

Cirk Hes Ltd Safeguarding Children and Vulnerable Adults Policy

(INCLUDING RELATED DATA PROTECTION AND DIRECT PHYSICAL CONTACT POLICY) - GOVERNING THE WORKING PRACTICE OF CIRK HES LTD (CH) – IN ACCORDANCE WITH GOOD WORKING PRACTICE CODES AND GUIDELINES, AND CURRENT GOVERNMENT LEGISLATION

Revision draft: 19/11/2024 reviewed by – Trustees Lark Bridges and Jan

Blackler

This revision last reviewed and approved by the Board 18/09/2026 authorised by



Mr David Ellis

Key Information

Author: Naomi Lewis Charity Manager

Date agreed by /Board: 10/12/2024 Last reviewed 03/05/2025 Version: 1.1

Next reviewed: 02/05/26 by Naomi Lewis Charity Manager on behalf of the Cirk Hes Board of Trustees

Date of next review: 01/05/27

Changes to Document

This policy will be reviewed and ratified at least annually by the Cirk hes Ltd Board of Trustees, and/or following any changes to legislation and/or guidance. Or following any accident, incident or 'near miss', by any one of the following; the Charity Manager; the Safety Officer; the Designated Safeguarding Lead.

This document sets out Cirk Hes Ltd's approach to safeguarding, including:

- Cirk Hes Ltd's commitment to safeguarding
- key safeguarding principles
- safeguarding governance and accountabilities
- safeguarding procedures for all personnel and volunteers to follow
- working with a local authority on safeguarding
- specific safeguarding circumstances.

Contents:

This policy statement is in 5 sections:

A. Statement of intent

B. Application and Definitions

C. Responsibilities and Procedure

D. Context

E. Additional Information

This Safeguarding Children and Vulnerable Adults Policy governs the working practice of Cirk Hes Ltd (CH), working both independently, and in collaboration, in relation to the delivery of all circus arts based performances, and circus skills based training / learning activities, and related supported learning processes. It governs Cirk hes Ltd's contracted project workers, instructors, session leaders, session assistants, session support workers, performers, and also Cirk Hes Ltd volunteers, any individuals or groups that are involved in working with young people and vulnerable adults, or in contact with children and vulnerable adults, on behalf of, or in collaboration with Cirk Hes Ltd as an organisation, on site at unit F8 or off site anywhere else.

A1 Contents

A1 Contents

A2 Statement of Policy

B3 Application and Definitions

C4 Procedure

D5 Roles and Responsibilities

E6 Context

F7 Further Information and Guidance

G8 Policy Ownership and Status

H9 Appendix A – Participant's Code of Conduct

Appendix B – Personnel and Volunteers Code of Conduct

A.2.1 Statement of Policy

This document states Cirk Hes Ltd's policy on preventing and reducing harm to children and vulnerable adults when they are in contact with our personnel and/or volunteers, or other performers, trainees, students, or members of the public, or any other organisation in performance, or in the course of acting upon the opportunities doing so affords them. The policy aims to:

- Promote and prioritise the safety and well-being of children and vulnerable adults;
- Provide assurance to parents, carers and other parties that CH take reasonable steps to manage risks and keep children and vulnerable adults safe;
- Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters;
- Prevent the use of individuals in project work, performance based, or training activities with children and/or vulnerable adults where they have been barred by the DBS or are deemed by Cirk Hes Ltd to pose an unacceptable risk to vulnerable groups;
- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or vulnerable adults arising from contact.
- Ensure that all personnel, volunteers, end users, or their parents/guardians/ care givers are aware of our 'whistleblowing' and 'complaints' procedures. That these are easy to access including the contact details of our **Designated Safeguarding Lead (DSL)**,

Rosemary Jolly 07854940448, email rosi.cirk.hes@gmail.com, or our Manager Naomi Lewis 07966660403, email nome.cirk.hes@gmail.com, and our Trustee/ Secretary Mr David Edwin Ellis 07760599620, email david.cirk.hes@gmail.com

• As part of our 'whistleblowing' and 'complaints' procedures we further ensure that all are aware of 'MARU', the 'Multi Agency Referral Unit' that exists within Cornwall Council, to safeguard the local community. multiagencyreferralunit@gov.uk 0300 1231 116.

Staff who are worried about sharing concerns about abuse are encouraged to speak with an appropriate agency for further advice (for example, the NSPCC Child Protection Helpline on 0800 800 5000 or Childline on 0800 1111).

Cirk Hes Ltd also provides the following document in our Safeguarding Handbook, 'The Department for Education and Skills guidance: "What to do if you're worried a child is being abused" (2006)', along with easy to follow and easy to access flow charts and posters in the on site personnel and volunteers handbook; in the off site Safeguarding handbook; in our personnel and volunteer induction packs, and also displayed in the office at unit F8. Also included are the contact details of our DSL, our Local Authority Designated Officer (LADO) and our Local Children Safeguarding Partnership (LSCP). And a 'Disclosure Form' template to support accurate capturing of all salient information around any disclosure made to our personnel or volunteers, or involving them.

A2.2 2.1 This policy further aims to provide

Clarification of the intended and pre-existing definition of a vulnerable child/adult and also to further clarify Cirk Hes Ltd's requirements for risk assessments in relation to all personnel, participants, service users and volunteers, whether the harm has taken place on premises at unit F8, or on any other site, Cirk Hes Ltd are utilising, or not.

The Children and Vulnerable Adults Safeguarding Policy also seeks to manage effectively the risks associated with activities and events involving children and vulnerable adults throughout the range of activities and opportunities that Cirk Hes Ltd may make provision for by:

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
- Ensuring that the appropriate enhanced DBS or basic disclosure checks are **conducted and processed, depending on eligibility, for any individuals before conducting any into work or volunteering with** Cirk Hes Ltd, which involves working with children or vulnerable adults;
- Requiring new individuals involved in working with children or vulnerable adults to familiarise themselves with the contents of this policy and the associated Code of Practice, along with Cirk Hes Ltd's 'Code of Conduct', 'Safe Training Principles', and the remaining Cirk Hes Ltd Policy and Procedure personnel and volunteers have included in their induction pack within the first 2 weeks of their induction process. After which new individuals working with children or vulnerable adults have a further 2 weeks to familiarise themselves with the contents of Cirk Hes Ltd's Safeguarding, Emergency and Health and Safety Handbooks.
- Further requiring that to support good working practice off site away from Cirk Hes Ltd, that Cirk Hes operatives and volunteers take the off site copies of our Safeguarding, Emergency and Health and Safety Handbooks along with them.

