

CHILDREN AT RISK SAFEGUARDING POLICY

1. SAFEGUARDING STATEMENT

- 1.1.** TEAM J-GO works to provide skills, training, opportunities and platforms for marginalised children as a core part of its activities.
- 1.2.** We believe that children should never experience abuse of any kind and are committed to protecting children from potential abuse from within our own organisation. We do this by means of child safeguarding, i.e. institutional child protection.

2. ABOUT THIS POLICY

- 2.1.** This policy sets out a framework that guides our approach to protecting the children who receive our services from abuse. This includes the children of adults who use our services.
- 2.2.** This policy covers anyone working on behalf of J-GO MEDIA , including all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

3. LEGAL FRAMEWORK

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

4. CHILD ABUSE: DEFINITIONS

- 4.1.** Under this policy, a child means any human being under the age of eighteen.¹
- 4.2.** This policy concerns the protection of children from abuse in all its forms. The following five forms of abuse are identified and differentiated by the World Health Organization:²

¹ This is in accordance with the UN Convention on the Rights of the Child, article 1.

² World Health Organization, http://www.who.int/topics/child_abuse/en/, retrieved on 12.08.2019

- A) Neglect and negligent treatment:** repeated or persistent failure by the responsible caregivers to provide the necessary care to meet a child's basic needs.
- B) Physical abuse:** all forms of violence against children leading to physical injuries.
- C) Sexual abuse:** sexual acts performed with or in the presence of a child either against his or her will or to which the child, being at a physical, emotional, cognitive or linguistic disadvantage, can unknowingly give consent.
- D) Emotional abuse:** an attitude, comment or action by parents or caregivers who belittle, reject, isolate, ignore, degrade, threaten, terrorise or adultify the child and make him or her feel, for example, unwanted or worthless.
- E) Exploitation:** the economic or other exploitation of a child through activities carried out by the child for the benefit of a third party. These activities encompass exploitative child labour, child pornography and child prostitution as well as all other activities which carry risks, impede the child's education or could harm the child's health or physical, mental, emotional, moral or social development.

5. WHO IS RESPONSIBLE FOR THIS POLICY?

- 5.1.** All staff members are responsible for adhering to this policy, but some staff members have particular responsibilities, outlined in this section.
- 5.2.** Each member of staff (as detailed above at 2.2), agrees to familiarise themselves with this policy and comply fully with its standards and its section (6), regarding the Code of Conduct ('Code') in particular. Staff are required to be aware of risks to children and be vigilant. Staff are also responsible to report any concern about the safety of children as per the reporting procedure and to participate fully in any safeguarding inquiry if requested. Furthermore, staff are to participate in annual training on child safeguarding.
- 5.3.** Our board of directors ('the board') has overall responsibility for the effective operation of this policy. Day-to-day operational responsibility for this policy has been delegated to Janet Bros as Operations Director, who will be held to account by the board.
- 5.4.** All managers must champion the safeguarding of children, set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives regarding safeguarding.

6. CODE OF CONDUCT

- 6.1.** All those covered by this policy commit to respecting, promoting, upholding and protecting, at all times, the rights of the child as set out in the UN Convention on the Rights of the Child.
- 6.2.** The standards of behaviour set by the Code (which is set out at clause 6.4) are required of all those covered by this policy in respect of their conduct towards all children. Adherence to these standards will be interpreted within the framework of the UN Convention on the Rights of the Child.
- 6.3.** Anyone found to be in breach of the Code will be subject to disciplinary action, up to and including dismissal or termination of employment or other arrangement with [J-GO MEDIA].
- 6.4.** The wording of J-GO MEDIA's Code is as follows:
- A)** I respect the rights of children and conform to the relevant legislation that applies at international, European and national level.
 - B)** I undertake to do everything I can to safeguard children from neglect and from physical, emotional and sexual abuse and exploitation.
 - C)** I refrain from using language or behaviour that is violent, discriminatory, racist or sexist either towards children or in the presence of children.
 - D)** I treat children as individuals with their own personalities and show them respect – regardless of age, gender, origin, language, religion, skin colour, disability, political views, or other such characteristics.
 - E)** I respect children's opinions and concerns and give them a say in all matters affecting them, as appropriate for their age and level of maturity.
 - F)** I make sure that once children can do things of a personal nature unaided, they do these things for themselves – for example, going to the toilet or changing their clothes.
 - G)** I respect children's guardians and am respectful of their responsibilities.
 - H)** I ensure that, wherever possible, when I have contact with children, a second adult is present or within sight or hearing at all times (the 'two adults rule').

