

ArtsTaunton

Safeguarding Policy

1. Policy statement

Everyone has the right to live his/her life to the fullest potential, to be protected and to be treated with dignity and respect. People also have the right to participate in heritage activities safely and enjoyably.

ArtsTaunton is committed to ensuring that children and vulnerable adults at risk are protected and kept safe from harm while they are engaged in any activity directly co-ordinated or run by ArtsTaunton.

The Safeguarding Policy is designed to protect the children and vulnerable adults at risk for whom we have a duty of care, as well as any officer working on behalf of ArtsTaunton.

Staff and volunteers have a legal duty to act if they are concerned about the safety of a child. The welfare of the child is paramount as enshrined in the 1989 Children Act.

This policy ensures that Safeguarding is everyone's responsibility and that all members of ArtsTaunton (sub-contractors, volunteers, board members) potentially involved in activities which may include young people and vulnerable adults at risk are familiar with its principles, procedures and aims.

2. Aims

We will:

- Maintain an awareness of a healthy and safe environment for children and vulnerable adults at risk at all events and activities overseen by ArtsTaunton.
- Ensure that children and vulnerable adults at risk are listened to and respected.

This policy applies to children and vulnerable adults at risk:

A **child** is defined by the 1989 and 2004 Children Acts as someone under 18 years old.

A vulnerable adult at risk **at risk** is anyone aged 18 and over who:

- has needs for care and support
- is experiencing, or at risk of abuse or neglect
- is unable to protect themselves against significant harm or exploitation

3. Commitments

- Safeguarding is to be included as a standing agenda item at all team meetings in respect of projects overseen by ArtsTaunton.
- We will appoint a Designated Safeguarding Officer who may provide advice and guidance relating to Safeguarding matters for sub-contractors and volunteers.

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- All sub-contractors and volunteers working with groups of children will have a relevant DBS check – either Standard or Enhanced as appropriate – and have two references taken up. As well as receiving written references, sub-contractors or board members in a lead role in the activity should make contact with referees by phone to validate information provided regarding Safeguarding and work with children and / or vulnerable adults at risk. Their personal ID will also be checked.

See the Home Office website for full details:

www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance

- All volunteers or work experience placements undertaking ‘Regulated activity’ will have a relevant DBS check.
- ArtsTaunton reserves the right to arrange for ‘peer observation’ at least once during a calendar year.
- We will not engage in ‘Regulated activity’ with vulnerable adults at risk. This includes financial and/or health care. For more details on ‘Regulated activity’ see www.homeoffice.gov.uk/crime/vetting-barring-scheme/
- ArtsTaunton will require DBS checks for all relevant sub-contractors and volunteers. Copies of evidence of valid DBS checks and related paperwork will be held securely by the Administrator. DBS checks will be considered to be valid for three years and should be renewed before or by the three-year anniversary of the date of issue.
- All personal information held about any staff, volunteers, children, vulnerable adults at risk or any other members of the public will be kept secure and in accordance with the Data Protection Act 1998 and any subsequent versions or revisions. All personal data will be treated in accordance with the ‘data protection principles’, to ensure the information is:
 - used fairly and lawfully
 - used for limited, specifically stated purposes
 - used in a way that is adequate, relevant and not excessive
 - accurate
 - kept for no longer than is absolutely necessary
 - handled according to people’s data protection rights
 - kept safe and secure
 - not transferred outside the European Economic Area without adequate protection
- Swift and effective procedures will be in place to record and respond to incidents, accidents, complaints and alleged or suspected incidents of abuse.

4. Reporting

4.1 Use of Safeguarding Reporting Form (Appendix A)

Safeguarding is everyone's responsibility.

The **Safeguarding Reporting Form** (see appendix A) is to be used in the event of a disclosure or any kind of safeguarding incident involving a child and/or vulnerable adult at risk. All disclosures and incidents that are related to the safeguarding of children and/or vulnerable adults at risk should be reported.

