



## Policy for Safeguarding Children & Vulnerable Adults

### About Fantastic Journeys CIC

Fantastic Journeys was constituted in July 2021. It is a social enterprise that focuses on supporting people with Additional Needs to take part in the creative arts. Fantastic Journeys has a dedicated team of freelance practitioners. This team includes music facilitators, movement and dance facilitators and play professionals. The CIC also has 6 directors who are bring a wealth of knowledge and experience to the organisation.

### General Statement of Policy

This policy applies to all staff and volunteers as well as students, contractors or anyone working on behalf of Fantastic Journeys CIC.

Fantastic Journeys CIC believes that a child or young person should never experience abuse of any kind. 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.

The purpose of this policy:

- to protect children, young people and vulnerable adults who receive Fantastic Journeys CIC's services.
- to provide volunteers with the overarching principles that guide our approach to safeguarding.

Legal framework

This policy has been drawn up on the basis of the law and guidance that seeks to protect children, namely (all legislation is easily available to read on the internet): The Police Act 1997, The Protection of Children Act 1999, Criminal Justice and Court Services Act 2000, The Children Act 2004, Working Together to Safeguard Children 2018, Data Protection Act 2018, UN Convention of the Rights of the Child 1991, Human Rights Act 1998, Sexual Offences Act 2003, Safeguarding Vulnerable Groups Act 2006, The Children and Families Act 2014.

### Designated member of staff

- The designated member of staff for the safeguarding of children and vulnerable adults is Director, Peter Burgess. They are responsible for dealing with any concerns about the protection of an individual that have been raised. The responsibilities of the designated persons are to:
- Review the Safeguarding policy & procedure (minimum annually) and disseminate within the organisation.
- Receive information from staff and others who have concerns about safeguarding issues.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Inform and consult with social services, the NSPCC, Sandwell Children's Safeguarding Partnership (Children) or Sandwell Safeguarding Adults Board (Vulnerable Adults) with relevant concerns or test out doubts or uncertainty as soon as possible after an allegation is reported. **(see Appendix 1 for contact details).**
- Ensure that the Safeguarding Policy and procedures are followed & accurate information recorded.

- Keep relevant people in the organisation informed about action taken, further action required, for example disciplinary action against a member of staff.
- Ensure appropriate support and advice is given to members of staff who have been disclosed to or involved with a particular matter.

### **Fantastic Journeys CIC - team**

- Fantastic Journeys CIC Directors will have DBS Enhanced Disclosures (up to 3 years)
- All freelancers and employees working with children or vulnerable adults have DBS Enhanced Disclosures (up to 3 years old).
- Volunteers working with children or Vulnerable adults are closely supervised and will have DBS Enhanced Disclosures (up to 3 years old)
- Some volunteers will be engaged in just office-based tasks and will not have contact with children and vulnerable adults. These volunteers will not need safeguarding training. They will be expected to have read the safeguarding policy and code of conduct. Depending on their role they may need a standard DBS check. This will be determined by the directors.
- All freelancers, employees, directors and volunteers working with children or vulnerable adults are given this policy & safeguarding procedures.
- A Director will talk through the procedures with all new freelancers, employees and volunteers ensuring they are aware of what constitutes appropriate and inappropriate behaviour with and towards young people and vulnerable adults, and they know what to do in the event that they suspect abuse or have it disclosed to them.
- Fantastic Journeys CIC Directors, freelancers, employees and volunteers (working directly with children and vulnerable adults) should undertake Level 1 Safeguarding Training regularly (every 2 years).
- Designated Safeguarding Leads should undertake level 3 Core Working Together Safeguarding Training (Sandwell Children's Safeguarding Partnership) every two years.

### **Project Planning**

- Fantastic Journeys **own** projects with young people or vulnerable adults will have a minimum of 2 artists working together at any time.
- When Fantastic Journeys is working with partners, if there are no other members of staff present a minimum of 2 artists will work on the project.
- When Fantastic Journeys is working with partners, and other members of staff (teaching or support staff) are present during the session 1 member of staff may work on the project.
- Projects and activities will undergo a Risk Assessment procedure.
- Any Accidents and injuries will be recorded in setting accident book, whether it occurred during a project or a participant arrived injured. Follow procedures of the setting. Fantastic Journeys Incident form will also be filled in and stored securely online.
- All project participants are requested to provide information relating to any additional requirements including allergies.
- Formal consent will be obtained for the photographing or filming of a child from a parent or guardian, and the specific use of the images/ footage explained. Permission for the photographing or filming of a vulnerable adult will be sought from the adult in question.
- If an external person visits a session as a one-off Fantastic Journeys staff must ensure that either 1) They have seen a current DBS certificate for working with children from within the last 3 years or 2) a risk assessment has been done regarding the visit. This risk assessment should outline that the person is not to be left alone during their visit.

