THE UNDERDOG CREW CIC (the Company) is a not-for-profit community interest organisation run for the following purpose: **Youth Empowerment Project, media and creative training.**

Company Registered and Correspondence Address:

90 Goring road, Colchester, Essex, CO4 0DA. Company Number: 14530067

STUDIO ACTIVITIES ARE CURRENTLY HELD AT:

Underdog Crew CIC – "The Barn Studio"

@ **UNIT 6 & 7, Fox & Pheasant Centre,** White Colne, CO6 2PS

FIELD ACTIVITIES **Underdog Crew Minibus or parent/carer drop off/pickup*

Underdog Crew CIC – "Field Centre"

@ **"Lifted lakes" Well-being centre** - iCARP CIC, Great Oakley, Essex
@ **Bobby George Lakes,** Slough Lane, Ardleigh, CO7 7RU
@ **Hintlesham Fisheries**, Fenn Farm, Hadleigh Rd, Burstall, Ipswich IP8 3EG

SAFEGUARDING CHILDREN POLICY *for* **THE UNDERDOG CREW CIC**

The Company has adopted this safeguarding children policy and expects every adult working or helping at Company to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Company.

Purpose of the Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

The Company believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse

- neglect

- sexual abuse

- female genital mutilation (FGM)

- grooming and exploitation

- trafficking and modern slavery

- exposure to or infliction of domestic abuse

- bullying or cyber bullying

- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour

- self-harm

- physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for our Company. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children

- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)

- taking positive steps to maintain the safety and wellbeing of children engaging with us as a Company

- reporting concerns expeditiously and appropriately, in line with child protection procedures

- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)

- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly

- acting appropriately in the presence of children - not taking any inappropriate risks

- not smoking, drinking or taking any form of illicit substances in the presence of children

Designated Safeguarding Officers (DSL's)

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officers:

Name: Mrs TINA ALLISON (Safeguarding lead)

Email: safeguarding@underdogcrew.org **Telephone:** 07902 279051

Name: Miss ASSUNTA JONES (Safeguarding support)

Email: assuntamjones@gmail.com **Telephone:** 07981 208438

Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at: https://www.underdogcrew.org

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their their views are taken seriously

- provide an appropriate and honest level of reassurance

- avoid interrogating children and asking probing, intrusive and/or leading questions

- avoid making false promises regarding secrets and confidentiality with the child (because any concern of

abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)

- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided

- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

Reporting Concerns About Other Adults

Where any person has a concern regarding the conduct of an adult connected to the Company, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally - exposing a child to behaviour which may cause physical or emotional harm - engaging in criminal activity concerning a child this must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Company.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Company will include either:

- further initial enquiries

- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation

- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Company

- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be

convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Company who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Company who makes an allegation against another person from within the Company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

All employees, volunteers and tutors will be DBS registered. Guest tutors will either be DBS registered or chaperoned by our DBS registered staff.

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in a activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding Children at Events and Activities

Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children:

Filmmaking, drama and audio production training workshops.

The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Venues

Any events or activities held by us will **typically** take place at:

Underdog Crew CIC – "The Barn Studio"

@ **UNIT 6 & 7, Fox & Pheasant Centre,** White Colne, CO6 2PS
…with occasional regular day trips and visits to other locations, including 'I-Carp'.

We have carried out a health and safety risk assessment of these locations in reference to its safety and suitability for children. Where any events or activities are held at any other location we shall also carry out a risk assessment.

The fire safety procedure at this location can be found in the following location:

NEXT TO FRONT & BACK DOORS.

All fire and safety documentation is available and visible at the studio entrance.

LOCKDOWN PROCEDURES:

In the event of a lockdown situation, all staff, volunteers, and individuals in attendance must follow the designated lockdown procedures to ensure the safety and security of all children. This includes following the instructions provided by emergency services, securing entrances, and maintaining communication with the Safeguarding Officer. Children will remain under supervision until it is safe to evacuate or until instructed to do so by the appropriate authorities. In such situations, regular updates will be provided to the designated Safeguarding Officer, who will liaise with external agencies as necessary.

First Aid

We have the following first aid procedure within the Company: Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer. This is then documented in our FIRST AID LOG.

All privacy, safety documentation and FIRST AID LOG can be located at the Studio reception.

Consent Forms

We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via:

Consent forms, including emergency contact details and setting out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

For most activities and events, our procedure for supervision of children is as follows:

We aim to accommodate no more than 10 teenage members in the studio at one time. There will always be a minimum of 2 DBS registered staff on site with active supervision.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

Managing Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally - approach the situation in a calm and neutral manner

- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others

- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed

- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer.

Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying.

A part of our mission statement and DNA we have a zero tolerance policy on bullying.

Bullying can be defined as any behaviour which is:

- repeated; and

- has the intention of hurting somebody either physically or emotionally.

Bulling can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child - name calling and threats - cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

The individual will be asked - calmly and neutrally - to explain the situation. We will assess the incident and gather facts from the other party/parties. If the situation is deemed severe, the offending party will be asked to ‘take a break’ from the studio with immediate effect and return home. We will discuss the situation with the parent/carer and a decision will be made whether they can return to the studio at a later time.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

We will discuss the situation with the parent/carer and a decision will be made whether they can return to the studio. **In line with our zero tolerance policy on bullying, we understand there may be instances where an individual is not suitable to return to our studio. We (the Company) reserve the right to uphold this decision.**

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

CHILDREN IN PROTECTION

In situations where a child is identified as being at immediate risk of harm, special care will be taken to ensure their protection. The Safeguarding Officer will assess the situation promptly and make the necessary referrals to children's services and the police where required. A risk assessment will be carried out to ensure the child's safety, and all relevant parties will be kept informed of any decisions made. Any child involved in protection procedures will be supported by an appropriate adult, ensuring that their emotional and physical needs are addressed throughout the process.

Photography

Our Photographs

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner

- the general risk of sharing images and the impact this could have on child's public image as they grow older.

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them

- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared

- always ensure that a child's identity is protected as far as is possible within any published material

- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian

- always store photos in accordance with our data protection policy. Members of the Public

We do also recognise that members of the public may take photographs when they are attending our premises, events or activities.

We ask that any parents, guardians and other members of the public take the following into consideration

when taking photos at our premises, events or activities:

- images of other children should not be shared on social media without the permission of any children who feature in the images (where ascertainable), together with the permission of the children's parent/guardian

- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

Further information is contained in our photography policy which can be found:

All photography will be in accordance with standard filmmaking practices, where the individual and their parent/carer must sign a photography release form. This also applies for any videography as part of our training projects and productions.

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy

- Our first aid policy

- Our photography policy

Legal Framework

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Company in the jurisdictions it operates within.

This Policy is approved and robustly endorsed by THE UNDERDOG CREW CIC and is due for review ANNUALLY.



Signed:

TINA ALLISON (Safeguarding Officer) **Date: 8th** June 2025