



The Mosaic Rooms Safeguarding Policy [2023]

The Mosaic Rooms is a cultural space, open to the public, managed by A.M. Qattan. Foundation. It welcomes visitors of all ages and backgrounds. It holds free exhibitions, and it runs events, including a programme of workshops for families, and learning programmes for young people. The majority of events take place onsite, some take place off site, including in school and community settings.

The purpose of this policy statement is:

- to protect children and young people who receive The Mosaic Rooms services from harm. This includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of The Mosaic Rooms, including senior managers and the board of trustees, paid staff, casual staff, freelancers, volunteers and students.

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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

As part of our safeguarding policy we will

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone working with children understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern



- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in educational activities with children. This includes paid staff, volunteer support staff, artists, trustees and anyone else involved in the public programme of activity.

Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

This policy has been written in accordance with “Working Together to Safeguard Children 2013” and information available at gov.uk. It is reviewed annually and when legislation changes.

The Mosaic Rooms designates one lead person and two deputies, to whom any concerns about children welfare and safeguarding can be reported. Any such reports of concern will be recorded in writing and kept in a confidential folder in the Director’s office in The Mosaic Rooms.

Najia Bagi (Creative Learning Curator) is the lead person responsible for implementing this child protection policy.

Contact Details

1. Najia Bagi, Creative Learning Curator. She can be contacted at 07756929209 najia@mosaicrooms.org (email should not be used in an urgent situation).

2. Derya Adiyaman, Creative Learning Co-ordinator deputises for the lead contact. She can be contacted at 07519280115 derya@mosaicrooms.org (email should not be used in an urgent situation).

3. Siegrun Salmanian, Programme and Gallery Co-ordinator deputises as the key point of contact. She can be contacted at 07508 937331.

All of the above named individuals are required to maintain valid CRB/DBS checks, which The Mosaic Rooms will carry out free of charge.

Contact Details of Child Protection Services

Royal Borough of Kensington and Chelsea Child Protection Advice Line Child Protection Advice Line
Tel: 020 7361 3013 (Out of hours – 020 7361 3013)

Emergency Out of Hours Social Care for children and vulnerable adults 020 7373 2227

National helplines

NSPCC Child Protection Helpline phone 0808 800 5000 Or go online at <http://www.nspcc.org.uk/what-you-can-do/report-abuse/report-abuse-online/>



Childline (for contact from Children under 19yrs) via telephone 0800 1111 or <http://www.childline.org.uk/>

Recruitment Procedure

Valid DBS checks are required for all artists, volunteers or others responsible for leading the groups must be presented to Nathalie Meagan in advance of any workshop.

We will additionally strive to have valid DBS checks on all other adults engaged by us who may work with children and young people in our work.

Where we do not have a valid DBS check, it is mandatory that the worker or freelancer is always accompanied by the lead person who does hold a DBS check, or by the child's carer, teacher or youth-worker.

Supervision

We aim for full supervision to safeguard all group members.

All sessions with children will take place with the children's carer, teacher or youth worker present who is primarily responsible for the protection of their child.

All relevant trustees/staff/artists/volunteers will receive induction guidance on Child Protection, and on Child Safeguarding training available to them, and will agree to report any concerns of their own, or which have been voiced to them, in writing to the lead contact, Najia Bagi, or deputies. The lead safeguarding person will then take appropriate action, contacting the relevant authorities or NSPCC Helpline, and keeping written records at the time.

We will ensure that all information, reports and concerns are kept confidential. However, it is important that if any concern is raised by an individual, they should be told that the concern will be confidentially passed on.

Code of Behaviour for The Mosaic Rooms:

The code of behaviour will be agreed and adhered to by all staff, artists and volunteers who work with children.

Knowledge of health and safety procedures will also be ensured, as will the adherence to specific risk assessments.

The code of behaviour supports our commitment to reducing opportunities for abuse to take place by:



- Ensuring DBS checks are undertaken
- Ensuring that suitable supervision arrangements and numbers are in place.
- Ensuring that children are supervised by a parent or designated adult if they leave the room. This will not be member of staff, artist and volunteer unless explicitly agreed by parent or carer.
- Parents and carers should always be informed if artists or volunteers have had to do things of a personal nature for a child such as changing clothing, however rare such incidents may be.
- An adult participating in our education programme should not meet with children outside the organisation's premises or activity without a parent, teacher or other appointed adult being present.
- No adult should directly contact a child through email or telephone. When contact details are provided to The Mosaic Rooms, they should always be that of the parent or carer.
- The safeguarding lead person Najia Bagi and Deputies Derya Adiyaman and Siegrun Salmanian are required to keep updated and inform all each other of any known changes regarding child protection laws or best practice.
- Any concerns or allegations will be reported

Photo and video consent and sharing

- Only photos and videos with parental or school consent may be used by The Mosaic Rooms and shared publicly (to communicate our activities, provide evidence of funders)
- Consent can take different forms. Where photographs are being taken, teachers or other lead adults are asked for permission.
- If parents are not present, such as a school visit to The Mosaic Rooms photographs may be taken in consultation with the lead adult responsible for the children, and consent will be obtained before any images are published.
- If there is any uncertainty as to whether consent may be obtained, the photographer may take photos that obscure the identity of children, such as from the back, if the lead adult is in agreement.
- Otherwise, no photography will be undertaken.

Safety

Observation/Monitoring of Colleagues

The Mosaic Rooms is committed to encouraging and ensuring that good practice is maintained throughout all projects and collaborations. All those who work with children at the gallery and in schools or organisations have agreed to the principles of good practice. Therefore staff, artists,



volunteers, trustees and collaborative partners should also monitor the work practices of all their colleagues, as they relate to safeguarding.

What to do if you witness or suspect abuse:

Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families. IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD/REN ie:

- If emergency medical attention is required, call an ambulance (dial 999)
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary.

Recognition of Abuse or Neglect

- Although children spend relatively short periods of time at The Mosaic Rooms, we remain alert to the potential abuse of children both within their families and also from other sources including abuse by people at The Mosaic Rooms. We are not however, responsible for diagnosing abuse but will report or discuss concerns.

Examples of concerns that may arise are:

- Direct disclosure of abuse from a child, about something happening to themselves or to another child in the group.
- Disclosure from a third party about abuse to a child in the group
- Seeing physical signs of abuse or neglect to which there doesn't seem to be a satisfactory explanation.
- Behaviour that makes you feel worried or uncomfortable

Categories of Abuse:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to



children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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

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

- Listen carefully to the child.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events and do not cross examine them.
- Reassure the child and tell them they've done the right thing in telling you and that they've not done anything wrong.
- Also tell them that you need to report the abuse to someone who can help. Do not promise not to tell anyone.
- Don't confront or talk the alleged abuser.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Report it as quickly as possible.
- Do NOT ask the child to repeat his or her account of events to anyone.

Reporting or talking about your concern (Consultation)

the mosaic rooms



If you are concerned about a child, you must share your concerns.

Initially you should talk to one of the people designated as responsible for child protection at The Mosaic Rooms.

The lead person is Najia Bagi and the deputies are Derya Adiyaman and Siegrun Salmanian.

You should also consult externally with child support services, either locally or nationally such as NSPCC in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist
- when there is disagreement as to whether child protection concerns exist
- when you are unable to consult promptly or at all with the designated safeguarding people at The Mosaic Rooms
- when the concerns relate to any of the designated safeguarding people.

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

If you think a child is in immediate danger

Do not delay – call the police on 999, or call NSPCC on 0808 800 5000, straight away.

Reviewed and agreed by Director of The Mosaic Rooms, Rachael Jarvis.

Signed:

03 July 2023