

The LUNA (Learning to Understand Needs and Abilities) Project Supporting Safeguarding Documents



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Date of next review, we are committed to reviewing this policy biannually	May 2022
Signed by Designated Safeguarding Officer (DSO)	Beth Dillon
Signed Trustees	Ross Tanner and Ally Lloyd

Current version	Previous Version	Summary of changes made
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Contents

As they are mentioned in the Safeguarding policy:
Induction, training, and support

1. Induction, training, and support
2. Safer recruiting
3. Adult to child supervision ratios
4. Photography and image sharing guidance
5. Role description for the Designated Safeguarding Officer
6. Recognising disclosures
7. Barriers and Additional Vulnerabilities
8. Discourse surrounding a child making a disclosure
9. Safeguarding concerns records and information sharing
10. Dealing with complaints
11. Bullying policy
12. Sexual assault policy



Introduction

This document seeks to outline all of the policies that are in place to support The LUNA Project being an organisation that takes safeguarding and child protection seriously. The policies in the first half are all policies that were referred to in the Safeguarding Policy. Those in the second half were not but are relevant to The LUNA Project being an organisation who sees the safety and wellbeing of children as paramount.

1.0 Induction, Training, and Support

The LUNA project is committed to giving staff the appropriate training and support in regard to safeguarding and professional development, both when they first start, as well as throughout their time with The LUNA Project. In order to ensure this The LUNA Project will:

- Provide new members with the safeguarding policy, which they are required to read;
- Hold an annual training session to ensure all members fully understand the policy, as well as more detailed talks on safeguarding topics such as recognising the signs of abuse;
- Support members by having bi-weekly check in's with the co-chairs. This is an opportunity for them to ask any questions, seek support, or raise any concerns, including safeguarding concerns.
- Support members in delivering workshops, by ensuring that inexperienced members must do at least two visits with experienced colleagues before being deemed "experienced". There must be a ratio of at least one experienced member, for every two inexperienced members. This also allows for safeguarding to be done effectively. Furthermore, at every workshop there will be a pre workshop meeting to run through the workshop and revise the safeguarding policy. After the workshops there will be a debrief and time to check in to see if anyone had any safeguarding concerns.

2.0 Safer Recruiting

The LUNA project recruitment process is designed to recruit, reputable, responsible individuals who we feel will adhere to the code of conduct. The LUNA Project do this through:

- Asking all applicants to the project to complete an application form that explicitly asks about experience working with young people and any previous convictions;
- Looking at carrying out PVG checks. We are currently unable to carry out PVG checks as an organisation, but are looking into being able to do so. In the meantime, we observe new recruits for a period before allowing them the opportunity to undertake a workshop visit. Furthermore, because we cannot carry out PVG checks, when in schools or youth groups, a member of staff is always present, which ensures safeguarding standards are upheld.



3.0 Adult to Child Supervising Ratios.

- The LUNA Project recognises the importance of appropriate adult to child ratios, to ensure workshops are conducted well, safety, and that safeguarding procedures can be adhered to effectively. The LUNA project endeavours to:
- Ensure that at least 2 members attend each visit involving children or young people, regardless of the size of class. For larger groups the general rule is one LUNA project member to each 15 students where the visits are taking place in schools, as teachers remain present;
- For workshops outside of a school context, an executive decision will be made by the co-chairs accounting for the age of children. However the ratio will be at least one LUNA project member for every 10 children, regardless of age.

4.0 Photography and Image Sharing Guidance

The LUNA Project recognises the importance of having photography and image sharing guidance in order to safeguard effectively. The LUNA project will:

- Never share an image of a child under 18. This is unless that image is voluntarily shared with the project i.e. in the form of blog post photos;
- The LUNA project will not take pictures of any child/ young person who does not volunteer directly with the organisation;
- The LUNA project will only share pictures of its volunteers with their permission
- The LUNA project can retweet, share images of children and young people participating in LUNA Project activities which have already been shared to social media by other organisations, i.e. their school.

5.0 Role of The Designated Safeguarding Officer

The role of the Designated Safeguarding Officer is to:

- Write the safeguarding policy, taking advice from others members or other organisations where necessary;
- Review the safeguarding policy biannually;
- Ensure all members are aware of the safeguarding policy and have been adequately trained in safeguarding;
- Take the lead in dealing with any safeguarding issues regarding children or young people including contacting the relevant people and agencies, with their priority always being the wellbeing and safety of the child or young person;
- Take the lead in dealing with any issues of bullying or sexual harassment that arise within the organisation .



