



Moving Parts Arts CIO. Child Protection Policy

Updated: 1st March 2025

Date for review: 1st March 2026

COMPANY DETAILS

Name: Moving Parts Arts CIO

Registered address: 5a Westgate Hill Terrace, Newcastle upon Tyne, NE4 6AS

Charity number: 1194137

COMPANY CONTACT DETAILS

Website: www.movingpartsarts.com

General email: info@movingpartsarts.com

Contact number: 07814046205

SAFEGUARDING LEAD DETAILS

Safeguarding Lead 1: Kerrin Tatman | info@movingpartsarts.com | 07814046205

Safeguarding Lead 2: Vicky Tate | engage@movingpartsarts.com | 07926882371

Safeguarding Lead 3: Izaak Gledhill | producer@movingpartsarts.com | 07939360666

Our regular programme of activities includes, but is not limited to:

- Moving Parts: Newcastle Puppetry Festival, which includes performances, workshops, engagement projects and outdoor events for adults and children.
- One-off events, including performances, workshops, engagement projects and outdoor events for adults and children.
- The Moving Parts Scratch Space, which includes performances and workshops for adults and children.
- The Moving Parts Puppet School, which includes performances and workshops for adults and children.

1. INTRODUCTION AND STATEMENT OF INTENT

Moving Parts Arts CIO (hereafter referred to as 'Moving Parts') is committed to a practice, which protects children from harm. All **contracted freelance staff and trustees*** (hereafter referred to as 'staff') and volunteers accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

*Note that this does not refer to short-term contractors, such as artists performing at a one-off event.

It is the policy of Moving Parts to safeguard the welfare of all children and young people by protecting them from all forms of abuse and neglect including physical, emotional and sexual harm. This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of our programmes and activities. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Moving Parts.

We will endeavour to safeguard children and young people by:

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, guardians, carers, staff and volunteers in an accessible manner.
- Sharing information about concerns with agencies who need to know, and involving parents, guardians, carers and children appropriately.
- Following procedures carefully for recruitment and selection of staff and volunteers, including Disclosure and Barring Service (DBS) checks.
- Providing effective management for staff and volunteers through supervision, support and training.
- Ensuring that any allegation of abuse or suspicions are dealt with appropriately and the child experiencing abuse is supported.
- Clearly advertising or collecting permission during public events when photography or videography is being recorded and where the footage will be displayed.
- Only partnering with organisations for project delivery who uphold good standards of child protection.
- Ensuring that all contractors, ie. booked artists, are not left with children on their own and a trained member of Moving Parts staff who has been DBS checked is present during any contact time.
- Being committed to reviewing our policy and good practice on an annual basis.

2. GENERAL GUIDELINES FOR ALL MOVING PARTS STAFF AND VOLUNTEERS

a) ATTITUDES

Staff and volunteers are committed to:

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying.
- Valuing each child and young person.
- Recognising the unique contribution each individual can make.
- Encouraging and praising each child or young person.

b) BY EXAMPLE

Staff and volunteers will endeavour to:

- Provide an example, which we would wish others to follow.
- Use appropriate communication with children and young people, and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy.

c) ONE TO ONE CONTACT

Staff and volunteers will:

- Not spend excessive amounts of time alone with children, away from others. Staff should always try to be visible to others in their contact with children.
- In the unlikely event of having to meet with an individual child or young person in private, make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts, and keep doors open whilst in the meeting.

d) PHYSICAL CONTACT

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay.
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, Moving Parts staff should seek advice from the Safeguarding Leads to deal with such an incident.
- Allow, or engage in, inappropriate touching of any kind.

e) GENERAL

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned.
- Never allow ourselves to be drawn into inappropriate situations, such as tantrums or crushes.
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.

f) RELATIONSHIPS

- Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within Moving Parts or the work of Moving Parts.

g) SHARING INFORMATION - GENERAL

- Good communication is essential in any organisation. In Moving Parts every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.
- It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.
- Any confidential information will be locked in a draw in the Moving Parts office or in a password-protected digital filing system and only made accessible to the Safeguarding Leads.
- Personal information, such as contact details, must not be shared publicly without consent. All Moving Parts personnel should refer to our Data Policy at www.movingpartsarts.com/data.

h) SHARING INFORMATION - CHILDREN & YOUNG PEOPLE

- Children and young people have a right to information, especially any information that could make life better and safer for them. Moving Parts will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

- When sharing information, Moving Parts personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

i) SHARING INFORMATION - PARENTS & GUARDIANS

- Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- publicising information on all our child-related activities
- publishing the named Safeguarding Leads and how to make a complaint/suggestion/request further information on our website
- publishing a full copy of this Child Protection Policy on our website

j) SHARING INFORMATION - STAFF & VOLUNTEERS

- It is imperative that each member of Moving Parts staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of Moving Parts procedures.
- Each member of staff will receive updated training in Child Protection every three years.

k) SHARING INFORMATION - OTHER BODIES

- A copy of our Child Protection Policy will be made available to any other appropriate body.

l) BEING AWARE

- All staff and volunteers will be made aware to be extra vigilant during events where contractors and children are present, i.e. a booked artist running a workshop. There will always be a trained Moving Parts staff member or volunteer present during such an occurrence.
- During events with the public Moving Parts staff and volunteers must be extra vigilant for inappropriate activity. This includes photography, for instance if a member of the public is taking photographs of children and adults without prior consent.

m) PHOTOGRAPHY

- We regularly take pictures and shoot videos at our events for marketing and evaluation purposes. The public must be made aware of this through clearly displayed signage.
- At events where children are present, parents must give consent if their children are to be in-

cluded in photographs or video capture.

