

Safeguarding Policy 2025

Introduction

Compass Connections is a creative company whose aim is to nurture wellbeing through creative explorations within primary education.

Compass Connections is based in Hampshire and is led by the founder and Director of Learning and Wellbeing: Maria Caneda.

Maria has an enhanced DBS certificate which can be viewed online at any time by relevant organisations.

Compass Connections has adopted this safeguarding children's policy and expects every adult working or helping at the company to support it and comply with it. Consequently, this policy shall apply to anyone working or volunteering on behalf of Compass Connections.

The Purpose of the Policy

The policy is intended to protect children who receive any services from us. Under this policy, the term children shall mean any person who is under the age of eighteen.

Compass Connections believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and principles to staff and guide our approach to child protection and safeguarding.

The Risks to Children

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

- Physical or emotional abuse
- Neglect
- Sexual abuse
- Female genital mutilation (FGM)
- Grooming and exploitation
- Trafficking and modern slavery
- Exposure to or infliction of domestic abuse
- Bullying or cyber bullying
- Exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- Self-harm
- Physical harm when engaging with activities without adequate supervision

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for Compass Connections. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded.

Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- Remaining alert and aware of possible safeguarding risks to children
- Guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- Taking positive steps to maintain safety and wellbeing of children engaging with us as Compass Connections.
- Reporting concerns expeditiously and appropriately, in line with child protection procedures.
- Understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- Challenging any inappropriate or harmful behaviours of any other adult and reporting this accordingly
- Acting appropriate in the presence of children
- Not taking any inappropriate risks
- Not smoking, drinking or taking any form of illicit substances in the presence of children.

Safeguarding Officers

The management and oversight of all children's safeguarding matters is allocated to:

- Maria Caneda (Founder, Director of Learning and Wellbeing from Compass Connections)

Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy. Copies can be found on www.compassconnections.co.uk

Responding to a Safeguarding Concern

When a child is at immediate risk of serious harm, any adult present should dial 999. Thereafter, an available Allocated Safeguarding Officer should be contacted as soon as reasonably practicable.

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

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

- Listen calmly and carefully, showing that their views are taken seriously
- Provide an appropriate and honest level of reassurance
- Avoid interrogating children and asking probing, intrusive and/or leading questions
- Avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse / harm must be shared with the allocated Safeguarding Officer and any subsequent safeguarding referral)
- Make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided.

Refer all relevant information to an available Allocated Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day.

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

Reporting Concerns about Other Adults

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

- Harming a child either physically or emotionally
- Exposing a child to behaviour which may cause physical or emotional harm
- Engaging in criminal activity concerning a child

This must be raised in the first instance with an available Allocated Safeguarding Officer so that the next steps may be agreed and actioned.

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

- Further initial enquiries
- Escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- Instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within Compass Connections
- A referral to the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland, or any relevant regulatory bodies

Any person within Compass Connections who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegation and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by an Allocated Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

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

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

Safeguarding Children at Events and Activities

Responsibilities and Planning

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

- In person: After-school creative sessions, on a school site.
- In person: During school time creative sessions, on a school site.
- In person: During holidays and half term creative sessions, at an approved venue.
- Online: Creative activity sessions. Online and on demand

Where the creative sessions are delivered onsite to a primary school establishment, or at an approved venue, the safeguarding procedures of the school or organisation shall be followed in the first instance. The school/ organisation holds ultimate responsibility for the safety and appropriateness of an event. Compass Connections will liaise with the Designated Safeguarding Lead of the school/ organisation and be familiar with the relevant safeguarding policies.

For all other sessions provided by Compass Connections, the Allocated Safeguarding Officers shall hold ultimate responsibility for the safety and appropriateness of an event.

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

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such documentation will be made available to all those concerned in advance.

Venues

The location for any events or activities which are held by Compass Connections shall be risk assessed properly in reference to the suitability and safety of the children. Fire and safety procedures and precautions shall be made clear to those involved.

First Aid

First aid is not administered by any member of Compass Connections. In the event that first aid is needed, Arco Iris will liaise prior to the event and coordinate and appoint a person who is in charge of first aid.

Consent Forms

Compass Connections will always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via email and written letters.

Consent forms will include emergency contact details and will set out any specific safety needs/ requirements for children.

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

Supervision

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

- Children will be supervised at all times.
- Where our after-school sessions take place within a school as part of a booking, children will be supervised at all times.
- Should children need to visit the toilet, children will be encouraged to visit in pairs.
- Should the children be taken outside as part of the session, the children will be supervised at all times and remain within view of the adult in charge.
- Where Compass Connections hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that their children are properly supervised.

Managing Behaviour of Children

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

- Treat each child fairly and equally
- Approach the situation in a calm and neutral manner
- Only ever use physical restraint / intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others.
- Make a written record of the incident and ensure this is reported appropriate to an available allocated safeguarding officer.

Managing risks posed by other children

It is important for all adults engaged by Compass Connections to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- Repeated; and
- Has the intention of hurting somebody either physically or emotionally

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

- Physical harm perpetrated against another child
- Name calling and threats
- Cyberbullying (threats and abusive comments made via technology).

Any instances of bullying or concern relating to possible bullying between children at any event or activities arranged by Compass Connections will usually be dealt with by us in the first instance.

Where any behaviour amounting to bullying continues to follow this, if our activities take part at a school as part of a booked session, their safeguarding officer will be notified in person and followed up in writing/

Photography

Our Photographs

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

- The potential for images to be re-used, shared or adapted in a damaging or inappropriate manner.
- The general risk of sharing images and the impact this could have on a child's public images as they grow older.

In view of these risks, Compass Connections will:

- Always ask for written permission from a child and their parent/ guardian before taking and sharing any image of them
- Always ensure that a child and their parent/guardian are properly informed how an image will be used and shared.
- Always ensure that a child's identity is protected as far as is possible within any published material
- Ask that parents, guardians, children and any other persons connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian.
- Always store photos in accordance with our data protection policy

Our creative photographs

Children as part of the Compass Connections activities create photographs as part of their creative sessions. Children are reminded regularly to only create photos of the creative resources and never of other children. Should any persons be accidentally or incidentally taken a photo of, these images will be deleted.

Members of the public

Compass Connections also recognises that members of the public may take photographs when they are attending events or activities.

We ask that any parents, guardians and other members of the public take the following into consideration when taking photos at our events or activities:

- Images of other children should not be shared on social media without the permission of any children who features in the images, together with the permission of the children's parent/guardian.
- Images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

Other policies

Compass Connections has referred within this document to the following important policies which should be read in conjunction with this policy:

- Our data protection policy.

Maria Caneda, the designated safeguarding lead will attend safeguarding training once per year in the academic Autumn term and received relevant certification held on file as a result.

Signed: Maria Caneda

Date: 27/01/2025

This policy is due for review on: **27/01/2026**