- Ensuring all Cirk hes Ltd Personnel and Volunteers are aware of our Designated Safeguarding Lead (DSL) Rosemary Jolly, and her roles and responsibilities for the organisation, the team, our service users and their families/agencies. That they are aware of her role too in relation to our contracted 'Approved Provider' status for Cornwall Council and our 'Education Other Than At School' (EOTAS) provisions for young people with an 'Education and Health Care Plan' (EHCP).
- Ensuring all Cirk Hes Ltd Personnel and Volunteers are aware of our SEN/ASD/CAAP Project Manager and Project Development Lead Mr Ross Wheeler, and his roles and responsibilities in relation to the development and delivery of our 'Quirky Circus 2.0', our 'Circo Neuro 2.0', and our 'Sensory Sunday' provisions, and his supporting role for our DSL as regards meeting our responsibilities for young people with ECHP's and EOTAS with Cirk Hes Ltd in place. With particular attention in relation to Safeguarding to information gathering, and assessment of potential new Quirky, Neuro and Sensory participants. In order to ensure their placement into the best group or session context that achieves the best fit for their needs, and that assists us to maintain the safety of the space and all within it.
- Ensuring all Personnel and Volunteers are aware that if they are dissatisfied with our SEN/ASD/CAAP Lead, our DSL, or our Charity Manager's conduct, approach or decision making around any case, that they can access Mr David Ellis Trustee and Secretary to pursue / investigate matters. Along with providing all Personnel and Volunteers easy access to the contact details, and the correct, supportive information around procedure in both dissatisfactory or emergency situations for the 'Local Authority Designated Officer' (LADO), and the 'Local Safeguarding Children Partnership' (LSCP), the Local Authority 'Prevent' Lead, the Social Care Emergency Duty Team and the Police. Likewise the necessary support and information to access guidance, support and assistance from specialist external, independent bodies like the NSPCC or the Children's Society.

This policy requires that any suspicions/incidents and allegations involving harm to children and vulnerable adults are referred immediately to at least two of our Safeguarding team, made up of Trustee David Edwin Ellis, Manager Naomi Lewis and DSL Rosemary Jolly, who will continue with procedure as required for the context, and the needs, choices and best interests of the person at the centre of each individual case concerned. In each case they will determine what action, if any, must be taken, and take that action. The DSL will keep the record of referrals, and also the reports on the processes, and any further actions, or outcomes in relation to referrals, safely on file in accordance with our Data Protection and confidentiality criteria. This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and with sensitivity. It will also ensure that suitable steps are taken as a result of an investigation, which may include contacting the police and/or fulfilling the legal duty to refer information to the DBS as required.

The procedure for managing suspicions and allegations aims to strike a balance between the need to protect children and vulnerable adults from abuse and the need to protect performers, personnel, participants and volunteers from false or unfounded accusations. As a charitable organisation our personnel and volunteers can be 'sitting ducks' that are easily targeted by individuals presenting negative behaviours in crisis. So this policy exists to support an objective, calm, considered and sensitive approach in accordance with current government legislation, and good working practice guidance.

The Children and Vulnerable Adults Safeguarding Policy should be referred to and used at all stages of each project, from its inception and planning stages, through to

implementation, and onward into project development. Cirk Hes Ltd's approach to preventing and reducing harm to children and vulnerable adults is central to all, not only central to Cirk hes Ltd's SEN/ASD and CAAP provisions, or children's provisions. Cirk Hes Ltd also requires all competent and responsible individuals involved, to further develop their own local policies and procedures to address any safeguarding matters of particular relevance to them, and inform the safeguarding team, so that current policy & procedure can be updated.

B3 Application and definitions

B3.1 Application

The key parts of the Children and Vulnerable Adults Safeguarding Policy apply as described below.

Please note that the policy does not apply to any external organisations Cirk Hes Ltd may work with, in delivering services and provisions. As they are separate legal entities and have many of their own private internal policies and procedures. Cirk Hes Ltd will always strive to work in collaboration to the satisfaction of all parties in relation to complying to each's policy & procedure in this area.

B3.2 Risk assessment process

Is implemented, completed and reviewed annually, around November / December, by the Cirk Hes Ltd's Board of Trustees, and also by the Charity Manager and Designated Safeguarding Lead whenever:

1. A new or existing project worker/volunteer commences working directly with children and/or vulnerable adults in a new capacity or role.
2. The commencement of new activities or events involving or potentially involving children and or vulnerable adults.
3. Changes being made to activities or events involving or potentially involving children and or vulnerable adults.
4. Whenever an accident, an incident or a 'Near Miss' occurs and is brought to the attention of any one of the following:
 - The Charity Manager
 - The Safety Officer
 - The Designated Safeguarding Lead

B3.3a Screening check processes

These apply to those carrying out work, or assisting in any provision on behalf of Cirk Hes Ltd, including volunteers, which involves direct contact with children and/or vulnerable adults, and which meets the eligibility criteria for an 'enhanced disclosure' or 'Disclosure and Barring Service' check.

B3.3b Procedure for reporting on, and managing safeguarding issues; allegations; incidents and near misses; 'whistleblowing'

This applies to all performers, personnel, volunteers, visitors and students who come into direct contact with children and vulnerable adults, and all personnel and volunteers should be made aware of this procedure and policy, and be prepared to be assessed on knowledge of it, as part of their induction process with Cirk Hes Ltd. Parents, carers, guardians, and collaborative working partners should also be made aware that we have this policy and that it can easily be viewed on our website here <https://www.cirkhes.co.uk/policyandprocedure> or made available to them upon request to view on site, or via email. **See section 4.9 'Whistleblowing' for reporting and managing procedure.**

(B3.2 – B3.3b) Definitions

A child is any person under the age of 18.

Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if he/she/they:

- Has a learning or physical disability; or
- Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
- Has a reduction in physical or mental capacity; or
- Is in the receipt of any form of healthcare; or
- Is detained in custody; or
- Is receiving community services because of age, health or disability; or
- Is living in sheltered or residential care home; or
- Is unable, for any other reason, to protect himself/herself/them self against significant harm or exploitation.

It is recognised that people who meet one or more of the criteria above may not be vulnerable at all, or all of the time. However, until an operative from Cirk Hes Ltd has direct contact with people on an individual basis, it may be impossible to identify whether vulnerability exists, in relation to an activity or event involving children and vulnerable adults, that they are planning.

Therefore, in order to support individuals working and acting on behalf of Cirk Hes Ltd, in identifying and managing potential risks of harm to people effectively, and for the purposes of this policy only, a vulnerable adult should be identified (for the purposes of this policy only) as a person aged 18 or over, and a vulnerable child as a person aged under 18, who meets one or more of the criteria listed above.

B3.4 Examples of activities and services Cirk Hes Ltd delivers involving children and vulnerable adults

Project workers, personnel, volunteers, and students may encounter children and vulnerable adults in a wide range of situations. These include, but are not limited to, the following:

- The provision of healthcare or health services;
- Carrying out planned activities in relation to their Physical Education and their Physical Literacy;
- When carrying out, and rehearsing performance-based opportunities with and for them. • Aerial Circus Skills, and Ground Based Acrobatic study and training, which

will involve direct physical contact with children and/or vulnerable adults;

- Work experience students, trainees and volunteers under 18;
- Widening participation outreach activities with other organisations
- Student Community Activities
- Any Childcare provision made alongside a project or an activity, to allow accessibility to that activity for the child's parents
- School and/ or off-site visits;
- Community arts projects;
- Photography of children for publication;
- First aid delivery;
- Any events or performances for and/or involving children, or potentially vulnerable adults.
- Teaching or workshopping students who are under 18, in any capacity;
- Open days;
- Working with disabled SEN/ASD/CAAP students (provisions 'Quirky Circus' 'Circo Neuro', 'Sensory Sundays')
- Gala Performances and Competitions
- Cornwall Council's EOTAS provision
- Cornwall Council's Time2Move Holiday Activities and Food Program

B3.5 Definition of the terms 'Abuse' and 'Safeguarding'

Child and adult abuse:

Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. Abuse can take a variety of different forms, including:

- sexual, physical, emotional abuse, and neglect
- exploitation by criminal gangs and organised crime groups
- trafficking and modern slavery
- online abuse
- sexual exploitation
- influences of extremism leading to radicalisation
- domestic abuse
- financial abuse
- female genital mutilation (FGM)
- discriminatory abuse
- organisational abuse.