6.0 Recognising Disclosures

The LUNA project recognises that there are different ways young people can disclose abuse;

- Directly → specific statements in which children and young people say what has happened to them;
- Indirectly → non- specific, ambiguous statements which convey something is wrong;
- Behaviourally → the behaviour, this may or may not be intentional, of the child/ young person makes you feel like something is wrong;
- Non- verbally → this is any other form of communication including letters, songs, pictures.

All LUNA members are all required to attend a training session prior to engaging with face to face contact with children and young people regarding the recognition of potential threats to children and young people.

7.0 Recognising Barriers and Additional Vulnerabilities

The LUNA project also recognises that there are numerous barriers to children and young people reporting abuse and believes that recognising these barriers is an important part of mitigating their effect. These barriers include;

- They feel that they will not be taken seriously;
- They feel too embarrassed to talk to an adult;
- They are concerned about confidentiality;
- They lack trust in the services and people around them to help;
- They fear the consequences of asking for help or upsetting their family;
- They worry they will be causing trouble and making the situation worse;
- They find formal procedures overwhelming;
- There is not always the adequate support in place to help children and young people with communication challenges for them to be able to express that they are being abused.



8.0 Discourse surrounding a child making a disclosure

If a child or young person is to make a disclosure to you, you should:

- Not promise confidentiality. You have a duty to share this information and refer to Children's Social Care Services.
- Listen to what is being said, without displaying shock or disbelief, and accept what is said.
- Reassure the child, but only as far as is honest. Do not make promises you may not be able to keep, for example: 'Everything will be alright now', or 'You'll never have to see that person again'.
- Reassure and alleviate guilt, if the child refers to it. For example, you could say, 'You're not to blame'.
- Never interrogate the child; it is not your responsibility to investigate.
- Not ask leading questions, for example, 'Did they touch your private parts?' Rather, you should ask open questions, such as 'Do you have anything else that you want to tell me?'
- Not ask the child to repeat the information for another member of staff.
- Explain what you have to do next and who you have to talk to.
- Take notes if possible or write up your conversation as soon as possible afterwards.
- Record the date, time, place, any non-verbal behaviour and the words used by the child (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.

9.0 Safeguarding concerns records and information sharing

The LUNA Project recognises the importance of confidentiality, and therefore adheres to the following:

- Safeguarding concerns should be recorded in written form using the "Safeguarding Report Form", which all members can access in the "LUNA Safeguarding folder on the shared google drive;
- The form should be filled out by the Designated Safeguarding Officer, or a trustee;
- No names of any children should be included, with use of initials instead, and the information contained should not make it possible for a stranger to identify the children mentioned;
- The forms should be stored on the Designated Safeguarding Officer's computer which should be password protected, and within the organisation only the Designated Safeguarding Officer should be able to access them;
- The records should not be shared out with the organisation, unless there are concerns about a child's safety in which case unconditional confidentiality cannot be guaranteed as they may need to be shared.



10.0 Managing complaints

We at the LUNA project take complaints very seriously. We believe that;

- All people have the right for their complaint to be taken seriously
- We should help people, especially those with learning or communication difficulties to make complaints, rather than making it challenging for them
- The organisation will never cover up any complaints
- We should recognise our limitations and should not be afraid to ask for advice if we feel unable to deal with a complaint
- Action should always be taken on a complaint whether this be a group discussion and reflection to more serious external measures.
- When dealing with a complaint it is vital to maintain communication in a non- hostile manner with the complainant.

Where a complaint does not fit one of the policies outlined in by this document the following steps will be taken

1. A response to the complaint will be immediately issued to the complainant stipulating that we are following our complaints procedure and will be in touch shortly.
2. The complaint will be discussed initially by the three trustees. If the issue can be resolved here with no further action then an email will be sent outlining the outcome of the complaint to the
3. If needed the trustees will then talk to whoever they feel it is necessary to talk with in order to resolve the complaint, gathering as much information as possible from as many sources in order to reach to a resolution.
4. Upon resolving the complaint, it should be logged by a trustee by filling out a complaints form on the Google Drive.
5. Following the complaint resolution the whole committee should be engaged in a reflective activity, the structure of which can be found on the organisation complaints folder.