What to do:

If you have any reason for concern, or are aware of any allegation of child or vulnerable adult at risk abuse, you are required to:

- Make a written record of any details using the Safeguarding Reporting Form. This is for all verbal or written disclosures and other safeguarding incidents (an example of this may be a lost child with adult unconcerned or displaying unusual behaviour).
- Report this **immediately** to the Designated Safeguarding Officer (DSO) Julie O'Donnell – juliecingoz@hotmail.com
- If a DSO is not available, the person who raised the concern will need to contact either:
 - Children's Social Care or Somerset Safeguarding Adults Board via Somerset Direct on 0300 123 2224.
 - These organisations will ultimately be responsible for any further action. If you make a referral, you must confirm this in writing within 24 hours and alert the ArtsTaunton Board.
 - If you are concerned about the safety of a child in Somerset you may want to take a completed Safeguarding Reporting form to Somerset LSBC, PP2 BW3, County Hall, Taunton, TA1 4DY.
- Do not judge or investigate yourself. Maintain confidentiality.

4.2. How to record the disclosure or incident

Sub-contractors and volunteers have a responsibility to protect children and vulnerable adults at risk, but they are not expected to decide whether abuse is actually taking place. If a child or vulnerable adult at risk should seek your help about a matter of abuse, you should:

- Remain in an area with other people nearby or with a door open to a public space.
- Try not to appear shocked or upset by what you are hearing.
- Provide reassurance by saying things like 'You can tell me' or 'it's ok to talk to me'.
- Ask open questions and let the person talk freely.
- Be specific and factual in your records, ensuring that you note down the following:

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- Nature of allegation or incident
- Description of any physical injuries if applicable, including some indication on the images provided
- Observation of child's or vulnerable adult's physical and emotional state
- Explain that you may have to tell other people.
- Make no promises, e.g. 'we'll sort this out'.
- Complete the Safeguarding Reporting Form. This will note:
 - the name of the child or vulnerable adult at risk at risk,
 - the name of the adult taking down the disclosure,
 - the date and the time of the disclosure,
 - the school or group the child is with if applicable
 - any other information available to you.
- If appropriate, inform the person in charge of the child.
- Report this immediately to the ArtsTaunton Designated Safeguarding Officer (DSO).
- Send a copy of the Safeguarding Reporting Form directly to the Designated Safeguarding Officer (DSO).
- If a DSO is not available, the person who raised the concern will need to contact either:
 - Children's Social Care or Somerset Safeguarding Adults Board via Somerset Direct on 0300 123 2224.
 - They will ultimately be responsible for any further action.
 - If you make a referral, you must confirm this in writing within 24 hours.

5. Dealing with allegations against ArtsTaunton representatives

- Should a sub-contractor or volunteer have a concern, or become aware of an allegation against a colleague (staff or volunteer), contact the DSO.
- If the allegation is against a DSO, you must speak to an alternative DSO or report the concern to Children's Social Care or Somerset Safeguarding Adults Board via Somerset Direct on 0300 123 2224.
- Should a complaint or report be made to Social Services, the Police or other outside agencies regarding a representative of ArtsTaunton, the Chair of the Board will be alerted (but will not be given any details of the report.)

6. Confidentiality

It is crucial that sub-contractors and volunteers exercise the highest degree of confidentiality, in order to protect the rights of both the alleged victim and alleged perpetrator. Breaches of confidentiality can compromise any investigations that may take place.

- Personal details of any safeguarding matter should only be discussed with the appropriate agencies: the DSO, Social Services and/or the Police.
- Sub-contractors and volunteers must not discuss the case with the public or the media and should relay any enquiries to the DSO.
- Confidentiality is a continuing requirement at all times and is also required when 'off duty' or no longer working on behalf of ArtsTaunton.
- All safeguarding records will be kept securely by ArtsTaunton. This includes all completed **Safeguarding Reporting Forms**.
- If Safeguarding Reporting Forms are passed on to Social Services, the Police and other outside agencies, the Chair of the board will be made aware. No details of the incident will be made available but the Chair of the Board will be responsible for changing policy and practice under advisement by the DSO and other safeguarding experts.