- I) I undertake to comply with the Guidelines for Using Images of Children during the preparation, dissemination and storing of media content.
- J) I am careful and transparent about my role when dealing with children and their families, and do not abuse the power disparity that exists between CVS organisations and beneficiaries and between adults and children.
- K) I act responsibly to maintain safe physical and emotional boundaries and to avoid harmful forms of relationships with children, involving for example sexual abuse and exploitation.
- L) I play my part in creating a culture of mutual responsibility in the workplace that enables any cases of suspected abuse arising at J-GO MEDIA.
- M) I report any cases of suspected abuse that come to my attention in the course of my work for J-GO MEDIA within 24 hours, confidentially, to the designated contact persons.

6.5. Actions taken outside working hours that are seen to contradict this policy will be considered a violation of the policy. Our staff are required to adhere to principles of the Child Safeguarding policy both at work and outside work. Common sense will prevail in applying this to staff's private lives.

7. CHILD-SAFE RECRUITMENT

7.1. J-GO MEDIA acknowledges that creating a safe environment for children starts with the appointment of suitably qualified and vetted staff. J-GO MEDIA's recruitment processes aim to be in the best interests of children and reflect our commitment to protect children and prevent abuse.

7.2. In our recruitment advertisements, we emphasise the relevance of child safeguarding to our work and draw attention to the fact that employment will be subject to an enhanced DBS check and agreement to work in accordance with the code (set out at 6.4).

7.3. At interview, attention is drawn again to our child safeguarding standards and questions are asked about the applicant's attitude to child protection.

7.4. We differentiate between roles involving indirect and direct contact with children. In the case of the latter, the applicant is required to submit the names of two referees

who will be asked to provide references, including the referee's considered view on the candidate's suitability to be in contact with children.

7.5. Employment is subject to an enhanced criminal record check, which the applicant, if offered a job, will be required to provide before starting work. If the criminal record check contains relevant previous convictions which, with due regard to the aims of this Child Safeguarding Policy, bar them from taking up the job in question, the offer of employment will be retracted.

8. TRAINING AND STAFF DEVELOPMENT

8.1. Training on this Child Safeguarding Policy is compulsory for all staff (as set out at 2.2) and will be carried out annually.

8.2. Newly recruited staff will receive induction sessions which will incorporate elements of this training and will participate in the next annual training.

8.3. This policy will be disseminated on our website, in hard copy, and verbally. Copies of this policy will be made available to all stakeholders.

9. REPORTING AND RESPONDING TO CHILD SAFEGUARDING CONCERNS

9.1. When carrying out procedures for reporting and responding to child safeguarding concerns, we ensure that:

A) The affected child is protected and receives access to any necessary offers of help.

B) Guardians are informed by us about the case of suspected abuse and the further process and supported by us if applicable.

C) The individual under suspicion:

- if suspected of abuse or exploitation, is removed or sent on leave from direct work with children;
- is subject to a fair procedure;
- is kept appropriately informed about the progress of the investigation; and
- receives access to necessary offers of help.

D) The allegation made by the person voicing the suspicion is treated confidentially by all actors involved.

E) The case is continuously documented.

9.2. All those covered by this policy are bound to follow the relevant frameworks for reporting and responding to child safeguarding concerns as per agreed local Safeguarding Board procedures and best practice.

