse.
  - B)It is everyone's responsibility at MakoCreate to promote the protection of children and young people. In following the policy staff are always expected to maintain a sense of proportion, apply common sense to situations and protect the child's welfare as priority.
  - C)This policy is also intended to protect MakoCreate staff, freelancers and volunteers. It is part of MakoCreate's duty of care to ensure that team members are never placed in situations where abuse might be alleged. It is not intended that the policy should restrict team members from normal ways of working, but team members always need to consider how an action or activity may be perceived as opposed to how it is intended. MakoCreate Child Protection Policy 2012.
  - D)When working with Children, MakoCreate's normal Health and Safety policies and guidelines also apply. Further details please contact Sean O'Hare - [info@MakoCreate.co.uk](mailto:info@MakoCreate.co.uk) 0151 345 14 19

## Responsibilities of the Child Protection Officer / Safeguarding Lead

1. The Child Protection Officer or Safeguarding Lead is Sean O'Hare, He is the point of contact for all Child Protection issues and concerns for MakoCreate. He can be contacted via [info@MakoCreate.co.uk](mailto:info@MakoCreate.co.uk) 0151 345 14 19
2. The Child Protection Officer / Safeguarding Lead maintains a current knowledge of child protection for MakoCreate
3. The Child Protection Officer / Safeguarding Lead will monitor all MakoCreate projects involving children, the level of that involvement and any issues which come up.
4. If Sean O'Hare is unavailable due to holiday or illness, Ian Pye will become the Child Protection Officer / Safeguarding Lead until Sean returns. He can be contacted via [info@MakoCreate.co.uk](mailto:info@MakoCreate.co.uk) 0151 345 14 19

## Responsibilities of staff, freelancers and volunteers working with MakoCreate

1. Each team member should familiarise themselves with the MakoCreate Child protection policy.
2. The Child Protection Officer / Safeguarding Lead ensures that, in cases where the position will entail unsupervised work, ie training, regular mentoring, supervising or being in sole charge of children and young people, a disclosure from the CRB will be undertaken before an individual embarks on the project.
3. If the project is run by MakoCreate and the children are coming to a venue as individuals, the Project Managers/Artists will ensure that, written consent is obtained from a parent or guardian regarding the child's involvement in the project and that a parent, guardian or chaperon accompany the child if travelling is involved. The Child Protection Officer / Safeguarding Lead will ensure that, no child will be involved in a project until parental consent has been received in writing
4. If the project is run by MakoCreate and the children are coming to the venue as a group e.g. a school group or with a young people's organisation a teacher, member of support staff or project worker must always accompany the children when they are on or off the premises. It is deemed reasonable that this person is responsible for the children's safety and conduct.
5. Filming of children and other incidental involvement of children in a project. Before a child is filmed during an MakoCreate project, the consent of a parent or guardian must be given and a signed consent form received.
6. If children are involved incidentally in a project, and the project is the responsibility of MakoCreate, the most senior person on the project should contact the Child Protection Officer / Safeguarding Lead to discuss whether any further action is required.
7. All Online contact with children though Facebook, Twitter, Bebo and other social networking sites is strictly prohibited. If a young person contacts a member of the MakoCreate team the individual must report it to the Child Protection Officer.
8. Personal data relating to children. All personal data on young people is to be kept secure, not passed onto a third party without permission. MakoCreate Child Protection Policy 2012.
9. Work produced by children and young people will be kept on file. If MakoCreate has secured the correct permissions the work will be placed on the MakoCreate website, twitter account, linkedin and youtube pages. This can include video, photos and audio files of their work which may include the participants faces and voices.
10. Any suspicions of abuse should be reported to the Project Manager/ Lead Artist who will alert the Child Protection Officer. The Child Protection Officer / Safeguarding Lead will report to the suitable authorities. E.g, NSPPC, Child Services, Police, etc.
11. If an individual elects not to undertake a CRB check once requested by the Child Protection Officer, they may not be entitled to participate in the project.

## Good Practice

All MakoCreate staff, freelancers and volunteers should adhere to the following principles and action:

1. Never work alone with a child or vulnerable adult. Work in open spaces avoiding private, one to one interaction.
2. Each project must be fun and enjoyable. Create a working environment where participants can feel safe.
3. Treat all participants equally and promote respect.
4. A child's welfare is paramount and should be prioritised above good results or outcomes.
5. Work with 'safe touch' in mind. There should be no inappropriate touching. If the activity is physical like drama, always ask permission to move or demonstrate a position to a child before touching them.
6. MakoCreate staff, freelancers and volunteers should not agree to keep secrets. If a disclosure is about to take place gently encourage the participant to talk to you but make them aware that you may have to tell someone else who can help.
7. After a disclosure hand write what was said, sign, date and give to The Child Protection Officer / Safeguarding Lead to follow up.
8. MakoCreate staff, freelancers and volunteers are in a position of trust and must always be a good role model. Do not swear, talk about inappropriate subjects, drink alcohol or smoke in front of children and young people.
9. MakoCreate staff, freelancers and volunteers should not give out any personal information about themselves including their phone number and address.
10. Keep a written record of any injury that occurs, along with any treatment given. (First Aiders only)

## Bad Practice

The following are regarded as poor practice and should be avoided by all MakoCreate staff, freelancers and volunteers:

1. Unnecessarily spending excessive amounts of time alone with young people away from others.
2. Taking young people alone in a car on journeys, however short.
3. Engaging in rough, physical or sexually provocative games, including horseplay.
4. Allow or engage in inappropriate touching of any form.
5. Reducing a young person to tears as a form of control.
6. Allow allegations made by a young person to go unchallenged, unrecorded or noticed upon
7. Do things of a personal nature that the young person can do for themselves.

## Disclosures

If a young person says or indicates that they are being abused, you should:

1. Stay calm so as not to frighten the young person.
2. Reassure the child that they are not to blame and that it was right to tell
3. Listen to the child, showing that you are taking them seriously.
4. Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify.
5. Inform the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
6. Safety of the child is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
7. Further to the safety of the child, if it is appropriate, remove the child from the area in questions, should this relate to the child's welfare.
8. Record all information - This must be hand written, signed and dated.
9. Immediately report the incident to the Child Protection Officer / Safeguarding Lead so that the appropriate action can be taken against the escalating risk. Where the designated Safeguarding Lead is absent, you should approach the a senior manager or deputy Safeguarding Lead.

If you have concerns over a member of staff or volunteer with regards to their practice relating to safeguarding you should:

1. Make a written record of the information, including the time, date and place of incident, persons present and what was said.
2. Sign and date the written record.
3. Immediately discuss the issue with the designated Safeguarding Lead so that the appropriate action can be taken against the escalating risk. Where the designated Safeguarding Lead is absent, or is the subject of the allegation, you should approach the a senior manager or deputy Safeguarding Lead.

Further information can be found in Mako's Whistleblowing Policy via our website: <https://www.makocreate.co.uk/policies/>

It is not up to MakoCreate team members to judge whether a disclosure is truthful or not. Once a disclosure has taken place it must be taken seriously.

MakoCreate

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