### **Project Delivery – Good Practice Guidance**

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, immigration status, religious belief, sexual orientation or identity, have a right to equal 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, disability 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 seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Ensuring that we have a safe physical environment for children, young people, their parents and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Recruiting volunteers safely, ensuring all the necessary checks are made for those volunteers working directly and unsupervised with children

Fantastic Journeys CIC will adopt the follow ways of working:

- Maintain an appropriate distance from participants, only touching participants where touch is positive, consensual, appropriate and supports engagement and participation.
- Where a participant initiates physical contact, staff will respond appropriately. For example, responding to a physically affectionate participant in a friendly way yet maintaining appropriate boundaries and ensuring other staff members are present.
- Fantastic Journeys believes that every participant that we work with should have the opportunity to take part in positive and nurturing experiences. Used in context and with empathy, touch supports the development of natural interactions with some of the participants we work with. **See Positive Touch Policy.**
- Respect children and vulnerable adults' right to personal privacy.
- Establish an atmosphere where children and vulnerable adults feel comfortable and caring enough to point out attitudes and behaviours they do not like.
- Remember that actions can be misinterpreted, no matter how well intended.
- Recognise that sensitivity is required when dealing with bullying, bereavement or abuse.
- Ensuring safe physical environments for children and vulnerable adults by applying measures in accordance with the **Health and Safety Policy.**
- In the event of an incident or any concerns, follow all procedures outlined in the Safeguarding Procedures.

### **Social Media Safety**

The use of information technology is an essential part of all our lives; it is involved in how we gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of children and adults and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

Fantastic Journeys CIC recognises that social media provides opportunities to effectively engage with a wide range of audiences, particularly young people. Social media refers to Facebook, and Instagram, there are a wide range of platforms but these are the ones currently adopted by Fantastic Journeys CIC.

Fantastic Journeys CIC also recognises the potential risks associated with social media usage, e.g. bullying by peers, posting personal information that can identify children and vulnerable adults offline, sexual grooming and exposure to inappropriate material, and exposure to racist or hate material. Fantastic Journeys CIC will seek to promote safe and appropriate use of social media by ensuring:

- Any social media engagement with individuals occurs via Fantastic Journeys CIC profiles.
- Where photographs are taken for use on social media by staff appropriate permissions must be obtained and where possible images captured on a FJ phone or tablet. If on rare occasions staff use their personal phone to take photographs, these must be uploaded at the earliest possible opportunity and deleted immediately.

## **Safeguarding Procedure**

All freelancers and volunteers working with Fantastic Journeys CIC are required to familiarise themselves with these procedures.

These procedures are to support the team in the process of raising a concern about suspected abuse. In all cases, any suspicion, allegation, incidents of abuse or actions taken must be reported to the designated member of staff (Peter Burgess) as soon as possible.

### **Context**

It is a major issue in safeguarding children, and has been highlighted in reports into child deaths, that there is a need for agencies to share information where there is a suspicion of abuse or neglect.

Whilst direct contact with children and young people may not always be a daily activity of Fantastic Journeys CIC, individual projects will involve regular sessions with children and their parents/carers. This activity focuses on engaging children with Additional Needs and their siblings in Creative Arts Activities and all volunteers who have contact with children and their parents/carers must be aware of child protection procedures and what to do if they have a concern.

These procedures will also need to be followed at any Fantastic Journeys CIC event / project if concerns are raised about the children/young people in attendance.

### **1. What is Abuse?**

Fantastic Journeys CIC defines abuse as the following:

Physical abuse can involve hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm, including fabricating the symptoms of, or deliberately causing, ill health, and so called 'honour' based violence. It may also be caused through an omission or the failure to act to protect.

**Psychological / Emotional abuse** is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel that they are worthless or inadequate. It may feature age or developmentally inappropriate expectations being imposed on children, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve causing the person to feel often frightened or may involve exploitation or corruption.

**Sexual Abuse** involves forcing a child or vulnerable adult to take part in sexual activities including prostitution, whether or not they are aware of it or consent to what is happening. This refers to both physical acts and non-contact activities such as looking at or being involved in the production of pornographic materials or being encouraged to act in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the severe impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, clothing or shelter, or 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 their basic emotional needs.

**Financial abuse** such as theft, fraud, coercion over wills, misusing someone's money, property or other belongings without their agreement.

**Discriminatory abuse** such as ill-treatment or harassment based on a person's age, gender, sexuality or sexual orientation, disability, religious or ethnic group.

**Institutional abuse** through rigid regimes, systemic poor care, poor organisational culture, lack of resources, denial of choice lack of dignity for service users.