Safeguarding:

Safeguarding children is defined in Working together to safeguard children as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes. Safeguarding adults at risk is defined in the Care and support statutory guidance issued under the Care Act 2014 as:
 - protecting the rights of adults to live in safety, free from abuse and neglect
 - people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
 - people and organisations making sure that the adult's well-being is promoted including, where appropriate, taking their views, wishes, feelings and beliefs fully into account when deciding any action
 - recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

C4. Procedure

C4.1 Raising awareness of the policy

Cirk Hes Ltd must ensure that all new members of personnel, any group or individual hiring all or part of Unit F8 for performative, creative, or training purposes, and new volunteers, are made aware of this policy and that they are given time to read it during an induction period, and they must sign and date a short document, to evidence that they have done so, and that they understand it. Likewise Cirk Hes Ltd makes this policy available for anyone to view on our website at <https://www.cirkhes.co.uk/policyandprocedure> as well as providing it as standard to any organisation or individual desiring to work with Cirk Hes Ltd in any context as outlined in this policy, that demands it.

Please note: this policy's definition of a vulnerable adult does not apply to Cirk Hes Ltd's personnel/volunteers. Reasonable adjustments for disabilities and any capability/capacity matters in the workplace, training space or performance space, are managed outside of this policy.

Training and advice is available upon request, or as necessary, from the Cirk Hes DSL and Management, on conducting risk assessments in relation to working with children and vulnerable adults.

C4.2 Initiating the Risk Assessment Process

Cirk Hes Ltd is required under health and safety legislation to protect people as far as is 'reasonably practicable'. In particular, the 'Management of Health and Safety at Work Regulations 1999' require organisations to assess the risks in their workplaces, and other spaces utilised on or off site for activities, and to put plans in place to control the risks.

The Children and Vulnerable Adults Risk Assessment process will be initiated by the following circumstances (although other situations may trigger this procedure if deemed appropriate by the Safeguarding team/Safeguarding Lead/Organisation):

- Recruitment to a new or existing post which involves working with children and/or vulnerable adults;
- The commencement of new activities or events involving or potentially involving children and or vulnerable adults;
- Changes being made to activities or events involving or potentially involving children and or vulnerable adults.

Please note that where there are multiple posts, activities or events of a similar nature, it is unnecessary to complete an individual risk assessment for each of them. Instead, it is possible to complete an overarching assessment for a particular type of post, activity or event and ensure that it manages the relevant risks appropriately.

Once it has been identified that the risk assessment process should be initiated, it is vital that the person responsible for the relevant recruitment campaign, activity or event includes completion of this within his/her planning process and ensures that it is completed.

C4.3 Completing the Risk Assessment Process

A risk assessment must be completed in advance of the relevant recruitment campaign, activity or event by a competent person (where there are not current, adequate and documented risk management procedures already in place).

Risk assessments must be completed by a competent person; that is, is someone who understands the job, activity or event and is aware of the hazards. It is important to note that Cirk Hes's insurance may be invalid if a claim is made and no appropriate risk assessment is in place. Likewise

Cirk Hes's 'Direct Physical Contact Policy and Procedure' further governs and guides best, and safest working practice more fully in relation to safety techniques like 'spotting', and teaching techniques where guidance until spatial, mental, and or bodily awareness is fully developed in a participant, may be required through touch.. Particularly in relation to how to 'spot' Circus Skill based activities safely and appropriately when direct touch may be required, and of course how to request consent both prior to and during direct contact in these contexts.

The purpose of the risk assessment, this policy and procedure, and our direct physical contact policy and procedure, is to enable the responsible person to identify, mitigate and remove any potential risks relating to contact with children or vulnerable adults. This can also be a prompt to consider alternative working practices, such as utilising safety lunge lines, minimising occasions where an individual is alone with a child or vulnerable adult and considering whether the activity could be supervised or observed by others.

Any actions identified as a result of completing the risk assessment must be completed within a timescale that prevents further danger, and/or reduces the risk of the potential for danger, to a level that can be managed.

The risk assessor, and their assessment should:

- Identify the nature, length and frequency of the contact and if it would be supervised or unsupervised;
- Consider if there will be children and adults who are particularly at risk; • Consider whether any children or vulnerable adults have allergies, are on medication, have any disabilities (physical or mental), or any behavioural difficulties;
- Identify any potential areas for harm;

- Evaluate the risks;
- Determine actions to prevent harm occurring, which might include consideration of alternative working practices, and prompt individuals to ensure that they are implemented;
- Identify those situations that would require an enhanced DBS check or a basic disclosure check.

Completed risk assessments are retained by Cirk Hes Ltd, whilst an activity/event is ongoing and for five years after it has ceased (or the risk assessment has been superseded). Cirk Hes Ltd's generic, activity and site specific risk assessments are also available for anyone to view on their website at <https://www.cirkhes.co.uk/riskassessment>.

Where an activity is ongoing but unchanged, a review of the risk assessment will be undertaken on a regular basis to ensure that the measures put in place are still relevant and appropriate. A review will also occur should a 'near miss', incident or accident occur, in order to manage the potential risk for future re-occurrence appropriately.

A risk assessment must also be completed prior to any work experience placement being provided. The Temporary Employment Service (TES) provides advice and support for organisations on the arrangement of work experience, including for children, to ensure that appropriate arrangements are in place and that there is compliance with relevant legislation. Further details are available on the TES work experience web pages. Equity is also a useful resource to confirm good working practice is adhered to in the context of children performing for events, or participating in work experience and employment.

Any necessary individual participant's risk assessments in relation to Cirk Hes Ltd's SEN/ASD/CAAP/EOTAS provisions are kept by the Cirk Hes Ltd DSL in accordance with Cirk Hes Ltd's Data Protection and Confidentiality requirements. The DSL is supported to review and update these assessments by the SEN/ASD/CAAP Lead/Project Manager.

C4.4 Identifying required checks

Once the key duties and responsibilities of the activity are determined, one of the required actions must be to identify which checks, if any, are required prior to any individual working with children and/or vulnerable adults, for and with, Cirk Hes Ltd.

In addition, Cirk Hes Ltd must consider if any required checks should be treated as essential before any new worker, student, or volunteer is recruited to a role, and that they should not be able to start work until the check is completed.

C4.5 DBS checks enhanced and standard

Cirk Hes Ltd must apply for a DBS check only where the position is included in the DBS's list of eligible posts. These posts represent the professions, offices, employments, work and occupations that are known as the exceptions to the Rehabilitation of Offenders Act 1974.

There are two types of check available from the DBS:

- Standard - contains details of all spent and unspent convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) that are not 'protected'. Protected convictions and cautions are normally old and minor; they are filtered by the DBS so they are not disclosed and they must not be taken into account by employers. The filtering rules and the list of offences that will

never be filtered are now available for all to view on the DBS's web pages.

- Enhanced - contains the same information as the standard check but also any relevant and proportionate information held by the local police forces. In addition, where the role is eligible, Cirk Hes Ltd can request a check on whether a person is barred from working with children or adults in regulated activity (particular types of work with children and adults).

The roles in Cirk Hes Ltd, which involve working directly with children and vulnerable adults, fall into the category of 'regulated activity' and so are eligible in law for an enhanced DBS check, with appropriate barred list check.