11.0 – Bullying policy

The LUNA project will

- Not tolerate bullying under any circumstances
- Always listen to all sides of a story
- Will respond with appropriate measures
- Deal with all instances of bullying with utmost sincerity
- Endeavour to deal with all instances of bullying rapidly

Bullying in the classroom

We recognise that children are capable of abusing their peers and that peer on peer abuse can manifest in many different ways, including online bullying, criminal and sexual exploitation, initiation/hazing, inappropriate/harmful sexualised behaviours, upskirting and youth produced imagery.

It is very clear that this type of abuse should always be treated seriously, and never just as banter or part of growing up. Any concerns around peer on peer abuse must be reported and recorded in line with the child protection procedures outlined in this policy.

In the case of a child bullying another child, you must ask them to stop straight away and report it to their teacher or supervising adult so they can progress the claim further. Under no circumstances must you touch a child unless someone is at a severe threat, e.g. the child has a weapon or violence is inflicting serious injury.

Bullying within LUNA

We are aware that bullies are present in all areas of society, including the workplace. Bullying can include (but is not limited to): gaslighting, verbal abuse, harassment of any nature and physical abuse. In order to combat this we have a Human Resources (HR) Manager who will deal with all internal conflicts or abuse within the LUNA team. All allegations will be and should be taken seriously. The HR Manager is:

Amber Thornton

Depending on the nature of the bullying the HR Manager may decide that it is necessary to raise this with the board of trustees who will then decide whether to expel anyone. A full investigation will be taken to ensure that everyone involved is given an equal and fair opportunity to explain what happened. If the nature of the bullying is less serious, a formal apology will be required and any other allegations against said person may lead to expulsion from the LUNA Project.

All allegations and investigations will be held with discretion and confidentiality.



Sexual Abuse

Sexual abuse, for example sexualised behaviour towards pupils, grooming, sexual harassment, sexual assault, and rape, will not be tolerated.

- Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. See LUNA's 'Spotting the signs of abuse' PowerPoint
- In order to combat this there must always be a teacher or professional who has a PGV (in Scotland) or DBS check (in England) present with any member of The LUNA Project.
- No member of the LUNA Project should share any contact details or social media links with a young person and not try and approach any child/young person outwith the classroom or workshop

Any allegations made against a member of The LUNA Project by another member will be reported to the Board of Trustees and an inquiry and judgment will be made as to handle the situation and what action to take. If necessary and/or of the decision of who made the allegation, the police will be contacted. We will do as best as we can in providing support and understanding for anyone harmed.

What to do if Children Talk to you About Abuse or Neglect

It is recognised that a child may seek you out to share information about abuse or neglect or talk spontaneously individually or in groups when you are present. In these situations, YOU MUST:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.



- Use the child's own words where possible.
 - Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
 - Reassure the child that:
 - o they have done the right thing in telling you;
 - o they have not done anything wrong;
 - Tell the child what you are going to do next and explain that you will need to get help to keep him/her/them safe.
 - DO NOT ask the child to repeat his or her account of events to anyone
- If you have a child protection concern you should:

1. Consult About Your Concern

Because of your observations of, or information received you may become concerned about a child who has not spoken to you. It is good practice to ask a child why they are upset or how a cut or bruise was caused or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action. If you are concerned about a child, you must share your concerns. Initially you should talk to one of the people designated as responsible for child protection within The LUNA Project and/or the institution in which is responsible for the child.

The person is: Trustee, Elizabeth Dillon

You should also consult with Social Care Direct, in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exists;
 - when there is disagreement as to whether child protection concerns exists;
 - when you are unable to consult promptly or at all with your designated internal contact for child protection;
- when the concerns relate to any member of the organising committee.

Contacting Agencies to Report a Concern:

The Police: 999 - In an emergency

In Glasgow: Glasgow Social Care Direct

Tel: 0141 287 0555

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=9965&p=0>



2. Make a referral

A referral involves giving Child's Social Car or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

- If your concern is about harm or risk of harm, you should make a telephone referral to the Childs Social Care Duty & Investigation Team in the area where the Child resides.
- If your concern is about harm or risk of harm from someone not known to the child, you should make a telephone referral directly to the Police.
- If your concern is about harm or risk of harm from an adult in a position of trust, see 'Allegations Against Adults Who Work With Children' below.
- If your concern is that a child needs additional help or support, you should contact the appropriate school.

Information required to make a referral

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number, and date of birth of child.
- Gender, ethnicity, first language, any special needs.
- The names of professionals known to be involved with the child/family e.g.: GP, Health Visitor, Tutor.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child.

Action to be taken following the referral

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to the Investigation Team following the referral.
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

Allegations Against Adults Who Work With Children

If you have information which suggests an adult who works with children (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child;