

Instruments of Time & Truth – Safeguarding Policy

Revised July 2023

Policy Statement

Instruments of Time and Truth (henceforth referred to as “IT&T”) has an education programme, working regularly in Primary and Secondary schools throughout Oxfordshire and the surrounding area. IT&T also welcomes and encourages children and young people to attend its public events through a range of ticket promotions and incentives. IT&T has a growing digital presence on social media and streaming platforms, and a range of direct marketing channels, all of which are open to all ages.

The aim of IT&T’s Safeguarding policy is to inform IT&T staff about the issues and appropriate procedures and practices in order to ensure the IT&T provides a safe environment in which any work with children, young people and vulnerable adults can take place.

For the purpose of this policy “IT&T staff” applies to all full time/part-time contractors, musicians, the board of trustees, volunteers and sessional workers, students, and anyone else working on behalf of IT&T.

IT&T recognises that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

It is our policy to safeguard children by insisting that

- All IT&T staff working with children or vulnerable adults will have been required to supply to IT&T evidence of a satisfactory enhanced DBS check within the preceding 12 months.
- All those working on behalf of IT&T adhere to the child protection procedures laid out in this document.
- An Enhanced-DBS checked teacher or teaching assistant must be present in the room at ALL times during school workshops. In any school setting the safeguarding arrangements will be agreed with the school authorities in advance of the activity taking place.
- A safe environment will always be in place, where children feel secure and valued

- In the case of any concerns all IT&T staff are aware of how to respond to the appropriate person
- All suspicions and allegations of abuse will be taken seriously and will be dealt with appropriately and swiftly.

Roles and Responsibilities

IT&T's Designated Safeguarding Lead is **Phil Gietzen**, the General Manager

IT&T's Designated Deputy for Safeguarding is **Elizabeth Nurse**, the Education Manager

IT&T's lead trustee for safeguarding and child protection is **Rachel Byrt**

The DSL can be contacted at info@timeandtruth.co.uk. Owing to the nature of the organisation's governance structure, it may not always be possible to reach the DSL during an education event.

In an emergency when a child or adult has been seriously hurt or is in imminent danger of being harmed, contact 999 immediately and ask for the emergency service required – Police and/or Ambulance – then inform the DSL after taking this action. Once the emergency situation has been dealt with they must contact the IT&T DSL to report the emergency.

The DSL will implement this policy and act as a mentor for any IT&T staff to approach with any worries, suspicions or allegations and will pass on information to the appropriate authority

- All IT&T staff and volunteers will be informed of the IT&T DSL. IT&T will take all reasonable steps to ensure confidentiality in case of any incident regarding an allegation, allowing for the fact that the organisation has a duty to report information to relevant statutory authorities.
- This policy will be available on the IT&T website, in the schedules for education events, and upon request.

It is the specific role of the DSL to:

- Act as a source of advice, support and knowledge within IT&T.
- Ensure all IT&T staff are aware of and have access to this policy
- Be the first point of contact to whom allegations and concerns of abuse should be reported
- Receive and record information from IT&T staff, children or parents who have concerns
- Keep a record of contact details of all necessary authorities so they can be contacted should any suspicion, allegation or referral occur
- Ensure that this policy is reviewed annually.

It is NOT IT&T staff's role to decide whether a child has been abused or not; this is the task of the relevant authorities. It is however, the responsibility of everyone to ensure that concerns are shared and appropriate action taken.

Dealing with a Disclosure and Record Keeping

If a member of IT&T staff has a concern about a child, or a child makes a disclosure, staff will appropriately respond by listening and offering reassurance. Staff should:

1. Make an accurate factual record as soon as possible including details of:
 - Dates and times of their observations
 - Dates and times of any discussions in which they were involved
 - Any injuries
 - Explanations given by the child / adult
 - What action was taken
 - Any actual words or phrases used by the child
 - Any questions the staff member asked (remembering not to ask any leading questions)

The records must be signed and dated by the author (or equivalent on electronic based records).

2. Listen to wishes and feelings of the child, but not to promise any confidentiality
3. Report it to the DSL
4. The DSL will make a formal referral to the appropriate body, whether the safeguarding lead for the school/setting or the relevant authorities, and inform the Lead Trustee for Safeguarding of that referral.
5. The DSL will consider whether all reasonable steps have been taken to inform relevant authorities and whether there is further action that IT&T itself needs to take. Further action taken should be done in discussion with the Deputy DSL and Lead Trustee for Safeguarding.
6. The DSL will ensure any decisions and justifications for those decisions are recorded in writing with clear outcomes documented following any action taken
7. The DSL will ensure that accurate and secure written records of any referrals are kept for 10 years or at the point at which the relevant parties no longer have an association with the organisation, whichever is longer.

Safeguarding of Vulnerable Adults

Vulnerable adults are defined as:

- People aged 18 or over
- People who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
- Individuals who may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation

IT&T will:

- Work to protect vulnerable adults in all areas of our business
- Work with other agencies as required and will make a referral to the relevant services as appropriate
- Endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults
- Ensure all staff are aware of the risks posed to vulnerable adults and how we can all work to prevent abuse

Useful Contact Information

The Oxfordshire Multi-Agency Safeguarding Hub (MASH) is the front door to Children's Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern where a child is deemed at risk or has potentially suffered significant harm, the MASH team should be contacted immediately.

If you have a concern about a child, please call MASH on **0345 050 7666** during office hours (8.30am – 5pm, Monday to Thursday, 8.30am – 4pm, Friday)

Outside office hours call the Emergency Duty Team on **0800 833 408**

[Find out more about the Multi-Agency Safeguarding Hub \(MASH\) and referral process.](#)