The most common regulated activities which take place within them are:

- Teaching, training, instructing, supervising children and vulnerable adults whilst unsupervised at least once a week or more or on four days or more in a thirty day period; and
- Health care provided by, or under the direction or supervision of a regulated health care professional (please note that this only needs to be on one occasion). It should be noted that teaching, training, instructing, caring for or supervising a 16 or 17 year-old's employment (which includes work experience) is not regulated activity and a DBS check may not be requested. A DBS check may only be required for work experience students under 16 in the event that the same person is teaching, training, instructing, caring for or supervising them whilst unsupervised on a frequent/intensive basis, and at Cirk Hes Ltd no personnel or volunteers EVER work alone.

Although as previously stated elsewhere in this policy, Cirk Hes Ltd personnel and volunteers do NOT lone work, Cirk Hes Ltd still insists on an enhanced DBS to be already in place, or in process of application to be in place asap for adult personnel and volunteers.

Where an individual is not working in a regulated activity, he/she would be eligible for a standard DBS check where his/her work is:

- Concerned with the provision of health services;
- Of a kind as to enable the individual concerned to have direct, physical contact (such as interviews or during in class activities, physical and non-physical), with persons in receipt of such services in the course of his/her normal duties.

However Cirk Hes Ltd prefers to put an enhanced DBS in place with all adult operatives that may come into contact with children and vulnerable adults. In order to maintain the best safeguarding working practice possible across a diverse range of provisions, and sites.

The Charity Manager, the SEN/ASD/CAAP Lead, or the DSL will review the eligibility criteria of any new recruit, at the start of any new recruitment process, to identify whether a new enhanced DBS check, or an updated enhanced DBS check is required. They will then ensure that Cirk Hes Ltd has a copy of their current disclosure, if they have one, and implement the process of obtaining a new or updated version of an enhanced DBS for the new recruit. This means the Manager, SEN/ASD/CAAP Lead, or DSL is responsible for ensuring candidates complete the necessary enhanced disclosure application form (which are available via the Police) and ensuring that it has been filled in correctly.

The Manager, SEN/ASD/CAAP Lead, or DSL should also determine whether the check must be completed before an individual can start work or if there are activities that the individual could reasonably and safely carry out before the check result has been received.

The application process for obtaining a DBS, and receiving and recording DBS check results, will comply with best and safe working practice guidelines, and current related Government Legislation, particularly around Data Protection. Plus Cirk Hes Ltd may opt to complete a risk assessment in order to allow individuals to start work where their DBS check is being treated as 'non-essential before start', and whilst waiting for the new documentation to arrive with the candidate. When this is the case the completed risk assessment will be kept in accordance with Cirk Hes Ltd's Data Protection and Confidentiality requirements.

Appropriate control measures must be set out in the risk assessment and implemented in order to minimise any risk arising from the DBS check not having been completed when the individual begins work. Examples of control measures include not allowing the individual to commence any work relating to the DBS check until it has been completed or ensuring that he/she is supervised at all times.

Cirk Hes Ltd reserves the right to discontinue the services of any member of their team of operatives if they fail to obtain an enhanced disclosure, and submit it in a timely manner.

Likewise Cirk Hes Ltd reserves the right to discontinue the services of any operative, or volunteer, that breaches our Safeguarding Policy, our Health and Safety Policy, our Direct Physical Contact policy, our Code of Conduct, or our Safe Training Principles.

Cirk Hes Ltd also reserves the right to eject any participant, performer, spectator, carer, family member, guardian, agency worker or member of the public that causes a danger to themselves or anybody else, or who seriously breaches the Cirk Hes Ltd Code of Conduct, or the Cirk Hes Ltd Safe Training Principles.

C4.5a Basic Disclosures

Disclosure Scotland is the Scottish equivalent of the DBS and its services can be used by organisations throughout the UK. It differs from the DBS in that it offers basic level criminal records checks (known as basic disclosures), which only reveal convictions which are unspent under the Rehabilitation of Offenders Act 1974 are revealed. This means that, unlike DBS checks, eligibility for basic disclosures is not restricted in law. Employers may choose to require basic disclosures as they deem reasonable for certain work.

As set out in the Screening Checks section, Cirk Hes Ltd requests enhanced disclosures for all roles, with the exception of the Board of Trustees, as they do not come into contact with our young people, or vulnerable adults, during the course of operations.

Where the nature of the work means that Cirk Hes Ltd believes, that it is reasonable and proportionate, to obtain information about a prospective operative's unspent criminal convictions, (or those of a current operative moving role) in order to manage risk, including to people. I.E. In the circumstances where an individual will have direct contact with children or vulnerable adults as a central part of their role, but where they are ineligible for a DBS check, they may be eligible for a basic disclosure.

It is worth highlighting here that all of the roles within Cirk Hes Ltd require an Enhanced Disclosure (DBS), with the exception of the Board of Trustees and our Bookkeeper/Treasurer.

At the start of the recruitment process or planning for an activity/event, and as part of

the risk assessment process described in sections B3, C4 and F7 Cirk Hes Ltd will need to assess for such roles:

- The nature of the contact with children/vulnerable adults;
- The level of risk arising from the duties/responsibilities of the role;
- Whether a basic disclosure would be relevant to managing that risk (under 18's);
- If there are more effective alternative means of managing the risk.

An appropriate individual within the organisation, or appointed to undertake the task on behalf of a collaborative organisational effort, will need to determine whether the check must be completed before an individual can start work, or if there are activities that the individual could reasonably and safely carry out before the check result has been received. The procedure for requesting an enhanced or a basic disclosure, receiving and recording check results, and how Cirk Hes Ltd may (where it is appropriate) complete a risk assessment in order to allow individuals to start work where their basic disclosure is being treated as 'non-essential before start'. Will again follow best and safe working practice guidelines, and current related Government Legislation, particularly around Data Protection.

Appropriate control measures must be set out in the risk assessment and implemented in order to minimise any risk arising from the DBS not having been completed when the individual begins work. Examples of control measures include not allowing the individual to commence any work relating to the DBS until it has been completed or ensuring that he/she/they are supervised at all times.

C4.5b Portability

Where an individual has previously undergone a DBS check or basic disclosure required for his/her post with another organisation in the course of his/her employment, this check is not portable to any other external roles or responsibilities, for any other organisations.

It will not be accepted as meeting any or all of Cirk Hes Ltd's requirement for a post-holder to forgo a new application, or determine the particular type of DBS check or basic disclosure, to be applied for.

Exceptions to this are as follows:

- Where an individual has subscribed to the DBS Update Service – this means that their DBS check will be kept up-to-date and they can take this with them from role to role, where the same level and type of check is needed. With an individual's permission, Cirk Hes Ltd will be able to go online to do a free, instant check (known as a status check) to confirm that their DBS Certificate is still up-to-date.
- Where a DBS check has been carried out within the last 12 months by Cirk Hes Ltd, for a post with comparable duties. Individual cases will need to be discussed with Cirk Hes Ltd's Manager, SEN/ASD/CAAP Lead, and DSL, and their agreement provided that another check is not required.

C4.5c Disclosure of a criminal record

Where a criminal conviction is disclosed by an applicant or through a DBS check/disclosure, an 'Objective Assessment for Disclosure of a Criminal Conviction' document will be created, in relation to the individual concerned, by a member of the Cirk Hes Ltd Safeguarding team, acting on behalf of Cirk Hes Ltd as appropriate to the case. This assessment will contain details of the check result, the individual's explanation and an assessment of the level of risk.