7. Policy reviews

A review of the effectiveness of the Safeguarding Policy should be undertaken annually.

8. Completed Safeguarding Reporting Forms

- Reports from Social Services will be requested (to follow up on any disclosures made).
- Should anyone wish to receive further support after submitting a disclosure the DSO will be available for discussion and/or advice.
- All documents relating to allegations whether proven or not will be kept in a secure place. Any information requested by the police or Local Authority Designated Officer (LADO) will be provided without delay.

10. Health and Safety

- First Aid can be given by those without DBS clearance, but in accordance with guidelines on 'Regulated Activities'.
- In the event of First Aid being given to a child and/or vulnerable adult at risk any designated lead person on the site of the activity will be required to attend with urgency.
- It is understood that First Aid will be given by those without a DBS and will take priority over Safeguarding guidelines in the event of serious injury or illness.

- Risk assessments must be carried out on all Artstaunton facilitated events and activities involving children.

11. Definitions

The 1989 and 2004 Children Acts define a child as any person under the age of 18.

A vulnerable adult at risk is anyone aged 18 and over who:

- has needs for care and support
- is experiencing, or at risk of abuse or neglect
- is unable to protect themselves against significant harm or exploitation

12. Definitions of abuse

The list below is not exhaustive, and a child or vulnerable adult at risk may suffer more than one category of abuse simultaneously.

Main forms of abuse:

- **Physical:** hitting, slapping, pushing, kicking, restraint, unwanted restrictions, burning, biting, administering poisonous substances, suffocating, drowning, female genital mutilation and using excessive force.
- **Neglect:** failure to meet basic needs, including food, clothing and supervision.
- **Emotional:** including threats of harm or abandonment, deprivation of contact, controlling, intimidation, coercion, harassment, verbal abuse, humiliation, isolation or withdrawal from services or supportive networks, lack of love and affection, bullying, taunting, verbal attacks and threats.
- **Sexual:** involvement of children in sexual activity which they do not comprehend, are unable to give informed consent, or which violates social taboos or family roles. Exposing children to pornographic material.
- **Financial or material:** including theft, fraud, exploitation and the misuse or misappropriation of property, possessions or benefits. This can also include pressure in connection with wills, property of inheritance or financial transactions.
- **Neglect or acts of omission:** failing to provide a vulnerable person with the help they need. This could be ignoring medical advice, physical care needs or failure to provide access to health or social care services.
- **Discrimination:** including behaviour and harassment based on a person's ethnicity, race, culture, sexual orientation, age or disability, and other forms of harassment, slurs or similar treatment. The presence of extreme views is also a safeguarding issue and those

expressing extreme views (especially when resulting in discrimination) should be considered at risk and therefore reported to Somerset Safeguarding Board.

13. Recognition of abuse

Subcontractors and volunteers are responsible for reporting any concerns, incidents or allegations of abuse. They are not experts in recognition and are not expected to decide whether or not child or vulnerable adult at risk abuse is taking place.

Indications that a child or vulnerable adult at risk may be being abused include:

- Unexplained or suspicious injuries, particularly if situated on part of the body not normally prone to injuries.
- A child or vulnerable adult at risk describes what appears to be an abusive act involving him/her.
- Someone else (child or adult) expresses concern about the welfare of another child or vulnerable adult at risk at risk.
- Unexplained changes in behaviour (i.e. becoming very withdrawn or sudden outbursts of temper).
- Inappropriate sexual awareness, behaviour, language or use of images in art/craft work.

14. Designated Safeguarding Officers

It is the responsibility of the DSO to monitor good practice, to be sensitive to any concerns about abuse, act on them swiftly and offer support to those who report concerns.