10. IMPLEMENTATION, MONITORING AND REVIEW

10.1. J-GO MEDIA will ensure that implementation of this Child Safeguarding Policy is subject to regular monitoring and will review the policy every year (although changes may be made prior to formal review, should legal, policy or practice changes suggest this is necessary).

10.2. Reports on progress towards full implementation of the policy will be presented by Operations Director to the Board on an annual basis. These reports will include updates and a summary of progress as well as key successes, challenges and obstacles to implementation. The reports will also include any breaches of the policy, subsequent actions and outcomes so that the nature and frequency of protection incidents can be monitored over time and identified gaps responded to.

11. LINKED POLICIES AND SUPPORTING STAFF, VOLUNTEERS AND PARTICIPANTS TO KEEP SAFE DURING COVID-19

11.1. J-GO Media already has in place a Health & Safety Policy to ensure that all statutory Health & Safety requirements are met, and our Recruitment and Induction Programme also ensures that staff, trainees, volunteers and project participants receive adequate training in all aspects of health and safety, including safe lifting, an employee's own duty of care and Covid-19 Prevention and Social Distancing, Cleaning, Handwashing and Hygiene Procedures including taking an inclusive approach to Covid-19.

11.2. All necessary third party and public liability insurances are in place and kept up to date. Currently, J-GO Media holds Public Liability Insurance to the limit of £5,000,000 and Employee Liability insurance to the limit of £10,000,000.

11.3 J-GO Media is continuing to deliver its community support and training projects like Supercharge Your Social Media, Hani the Superhero and Znowflakes online. We are still working – but with reduced workplace numbers to ensure that participants and staff are protected during the coronavirus outbreak. With so much misinformation and disinformation currently doing the rounds we're also advising participants, contributors, and colleagues to follow advice on how to prevent or

minimise the spread of coronavirus from authenticated sources of information only, like the Government's website, NHS and Public Health England.

You can also sign up to Government's coronavirus WhatsApp service to provide an additional source of information and advice. Find out more about the service and how to access it. More information at the end of this policy.

12.: Linked Policies on Safe Computer and Internet Use to Keep Participants, Staff and Volunteers Safe Online

12.1. Participants, Staff and Volunteers now have access to computers in the workplace and at home for the use by them in connection with the organisation's activities. Abuse of the organisation's computers is prohibited. Participants, Staff and Volunteers who are discovered unreasonably using the organisation's computers for personal and private purposes will be dealt with under the organisation's disciplinary procedure. Vandalism of the organisation's computer network constitutes a gross misconduct offence and could render the employee liable to summary dismissal under the organisation's disciplinary procedure

12.2. Logging on to sexually explicit websites or the downloading and/or circulation of pornography constitutes gross misconduct and could render the employee or volunteer/intern liable to summary dismissal under the Company's disciplinary procedure. Participants will be removed from the project.

12.3. The organisation's computer network makes it vulnerable to viruses. Therefore, only duly authorised personnel have the authority to load program software onto the JGO network system. Data compatible with the organisation's system may be loaded only after being checked for viruses by authorised personnel. Any employee found to be contravening this may face disciplinary action under the organisation's disciplinary procedure. A list of authorised personnel may be obtained from Operations Director – Janet Bros.

STAY HOME, PROTECT THE NHS, CHECK THE FACTS AND SAVE LIVES.

USEFUL LINKS

[GOV.UK](https://www.gov.uk)

[NHS.UK](https://www.nhs.uk)

[PHE.UK](https://www.phe.uk)

[GOV WHATSAPP](https://www.gov.uk/whatsapp)

This policy was adopted by the board of J-GO Media on 7th May 2021

The policy is reviewed on a regular basis – and at least annually to take account of new legislative requirements: It was last updated in September 2021 to take account of Covid-19 and online safety requirements.



15/09/2021