The decision makers will consider this assessment objectively and, where the assessment indicates that the level of risk is too high to allow the individual to

start/continue working in a particular role/activity, the consequences of this for the individual will depend upon:

- The check concerned;
- The reason for the check (that is, check for a new operative/volunteer, a recheck for an existing operative/ volunteer in their current post or a check for an existing operative/ volunteer in a new post);
- Relevant legislation;
- The post concerned;
- Whether the individual is suitable for other employment or volunteering opportunities available within the scope of the above-named organisations work.

When necessary, the Manager, the SEN/ASD/CAAP Lead, the DSL, and the board of Trustees, will be involved in the decision process. Possible outcomes include amended duties, redeployment, withdrawal of an offer of a volunteer placement or employment or, where the individual started work before the relevant screening check was completed, dismissal.

C4.5d Recruitment of ex-offenders

It is worth declaring that Cirk Hes Ltd welcome applications from a wide range of candidates, including those with criminal records. Having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position and the circumstances and background of the offence.

Cirk Hes Ltd complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure because of a conviction or other information revealed.

C4.6 Dealing with reported suspicions and allegations

Concerns for the safety and well-being of children and vulnerable adults could arise in a variety of ways and in a range of situations. For example, a child/vulnerable adult may report or show signs of abuse, someone may hint that a child/vulnerable adult is at risk or that a colleague is an abuser, or someone may witness abuse.

According to the Department for Education and Skills, there are five main types of abuse, which are outlined in section B3.5 of this policy. It is not always easy to recognise a situation where abuse may occur or has taken place and our employees, freelancers, volunteers, trainees and practitioners are not experts at such recognition, (though the majority do have safeguarding training to level 2). However, each person has a responsibility to act if they have any concerns about someone's behaviour towards a child or a vulnerable adult. It is important that the recipient of any complaint or accusation that a child or vulnerable adult has been or is being abused listens carefully without making or implying any judgment as to the truth of the complaint or accusation.

To ensure that all of the details of an allegation are captured for any future investigation, a detailed record should always be made at the time of the matter being raised. It is impossible to promise complete confidentiality when a concern is raised or an accusation made. This is because we owe a duty of care to all concerned in making and delivering provisions, services, training, education, and performance-based activities, for students or visitors that cannot be fulfilled unless Cirk Hes Ltd takes action on the basis of information that may have been provided in confidence. The duty of confidentiality must be weighed against the duty of care, in case of potential or actual harm of an individual. However, at all stages, only those people who need to be made aware of an incident or concern, whether internal or external to Cirk Hes Ltd, should be informed.

Where an individual suspects or is informed that a child or vulnerable adult has been, is being or could be harmed as a result of taking part in an activity/event or through contact with Cirk Hes Ltd staff, volunteers or students, it is not the responsibility of that person to decide whether abuse has taken place. Instead, the individual aware of these suspicions or allegations must contact the manager, the SEN/ASD/CAAP Lead, or the DSL immediately for guidance and assistance on the action that must be taken.

Personnel or volunteers who are worried about sharing concerns about abuse are encouraged to speak with an appropriate agency for further advice (for example, the NSPCC Child Protection Helpline on 0808 800 5000 or Childline on 0800 1111).

How to Report a Safeguarding Concern (for more information or further external sources please find our online 'How to report a concern' guide)

Any safeguarding concerns can be discussed with line managers and/or taken to our designated safeguarding lead (DSL).

Core management staff at Cirk Hes are as follows;

Rosemary Jolly ~ Safeguarding Officer (DSL)

rosi.cirk.hes@gmail.com

Naomi Lewis ~ Charity Manager & Youth Circus Manager

nome.cirk.hes@gmail.com

Ross Wheeler ~ SEND Lead

ross.cirk.hes@gmail.com

Where a complaint of abuse is reported, the Manager, the SEN/ASD/CAAP Lead, the DSL, or Trustee and Secretary David Ellis, will carefully consider the information available and decide on the appropriate course of action. Such situations may require contact with the relevant external agencies (including LADO, LSCP, Prevent, social services and the police) for them to investigate the matter and determine any necessary action. Consideration will also be given to whether it is necessary to notify the Cirk Hes Ltd board of Trustees, and take further action through the relevant procedures that they have in place. This may include invoking a disciplinary procedure, or in the case of participants, trainees and volunteers, a participant, volunteer, or trainee disciplinary procedure.

In emergency circumstances for example, where there is certain immediate and significant danger to an individual, (in relation to outside of safe circus skills based training and activity parameters), the activity must cease, and the high risk potential must be immediately acted upon, by the appointed safety monitors, and management staff, in collaboration, or for example a criminal act has been witnessed. All appointed personnel and volunteers can and should make referrals to the police, social services or the other context appropriate authorities themselves, in relation to the same. Prior to consulting with more senior staff where this is necessary, however management should be informed immediately afterwards. In such cases, a criminal investigation may follow.

Cirk Hes Ltd has a legal duty to refer an individual to the DBS if they have been removed from working in regulated activity with children and/or adults because they caused harm to children/adults or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection.

All cases for possible referral must be raised with the relevant Management/ Safeguarding staff in the first instance as soon as harm or a risk of harm is identified. They will work together to complete the DBS referral form found on the DBS's web pages.

The completed form must then be provided to the Cirk Hes Ltd board of Trustees for review and a final decision on whether the referral is required. Where it is deemed that a referral must be made, the referral form must be forwarded to the whole board, and be logged by the Secretary to the board of Trustees prior to being sent to the DBS.

Any enquiries made by the media about possible allegations of abuse regarding children/vulnerable adults should be referred to the Cirk Hes Manager or DSL immediately.

To support correct processes and procedures being actioned by Cirk Hes Ltd personnel and volunteers, all Cirk Hes operatives are made aware of where to access the legislation and guidance they need in their Induction packs, and they are assessed on this knowledge on induction. So all are aware of the location of the on and off site safeguarding handbooks, and the on site personnel handbook, and that they contain at a glance, step by step guidance and reference material in relation to responding to a disclosure and reporting suspicions, witnessed incidents, and allegations. Including a simple 'Disclosure Response Form' to support good reporting and recording practice, and the contact details of e.g. The Cirk Hes Ltd DSL, LADO and the LSCP. Further reference material in the Cirk Hes Ltd Safeguarding Handbook includes a flow chart of procedures for responding to safeguarding concerns, simple guidance on responding to a disclosure, guidance on identification and definition of safety thresholds. As well as Cirk Hes Ltd's 'Safeguarding Statement', and 'Safeguarding Children and Vulnerable Adults' policy.

C4.7 Data protection

Cirk Hes Ltd complies with the principles of the Data Protection Act 2018 and Human Rights Act 1998/Bill of Rights 2022 in the way it collects, holds, uses, and disposes of personal information.

- Completed risk assessments relating to activities involving children/vulnerable adults must be retained whilst an activity/event is ongoing and for a minimum of five years after it has ceased (or the risk assessment has been superseded).
- Details of relevant training (such as on safeguarding or working with children or vulnerable adults), or any localised off site training or Cirk Hes Ltd in house training, must be retained by Cirk Hes Ltd's DSL and Management team, for a minimum of five years after the training is completed.
 - Personal files of all personnel (including those who have contact with children/vulnerable adults) and any documentation related to allegations or suspicions of abuse must be retained for a minimum of six years after the individual concerned leaves off working with us.

In addition Cirk Hes Ltd should, wherever practicable, record lists of the individuals (staff, students, volunteers and child/vulnerable adult participants) involved in activities/events for children and/or vulnerable adults and retain them securely for a minimum of six years after the activity/event.

