



Made By Mortals: Child Protection Policy

Contents

1. Introduction
 2. Legal and Policy Context
 3. Policy Statement
 4. Sharing Our Safeguarding and Child Protection Approach
 5. Aims and Objectives
 6. Definitions of Abuse
 7. Procedures
 8. Managing Concerns About or Allegations Made Against a Child or Young Person
 9. Managing Allegations Against a Person in a Position of Trust
 10. Recruitment and Selection of Freelance Workers & Volunteers
 11. Supporting Volunteers
 12. Other Actions to Minimise Harm to Children and Young People
 13. Photography, Filming and Recording of Children
 14. Online Safety
 15. Code of Conduct
 16. Preventing and Responding to Bullying
 17. Whistleblowing and Complaints
-



1. Introduction

Made By Mortals CIC works with children, young people, families, and community members as part of its core creative and participatory arts activities. These include collaborative workshops, intergenerational projects, and the production of podcasts, audio stories, theatre, film, music and other multimedia creative work.

Made By Mortals brings lived experience to life through co-produced artistic practice that nurtures creativity, confidence, connection, and wellbeing. In doing so, we regularly engage with schools, colleges, community groups, and partner organisations, ensuring that children, young people and families are supported, respected, and safeguarded throughout their participation.

2. Legal and Policy Context

This Child Protection Policy is informed by and compliant with relevant UK legislation and statutory guidance, including the Children Act 1989 and 2004, *Working Together to Safeguard Children*, and, where applicable, *Keeping Children Safe in Education*. Made By Mortals CIC also recognises the principles of the United Nations Convention on the Rights of the Child (UNCRC), in particular the child's right to be safe, heard, and supported.

The welfare of the child is paramount. Some children may be more vulnerable to harm or abuse due to factors such as disability, mental or physical health needs, discrimination, exclusion, trauma, or adverse life experiences. All children and young people, regardless of age, disability, gender, race, religion or belief, sexual orientation, or gender identity, have the right to equal protection from all forms of harm and abuse.

This policy should be read in conjunction with Made By Mortals' wider safeguarding framework, including our adult safeguarding policy, digital safeguarding guidance, code of conduct, social media policy, staff safety policy, safeguarding approach with partners document and individual project risk assessments.

Made By Mortals is committed to working in partnership with children and young people, their parents and carers, schools, partner organisations, and other



relevant agencies to promote children's welfare and ensure concerns are identified and responded to appropriately.

3. Policy Statement

Made By Mortals CIC believes that it is always unacceptable for a child or young person to experience abuse of any kind. Our responsibility is to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

The purpose of this policy:

- To provide protection for children and young people involved in Made By Mortals CIC projects, workshops, or creative activities, including children of adult participants or collaborators.
- To provide staff, freelance workers and volunteers with guidance on procedures to adopt if they suspect a child or young person may be experiencing, or at risk of, harm.
- To apply to all staff, directors, freelance workers, volunteers, and anyone working on behalf of Made By Mortals CIC.

We will seek to safeguard children and young people by:

- Building a safeguarding culture where children, young people, and adults feel respected, listened to, and safe to speak up and raise concerns.
- Valuing children and young people, listening to them, and taking their views and experiences seriously.

- Adopting clear child protection procedures and a Code of Conduct for directors, staff, freelance workers, and volunteers.
- Recruiting freelance workers and volunteers safely, completing appropriate checks, and sharing safeguarding information with children, parents, directors, staff, and volunteers.
- Sharing safeguarding concerns with relevant agencies and partner organisations, and involving parents/carers and children appropriately.
- Providing effective management, supervision, support, and safeguarding training for staff members, freelancers, and volunteers.
- Reviewing this policy and associated safeguarding practice annually, or sooner if required by changes in legislation or organisational learning.

4. Sharing Our Safeguarding and Child Protection Approach

Made By Mortals CIC ensures that children, young people, parents, and carers understand how we keep children safe and how concerns can be raised.

Information is shared in accessible and age-appropriate ways, including:

- Clear explanations at the start of projects and sessions.
- Information shared with parents and carers through consent forms, welcome packs, or partner organisations.
- Signposting to who children and adults can speak to if they feel worried, unsafe, or uncomfortable.
- Children and young people will be informed of how to raise concerns safely, either directly with Made By Mortals staff, project leads, or via partner organisations

We encourage children and young people to speak up and aim to create environments where they feel listened to, respected, and taken seriously.