The following guidelines will be followed by DSO:

- Upon receiving a disclosure, the DSO will speak to the teacher or parent/carer to clarify any initial concerns, unless a child would be put at greater risk if concerns were shared.
- If concerns still exist it is the responsibility of the DSO to make a referral to SCC Children's Social Care via Somerset Direct 0300 123 2224. This will then be confirmed with a written copy of the disclosure within 24 hours.
- The DSO will ensure that staff are able to report incidents with Safeguarding implications. This might include a parent missing for a significant length of time or a vulnerable adult at risk who seems overly smelly and unkempt.
- Activities, workshops and events involving children and vulnerable adults at risk will be regularly observed by DSOs.
- Feedback from teachers, parents and participants attending activities will be analysed and acted upon.

- The procedure for reporting a disclosure or accusation will be clear, and relevant information will be easily accessible to those working with children and/or vulnerable adults at risk.
- Procedures for reporting an incident will be clear and the form will be accessible.

15. Regulated Activity and Safeguarding checks

- For definitions of 'Regulated Activity' see the Home Office website definition of 'Regulated Activity' at: www.homeoffice.gov.uk/crime/vetting-barring-scheme/.

16. Casual contact with children and/or vulnerable adults at risk

- There are numerous stakeholders who may come into casual contact with members of the public, including children and vulnerable adults on the various sites. They do not undertake 'Regulated Activity'.
- All those coming into casual contact with members of the public including children and/or vulnerable adults at risk will receive the information on using and applying this policy.
- All Work Experience placements involving children will be overseen by the DSO.

17. Recruitment and selection of sub-contractors and volunteers

All recruited to undertake 'Regulated Activity' with children should be carefully selected for their suitability.

The following recruitment procedures will be applied to posts involved with the delivery of organised activities which may involve some regulated activity.

- Applicants should be supplied with a clear job description and person specification.
- Application forms and the interview process will ask about:
 - previous posts held,
 - any gaps in employment,
 - time spent overseas beyond three months,
 - reason for leaving previous posts and educational qualifications/experience.
- DBS checks will be mandatory and personal identification documents requested. Enhanced with Barred List DBS checks will be necessary for posts with frequent 'Regulated Activity'.
- ArtsTaunton will ask to see the DBS check once it is returned to the applicant.
- Two references will be taken up and if appropriate followed up by telephone. These will enquire about the person's suitability to work with children.

- Those who fail Enhanced DBS checks will not be allowed to work with children and/or vulnerable adults at risk.

18. Safeguarding training

- Designated Safeguarding Officers (DSOs) are trained in best practice and will co-ordinate the response to safeguarding incidents.
- DSOs will receive external training and be the responsible officers for Safeguarding (see Appendix E).
- All those who undertake 'Regulated Activity' with children will receive appropriate training on how to implement and use this Safeguarding policy (see Appendix E). Members of staff to receive training will have been subject to a DBS check.
- Those who have casual contact with children and/or vulnerable adults at risk will receive training from DSOs and have their own copy of the Safeguarding Policy. Volunteers requiring training will be identified through a risk assessment process undertaken by the DSO.
- All other sub-contractors and volunteers will have access to the Safeguarding Policy and will be able to call upon the DSOs for further information at any time.
- All records of training will be kept by the Administrator and DSO.
- New representatives interacting with the public will undergo induction and training about safeguarding measures.
- Arrangements for the appropriate training required will be made by a DSO in all cases. A training record will be maintained.
- All will have access to a copy of the Safeguarding Policy and will sign the Declaration to confirm that they have read and understood it.

19. Promoting good practice: Guidelines

The following guidelines will help to reduce situations where abuse of children may occur and protect by promoting good practice.

We ask that you:

- Avoid situations when you could be alone with a child or vulnerable adult at risk at risk. Make sure others are nearby (for example when giving First Aid). You could ask a child to bring along a friend to avoid one-on-one contact with children.
- Don't communicate with any children or vulnerable adults at risk linked to your work in a personal capacity, e.g. avoid being 'friends' on Facebook, and exchanging mobile phone numbers.