- When carrying out a more involved community project with participants, we would ask them to fill out a photography permission form.

n) TRAINING

- All members of the core Moving Parts staff must receive at least Level 1 training in child protection every 3 years.

- The Safeguarding Leads must receive at least Level 3 training in child protection every 3 years.

- The level of training will be given to core Moving Parts staff depending on the nature of their contact with children within Moving Parts delivery.

- If appropriate, volunteers will receive Level 1 training if helping to deliver work with children as part of a Moving Parts activity.

- All members of the core Moving Parts staff will be DBS checked.

o) RECORD KEEPING

- All records, information and confidential notes will be kept in separate files in a locked drawer or filing cabinet, or equivalent password-protected electronic filing system.

- Only the Safeguarding Leads will have access to these files.

p) FURTHER INFORMATION

For further information about what to do if you are worried a child is being abused, see the Newcastle City Council website: <https://www.newcastle.gov.uk/health-and-social-care/childrens-social-care/contact-childrens-social-care>

3. PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

a) GENERAL

All action is taken in line with the following legislation/guidance:

- Newcastle Safeguarding Children Board: <https://www.nscb.org.uk/>
- Keeping Children Safe in Education, 2018 government guidance
- Working Together to Safeguard Children, 2010 government guidance
- What to do if you're worried a child is being abused, 2006 government guidance

In any case, where an allegation is made or someone in Moving Parts has concerns, a record should be made. The required forms are available from the Moving Parts office at the John Marley Centre, studio 106. In the case that a form cannot be obtained, please record all information on a sheet of paper and keep it confidential until passed onto the Safeguarding Leads or Newcastle Children's Social Care Services.

b) ATTITUDE WHEN DEALING WITH A CHILD DISCLOSING AN INCIDENT

- Never guarantee absolute confidentiality, as child protection will always have precedence over any other issues.
- Listen to the child, rather than question them directly.
- Offer the child reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption and do not ask leading questions.
- Accept what it is said - it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event.
- Use the child's words or explanation - do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact one of the Safeguarding Leads for advice / guidance unless it is inappropriate to approach them, i.e. they involved in the abuse allegation.

- Record any discussions or actions taken within 24 hours.

c) DETAILS TO BE RECORDED

A record should be taken with as much appropriate information as possible when documenting/referring an allegation or suspicion of abuse; however the absence of information must not delay referral.

- Name of the person completing the form and their role
- Date that the form is being filled in
- The name, date of birth, gender and address of the child at risk
- Parents/guardians/carers name, address and contact number
- If the parents/guardians/carers have been notified of the incident
- Whether you are reporting your own concerns or responding to concerns raised by someone else. If the latter, more details are requested.
- A description of the incident, including date, time and location
- Details of any previous concerns, incidents or relevant safeguarding records
- Outcome of the incident ie. has it been reported to the Safeguarding Leads?
- Any further information that may be useful to consider / relevant

This form can be found here: https://docs.google.com/forms/d/e/1FAIpQLSepz54p5me9oZAx9f1PpzD_Mf-1oeD0FSrSKldJ4B7AwuqiaQ/viewform?usp=pp_url

d) MAKING A REFERRAL

- Pass on the information acquired in sections 3(c) to the Safeguarding Leads, or if the allegation concerns them, pass it on directly to the appropriate local safeguarding board. These details are laid out below.

NEWCASTLE UPON TYNE CHILD SAFEGUARDING BOARD

Initial response service: 0191 277 2500 (8am - 5pm)

Emergency response service (out of hours): 0191 278 7878

Deaf community: 18001

GATESHEAD CHILD SAFEGUARDING BOARD

Office hours: 0191 433 2653

Evenings and weekends: 0191 477 0844

NORTH TYNESIDE CHILD SAFEGUARDING BOARD

Office hours: 0345 2000 109

Evenings and weekends: 0330 333 7475

SOUTH TYNESIDE CHILD SAFEGUARDING BOARD

Office hours: 0191 424 5010

Evenings and weekends: 0191 456 2093

NORTHUMBERLAND CHILD SAFEGUARDING BOARD

24/7: 01670 536400

SUNDERLAND CHILD SAFEGUARDING BOARD

Office hours: 0191 520 5560

Evenings and weekends: 0191 520 5552

- Confidentiality must be maintained and information relating to individual children and young people / families shared with staff on a strictly need-to-know basis.

- Referrers will be asked specifically if they hold any information about difficulties being experienced by the family/household in question due to domestic abuse, mental illness, substance misuse, and/or learning difficulties.

- The referrer must alert any professionals already involved with the child and parents/guardians/carers, if known.

- The telephone call should be followed up in writing within 48 hours (including email). The Safeguarding team where the referral was reported must follow up the incident within 48 hours also.

- Referrers should receive a response from the Safeguarding Board within one working day of the referral being made. If not received within three working days, the referrer should contact Children's Social Care with regard to this.

e) IF YOU WITNESS AN ACT OF ABUSE DIRECTLY

- If a crime has been witnessed or someone is in immediate danger the police should be contacted immediately by calling 911.

- If safe to do so, then contact the Safeguarding Leads who will advise on the next steps.