



ARTSWORK

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK POLICY AND PROCEDURES

Artswork Ltd.

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Owner / Review: Louise Govier, Chief Executive

Deputy Safeguarding Officer: Annabel Cook
Designated Safeguarding Lead: Louise Govier

Trustee Lead: Dr. Emma Dyer
Chair of Trustees: Norinne Betjemann

Policy adopted & signed – 17/06/2021

<p>Louise Govier, Chief Executive</p>	
<p>Norinne Betjemann, Chair</p>	

Procedure for dealing with concerns – all staff

Please follow this procedure if you have safeguarding concerns about a child, young person or adult at risk.

If the individual is in **immediate danger** call the **police** - 999

You may need to raise a concern because you have observed a situation or because of a disclosure made to you



Listen carefully and do not comment on the information



Do not promise confidentiality, **reassure** the individual that you will only tell **Annabel Cook** or **Louise Govier** as Safeguarding Leads



Make a written **record** of the factual information immediately



Ask the individual for their **consent** to pass the information on to the Safeguarding Lead. You don't need consent – but it is best practice



Phone the Safeguarding Lead / Officer **immediately** and email the record as soon as possible and **always within 24 hours**

Annabel Cook

Be prepared to leave a message should the call go to voicemail: **“This is [name] from Artswork. I need to raise a safeguarding concern. Please could you call me back on [number]”**

Louise Govier



When you have confirmation that the report has been received. Remove the record from your email by ensuring it is deleted from your sent and deleted items. The record will be stored securely by the Safeguarding Lead / Officer.

If your concern is about the Designated Safeguarding Lead or Deputy Safeguarding Officer you should report immediately to the Trustee Lead or Chair of Trustees.

Tips On Handling Disclosures

The following guidance is designed to help you be clear about what action to take if a child, young person or adult at risk discloses information to you that you are concerned about or if you consider them to be at risk.

1. **Remain calm and in control** – don't panic.
2. **Find a safe space** – take the individual to one side so they cannot be overheard but so that you are both visible to other staff or adult practitioners.
3. **Listen carefully to what is being said** – you need to remember as much as you can.
4. **Don't give your own view or opinions** – actively listen but do not comment even if what they are saying is shocking or difficult to hear, try not to show this.
5. **Only ask questions if you don't understand what is being said** – perhaps they said something very quietly, perhaps you didn't understand a word they used.
6. **Don't promise to keep a secret** – often an individual begins by saying "please don't tell anyone". You cannot keep this secret. You do not need their consent to share the information but it is best practice. Reassure them that you will only tell the Safeguarding Lead / Officer to support their safety.
7. **Reassure them that they have done the right thing** – you could say something like "you did the right thing to tell me this."
8. **Make notes straight after your meeting with the child or young person** - use their words. Write it up accurately and clearly as possible recording the date and time.
9. **Report it** - as soon as possible (always within 24 hours) to the Safeguarding Lead / Officer. It is not your job to notify the police or social services unless it is urgent and the Safeguarding Lead / Officer cannot be contacted.
10. **Seek advice** – in a non-urgent situation when you cannot reach the Safeguarding Lead / Officer or if you are not sure if it is a child protection concern you can call the **NSPCC** on **0808 800 5000** (available 24 hours / 7 days a week). The first question you will be asked is "do you have a concern about a child?" If you say yes, your call will be transferred to a safeguarding professional.
11. **Request support** – safeguarding disclosures are difficult. Support your own wellbeing:

Informing your line manager that you have been involved in a disclosure and discussing any support you might benefit from

Letting family / friends know that you need to talk about your own emotions and asking for support in processing these

If you continue to be affected or the situation is ongoing you can ask your GP to be referred to a counsellor

Considering contacting a relevant charity / voluntary organisation that can provide counselling / guidance

You can take all these steps whilst maintaining the confidentiality of the individual(s) involved by not disclosing any of the facts e.g. name, location or anything that might identify them.

Policy Statement

Artswork enables children and young people through arts and culture to find their voice, become skilled leaders and achieve their aspirations. Building strategic alliances, Artswork advocates for change and delivering positive outcomes for children and young people.

