

## 20Twenty Productions CIC Safeguarding Policy



### Introduction

20Twenty Productions CIC has a mission to improve the social mobility of children and young people. We work with children aged 2 – 18 and young adults up to 30. We also support the families of the children and young people we work with.

20Twenty Productions CIC fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children, young people and adults that we work with. Our policy applies to all staff, paid and unpaid, working for 20Twenty Productions, including volunteers artists, all of whom have a vital role in safeguarding children. Concerned parents / carers or other concerned parties may also contact 20Twenty Production's Designated Person/s.

This policy sets out how we, 20Twenty Productions, comply with the statutory responsibilities relating to safeguarding and promoting the welfare of the children and young people who attend our settings, activities and programmes. The policy will be reviewed annually.

**Appendix 1;** provides staff, volunteers, artists and parents/carers with details about specific safeguarding concerns that may impact on the welfare of children in their care or living locally. As a society we all have a duty to safeguard children but it is particularly important that those working or volunteering with children remain vigilant to the signs and indicators of abuse and neglect. Staff, volunteers and artists should be familiar with the safeguarding procedures within 20Twenty Productions and as necessary the schools they work in, and know how to respond to concerns about children or adults.

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. 20Twenty Productions will therefore:

Establish and maintain an ethos where children feel secure, are encouraged to talk, and are actively listened to.

Ensure children know that there are adults in 20Twenty Productions whom they can approach if they feel worried or in difficulty

## Designated Safeguarding Officers in our setting:

**Katherine Nightingale, Designated Safeguarding Lead –**  
[katherine@20twentyproductions.co.uk](mailto:katherine@20twentyproductions.co.uk)

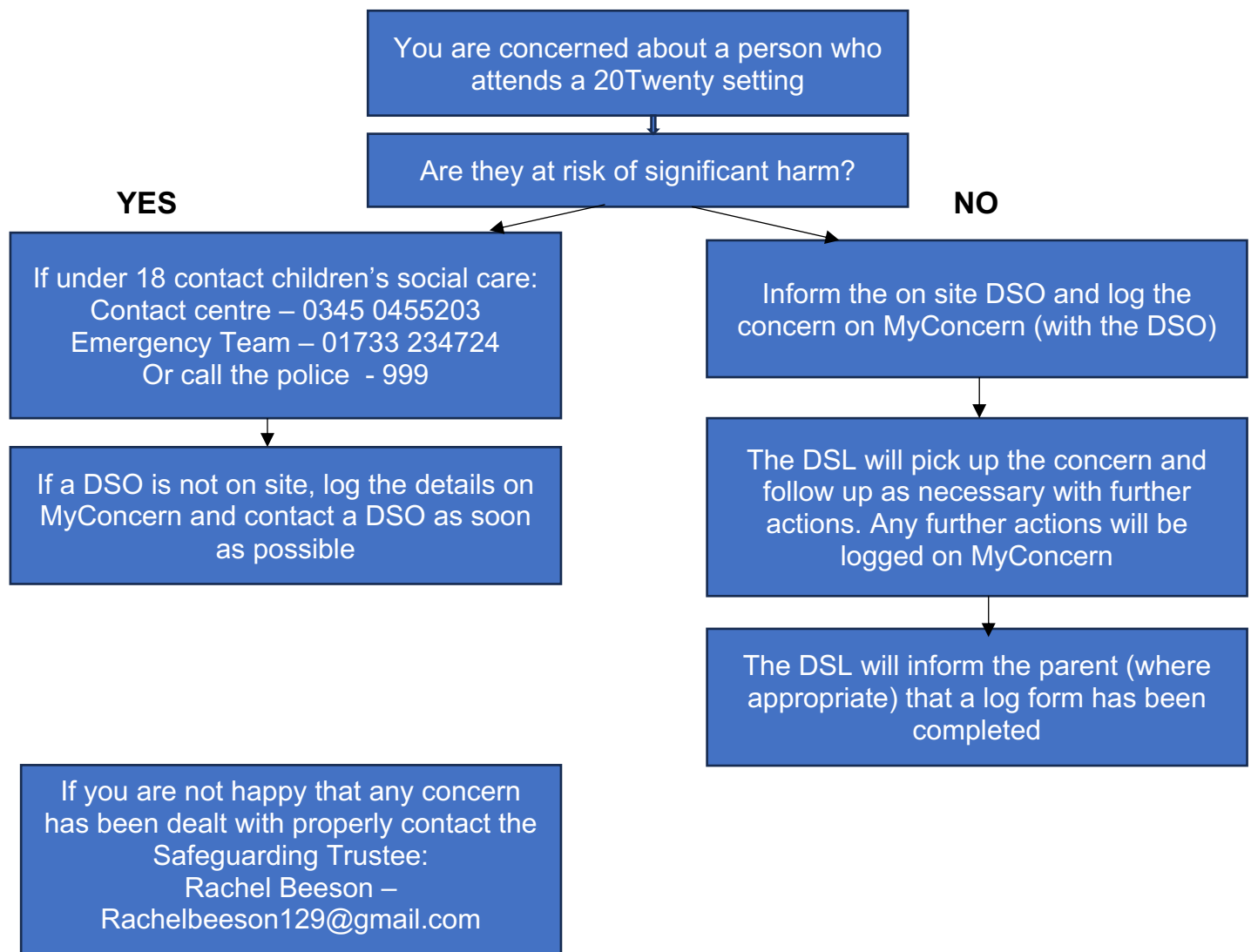
**Tom Harlock, Deputy –** [tom@20twentyproductions.co.uk](mailto:tom@20twentyproductions.co.uk)

