

SAFEGUARDING POLICY (2025)



INTRODUCTION

NON-ACADEMIC POLICY & PROCEDURE

All students on accredited courses with Fourth Monkey, are expected to adhere to the policies, procedures & regulations of Fourth Monkey.

Staff and Students are responsible in reading and understanding the entirety of the Policy and Procedure.

All current policies, procedures and regulations are available to download from:

> *Fourth Monkey Policies, Procedures & Regulations*

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1. PURPOSE

The aim of this policy is to:

- a. To protect children, young people and vulnerable adults who receive Fourth Monkey's services.
- b. This also includes the children of staff who use our services.
- c. To provide all staff engaging with these services an overarching set of principles that act as a guide to approach child protection and safeguarding.

2. SCOPE

This policy applies to:

- a. Children, young people and vulnerable adults as part of Fourth Monkey activities. These include, but are not limited to any on site or off site engagements with external organisations and with our own training courses.
- b. All staff who are working on behalf of Fourth Monkey and students studying with Fourth Monkey.

3. SAFEGUARDING

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3.1.Provision

This policy has been drawn on the basis of legislation, policy and guidance in England. This policy incorporates child protection and refers to Fourth Monkey's engagement with children, young people and vulnerable adults.

Fourth Monkey Education Ltd's DSO is the Student Services Coordinator. In their absence, the member of staff leading the project/ cohort will serve in ex officio and fulfil the role.

This policy is as a provision to safeguard children, young people and vulnerable adults from physical, sexual and emotional harm, or neglect whilst engaging in activities with Fourth Monkey.

This policy is also in support of staff acting on behalf of Fourth Monkey. These members of staff have a responsibility to take reasonable steps to ensure participants take part in a safe and supported environment.

Fourth Monkey believes that children, young people and vulnerable adults should never experience abuse of any kind and that we as an organisation, have a responsibility to promote the welfare of individuals within our care, to keep them safe and practice in ways which protect them accordingly.

3.2. Recognition

Fourth Monkey Education Ltd recognises that:

- a.The welfare of individuals participating with us is of paramount importance.
- b.All children, young people and vulnerable adults regardless of age, disability, gender reassignment, race, religion or belief, sex (or sexual orientation) have the right to an equal measure of protection from harm or abuse whilst in our care.
- c.Working in partnership with all stakeholders regarding an individuals care and safety is essential in promoting the welfare of individuals.

3.3. Approach

Fourth Monkey Education Ltd will seek to safeguard children, young people and vulnerable adults by:

- a. Valuing, listening and respecting them.
- b. Respecting rights to personal privacy.
- c. Providing a good example of acceptable behaviour.
- d. Trying to ensure that staff's actions cannot be misunderstood or cause offence and are acceptable and appropriate within the context of a trusting working relationship showing understanding when dealing with sensitive issues.
- e. Ensuring that there is more than one adult present during activities.
- f. Ensuring that no adult engages with private or personal tutorials outside the remit of their academic responsibilities.
- g. Providing effective management for staff through supervision.
- h. Recruiting all staff safely, following necessary due diligence procedures.
- i. Remembering that all staff are accountable for those in our care.
- j. Developing best practice regarding safeguarding and child protection.
- k. Using procedures to share concerns and relevant information with agencies who need to be informed.
- l. Creating and maintaining a safe environment.
- m. Using appropriate means to manage any allegations against staff.
- n. Ensuring staff are aware of effective and appropriate complaints and whistleblowing measures.
- o. Recording and storing information professionally and securely.

3.4. Staff Training

Training and support will be offered through team meetings, induction and any further specific courses which are appropriate for staff to engage with.

4. GUIDANCE FOR STAFF

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4.1. Protection Pledge

Fourth Monkey Staff members should never:

- a. Permit abusive behaviour.
- b. Have inappropriate physical or verbal contact with others.
- c. Jump to conclusions or make assumptions about others without checking.
- d. Encourage inappropriate behaviour in any guise.
- e. Show favouritism.
- f. Share personal and private contact information with participants or fraternise with students in social settings or online.
- g. Engage in any digital discussion with participants, students or associates.
- h. Befriend participants virtually or otherwise.
- i. Arrange private tutorials or meetings outside of the remit of their academic responsibilities.
- j. Make suggestive remarks or actions, even in jest.
- k. Deliberately place themselves or others in compromising or uncomfortable situations.

4.2 Reporting

If a member of staff suspects an individual is being abused physically, sexually or emotionally or neglected, they should:

- a. Remain calm and appear to act normally.
- b. Not investigate or question directly. It is important to ask questions but not to question what is being said when speaking with the reporting person.
- c. Not challenge parents or carers, or notify them in their absence.
- d. Never agree to keep a secret. The DSO must be informed.
- e. Listen carefully and attentively and accept what is said, offering immediate understanding and reassurance. Explain that an appropriate third party must be informed.
- f. Advise the DSO of the incident and agree on actions to be taken, should this be required.

- g. The DSO should take any/ all necessary subsequent action.
- h. Record all details in writing at the earliest convenience with signature and date.
- i. Confidential information is to be stored appropriately and securely.

4.3.Suspected Abuse

At all times, the protection of children, young people and vulnerable adults is paramount.

If a member of staff suspects another of abuse, it must be reported immediately to the DSO. The DSO should then:

- a.Ensure this individual makes a written record of what they have observed, witnessed or been informed of immediately. It is important that this is factually accurate. The report must be signed and dated by the originator and the DSO and stored securely.
- b.That the person suspected is at all times accompanied when working with participants.
- c.That the Local Authority Designated Officer (LADO) is asked for advice and it is followed. If they, or the Police advise it is appropriate to inform the person that an allegation has been made against them, the individual should be informed and suspended from further work with Fourth Monkey Education Ltd until advised otherwise by authorities involved. Staff should also note that the matter will be pursued even if a resignation takes place.
- d.The emergency services will be informed should a student or staff member be in immediate danger.
- e.Safeguarding measures put in place post abuse being reported will be regularly reviewed.
- f.Advice may be sought from Children's Services/ Social Care regarding any information disclosed confidentially to other colleagues
- g.If the DSO/ CPO is the subject of the complaint, they will be replaced through the investigation Via a member of the Board of Trustees.

5. CONTACTS

NOMINATED DSO

Maeve Morgan, Student Services Coordinator

Tel: 0207 281 0360

Email: maeve@fourthmonkey.co.uk

Useful Contacts

NSPCC

0808005000

Child-Line

08001111

Islington Children's services

02075277400

Emergency Duty Team

02072260992

Local Authority Designated Officer (LADO)

02075278102

Child Abuse Investigation Team (CAIT)

02087336495 or 02087336500

RECEIVE, SUPPORT &
REPORT
TO DSO

01

REPORTING

02

DOCUMENT AND FILE CONFIDENTIALLY

03

ACTION & ESCALATE
AS NECESSARY

POLICY MANAGEMENT

POLICY MANAGER

Steve Green, Artistic Director & CEO

POLICY IMPLEMENTED

September 2022

POLICY REVIEW

July 2026

POLICY UPDATE

July 2025

Philip Smith, Student Services & Welfare Coordinator
Nominated DSO