- Don't go into toilets (or toilet cubicles) with children or vulnerable adults at risk. Enable responsible adults and carers to access the toilets as they require. You may need to help children to access toilets. If so, please do so in small groups or pairs.
- Avoid physical contact with a child or vulnerable adult at risk at risk. Be aware that a brief touch on the shoulder or arm is acceptable but not a touch on any other area of the body.
- On occasion, it may be necessary to help children with costume or dress, eg within a dance or arts and culture event environment. You may help dress and/or remove clothing but do so with minimal contact and an awareness of the health and comfort of the child.
- Only hold a lost child's hand if offered and in order to lead them safely to another public space.
- Never leave a group of children under the age of 16 unattended.
- Never use any form of physical discipline.
- Do not be overly familiar in your language or behaviour with children or be over-friendly with some at the expense of others.
- Be alert to children or vulnerable adults at risk who express extreme views. Children or vulnerable adults at risk who discriminate against others and/or hold extreme views should be considered vulnerable and a Safeguarding Reporting Form should be completed as well as all Safeguarding procedures followed.
- Always listen to and respect children and/or vulnerable adults at risk in your charge and act upon any concerns or allegations of abuse.

You must not:

- take a child alone with you on foot or on a car journey.
- ask for or give any personal details to children, including details of phone numbers, chat rooms or internet sites. This includes Facebook and other social media platforms.

20. Work experience with children

- Children who are 14 and above may be accepted to do work experience. Placements of children must be managed by the DSO.
- A written or electronic record of placements is to be retained by a DSO and filed with ArtsTaunton The named contact for the placement should be included on all relevant paperwork.
- Children may work with adults who do not have a DBS check, but only if arranged to do so by a DSO. Students will always have a named contact on site and this named contact will be known to one of the DSOs.
- Work experience student emergency contact details and any medical concerns will be held with a named contact and the DSO. Work experience emergency contact details and

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medical concerns will always be held on the same site as the student (throughout the placement).

- Special needs and health requirements of students will be known by the relevant DSO. Placements will be adapted as necessary.
- Students over the age of 14 may be left alone for short periods of time (no longer than half an hour at any one time).
- Work experience students must remain on the agreed designated site unless accompanied by a DSO or another member of staff with an Enhanced DBS check.
- Relevant permissions must be given by school or parent/guardian for placements.
- Timings of the day will be agreed with the school and/or parent/guardian prior to the placement. Any journeys to or from the placement are taken at the risk of the student.
- Work experience students may not travel in the car of any volunteer or sub-contractor (either within or outside of working hours).
- Where possible students should remain in public spaces, and avoid being alone with unfamiliar adults.
- Supervisors will need to have read the Safeguarding Policy and be aware of their roles and responsibilities.
- When working alone with work experience students every effort should be made to maintain the safety of that child. Doors may be kept ajar and the majority of tasks will be completed in the presence of more than one adult.

21. Sites used by partners or other organisations

- Those working for a partner organisation linked to delivering ArtsTaunton initiatives will be alerted to this Safeguarding Policy and its contents.

22. Photographic records of children and vulnerable adults at risk

We are required to obtain proper consent from parents/carers when taking and storing photographs of children and vulnerable adults at risk.

Guidelines:

- Any person wishing to take photographs and/or video footage must first register with the activity supervisor, so that parental consent can be obtained
- Taking photographs of children: we must first obtain permission from parents (via a school if appropriate)
- Consent from parents should be obtained if images of children are to be used in any form of publicity

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- Signed permissions include a statement on the data protection of images and information related to them.
- A copy of the signed consent form should be forwarded to the DSO. An appropriate marker should be attached to the electronic version of the photograph in the file name: "CONSENT OBTAINED".

23. Process re lost or missing children and vulnerable adults at risk

Gather the following information quickly and calmly If a child or vulnerable adult at risk is reported lost or missing:

- Name
- Age
- Physical description (height, colour of hair, clothing, etc.)
- Where last seen
- The time when was last seen.

Report this immediately to any Site Manager and involve all staff in searching for the child.

Remain with the adults searching for the child and keep them as calm as possible.

If the child isn't found after 15 minutes ring the police as an emergency (999).