We plan to put this information clearly on our website.

5. Aims and Objectives

This policy ensures that all our directors, staff, freelance workers and volunteers (and any workers employed in the future) are clear about the action necessary with regard to a child protection issue. Its aims are:

- Raise awareness of all directors, staff members, freelance workers, and volunteers about responsibilities in reporting abuse.
- Ensure effective communication within the organisation regarding child protection issues.
- Establish correct procedures for dealing with child protection issues.
- Identify a named director responsible for child protection.

6. Definitions of Abuse

All staff, freelance workers, and volunteers should be aware of the different types of abuse and be able to recognise the signs. Understanding these definitions is essential, as any action taken by statutory agencies will be based on the four broad definitions of abuse: physical, emotional, sexual and neglect.

Physical Abuse: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Signs to look out for:

- Unexplained bruising, marks or injuries
- Bruises which reflect hand marks or fingertips
- Cigarette burns
- Bite marks
- Broken bones
- Scalds
- Running away

Changes in behaviour which can also indicate physical abuse may include:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression

- Withdrawn behaviour

Emotional Abuse: is the emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve someone telling children that they are worthless or unloved, inadequate, or valued so far as they meet the needs of another person. It may feature inappropriate expectations being imposed on children. Children may frequently feel frightened or in danger. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Signs to look out for:

- A failure to thrive and grow
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse may include:

- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm

Sexual Abuse: involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening or not. The activities may involve physical contact, including penetrative or non-penetrative acts (e.g. rape, etc). They may involve 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.

Signs to look out for:

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Pregnancy

Changes in behaviour, which can also indicate sexual abuse may include:

- Fear of being left with a specific person or group of people
- Sexual knowledge, which is beyond their age or developmental level
- Sexual drawings or language
- Self harm or mutilation, sometimes leading to suicide attempts.
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not being allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults
- Eating problems, such as anorexia or overeating
- Having nightmares
- Sudden or unexplained changes in behaviour

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. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs to look out for:

- Running away
- Constant hunger, loss of weight including stealing food from other children
- Poor personal hygiene
- Inappropriate dress for the conditions
- Untreated medical problems

7. Procedures

If a child should make a disclosure to a staff member, freelance worker or volunteer within our group or should a staff member, freelance worker or volunteer recognise/identify possible signs of abuse, then the following actions should apply:

If a child talks to you about abuse or neglect:

Tell the child they are not to blame and that it was right to tell.

Reassure the child but do not make promises of confidentiality, which may not be feasible in the light of subsequent developments. Explain early on that the information will need to be shared and what you will do next (as simply as possible).

- **Do not** show disgust or anger
- **Do not** ask direct questions – who, what, where, when
- **Do not** stop the free recall of significant events
- **Do not** ask a child to repeat their account to anyone else
- **Do not** put words into the child's mouth by suggesting what has happened and by whom

Take what the child says seriously, recognising the difficulties in interpreting what a child who has speech or language difficulties says

Keep calm and even if you find what they are saying difficult or painful, keep listening

Make a full record of what has been said, heard and/or seen as soon as possible using the child's own words – record the facts clearly, including details of the child, date, time, parties involved, action taken and any referrals made to statutory agencies

Do not contact or confront the individual who is alleged to be responsible

Inform the Made By Mortals CIC Designated Safeguarding Lead and they will then report any concerns to the relevant agency. If you are working within a school or community group setting also inform their Designated Safeguarding Lead.

The Made By Mortals CIC Designated Safeguarding Lead:

The Designated Safeguarding Lead (DSL) is responsible for overseeing safeguarding practice within Made By Mortals CIC. This includes acting as the first point of contact for safeguarding concerns, ensuring concerns are recorded and responded to appropriately, liaising with partner organisations and statutory agencies where required, supporting staff and freelancers to understand and



follow safeguarding procedures, and ensuring safeguarding policies, training and practice are kept up to date.

The DSL promotes a safeguarding culture where concerns are taken seriously and acted upon promptly.