Cirk Hes Ltd strives to continually adhere to and implement effectively all current Government Legislation and Best Working Practice Guidelines, in relation to Data Protection, storage, usage and information sharing.

Information about any allegations or suspicions of abuse must be shared on a 'need-to-know' basis only. Documentation related to allegations or suspicions of must be stored in a secure place which is only accessible to those with appropriate knowledge of the suspicions/allegations. Where it is necessary for workers, students or volunteers to take photographs or video images of children or vulnerable adults, written consent must be obtained (from parents in the case of children) before these images are taken in order to comply with the Data Protection Act 1998.

C4.8 'Whistleblowing' & Reporting Procedures

The basis of safeguarding vulnerable people is to protect those who have needs that make them vulnerable to abuse and neglect, as well as the risk of it. People working with individuals at risk have a duty to protect them at all times, including reporting any instances where this is not the case.

Likewise people working with such individuals can also be placed at risk when working with such individuals, particularly when those folk may not be sound of mind, or who are capable of misguided, or malicious intent.

What is Whistleblowing?

Whistleblowing is the process whereby concerns can be raised about malpractice, wrongdoing, risk, or illegal proceedings, which harms or creates a risk of harm to the people who use Cirk Hes Ltd's spaces, services, employees, volunteers etc, or the wider community.

Whistleblowing is not the same as making a complaint or raising a grievance. It's about situations where a staff member or a volunteer has witnessed some form of malpractice in their workplace and needs to raise a concern.

Cirk Hes Ltd and those who deliver it's provisions, have a duty of care towards people at risk and a responsibility to draw attention to poor practice in their workplace. Failing to come forward can be considered collusion with the person(s) who has caused the harm.

As an organisation that interacts with people at risk Cirk Hes Ltd must have this whistleblowing policy in place. This policy outlines our organisation's whistleblowing procedure and provides a detailed explanation about what staff members should do if they suspect instances of wrongdoing.

Reporting Process

In the first instance, concerns should be raised with either our Manager Naomi Lewis, and our Designated Safeguarding Lead Rosemary Jolly, who has the relevant training, qualifications, knowledge and experience.

They in turn together would bring the matter to the attention of the Board. Should the matter require the notification of a prescribed external body at any stage, this should be carried out as immediately as appropriate within the context.

Should the conduct of either our Manager or our DSL be the concern, then the concerns can be raised directly with our Board via Trustee and Secretary Mr David Ellis, with our Safety Officer Georgina Hopwood, or externally with the relevant prescribed external bodies available.

The person raising the concern has the choice in any case, for multiple reasons to go straight to an external prescribed body should they prefer. For reasons such as e.g. They

may want to remain anonymous, or believe that the organisation will try to cover it up or ignore it, they may be worried of being treated unfairly for making the complaint, or they may know that the issue was raised before but wasn't dealt with.

Additionally, a person may choose to go to an external prescribed body after they've reported their concern internally if it wasn't dealt with in an appropriate and timely manner.

Prescribed bodies include Police, Social Services, The Care Quality Commission (CQC), who are the independent regulator of health and social care services in England, LADO, LSCP, and the Charities Commission. The CQC have published a guide for contacting them on their website <https://www.cqc.org.uk>

Whistleblowers are protected by the Public Interest Disclosure Act 1998 (PIDA). People can challenge practices in their workplace and not be discriminated against because of it.

As part of our 'whistleblowing' and 'complaints' procedures we further ensure that all are aware of 'MARU', the 'Multi Agency Referral Unit' that exists within Cornwall Council, to safeguard the local community. multiagencyreferralunit@gov.uk 0300 1231 116.

Staff who are worried about sharing concerns about abuse are encouraged to speak with an appropriate agency for further advice (for example, the NSPCC Child Protection Helpline on 0808 800 5000 or Childline on 0800 1111).

D5 Roles and Responsibilities

Rosemary Jolly is the Designated Safeguarding lead, for Cirk Hes Ltd. As such they, and the Board of Trustees, take overall ownership of the policy in relation to Cirk Hes Ltd, as the organisation that the policy governs, and they will promote the importance of safeguarding within Cirk Hes Ltd. Due to the variety and diversity of all Cirk Hes Ltd's available opportunities, and activities, the day-to-day operation of the policy and its procedures will be the responsibility of the appointed individuals, as outlined below:

All Cirk Hes Ltd operatives, volunteers and trainees are accountable for the adoption and implementation of this policy. They are required to promote the importance of safeguarding within the scope of their individual and group project work, their working practice, and ensure that appropriate systems put in place by the Cirk Hes Ltd board and facilitated by the Manager, DSL and SEN/ASD/CAAP Lead are followed for:

- All to become familiar with this Children and Vulnerable Adult Safeguarding Policy and the rest of the contents of the Cirk Hes Ltd Safeguarding manual, including the Cirk Hes Ltd Direct Physical Contact Policy, Code of Conduct and Safe Training Principles documents, during their induction.
- All will have their Safeguarding knowledge base assessed and will need to achieve an 80% pass rate in their Induction assessment, which must be signed off by the Cirk Hes Ltd DSL, Manager and Safety Officer.
- Relevant staff to review ongoing and new project activities and follow the Children and Vulnerable Adult Safeguarding risk assessment process.

It is the responsibility of the member of staff leading the recruitment campaign, activity or event which involves working with Children and Vulnerable adults, and the Cirk Hes Ltd DSL to:

- Identify that the Children and Vulnerable Adults Safeguarding procedure is applicable to a particular role, activity or event;

- Ensure that staff, workers, volunteers and students working with children and vulnerable adults are familiar with the contents of the policy and its application before any new or changed activity/event;
- Draft a new risk assessment, or draft updates to an existing one, which will then be brought to the attention of the DSL and Manager, who will present the draft to the board of Trustees for authorisation.
- The Cirk Hes Ltd DSL, SEN/ASD/CAAP Lead, and DSL Ensure implementation and review of the actions identified by the risk assessment;
- Identify whether individuals recruited or involved in an activity or event require a DBS check and, where applicable, ensure that this is carried out in accordance with Cirk Hes Ltd's procedures.

Staff, students and volunteers working with children and vulnerable adults, within Cirk Hes Ltd, should be familiar with this policy. In addition, they should, wherever possible, conduct themselves in accordance with the Code of Conduct and Safe Training Principles set out in Appendix A. This provides guidance on acceptable and desirable conduct to protect both children and vulnerable adults who come under our Duty of Care during our work with them, or onto premises we are responsible for at the time, to study, to visit, to perform, or train, and those working with them.

Every individual who becomes aware of any suspicions or allegations regarding harm to children or vulnerable adults is required to report this immediately to their known senior member of staff, or directly to the Safeguarding Lead, in both cases the whole Safeguarding and Management Team will be notified where appropriate.