If the lost/missing child is in a booked group (eg a school) the DSO or other responsible person designated as such must contact that school to inform them of the situation. Maintain contact until the situation is resolved.

24. Finding an unaccompanied child

If a child gets parted from their responsible adult s/he can become very distressed.

- Take the child to reception and remain in a public space.
- Ask the child for a simple description of the person accompanying them.
- Inform the Site Manager and organise staff/volunteers to sweep the site for the missing adult.
- Wait with the child in a public space until the responsible adult is found/returns. Make them comfortable – sit them down quietly, provide some water.
- Contact the local police (using a non-emergency number) if the responsible adults do not reappear after 15 minutes.

25. Bullying

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'Bullying is a pervasive type of aggression, which often occurs in schools. As with other types of aggression, the harm that is inflicted – whether physical, emotional or both – is intentional. However, bullying has defining features which set it apart from other aggressive behaviours, in that it is repeated, and that the bully or bullies have greater access to power than their victim(s).'
(NSPCC website accessed 24/05/12)

- It is acknowledged within this policy that it may be difficult for a session leader to determine whether bullying is taking place, especially if bullying occurs via the internet (cyber-bullying). Because of this, all sightings of violence, whether emotional or physical will be recorded and reported to the teacher or responsible adult with the group.
- ArtsTaunton will not tolerate any forms of racist, sexist or homophobic abuse from any partners or those attending any facilitated events. Any incidents of racist, sexist or homophobic abuse will be reported in written form. This information will then be passed on to a DSO and will also be given to the adult responsible for the group.

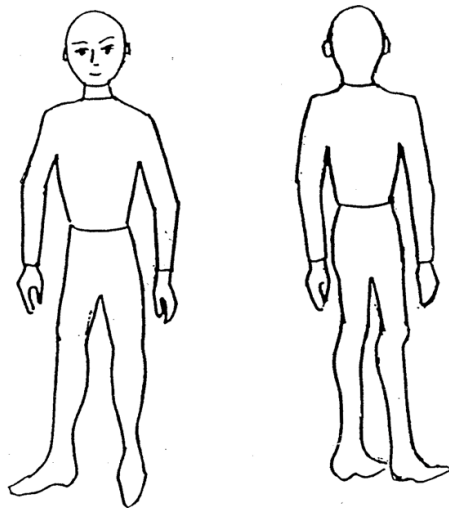
26. Legislative context

The legislative background to this policy is:

- The Children Acts 1989 and 2004
- The UN Convention on the Rights of the Child
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012.

Describe emotional state of child/vulnerable adult at risk (be very clear, e.g. child was crying):

If applicable use the below diagram to determine placements of marks or areas where actual or possible abuse has taken place:



Details of actions taken:

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To be filled out by Designated Safeguarding Officer

Date received:	
Name of DSO:	
Signature:	

Appendix B: Essential Numbers and sources of information

Somerset Direct – 0300 123 2224

Children’s Social Care or Somerset Safeguarding Adults Board, Somerset LSBC, PP2
BW3, County Hall, Taunton, TA1 4DY