**Max Louth, Deputy –** [max@20twentyproductions.co.uk](mailto:max@20twentyproductions.co.uk)

**Kylan Nightingale, Deputy –** [kylan@20twentyproductions.co.uk](mailto:kylan@20twentyproductions.co.uk)

**Phone number for any concerns: 07983 188713**

## Safeguarding Practice in a 20Twenty Productions Setting



## **Designated Safeguarding Officers (DSO), Designated Safeguarding Lead (DSL)**

- A trained DSO is available and on site (wherever possible) at all times,
- Any staff member or volunteer can raise a concern. Whenever possible a staff member / volunteer should discuss the concern with a DSO. All concerns must be logged onto MyConcern.
- The DSL will get an email from MyConcern immediately and is responsible for ensuring any actions are followed through.
- All DSL's will meet monthly to ensure that all concerns are reviewed and are being dealt with / followed up appropriately and that no concerns are being overlooked.
- All DSOs will refresh their training every two years. In addition, DSLs knowledge and skills will be refreshed regularly (at least annually) via information sources such as the DSL Knowledge Hub, Child Protection Information Networks and Cambridgeshire and Peterborough Safeguarding Children Partnership Board.
- The role of a DSO and DSL is to deal with complex safeguarding and child protection concerns and needs, and to ensure 20Twenty Productions maintains a safeguarding culture and to evaluate the effectiveness of our organisation's safeguarding measures. The DSL is responsible for ensuring all staff, volunteers and sessional staff have received safeguarding training within two weeks of starting their role. The importance of the role of the DSO and DSL is acknowledged by ensuring they have the time and training to undertake their duties.
- The DSL will ensure that this policy is annually reviewed in conjunction with the trustee responsible for safeguarding.
- The Cambridgeshire and Peterborough Safeguarding Children Partnership Board procedures, Working Together to Safeguard Children, 2018 and What to Do if You are Worried a Child is Being Abused, 2015 are adhered to. The DSL has contact details for Cambridgeshire Children's Social Care and the Early Help Hub readily accessible for use when required. Bordering county Social Care and Early Help contact details are available, as required, for children who live outside of Cambridgeshire.
- Respond to requests for information about children in 20Twenty Production's care from the Education Navigator at the Multi-Agency safeguarding Hub (MASH) or a Social Worker in a timely manner.

### **Children's Social Care:**

Contact Centre (for telephone referrals)	0345 045 5203
Emergency Duty Team (out of office hours)	01733 234724

<b>Early Help Hub</b>	01480 376666
<b>Local Authority Designated Officer (LADO)</b>	01223 727967
<b>Ofsted</b>	0300 123 1231
<b>Senior Adviser Intervention and Safeguarding (Gemma Hope)</b>	01223 714760
<b>Early Years' Service</b>	<a href="mailto:earlyyears.service@cambridgeshire.gov.uk">earlyyears.service@cambridgeshire.gov.uk</a>

### **Staff Members, Volunteers and Sessional Artists**

- Have a robust induction which includes all relevant aspects of safeguarding practice.
- Know the names of the DSOs and the DSL and what their roles include.
- Have an enhanced DBS which is renewed every three years, ideally the DBS should be on the update system.
- Know how to record and pass on concerns about a child or adult using MyConcern.
- Understand their individual responsibility to refer child protection concerns to relevant agencies as a matter of urgency if there is no DSO or DSL present and/or they feel the child remains at risk of significant harm.
- Staff Members, volunteers and regular sessional artists: Attend basic child protection training every two years as a minimum and within 2 weeks of starting their role. Training will contain details of the local safeguarding procedures within Cambridgeshire and support staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way.
- Receive regular and relevant updates on safeguarding practice, usually from one of our DSL's, at least annually.
- Ensure that they are aware of permissions for photography and filming at all times. Ensure that all photographs and film that is taken is on a 20Twenty device and uploaded to our secure server as per our IT policy.
- Ensure they have read the 20Twenty Productions IT policy which details how we protect our community online.

