

# **Social Sense**

## Policy Documents

# Social Sense Policy Documents

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## Social Sense Safeguarding Policy

### Introduction

This document is the Safeguarding Policy for Social Sense, which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.

The purpose of the organisation is to reduce participation in risky behaviour among young people. We do this by providing young people with the 'evidenced truth' about peer participation in risk taking behaviour in order to correct their perceptions (which are usually exaggerated) of the risky behaviour of other young people of their age group. Although we do want them to have an improved understanding of what is actually normal behaviour, we also aim to reduce or remove pressures that may exist to 'conform with the norm' – especially when this is exaggerated. From a Social Marketing perspective, the aim is to continue offering positive and measurable outcomes, which can be directly linked to the Intervention produced.

The organisation does not undertake activities with children in the absence of their parents/carers. Parents/carers remain responsible for their children's welfare throughout all the work undertaken by the organisation.

We know that being a young person can make them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare and wellbeing of all young people.

If any parent or young person/child has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with Gary Lovatt (Managing Director Social Sense).

This document is written in accordance with Working together to safeguard children, Department for Education, 2013;

<http://www.gov.uk/government/publications/working-together-to-safeguard-children> and  
Keeping children safe in education, Department for Education, 2014;  
[www.gov.uk/government/publications/keeping-children-safe-in-education](http://www.gov.uk/government/publications/keeping-children-safe-in-education).

### Principles upon which the Child Protection Policy is based

- Safeguarding and promoting the welfare of children (defined as everyone under the age of 18) is paramount.
- We acknowledge that everyone who comes into contact with children and their families has a role to play in safeguarding children and that we support the responsibility that all school and college staff have to provide a safe environment in which children can learn.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to.
- Those people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below.

- Those people in positions of responsibility within the organisation will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

### **DBS Checking**

Social Sense commits to ensuring all staff are DBS checked upon commencing their employment.

All self-employed delivery partners working with Children and Young People are required to provide proof of DBS certification before they are approved as direct partners on our programmes.

## Child Protection Policy

As visitors to an educational setting all staff working for on behalf of Social Sense, would expect to follow their Safeguarding policy of that school, college, academy or pupil referral unit; and we expect that there is an effective child protection policy in place together with a staff behaviour policy (code of conduct). However we also note:

### 1. Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD/REN ie:

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

### 2. Recognition of Abuse or Neglect

Abuse or neglect of a child is caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or more rarely by a stranger.

Social Sense also works to the following definitions as outlined by the DfE ([Keeping children safe in education](#), Department for Education, 2014)

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult, or adults or another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or

oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Specific safeguarding issues:**

As recommended by the DfE ([Keeping children safe in education](#), Department for Education, 2014) Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. Schools and colleges can also access broad government guidance on the issues listed below via the GOV.UK website:

- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) – see also below
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- radicalisation
- sexting
- teenage relationship abuse
- trafficking

**For Social Sense staff**

If any member of Social Sense has a concern about a pupil, they should raise this with the settings designated safeguarding lead. This also includes situations of abuse, which may involve staff members. The safeguarding lead will usually decide whether to make a referral to children's social

care, but it is important to note that any staff member can refer their concerns to children's social care directly.

Social Sense staff should also follow these principles:

### **What to do if children talk to you about abuse or neglect**

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations you must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the child that:
  - you are glad they have told you;
  - they have not done anything wrong;
  - what you are going to do next.
- Explain that you will need to get help to keep the child safe.
- Do NOT ask the child to repeat his or her account of events to anyone.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

However, you must not discuss your concerns with parents/carers in the following circumstances:

- where sexual abuse is suspected
- where organised or multiple abuse is suspected
- where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected
- where contacting parents/carers would place a child, yourself or others at immediate risk.

### 3. Consulting about your concern

The purpose of consultation is to discuss your concerns in relation to a child and decide what action is necessary.

