



Digital Writes - Development & Publishing C.I.C.

Safeguarding Policy

About Digital Writes

The aim of Digital Writes is to provide children and young people with enriching creative experiences that give them a genuine sense of achievement, boost their self-esteem and self-confidence, and give them a genuine feeling of power and autonomy.

We fulfil this aim by providing children and young people with enriching creative experiences in the fields of creative writing, visual arts, performing arts, filmmaking, animation, music, digital arts, video games and similar activities.

We provide these opportunities for all children and young people, but are particularly focused on those who are disadvantaged, for example by disability, special educational needs, mental health issues, economic deprivation or emotional and social needs.

The purpose and scope of this policy statement

The purpose of this policy statement is:

- to protect children and young people who receive Digital Writes' services from harm. This includes the children of adults who use our services;
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Digital Writes, including senior managers and the board of directors, paid staff, volunteers, freelancers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

Supporting policies

This policy statement should be read alongside our other organisational policies, including:

- Privacy Policy
- Code of Conduct for Adults Working with Children and Young People
- Code of Conduct for Children and Young People
- Online Safety Policy
- Anti-Bullying Policy
- Photography, Filming and Audio Recording Policy
- Safer Recruitment Policy
- Role Description for the Nominated Child Protection Lead
- Equalities Policy
- Complaints Policy
- Whistleblowing Policy
- Health and safety

Supporting procedures and guidelines

This policy statement should be read alongside our organisational procedures and guidelines, including:

- Recognising and responding to abuse
 - We follow NSPCC recommended procedures:
<https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse>
- Managing allegations of abuse
 - We follow NSPCC recommended procedures:
<https://learning.nspcc.org.uk/safeguarding-child-protection/managing-allegations-of-abuse>
- Child protection records retention and storage
 - We follow NSPCC guidelines:
<https://learning.nspcc.org.uk/research-resources/briefings/child-protection-records-retention-storage-guidance>
- Adult to child supervision ratios
 - We follow NSPCC recommendations:
<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>
- Remote Working and Online Video Workshop Guidelines

We believe that:

- children and young people should never experience abuse of any kind;
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take;
- all children, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them;
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding;
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers;
- developing and implementing an effective online safety policy and related procedures;
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently;
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made;
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance;
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions;
- making sure that children, young people and their families know where to go for help if they have a concern;
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- using our procedures to manage any allegations against staff and volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance;
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact Details

Nominated child protection lead:

Keira Georgeson

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Deputy child protection lead

Ben Morris

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Senior lead for safeguarding and child protection

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NSPCC Helpline

0808 800 5000

Declaration

This Code of Conduct was written by Digital Writes staff based on a standard example by NSPCC and approved by Digital Writes Board of Directors on 7 July 2020.

We are committed to reviewing our policy and good practice annually.