Rosemary, Ross and Naomi will be the initial point of contact where any allegations of abuse against children and vulnerable adults are raised. They along with Cirk Hes Ltd's Trustees (the Board holding overall responsibility), will hold responsibility for:

- Promoting the Children and Vulnerable Adult Safeguarding Policy and related policies and protocols within Cirk Hes Ltd.
- Dealing with any reported suspicions and allegations of abuse of children or vulnerable adults occurring within the provisions of Cirk Hes Ltd, or brought to light through their attendance of said provisions.
- Providing appropriate information when making referrals to external agencies (such as Social Services or the Police) in all cases of suspected abuse of children or vulnerable adults.
- Ensuring that appropriate records are kept in relation to the reporting of suspected abuse.
- Working with the relevant DBS counter signatory to determine whether a referral needs to be made to the DBS.
- Promoting and providing day-to-day advice on the Children and Vulnerable Adult Safeguarding Policy, and Direct Physical Contact policy to all relevant teams, personnel, volunteers, trainees and activity providers who need to know.
- Leading the reviews and updates of the policy document on an annual basis, or whenever, an accident, incident or 'near miss' occurs, and for working to relevant, current and appropriate Health and Safety Legislation, and Policy and Procedure to ensure that personnel and volunteers recruited, are trained on safeguarding, and aware of this governing working practice policy, along with all other relevant organisational Policy and Procedures that exist to govern their working practice.
- Naomi, Rosi and Ross will also facilitate the process of DBS checks for staff, and manage DBS checks for trainees being completed where appropriate. (With the assistance of Georgy Hopwood (Bookkeeper/Treasurer and Safety Officer).
 - Naomi, Rosemary, and Ross will also signpost and facilitate advice and support routes for the arrangement of work experience, including for children, to ensure that

appropriate arrangements are in place and that there is compliance with relevant legislation.

• Ross Wheeler is also responsible for overseeing the 'Safer Recruitment in non-educational settings' in regards to Cirk Hes recruitment of new staff and volunteers and the most recent review of quality standards by Cornwall Council in relation to being an EOTAS Approved Provider. Please reference Appendix 3. For additional PREVENT training policy and Safer Recruitment Policy.

E6 Context

Cirk Hes Ltd has a duty in law, stand alone, and in collaboration, to conduct their affairs responsibly, to take reasonable care of children and vulnerable adults coming onto its premises, or into their sessions/events, be they on site at unit F8 or off site. Cirk Hes Ltd aim to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children and vulnerable adults. Cirk Hes Ltd can encounter children and vulnerable adults in a variety of settings, including through its teaching and performance-based activities, as well as through its outreach youth, social, community, and performance art based programmes.

Safeguarding in relation to children is defined by the Children Act 1989 and Joint Chief Inspectors Report on Arrangements to Safeguard Children (2002) as requiring:

"Agencies [and organisations] working with children and young people to take all reasonable measures to ensure that the risks of harm to the individual's welfare are minimised; and Where there are concerns about children and young people's welfare, all agencies [and organisations] take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies."

Cirk Hes Ltd is fully committed to meeting the requirements of safeguarding, as defined above, both in relation to children and vulnerable adults, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential.

This policy should be read in conjunction with the following policies and procedures that Cirk Hes Ltd adheres to independently, or in collaboration:

- Recruitment Guidance
- Recruitment of Ex-offenders Policy Statement
- Equal Opportunities Policy
- Health and Safety Policy
- Dignity at Work Policy
- Screening Policy
- Data Protection Policy and procedure
- Disciplinary action, grievances and appeals procedure
- Health and Safety Policy and procedure
- Fire Safety and Emergency Action Policy and procedure
- Direct Physical Contact Policy
- Code of Conduct
- Safe Training Principles
- Safer Recruitment Training Policy
- PREVENT Training Policy
- Online Safety Policy

All of the above can be located in the Cirk Hes Ltd Governance Manual in the Cloud, on the Cirk Hes Ltd Secured external hard drive and back up external drive, and/or in the relevant hardcopy handbooks in the Cirk Hes Ltd office at unit F8.

The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998 and newly introduced Bill of Rights 2022
- Sexual Offences Act 2003
- The Children Act 1989 and amended 2004 Act
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children and Social Work Act 2017
- Keeping Children Safe in Education (KCSIE) Statutory Guidance
- Protection of Freedoms Act 2012

The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.

F7 Further information and guidance

There is a range of supporting information for this policy, both internal and external to Cirk Hes Ltd including:

- The Cirk hes Ltd Screening Policy which sets out the required approach to screening checks, including DBS checks and basic disclosures for those working with children and vulnerable adults.
- The Identifying Required Screening Checks section of the Cirk Hes Ltd Recruitment Guidance sets out how we ensure that required screening checks (including DBS checks) are correctly specified within role descriptions
- The Make an offer and send rejection letters section of the Cirk Hes Ltd Recruitment Guidance provides a template conditional offer letter which must be used to explain to a preferred candidate that their offer of employment/ deployment is conditional upon the satisfactory completion of screening checks (including DBS checks and basic disclosures where applicable).
- The Disclosure and Barring section of the Recruitment Guidance explains eligibility for DBS checks, the process for requesting DBS checks for new/current personnel and volunteers, and how/when to make referrals to the DBS.
- Information on obtaining DBS checks for trainees/students is found in the Trainee/Student Registry's Guidance, along with frequently asked questions for students about the DBS **check process**.

For DBS checks for students/trainees/inductees/personnel/volunteers, please refer to:

- The Recruitment of Ex-offenders Policy Statement which sets out our

- organisation's position on employing individuals with a criminal conviction.
- See our lesson and activity plans for provision of a range of relevant guidance, including on supporting students/participants with mental health problems. Obviously, students/participants with such issues will come equipped with a care plan, and or support workers to assist us, and will act as further guidance, and provide all the required information that we will need to determine how best we can work with that individual.
- Cirk Hes Ltd's 'Disciplinary Procedures' and/or 'Student/ Trainee/Inductee Disciplinary Procedures' may be relevant in cases of suspected or alleged abuse.
- The Disability and Mental Health Acts and related guidance inform how we support students/ trainees/ inductees/ personnel / volunteers, and other participants with a range of impairments.
- Guidance on the operation of this policy can be sought from all senior staff within Cirk Hes Ltd, i.e. the Charity manager, the DSL, the SEN/ASD/CAAP Lead, the Safety Officer, and the Secretary to the Trustees.
 - Organisations such as the NSPCC and Safe Network have a range of useful information on their web pages, including guidance on minimum levels of supervision for children.

G8. Policy Ownership and Status The Children and Vulnerable Adults Safeguarding Policy

This policy is owned and adhered to by Cirk Hes Ltd. It will be periodically reviewed and updated ahead of the Board of Trustees Annual Review by the Cirk Hes Ltd's Charity Manager, or another appointed competent person, such as the Safety Officer, the DSL or the SEN/ASD/CAAP Lead, in order to ensure compliance with relevant legislation and any address any internal changes, as a result of any accident, incident or near miss that occurs ahead of the Board's next Annual Review of this policy.

The Safeguarding Team members as outlined above will ensure that each published version of this policy is archived, along with details of when it was in operation, and that this has been facilitated by an appointed competent person. The policy will be archived in the Cirk Hes Cloud Storage, and on our secured external hard drive back ups.

Cirk Hes Ltd makes the current version of this policy available (along with all of our other main policies) for all to view on our website here

<https://www.cirkhes.co.uk/policyandprocedure>

Appendix A –

Participant's 'Code of Conduct' – Please refer to separate document 'Code of Conduct' (Also part of our on and off site Personnel Handbooks, and Safeguarding Handbooks)

- Some circus activities may require group or partner work, and or other close contact, e.g. 'Spotting'. Spotting means physically guarding another's safety, and might require a helping, or guarding hand or hold. Our instructors will ALWAYS demonstrate how these things should be done, they will explain why it is done, and they will ALWAYS ask for your consent to do so, before the skill needing the spot, or the partner or group work is attempted with you, by you.
- Sometimes more than one spotter may be needed, only participants assessed as

able and aware of assisting, other instructors will do this.