**Modern slavery** such as human trafficking, forces labour and domestic servitude.

The NSPCC notes that there are other sources of stress for children and families such as, domestic violence, the mental illness of a parent or carer, or drug or alcohol misuse. All these may have a negative impact on a child or vulnerable adult's health. If it is felt that a child or vulnerable adult's wellbeing is being damaged by any of these areas, the same procedures as for abuse should be followed.

## 2. How might you recognise or become aware of Abuse?

Recognising abuse is not easy, and it not your responsibility to decide whether abuse has taken place or if an individual is at significant risk. You do have the responsibility however to raise any concerns you may have and all complaints, allegations, or suspicions must be taken seriously. You may become aware of abuse by:

- A child or vulnerable adult telling you, directly or inadvertently
- Some else reporting that a child or vulnerable adult has told them or that they strongly believe that a child or vulnerable adult has been abused
- An individual might show some signs of physical injury or neglect for which there appears to be no satisfactory explanation
- An individual's behaviour may indicate that it is likely that she or he is being abused. E.g risk taking behaviour, withdrawn, sudden change in temperament
- Observing one child or vulnerable adult abuse another

## 3. Responding to Suspicions of Abuse

If you suspect abuse:

- A person with legal responsibility for the child or vulnerable adult should be notified either directly if appropriate to the delivery context or via Director, Peter Burgess (designated member of staff).
- You could raise relevant concerns or test out doubts by contacting the relevant safeguarding board (adults or children): **See Appendix 1 for contact details.**

It is not the responsibility of anyone working with Fantastic Journeys CIC, as a volunteer or otherwise, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns or suspicions by reporting these to the Safeguarding contact(s) of Fantastic Journeys CIC.

If any volunteer or staff member has reason to believe that a child is being abused or has been abused or has any concerns about a child's safety and welfare, they must discuss this immediately with the Safeguarding contact(s).

Volunteers or staff must **never** delay emergency action to protect a child from harm.

## 4. Responding to a Child or Vulnerable Adult disclosing to you

It is possible that a child or vulnerable adult who is or has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be:

- Stay calm, and not look shocked or disturbed.
- Make sure someone is aware of where you are and can see you or where possible another responsible adult is present.
- Listen carefully to what is said and allow the person to tell you at their own pace.
- Ask questions only for clarification for example if you don't understand a specific word or they are speaking quietly. Don't ask questions that suggest a particular answer
- Don't promise to 'keep it a secret'. Explain that you will need to share the information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the individual that 'they did the right thing' in telling someone.
- Tell the individual what you are going to do next.

- Speak immediately to the person with legal responsibility for the individual or who has designated responsibility for safeguarding the welfare of children and vulnerable adults (Peter Burgess)
- As soon as possible, make a note of what was said during the disclosing conversation, using the child or vulnerable adult's own words. Note the date, time, any names that were involved or mentioned, who you gave the information to. Make sure you sign and date your record.

## 5. Responding to Allegations of Abuse against a Member of Fantastic Journeys CIC team

Any suspicion, allegation or actual abuse of a child or vulnerable adult by a Fantastic Journeys CIC freelancer must be reported to the designated persons with responsibility for Safeguarding (Peter Burgess) within 24 hours. If the designated person cannot be contacted the report should be made to Fantastic Journeys CIC Director Victoria Pritchard using the following email address - [vickypritchard93@hotmail.com](mailto:vickypritchard93@hotmail.com)

If an allegation is against the safeguarding lead (Peter Burgess) this should be reported to the Local Authority Designated Officer (LADO). The LADO manages allegations made against people in a Position of Trust who work with children in either a paid or voluntary role in the Sandwell area in accordance with statutory guidance. **Refer to Appendix 1** to find information about the LADO.

## 6. Recording and Reporting Information

A full record should be made as soon as possible of the nature of the allegation and any other relevant information including:

- the date & the time
- the place where the alleged abuse happened.
- the name of the complainant and, where different, the name of the individual who has allegedly been abused and any other names mentioned.
- the nature of the alleged abuse
- description of any injuries observed.
- the account which has been given of the allegation
- making sure you sign and date it.

If possible, the form in **Appendix 2** should be used.

Following an allegation, all details of the report and actions taken after shall be made by the designated member of staff including the above plus:

- Parties who were involved
- Any action taken by the school or host organisation to investigate the matter further
- Any further action e.g. suspension of a worker
- Where relevant, reasons why there is no referral to a statutory agency
- Names of persons reporting and to whom reported

The record should be clear and factual as it may be need as evidence in court. Copies of reports, notes etc. will be kept securely at all times and kept for a period of six years.