Avon and Somerset Constabulary – 0845 4567000

Other useful sources of information

Childline UK - 0800 1111

Freepost 1111, London N1 0BR

NSPCC - Child Protection Helpline 24 hours, call free 0800 800500

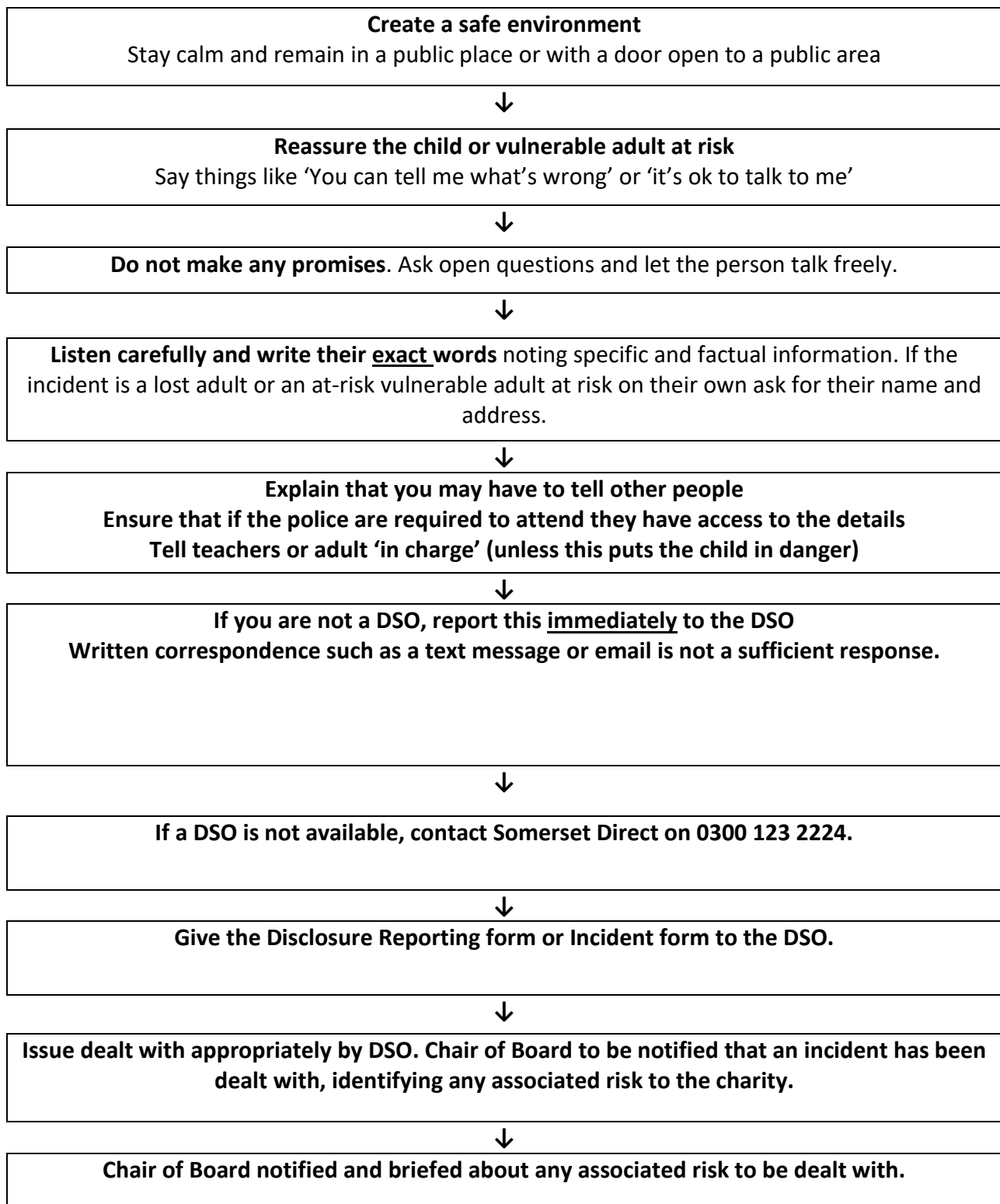
www.homeoffice.gov.uk/disclosure-and-barring

www.savethechildren.org.uk

<https://www.gov.uk/government/organisations/charity-commission>

www.scoutbase.org.uk/hg/child-protection

Appendix C: Safeguarding Disclosure and Incident Report



Appendix D: Safeguarding Policy Declaration

ArtsTaunton is fully committed to safeguarding the wellbeing of children and vulnerable adults at risk by protecting them from physical, sexual and emotional harm.

Safeguarding is everyone's responsibility.

Declaration:

I confirm that I have read and understood ArtsTaunton's Safeguarding Policy.

I declare that I will carry out my role in line with the policy statements and procedure including future revisions and updates.

Signed: _____

Date: _____

PRINT name: _____

Role in ArtsTaunton: _____

Last updated June 2022

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