DSL contact details:

Paul Hine

CEO, Made By Mortals CIC

[07779 123175](tel:07779123175)

paul@madebymortals.org

If you recognise/identify any possible signs of abuse which concern you:

- Do not challenge the child
- Record your concerns
- Inform the Designated Safeguarding Lead

It is very important to record incidents as this information may be needed at a later stage during the assessment of a child or in court if criminal proceedings are brought against someone. It is the responsibility of the DSL to keep dated, secure records of incidents.

8. Managing Concerns About or Allegations Made Against a Child or Young Person

Made By Mortals CIC recognises that children and young people may experience harm from other children or young people. Peer-on-peer abuse can include bullying, sexual harassment, sexual violence, physical harm, emotional abuse, online abuse or exploitation.

Peer abuse where the alleged abuser is a child under 16 years of age does and will occur and must be treated with the same seriousness as abuse involving an adult.

Where concerns arise:

- The safety and welfare of all children involved is paramount
- Concerns will be reported to the Designated Safeguarding Lead immediately
- Appropriate action will be taken in line with local safeguarding procedures and in partnership with the school, group or organisation responsible for the children
- No child will be blamed for abuse they have experienced

Support will be offered to all children affected, and concerns will be managed sensitively, fairly and in line with statutory guidance.

9. Managing Allegations Against a Person in a Position of Trust

What to do if an allegation or incident against a staff member, freelance worker or volunteer is received

“The First Five Minutes”

Designated Safeguarding Lead receives complaint



Make sure children are safeguarded

(Eg, a child with injury)



At this stage DO NOT question the victim or alleged perpetrator or witnesses





In an emergency call 999

or Tameside Multi Agency Safeguarding Hub (MASH) immediately on

0161 342 4101 during office hours 9.00am – 5.00pm

If out of office hours by contacting the Emergency Duty Team on

0161 342 2222

Or, to make a referral that are not immediate safeguarding concerns please complete the online multi agency request for service form.

<https://secure.tameside.gov.uk/forms/mars/f1312mars.asp>

Out of hours contact:

Telephone

NSPCC

0808 800

24 hours 7 days per week

5000

Childline

0800 1111

24 hours 7 days per week

Other useful numbers:

**Police Public Protection
Investigation Unit**

0161 856 7949

Coram Children's Legal Service

08088 020

8.00am – 8.00pm

008

Free legal advice on English law and policy
affecting children and families

10. Recruitment and Selection of Staff Members, Freelance Workers & Volunteers

All staff members shall be subject to a careful and rigorous selection process with the following elements:

- Complete an application form
- Provide identity verification (passport, driving licence etc.)
- Provide two references not related to them
- Undertake appropriate background checks (DBS where appropriate or equivalent due diligence)
- Complete a probationary period
- Not have unsupervised contact with children and young people until checks are complete

All freelance workers and volunteers will be chosen with due diligence and will never be left alone with participants unless they have had a full DBS check.

11. Supporting Staff Members, Freelance Workers & Volunteers

Made By Mortals CIC will ensure that directors, staff members, freelance workers and volunteers have the opportunity to learn about child protection and keeping children safe through relevant training events, team meetings and access to information

Made By Mortals CIC will provide support to staff members, freelance workers and volunteers by setting time aside to talk through any issues and concerns they may have.

Made By Mortals CIC will ensure that staff members, freelance workers and volunteers have contact details for emergency services and counselling services.

See also 'Staff Safety Policy' and 'Staff Wellbeing Policy'

12. Other Actions to Minimise Harm

Made By Mortals CIC will:

- Ensure freelance workers and volunteers roles are defined.
- Ensure adequate ratios of children to adults.

- Take out appropriate insurances to cover activities undertaken.
- Perform risk assessments where appropriate.
- Keep an accident/incident book.
- Gain appropriate authorisation where required from parents/ carers for children undertaking group activities.

In addition, Made By Mortals CIC will:

- Ensure safeguarding considerations are built into the planning and delivery of all activities, workshops and events
- Carry out proportionate risk assessments for activities, venues, travel, and online delivery
- Emergency procedures, first aid arrangements, and clear supervision plans will be in place for all activities and events
- Ensure appropriate supervision arrangements are in place at all times
- Work in partnership with schools and organisations to align with their safeguarding procedures
- Avoid unsupervised one-to-one working with children wherever possible
- Ensure safeguarding arrangements are clear for activities delivered in schools, community venues, online, or in Made By Mortals' own spaces

13. Photography, Filming and Recording of Children

Made By Mortals CIC uses photography, filming and audio recording as part of its creative work and in promotion of its work. We are committed to ensuring children are kept safe and treated respectfully when images or recordings are taken, stored or shared.

