



Safeguarding Procedures

Reporting Concerns

In the first instance if any one working with Lovely Projects has a concern about a child, young person or vulnerable adult, they should report this immediately to the DSL. If the DSL is not available then speak to the DSD. The DSL will communicate with the partner organisation under whom the child, young person or vulnerable adult is placed (e.g. DSL at the school). As soon as possible, this communication will be followed up by a written report. Where there is no partner organisation, the DSL will contact the parents/carers. If this is not possible or appropriate then MARU will be contacted for advice and guidance.

Contact details: MARU 0300 123116

Working with Other Organisations

The majority of the time the Lovely Projects' work is with partner organisations, such as schools, who retain a duty of care towards their children and young people. Lovely Projects protect these children, young people and vulnerable adults by following our own safeguarding principles and working alongside partner organisations to report concerns. Where projects are carried out beyond the confines of the normal working of partner organisations, Lovely Projects carry out and share risk assessments. These identify who is responsible for safeguarding within each aspect of the project, including managing the physical environment. Permissions for use of photographs for local media, social media and publicity are gained from partner organisations. It is made clear to all leaders in any project where photo permission has been denied.

Lone Working

On rare occasions individuals may work with children, young people or vulnerable adults on behalf of Lovely Project. Efforts are made to avoid these situations in order to reduce false allegations and to protect children, young people and vulnerable adults from harm. Where lone working occurs colleagues inform one or more directors of planned events, start/finish times and any concerns. Whenever possible they take place outside of a single room. Those working for Lovely Projects are taught to consider seating arrangements, body language, tone of voice and attitude.

E-Safety and Photo Permissions

Partner organisations are asked to collect permission for photograph and film media to be taken during each project from parents and carers. Lovely Projects are provided with relevant photo permissions and use these to direct their filming and later media use. Permissions relate to the use of images in printed and online publicity, social media, press releases and funding



applications. Use of children's full names with their photographs is avoided without express permission.

All those involved with Lovely Projects use photographs and film media exclusively for Lovely Projects work. Permissions are gained to use this material online and in print. Where social media is used, it is done so within the Lovely Project's ethos and expectations and solely for the use of Lovely Projects and/or their partner organisations.

Allegations Made Against Those Working for Lovely Projects

Any child protection allegations made against anyone working for Lovely Projects is taken seriously. Therefore we follow the NSPCC's advice and guidance on dealing with an allegation against an employee/volunteer.