

Appendix 2: Safeguarding Policy and Child Protection Policy Guidelines

As part of your application to Register (or re-register) as a Cultural Organisation we require a copy of your Organisation's Safeguarding Policy.

Include any current certificates of Safeguarding Training with your application.

Safeguarding means protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. **Safeguarding people of all ages is a collective responsibility.**

All Organisations should have this Policy as good practice. It can be as extensive or short as applicable to the type and size of the Organisation in question and its type of membership, events run etc.

The Safeguarding Policy will be on a separate document to the Application Form.

Depending on the Organisation, and if the Organisation deals with children under the age of 18, the Safeguarding Policy will also have to include a specific or separate **Child Protection Policy**.

The **Safeguarding Policy** should include:

- General information on the Organisation (name, contact details, address)
- Statement that your Organisation has a Safeguarding Policy and why this is important.
- Who is responsible for heading Safeguarding in the Organisation? This will be the Welfare Officer / Designated Named Person.
- The importance of communicating this policy within the Organisation, and to all staff, trustees, volunteers, parents, service users and carers.
- What are the reporting stages of the policy?
- Include contact details and numbers for important contacts e.g. Police and Social Services (to include out of hours contact details too)
- How often will the Policy be reviewed to ensure that it is meeting its aims, e.g., annually, and all changes will be communicated by the Welfare Officer.
- How the Organisation keeps up with training and awareness, e.g., who will attend Safeguarding training and how often.

Everyone in the Organisation including committee members, leaders, teachers, anyone leading a workshop or class and volunteers are required to know about your Safeguarding Policy.

Committee members will have to be Police Vetted.

If the individual has been in Gibraltar for 5 years or more, you will need to request vetting from the Royal Gibraltar Police.

If the individual has been in Gibraltar for less than 5 years, you will need to request vetting from the Royal Gibraltar Police and from any other countries resided or worked in for a total of 10 years. (Good Conduct Certificate / DBS Check)

Note: Police Vetting information will not be stored or held on file by Gibraltar Cultural Services.

Safeguarding Training for Children

*****Representatives of all Organisations will be required to attend Safeguarding training if dealing with under 18s*****

The training will enable you to:

1. Learn who might be vulnerable.
2. Learn about the different forms of abuse.
3. Recognise the signs and indicators of abuse and neglect.
4. Be aware of the laws relevant to your profession/area.
5. Increase trust in your intuition and give you the confidence to act when necessary.
6. Enable you to record and report abuse and neglect appropriately.

Safeguarding Training

Certification will need to be updated every three years.

To arrange Safeguarding Training (Tier 1 & Tier 2 Multi-agency courses) or for more information, contact:

Davina Barbara
Head of Development
Gibraltar Cultural Services
Tel: 200 65739
Email: davina.barbara@culture.gov.gi

If your organisation deals with people under the age of 18, you will need to include a

Child Protection Policy

This should include:

General information

- General information on the Organisation (name, contact details, address)

Statement

- That your Organisation has a Child Protection Policy and why this is important.

Designated Named Person/s

- Who is responsible for heading the Child Protection Policy in the Organisation? This will be the Designated Named Person/ Welfare Officer.

Definitions

- What is the definition of the term 'child' or 'children'? e.g. all persons under the age of 18 years.
- What is the definition of the term 'worker'? e.g. to include both paid and unpaid persons who work with children.

Selection/Recruitment of workers

What does your Organisation do to vet your committee members/workers/volunteers etc

- What is the screening process (police vetting is a requirement). Screening could include: e.g.

Requesting a written application to include previous experience, references and employment information.

Holding a personal interview to discuss suitability for the position.
Reference checks.

Responding to Allegations

What is your Organisation's procedure in response to a disclosure? e.g.

- Parent or guardian of child will be notified.
- Worker alleged to be the perpetrator of the misconduct to be placed on leave pending an investigation.
- Will have no contact with the victim or with witnesses.
- Will be instructed to remain away from the premises during an investigation.
- Allegation reported to the relevant authorities.
- Organisation will fully cooperate with the authorities on the investigation.

Reporting Procedures

- In the event of a disclosure, what are the reporting stages of the policy?
- Who, when, how?
- Include contact details and numbers for important contacts e.g., Police and Social Services (to include out of hours contact details too)
- State the importance of communicating this policy within the Organisation, and to all staff, trustees, volunteers, parents, service users and carers.
- How often will the Policy be reviewed to ensure that it is meeting its aims? e.g., annually, and how these changes will be communicated. (This will be highlighted in the Safeguarding Training.)

Training

- How will the Organisation keep up with training and awareness?
- Who will attend safeguarding training and how often.
- Who records and keeps track of training within the Organisation?

Medications Policy

- What is the Organisation's policy when it comes to medications, either prescription or non-prescription?
- What is the policy regarding potentially life threatening conditions e.g. asthma or severe allergic reactions?

Accidental injuries to children

What to do in the event of an accident to a child under your care e.g.

- For minor injuries (scrapes and bruises), is it OK to provide First Aid and contact a parent or guardian to advise and/or to collect?
- For injuries requiring further aid, parent/guardian called to attend, and ambulance called if necessary.
- An incident report will be completed in all cases where medical professionals had to be involved.

(Can include an example of an Incident Report form)

Confidentiality

- Statement on confidentiality.

What does the Organisation do to maintain confidentiality, what are the processes?
Information should only be shared in line with the General Data Protection Regulations (GDPR) And Data Protection laws.

For more information please contact Gibraltar Cultural Services on tel 200 75669 or email info@culture.gov.gi