



Two Queens Safeguarding Policy

July 2022

Our Policy

This policy applies to and should be used by all Two Queens staff, including paid staff, volunteers, freelance workers and anyone working on behalf of Two Queens.

The purpose of this policy is to protect children and young people who partake in educational activity linked to the gallery programme upon Two Queens' premises. This policy should provide all Two Queens staff with the relevant knowledge to act in accordance with Two Queens' safeguarding procedures and the principles that guide our approach to safeguarding.

Two Queens believes that every child and young person has at all times and in all situations the right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Two Queens recognises that the welfare of all children is paramount and that all children regardless of age, gender, ethnicity, religious belief, sexual orientation or identity are entitled to the same level of protection from all types of harm. Some children may be particularly vulnerable due to previous experience; level of dependency or communication needs. Working in partnership with children, young people, schools and other organisations is essential in promoting the welfare of young people.

Our Procedures

Two Queens expects all staff, volunteers, freelance workers and anyone working on behalf of Two Queens to make a commitment to the safety of all children and young people in attendance of workshops and educational activity at Two Queens. All staff, volunteers, freelance workers and anyone working on behalf of Two Queens will be made aware of Two Queens' safeguarding policy. However, the overall responsibility of the safety and welfare of children and young people in attendance of workshops and educational activity at Two Queens lies with the school or organisation working in partnership with Two Queens.

When Two Queens works with Schools and other organisations, Two Queens will request to see copies of their working practices and policies to ensure that appropriate safeguarding policies are considered from the very beginning. In turn, schools and other organisations working in partnership with Two Queens will be made aware of the Two Queens Safeguarding Policy.

All Two Queens workers and schools and organisations working in partnership with Two Queens are to be aware of the appropriate Risk Assessments and Health and Safety Policies. This also means ensuring that all visiting groups are made aware of the location of emergency exits, fire extinguishers and emergency evacuation procedures.

Consent should always be obtained from parents regarding photography and image usage prior to children or young people attending educational activity at Two Queens.

Two Queens is dedicated to recruiting staff and volunteers safely and responsibly and requires that any staff frequently working with children are to have a DBS check.

DBS checks will also be requested by Two Queens for volunteers who come into regular contact with children, young people and vulnerable adults.

Two Queens may request an employee undergo the DBS checking procedure at any point within a period of employment. Such requests will be made at our discretion.

Two Queens requires that their workers avoid situations where they are alone with children or young people. Two Queens also requires that their workers avoid unnecessary physical contact with children or young people in attendance of educational activity at Two Queens as this could be misconstrued.

In the unlikely event that a Two Queens worker is in sole charge of a group of children or young people they will make sure that there is another responsible adult on the premises.

Two Queens workers will be aware of, and prepared to put into operation, Safeguarding procedures with regards to action in the case of suspected abuse or neglect. In all cases Two Queens will be working with schools or other organisations that are ultimately responsible for the welfare of the young people involved in projects. However, situations may arise which make it necessary for Two Queens workers to take some action. These situations include:

A child or young person discloses information to a Two Queens worker.

A Two Queens worker being concerned about a child or young person

A Two Queens worker having concerns about the school or organisation they are working in partnership with.

A Two Queens worker having concerns about another Two Queens worker.

These procedures detail how Two Queens will deal with safeguarding matters. However, if for any reason a worker considers that the matter is best dealt with by going directly to Social Service or the Police, then they should do so. Please see further information and contact links below.

Overall responsibility for the implementation of this policy lies with Two Queens Co-Directors Gino Attwood and Daniel Kelly.

Two Queens will review its Safeguarding policy annually. The next review is due July 2023.

FURTHER INFORMATION & CONTACTS

All staff are directed to the following documents and websites which provide detailed information and guidance on safeguarding issues:

- Working together to safeguard children, HMG, 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf
- Local Safeguarding Children Board - Leicestershire and Rutland, Procedures Manual, 2015 <http://lrscb.proceduresonline.com/>
- NSPCC <https://www.nspcc.org.uk/preventing-abuse/safeguarding/> •

For Police, call 999 for emergency and 101 for all non-emergencies. •

Leicester Safeguarding Children Board (0116) 454 6520
<http://www.lcitylscb.org/contact-us/>