You may become concerned about a child who has not spoken to you, because of your observations of, or information about that child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. Initially you should talk to one of the people designated as responsible for child protection within your organisation. In this organisation this person is Gary Lovatt (Managing Director, social Sense) tel: 0161 214 5216. If one of those people is implicated in the concerns you should discuss your concerns directly with Social Services.

You should consult externally with your local Social Services Department in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist
- when there is disagreement as to whether child protection concerns exist
- when you are unable to consult promptly or at all with your designated internal contact for child protection
- when the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

### 4. Making a referral

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral.

A referral involves giving Social Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

In certain cases the level of concern will lead straight to a referral without external consultation being necessary.

Parents/carers should be informed if a referral is being made except in the circumstances outlined on p 4.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Social Services about how and when the parents should be approached and by whom.

**IF YOUR CONCERN IS ABOUT ABUSE OR RISK OF ABUSE FROM SOMEONE NOT KNOWN TO THE CHILD OR CHILD'S FAMILY, YOU SHOULD MAKE A TELEPHONE REFERRAL DIRECTLY TO THE POLICE AND CONSULT WITH THE PARENTS.**



If your concern is about abuse or risk of abuse from a family member or someone known to the children, you should make a telephone referral to your local Social Services Office.

### Information required

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals' known to be involved with the child/family eg: GP, Health Visitor, School.
- The nature of the concern; and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

### Action to be taken following the referral

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Social Services following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

### 5. Confidentiality

The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection.

*If in doubt, consult.*

## Social Sense Health and Safety Policy

### Managing Director

1. The Managing Director has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:
2. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
3. Considering health and safety during the planning and implementation of business strategy.
4. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
5. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
6. Including health and safety on the agenda of Board meetings and senior executive meetings.
7. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
8. Reviewing the objectives of the health and safety policy on an annual basis.

Signed:



Gary Lovatt

Position: Managing Director

**Last update:** 12 November 2014

## Social Sense

Social Sense is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy.
2. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
3. Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
6. Ensuring that the health and safety management system is implemented.
7. Ensuring that relevant policies, procedures, and safe working practices are provided.
8. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
9. Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance.
10. Ensuring personal protective equipment is provided, worn and maintained.
11. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
12. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
13. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
14. Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented.
15. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
16. Promptly informing the Board and senior managers of any significant health and safety failure.
17. Providing the Board with regular reports on health and safety performance, including recommendations for improvements.
18. Ensuring that health and safety records and documentation are complete and are systematically stored.

Signed:



Gary Lovatt

Position: Managing Director

**Last update:** 12 November 2014

## Employees

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment, which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto company premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on company business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

## Social Sense Equal Opportunities Policy

It is the policy of Social Sense to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status.

Furthermore the Company will ensure that no requirement or condition will be imposed without justification, which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

The Company will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

The Company is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. The overall responsibility for the policy lies with Managing Director, Gary Lovatt. However, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

Signed:



Gary Lovatt

Position: Managing Director

**Last update:** 12 November 2014

## Social Sense Environmental Policy Statement

Social Sense is a social marketing agency with a difference, because we empower our clients' success by combining creativity with technology.

We understand the demands and the potential of evolving marketing opportunities along with the conventional.

Protection of the environment in which we live and operate is part of Social Sense's values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

In this policy statement we commit our company to:

- Complying with all relevant environmental legislation, regulations and approved codes of practice;
- Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water;
- Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources;
- Managing and disposing of all waste in a responsible manner;
- Providing training for our staff so that we all work in accordance with this policy and within an environmentally aware culture,
- Regularly communicating our environmental performance to our employees and other significant stakeholders;
- Developing our management processes to ensure that environmental factors are considered during planning and implementation;
- Monitoring and continuously improving our environmental performance.

The policy statement will be regularly reviewed and update as necessary. The management team endorses these policy statements and is fully committed to their implementation.

Signed:

A handwritten signature in black ink, appearing to read "G. Lovatt", written over a light blue horizontal line.

Gary Lovatt

Position: Managing Director

Last update: 12 November 2014