## 6. Next steps

When a cause for concern has been raised the appropriate action will be taken promptly. The DSL will also be mindful of the correct pathway to follow when deciding on the appropriate next steps. For example:

- 1) If Early Help is needed, then the DSL will work with the family to complete an early Help Assessment. **See Appendix 1**
- 2) If it is felt that more help is needed the DSL will refer the case to Sandwell Children's Safeguarding Partnership and submit a Multi Agency Request Form (MARF). **See Appendix 1**

## 7. Confidentiality Policy

The legal principle that 'the welfare of the child or vulnerable adult is paramount' means that the considerations of confidentiality which might apply to other situations in the organisation should not be allowed to over-ride the right of the child or vulnerable adult to be protected. However, every effort should be

made to ensure confidentiality is maintained for all concerned when an allegation has been made and is being investigated. Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured. If a complaint or allegation is made against a member of staff, he or she will be made aware of his or her rights under both employment law and internal disciplinary procedures. Confidentiality will be maintained including safe handling, storage and disposal of any information provided on artists. (Data Protection Act 1998)

#### **8. How is the policy made available and updates**

This Policy is available for parents to see upon request. In addition, it is available on Facebook alongside other Fantastic Journeys Policies. It is also available to staff members via a shared drive. It is updated annually

#### **9. Safe Recruitment of staff and volunteers**

Fantastic Journeys has a robust recruitment process for both staff and volunteers. Each member of staff and volunteer is interviewed prior to working with us/volunteering with us. Each person will need to have an Enhanced DBS check from within the last 3 years. They will also need to have undertaken safeguarding training within the last 2 years. They will need to provide 2 satisfactory references. Prior to starting to work with/volunteer with us, each person will be expected to have read our Safeguarding, Health and Safety, GDPR, Online Safety and Equity, Diversity and Inclusion Policies and Code of Conduct

**Updated and signed by Peter Burgess (14.02.2026)**

A handwritten signature in black ink, consisting of a stylized initial 'P' followed by the name 'Burgess' in a cursive script.

**Next Update due February 2027**

## Appendix 1

### Fantastic Journeys designated person with Safeguarding Responsibility

Name: Peter Burgess

Phone No: 07486314677

Email: fantasticjourneyscic@gmail.com

### Contact details for :

#### NSPCC

Webpage - <https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/>

Phone Number – 0808 800 5000

Email - [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### Sandwell Childrens Safeguarding Partnership (Children)

Webpage: <https://www.sandwellcsp.org.uk/key-safeguarding-issues/report-a-concern/>

Phone Number: Sandwell Multi Agency Safeguarding Hub (MASH) on 0121 569 3100

Email - [SCSP\\_business@sandwell.gov.uk](mailto:SCSP_business@sandwell.gov.uk)

#### Sandwell Safeguarding Adults Board (Vulnerable Adults)

<https://www.sandwell.gov.uk/adult-social-care/report-adult-abuse#:~:text=If%20you%20are%20worried%20about%20someone%2C%20or%20know,Fridays.%20Outside%20these%20hours%20call%200121%20569%202355.>

Phone Number: 0121 569 2266

Email - [sandwell\\_enquiry@sandwell.gov.uk](mailto:sandwell_enquiry@sandwell.gov.uk)

#### LADO – Ms Michelle Pinnock-Ouma

Email: [sandwell\\_lado@sandwellchildrenstrust.org](mailto:sandwell_lado@sandwellchildrenstrust.org)

Phone: 0121 569 4770

#### Multi-Agency Threshold Guidance Request Form

<https://www.sandwellcsp.org.uk/key-safeguarding-issues/multi-agency-thresholds-request-form/>

#### Early Help Information

##### 1) Early Help Assessment Form

<https://www.sandwell.gov.uk/childcare-early-years/early-help>

##### 2) Early Help Contact information

<https://www.sandwell.gov.uk/childcare-early-years/early-help/7>

## Appendix 2

### Cause for Concern Recording Sheet

A full record should be made as soon as possible of the cause for concern including:

- the date & the time
- the place where the cause for concern occurred
- the names of those involved
- what happened (be as factual as possible)
- description of any injuries observed – use a body map if necessary
- make sure you sign and date it

***Record the details of the Cause for Concern below.***

Following an cause for concern, all details of the report and actions taken after shall be made by the designated member of staff including the above plus:

- Parties who were involved
- Any action taken by the school or host organisation to investigate the matter further
- Any further action e.g. suspension of a worker
- Where relevant, reasons why there is no referral to a statutory agency
- Names of persons reporting and to whom reported

The record should be clear and factual as it may be need as evidence in court. Copies of reports, notes etc. will be kept securely at all times and kept for a period of six years.

***Record actions taken below.***

***Continue adding to this document as necessary remembering to keep the actions in chronological order with dates.***