

## **Child Safeguarding Policy**

### **Our responsibilities**

TVS is responsible for ensuring those benefiting from, or working with, the charity are not harmed in any way through contact with it. Children and young people under 18 years of age are a 'vulnerable group'. We have legal duties to:

- act prudently
- take all reasonable steps in our power to prevent harm
- promote the welfare of children and young people and protect them from harm ('safeguarding').

Safeguarding includes:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

### **Core principles**

- The safety and welfare of all children involved with TVS' activities is paramount. This includes health and safety; anti-bullying; prevention and protection from abuse; protection of children online; photography; and emerging issues of eSafety, domestic violence, forced marriage, female genital mutilation, children who live away from home or go missing, child sexual exploitation, race and racism and violent extremism.
- No child or group of children will be treated any less favourably than others in being able to access services provided by TVS which meet their particular needs
- All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- The policy applies to all Trustees, staff and volunteers working with or for TVS.

### **Responsibilities**

TVS will appoint a Lead Officer for Safeguarding who is responsible for ensuring: TVS Safeguarding policies are kept up to date; appropriate staff/volunteer checks are conducted; and the charity's Safeguarding policy is reviewed and endorsed at each Annual General Meeting.

### **Vetting staff/volunteers**

TVS undertakes to ensure that all relevant staff and volunteers who have direct or indirect (eg helpline, email) contact with children have appropriate training, vetting and checks:

- UK citizens: staff and volunteers must have enhanced DBS checks.

- Trustees do not need checks unless we have direct unsupervised contact with children.
- S African citizens: must have police clearance checks.
- All staff and volunteers must undertake specified on-line training and be willing to confirm in writing that they have done so.
  - Lead and Deputy Lead Officers must undertake 'Leading on Safeguarding' training.
  - Other staff and volunteers must undertake international training

### ***Identifying and reporting actual, alleged or anticipated Safeguarding breaches***

The following steps apply equally to situations where an (actual, alleged or anticipated) safeguarding abuse or breach of safeguarding principles:

- Is directly observed by a TVS employee or volunteer
  - Is reported by a child, local teacher, parent or other supervising adult
  - Concerns a TVS employee or volunteer
  - Concerns a local teacher, parent or other supervising adult
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- All TVS employees and volunteers are expected to act in accordance with the core principles set out above; to confirm in writing that they have read the charity's Safeguarding policy; and to confirm in writing that they have undergone appropriate training. Caroline Glendinning is responsible for obtaining and storing written confirmations.
  - All TVS employees and volunteers have a **clear duty** to report any (suspected or actual) abuse or breach of Safeguarding principles.
  - Any (actual, alleged or anticipated) Safeguarding abuse or breach of Safeguarding principles **must be reported at the earliest possible opportunity**, verbally or by email, to a TVS staff member (if available) or to the Safeguarding Officer.
  - If there is a clear and immediate risk to a child, the person witnessing or anticipating the Safeguarding threat must notify someone locally (eg police, school principal, Hobbiton manager) straight away. The Safeguarding Officer must be notified at the same time.
  - In all other cases, the person witnessing the safeguarding threat should notify the Safeguarding Officer **first**, to discuss what steps to take next.
  - In many instances it may be appropriate for the issue to be followed up by the Safeguarding Officer, rather than by the person who has witnessed or reported the safeguarding breach.
  - If the (actual, alleged or anticipated) Safeguarding abuse or breach of Safeguarding principles concerns a TVS employee or volunteer, their role with the organisation may be terminated immediately.
  - If notified of any (actual, alleged or anticipated) abuse or breach of Safeguarding principles, the Safeguarding Officer will keep confidential written records of all incidents, concerns and referrals and actions taken to mitigate the breach.
  - In responding to any (suspected or actual) abuse or breach of Safeguarding principles, the Safeguarding Officer will take every step to maintain confidentiality (where appropriate). All such notifications will be treated with respect. TVS will strive to ensure that no TVS employee or volunteer is adversely affected as a result of making such

notification. However, the safety and wellbeing of children is of paramount importance and this concern may in some instances over-ride principles of confidentiality.

**This policy statement was reviewed by Jim Lewis, Trustee, and approved by Margaret Kiloh, Chair of Trustees, in June 2024. It is due for review in June 2026. The TVS Board of Trustees is responsible for implementing this policy.**