- Our instructors will also ensure your safety with use of safety equipment such as crash mats, acrobatic lunging harnesses and safety lines of various types – dependent on the skill being learned, or the apparatus and height at which participants are working. Again if participants cannot assist themselves to correctly put on any harnessing, our instructors will explain what they need to do to aid this process with a participant, and obtain the necessary consent before doing so.

Other ways everyone's safety is protected during our activities, in house, off site, or in collaboration with other organisations are as follows:

- Properly rated, in service equipment and safety gear – Aerial apparatus and rigging fitted, and checked to comply with LOLER and live load regulations. Acrobatic and ground based equipment also rated where necessary, regularly checked, and recorded. **Please refer in both instances to our Equipment and Facilities Master Sheet.**
- Our instructors hold enhanced DBS, or are waiting to have an application processed. They also either have their own Public Liability Insurance or are covered by our Employer's Liability Insurance, whilst working for us.
- Volunteers, participants, spectators etc are also covered for our activities on and off site.
- Our instructors do not work alone with vulnerable young people and adults, and our training space is open plan.
- We also ensure that enough instructors are available in session to keep the number of participants taking part suitably monitored and guided.
- Our instructors will ensure that working groups or partnerships are created within appropriate age (and where applicable gender) boundaries. This is vital as our 16+ sessions may be jointly attended by teens and adults.
 - Adults will always be partnered or grouped with other adults, or teens with teens. Again they will guide, demonstrate and explain the correct hows and whys during partner and group activity, in order to promote a culture of good/professional working practice, prevent injury and incidents, and to ensure respect for every participant's and every instructor's, or performer's boundaries. A culture in which all feel comfortable and able to ask for, to give or to deny their consent. A culture in which all involved have a clear sense of appropriate behaviour, and are mindful of their safety, and others before, during and after our activities.
- It's important that everyone learning, training, instructing, working or performing with us and for us is respected, kept safe, and made fully aware of what they and us must do to achieve this. What we expect of them and what they should expect of us.

You must read this 'Code of Conduct', or have it read or explained to you by your parent, guardian or carer, or session chaperone, in a way you understand. Before you or anyone on your behalf, signing our consent form). As a parent,/guardian/carer reading our code and signing our consent form, also means that YOU agree to be mindful, and adhere to our instructors guidance and demonstrations.

We ensure that all in house are supported to help us achieve a strong culture of good working practice, this help us maintain an excellent safeguarding record.

This Code also ensures we are providing the necessary support to all involved in our activities for them to have a clear understanding of our expectations of everyone re appropriate and safe conduct. Ensuring we do our best to facilitate that everyone is clear on what our responsibilities, and their responsibilities are when taking part/getting involved with our activities. To further ensure

that all have the support needed to understand what is required of them, and the support to be empowered to voice their needs and assert their boundaries.

If you have any concerns about our conduct and our activities in session please contact any of the following:

Our charity manager in the first instance nome.cirk.hes@gmail.com

07966660403 Our Designated Safeguarding Lead

rosi.cirk.hes@gmail.com 07854940448 Our SEN/ASD/CAAP Lead

ross.cirk.hes@gmail.com 07765935574

Our Safety Officer georgybkcirk.hes@gmail.com 07855235998

Cirk Hes Ltd staff reserve the right to end yours, or the person in your cares participation in session if your/their actions contravene our code or the Health & Safety Legislation governing our operations.

Appendix B – Personnel and Volunteers ‘Code of Conduct’

When working with children and/or vulnerable adults, all of our personnel and volunteers are expected to adhere to this code in the way that they conduct themselves.

- Consider the wellbeing and safety of event participants in advance through proper planning and development of safe methods of working/activities.
- Wherever possible, work in an open environment with children where they can be seen by others.
- Avoid unnecessary physical contact.
- Avoid taking a child or vulnerable adult alone in a car on journeys, however short.
- Avoid taking a child or vulnerable adult to the toilet, unless another adult is present or another adult is aware (this may include a parent, group leader or other responsible person).
- In any situation where you become alone with a child or vulnerable adult, make sure that others can clearly observe you, and video call one of the Safeguarding team.
- Set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their own performance and behaviour.
- Ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have.
- Avoid showing favouritism towards particular participants.
- Report incidents of alleged abuse to any one of the following Cirk Hes Ltd Personnel, Manager, DSL, SEN/ASD/CAAP Lead/ Safety Officer, Trustees Lark Bridges and David Ellis and ensure that any allegations are recorded.
- Report any concerns about poor practice to Cirk Hes Ltd’s Manager, if management are themselves in question the Trustee’s must be made aware immediately in Cirk Hes Ltd’s case.
- Report any accidents, incidents, or near misses to any one of the following Cirk Hes Ltd Personnel, Manager, DSL, SEN/ASD/CAAP Lead/ Safety Officer, Trustees Lark Bridges and David Ellis, for recording and investigation where required.
- Avoid personal relationships with a child or vulnerable adult.
- It is not appropriate for staff to have a physically or emotionally intimate relationship with a young person under the age of 18. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which created a new criminal offence of abuse of “a position of trust”.
- Staff, students and volunteers should remember that inappropriate behaviour can also occur over the telephone, email, social media or internet.

- Only official organisational social media should be used for engaging with the wider community. Inappropriate or abusive comments should be removed swiftly and abusive individuals blocked/reported to the social media concerned. Facebook instant chat and other similar functions should not be used to interact with children or vulnerable adults. Wherever possible, communication should be only public pages and avoid colloquial language/abbreviations which may be misinterpreted (e.g. LOL).
- Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted.
- Participate in training available to you to support you in your work with children and vulnerable adults.
- First aid treatment should be given with more than one adult present unless a delay would be life-threatening.
- Do not take children or vulnerable adults to your home.
- Maintain confidentiality about sensitive information.
 - Where it is necessary for staff, students or volunteers to take photographs or video images of children or vulnerable adults, written consent must be obtained (from parents/guardians in the case of children) before these images are taken in order to comply with the Data Protection Act 2018. Personal details and photos which clearly identify an individual must only be published where he/she (or his/her parent/guardian) has given specific agreement. Subjects should be suitably dressed in photographs and when taking part in any activity.

Appendix B – Personnel and Volunteers ‘Code of Conduct’

First reviewed 30 September 2022 by Naomi Lewis Charity Manager

Reviewed by Naomi Lewis 31-10-2023

Reviewed by Naomi Lewis and David Ellis 15-02-2024

Reviewed by Naomi Lewis 19-09-2024

Last Authorised on behalf of the Board by
Trustee/Secretary David Ellis 15-02-2024

Scheduled for next annual review by the Cirk Hes Ltd Board of Trustees December 2024 Board meeting.

Latest policy drafted for review and authorisation by the Board created 22-11-2024 by Naomi Lewis, Charity Manager

Forwarded to Lark Bridges Trustee and Chair and David Ellis Trustee and Secretary for further review ahead of Cirk Hes Ltd's December 2024 Board meeting – by Naomi

Lewis 22 - 11-2024



Authorised on behalf of the Board by Mr David Ellis Trustee & Secretary 10-12 2024 To be brought to the Board for review by 01/12/2025



Reviewed by Board in Meeting 10/12/2025

Next Review scheduled for June 2026,
does not occur warranting review in the



providing any accident or incident
interim.

Reviewed by Naomi Lewis Charity
Hes Board of Trustees
15 July 2026

Manager, on behalf of the Cirk

Date of next review barring any incident requiring immediate review 14 July 2027