### **Management**

The Directors for 20Twenty Productions CIC fully recognise their responsibilities regarding safeguarding and promoting the welfare of children. Rachel Beeson, Chair of Directors for 20Twenty Productions. [Rachel.beeson129@gmail.com](mailto:Rachel.beeson129@gmail.com) is the designate trustee for safeguarding. Rachel's role is to monitor 20Twenty Production's safeguarding policy and overall practice and champion good practice in relation to child protection and safeguarding.

The trustees fully recognise their responsibilities regarding safeguarding and promoting the welfare for all the children, young people and adults that we work with. The trustees will:

- Undertake safeguarding training at least every 2 years.

- All trustees will comply with suitability check requirements including undertaking a DBS check.
- The safeguarding trustee and the lead DSL will complete Safer Recruitment training

### **Liaison with other agencies**

20Twenty Productions safeguarding team will:

- Work to develop effective links with relevant services to promote the safety and welfare of all children.
- The DSL will co-operate as required, in line with Working Together to Safeguard Children 2018, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.
- When 20Twenty Productions are made aware of individuals by Social Care, we will notify the relevant Social Care team immediately if there are any further abuse or neglect concerns (such as fresh marks, bruises or injuries) It will not be assumed that Social Care are already aware of these additional concerns.

### **Record keeping**

20Twenty Productions will:

Keep clear, detailed written records of concerns about children's welfare using the Log of Concern Form on MyConcern. Records should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.
- Records will be kept of individual children on MyConcern till the child reaches the age of 25.
- Records will be stored securely and confidentially.
- During registration of each new child, 20Twenty Productions will ask for information about which school the child attends. If a concern is raised about a child or young person whilst in the care of 20Twenty Productions, the DSL may feel it is appropriate to share this concern with the school. The 20Twenty Productions registration form states that information maybe shared with the child's school if appropriate and parents must sign this for the child to take part. The DSL will ensure confidentiality is maintained if sharing information with a school.
- Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves 20Twenty Productions.
- Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be (in line with Information Sharing Guidance, 2018).

### **Safeguarding Practice in a School Setting**

Any safeguarding or cause for concern picked up in a school must be shared as quickly as possible with the DSL at the school.

The information should be shared with a 20Twenty Productions DSL and the 20Twenty Productions procedure for recording information should be followed.

A 20Twenty Productions DSL will follow up with the school to ensure the appropriate procedures have been followed.

### **Confidentiality and information sharing**

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. The DSL will be guided by the the Department for Education (DfE) Guidance 'Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers' May 2024.

Fears about sharing information will not stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. The UK General Data Protection Regulations (UK GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe:

- 'information will be shared legally without consent, if the DSL or a member of staff is unable to or cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.'
- relevant personal information will be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being.'

### **What information will be shared?**

When taking decisions about what information to share, the DSL will consider how much information they need to release and the impact of disclosing information on the information subject and any third parties. Information should be proportionate to the need and level of risk. Only information that is relevant to the purposes will be shared with those who need it. This allows others to do their job effectively and make informed decisions.

Information sharing decisions must be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, the DSL will record the reasons for this decision and discuss them with the person requesting the information.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest with the child and explain that it will be necessary to tell someone else in order to help them and to keep them safe.

### **Communication with Parents/carers**

20Twenty Productions will:

- Contact Children's Social Care first if 20Twenty Productions believes that notifying parents about a safeguarding concern may place the child or another person at immediate risk of harm or prejudice the prevention or detection of crime. Further guidance on this can be found in the 'Effective Support for Children and Families in Cambridgeshire and Peterborough document'.

- Ensure that all parents/carers have an understanding of the responsibility placed on 20Twenty Productions and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at 20Twenty Productions.
- Record on the log of concern form in MyConcern what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not (circumstances may include if the DSL is unable to or cannot be reasonably expected to gain consent from the individual, or if gaining consent could place a child at risk of harm such as potential physical or sexual abuse).

## **Supporting Children**

We recognise that any child may be subject to abuse or witness abuse and that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Children may not recognise that what is happening to them is abuse or is inappropriate. Children may also find it difficult to develop a sense of self-worth and trust those around them. Some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

20Twenty Productions will support children through:

- Activities to encourage self-esteem, self-motivation and resilience.
- An ethos that actively promotes a positive, supportive and secure environment that values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth. 20Twenty Productions will ensure that the child knows that some behaviour is unacceptable, but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child and family such as Children's Social Care and District Teams.
- Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g., Children's Social Care, when necessary.