Photographs, recordings and personal data are stored securely and retained only for as long as necessary, in line with GDPR.

We will:

- Obtain informed, written consent from parents/carers (and assent from children where appropriate) before taking photographs, filming or recording audio
- Clearly explain how images and recordings will be used, stored and shared
- Only use images and recordings for agreed purposes
- Store all digital files securely, with access limited to authorised staff
- Never use images or recordings in ways that could put a child at risk or cause distress

Children will never be identifiable by name and image together unless explicitly agreed through consent processes.

14. Online Safety

Made By Mortals CIC recognises that online activity can present additional safeguarding risks. This includes online workshops, digital collaboration, communication, and the sharing of creative content. We have a separate Digital Safeguarding Policy in combination with this document.

We will:

- Use appropriate platforms and tools for online delivery
- Ensure sessions are supervised and professionally facilitated
- Set clear expectations around behaviour, communication and boundaries
- Avoid private or one-to-one online contact with children
- Follow safe digital practices for recording, storage and sharing of content
- Respond promptly to any online safety concerns in line with safeguarding procedures

Children and adults will be encouraged to report any online behaviour that makes them feel uncomfortable or unsafe.

All staff, freelancers and volunteers must adhere to the Made By Mortals Social Media Policy when using online platforms to communicate with or about children and young people. Guidance includes maintaining professional boundaries, avoiding private communications, and reporting any concerning content.

15. Code of Conduct



It is important that participants, staff, freelance workers and volunteers can participate in Made By Mortals CIC activities in a safe, respectful and secure environment. Made By Mortals CIC has a separate Code of Conduct which sets out clear expectations of behaviour and professional boundaries for all those working with or on behalf of the organisation.

All staff are provided with the Code of Conduct as part of their induction and onboarding, alongside the Employee Handbook and other relevant organisational policies. Freelance workers and volunteers are provided with the Code of Conduct at the point of contracting or engagement, and adherence to it is a requirement of working with Made By Mortals CIC.

The Code of Conduct, together with all safeguarding and related policies, is available to staff via the organisation's internal shared policy system. Copies can also be provided on request.

Made By Mortals CIC expects all staff, freelance workers and volunteers to act in line with the Code of Conduct at all times when representing the organisation or working with participants, partners and Colleagues.

By agreeing to the Code of Conduct, staff, freelance workers, and volunteers commit to:

- Follow the values and principles of Made By Mortals CIC in all activities.
- Tell Made By Mortals CIC about any relevant police record or change in circumstances that might make them unsuitable for their role or for specific activities.
- Understand that their role involves a position of trust with children and always act responsibly.
- Keep information about colleagues and participants confidential, in line with organisational procedures.
- Never knowingly work alone with a child, ensuring another adult is present at meetings or activities.
- Get approval from a Director for any activities with children outside usual sessions.
- Treat everyone respectfully and never behave in a way that could be harmful or offensive.

16. Preventing and Responding to Bullying

Made By Mortals CIC is committed to providing an environment where bullying is not tolerated. Bullying can be physical, verbal, emotional, discriminatory or online (cyberbullying).

We will:

- Promote respectful, inclusive and positive behaviour
- Challenge bullying behaviour when it occurs
- Take all reports of bullying seriously
- Work with partner organisations to respond appropriately
- Support children affected by bullying

Bullying concerns will be treated as safeguarding issues where appropriate and managed in line with safeguarding procedures.

17. Whistleblowing and Complaints

Made By Mortals CIC is committed to creating a culture where concerns can be raised safely and without fear of reprisal.

All staff, freelance workers, volunteers, partners, parents and participants are encouraged to report:

- Safeguarding concerns
- Unsafe or inappropriate behaviour
- Breaches of policy or professional conduct

Concerns can be raised with the Designated Safeguarding Lead or a Director. All concerns will be taken seriously, recorded, and responded to appropriately.

Whistleblowers will be supported and protected in line with relevant legislation and good practice.



Policy adopted: March 2026

Next review: March 2027 (or sooner if required)

Signed by Designated Safeguarding Lead: Paul Hine