## **Promoting a protective ethos**

20Twenty Production will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk, and they are listened to. This will be achieved in the following ways:

- All staff, including the DSLs, are trained regularly to ensure skills and knowledge are up to date.
- Staff know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.

- Using personal safety programmes, such as Protective Behaviours and the NSPCC PANTS campaign.
- Working with parents to build an understanding of 20Twenty Production's responsibility to the welfare of the children.
- Ensuring the relevant policies are in place, i.e., the use of mobile phones and cameras, behaviour management, intimate care, whistleblowing, social networking.
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure.
- Staff acting as positive role models to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers in line with our setting's staff code of conduct/behaviour policy.

### **Preventing unsuitable people from working with children and young people**

20Twenty Productions has a duty to ensure that people looking after children whilst acting on behalf of 20Twenty Productions are suitable to fulfil the requirements for their role. 20Twenty Productions will follow safer recruitment practice, this includes:

- Commitment to safeguarding in adverts
- Checking gaps in job history
- Self-declaration
- ID checks
- References
- Safeguarding questions in interview
- Enhanced DBS

20Twenty Productions will not allow people, whose suitability has not been checked, to have unsupervised contact with children.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at 20Twenty Productions). This is checked and recorded during supervisions to ensure ongoing suitability.

### **These members of staff/committee have undertaken Safer Recruitment training:**

Katherine Nightingale - CEO

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Rachel Beeson – Chair of Trustees

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### **Whistleblowing**

20Twenty Productions has a separate Whistleblowing Policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse;
- Safeguarding children and young people;
- Reducing the potential risks to others.



The earlier a concern is raised, the easier and sooner 20Twenty Productions can take action. The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

### **Allegation against a person who works or volunteers with children**

#### **An allegation may relate to a person who works or volunteers with children who has:**

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

If an allegation is made against a person who works or volunteers with children, the following action will be taken (refer to: 'Allegation against a person who works or volunteers with children' flowchart and guidance):

- 20Twenty Productions will ensure the immediate safety of the children.
- 20Twenty Productions will **not** start to investigate but will immediately contact the Local Authority Designated Officer (LADO): 01223 727967.
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g., police) will be informed by the LADO and 20Twenty Productions will act upon the advice given to ensure that any investigation is not jeopardised.
- 20Twenty Productions will notify Ofsted of a significant event
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, 20Twenty Productions will investigate the matter themselves, gaining HR advice as required.

20Twenty Productions will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at 20Twenty Productions and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable. For further information, refer to 20Twenty Production's safer recruitment policy.

### **Adoption and annual review of the policy**

\_\_\_\_\_  
*20Twenty Productions CIC*

held on:

Signed on behalf of the  
Management Committee /  
Proprietor:

**Date for next review**

*March 2026*

*Board of 20Twenty Productions CIC*

## Useful contacts

### Children's Social Care:

Contact Centre (for telephone referrals)	0345 045 5203
Emergency Duty Team (out of office hours)	01733 234724

Early Help Hub	01480 376666
Local Authority Designated Officer (LADO)	01223 727967
Ofsted	0300 123 1231
Senior Adviser Intervention and Safeguarding (Gemma Hope)	01223 714760
Early Years' Service	<a href="mailto:earlyyears.service@cambridgeshire.gov.uk">earlyyears.service@cambridgeshire.gov.uk</a>

## Appendix 1: What is abuse?

The definition taken from Working Together 2023:

**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 so as to cause severe and persistent 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 cyber bullying), 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, though it may occur alone.

**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 caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

## **Possible Signs of Abuse**

### **Physical Signs**

- Any injuries, bruises, bites, burns, fractures, etc, which are not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc
- Injuries which have not received medical attention
- Instances where a child is kept away from the group inappropriately /without explanation
- Self-mutilation or self-harm e.g. cutting, slashing, drug abuse

### **Emotional Signs**

- Changes or regression in mood and behaviour particularly where a child withdraws or becomes clinging. Also depression/ aggression
- Nervousness/inappropriate fear of particular adults e.g. frozen watchfulness
- Sudden changes in behaviour e.g. under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults e.g. excessive dependence
- Attention-seeking behaviour
- Persistent tiredness
- Wetting or soiling of bed or clothes by an older child

### **Neglect Signs**

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Failure to thrive e.g. poor weight gain
- Consistently being left alone and unsupervised

### **Sexual Signs**

- Any direct disclosure made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play
- Preoccupation with sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Other emotional signs (above) may be indicative of sexual or some other form of abuse

*NB: Just because a child exhibits one of the signs this does not mean that they have been abused. Nevertheless, the presence of one or more of the signs, or their repeated presence, might raise concerns & should be used as a prompt for discussion with the DSL.*