A registered charity, we are a leading advocate for the importance of arts and cultural practice, we are a catalyst for developing young people's skills and employability in the creative and cultural industries.

Artswork has a responsibility to promote the welfare of all children, young people and adults at risk engaged in our work and to keep them safe. We are committed to working together to protect those participants who engage with our services and to provide staff and volunteers with guidance and information that ensures our policy and procedures are followed.

We will ensure that all suspicions and allegations of abuse or welfare concerns will be taken seriously and responded to swiftly and appropriately, and that staff and volunteers know how to respond to disclosures or concerns.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers, freelance workers, agency staff, students, apprentices, trainees, interns or anyone working on behalf of Artswork.

It should be read alongside Artswork's Prevent Policy and Procedures which outlines and provides guidance on the risks of radicalisation.

If you receive a complaint or have a concern about a member of Artswork staff, please read Artswork's Whistle-Blowing Policy. See Appendix 1.

Artswork recognises that safeguarding issues can trigger memories of historic abuse for adults. The helpline for the National Association of People Abused in Childhood is 0808 801 0331 and their website is <http://napac.org.uk/>

Statutory guidance on safeguarding can be found here:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Promoting and embedding the Policy in our work

All employees and volunteers will:

- receive child protection and safeguarding training as part of their induction
- receive training on the IT usage policy and how IT usage is monitored
- receive enhanced training if working directly with children, young people and adults at risk
- participate in discussions during team meetings
- participate in discussions during their twice-yearly performance reviews
- undertake Safeguarding refresher training
- undertake CPD during team meetings to strengthen how we promote and discuss Safeguarding with learners (Apprenticeship team)

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1. Awareness of Types of Abuse and their Symptoms

In order to understand our safeguarding responsibilities it is essential that we recognise what abuse is. Artswork staff and volunteers are never expected to make a diagnosis but they are expected to be aware and alert to potential concerns and to report these.

We recognise that some of the people who engage with Artswork's services, and with the services we commission from partners, may be particularly vulnerable to abuse, for example, disabled children and those with barriers to communication. Young people in care or those who are engaged with the criminal justice system are at increased risk and / or may have already been affected by abuse. We also recognise that children, young people and adults at risk can be abused regardless of socio-economic background, race, and physical or cognitive ability.

Appendix 2 of this document provides information about the different types of abuse that children, young people and adults at risk may encounter. It is important that those working for Artswork have an understanding of the experiences and situations that constitute abuse.

You may find reading this information difficult and challenging and we encourage you to share any concerns or responses you may have with colleagues and discuss any support you might benefit from with your line manager.

2. Safeguarding and Data Protection

If you have a concern about a child or adult at risk you will need to record personal and sensitive information in order to report your concern. You should attempt to obtain verbal consent for collecting and processing this information. However it is vital the information is still collected and reported even where the individual is unwilling to give their consent. This is because the legal obligation to report a safeguarding concern overrides the need for consent.

Artswork's Designated Safeguarding Lead (DSL), Deputy Safeguarding Officer (DSO) and Data, Evaluation & Impact Manager should familiarise themselves with the following guidance: <https://learning.nspcc.org.uk/media/1442/child-protection-records-retention-and-storage-guidelines-april-2019.pdf>

3. Responding to allegations or suspicions of abuse

It is not the responsibility of anyone working with Artswork to decide whether abuse has taken place. Under no circumstances should a member of staff or volunteer carry out their own investigation into the allegation or suspicion of abuse.

Artswork's Designated Safeguarding Lead (DSL), Deputy Safeguarding Officer (DSO) and Trustee Safeguarding Lead should familiarise themselves with guidance on managing allegations of abuse, which can be found here:

<http://www.nspcc.org.uk/globalassets/documents/information-service/factsheet-managing-allegations-abuse.pdf>

DSL / DSO / TSL Actions

1. In the event of an allegation, referral or disclosure, the DSL, DSO or TSL will collate and clarify the precise details of the allegation, disclosure or suspicion.
2. Based on the known facts and any guidance taken from the NSPCC or other authority, the DSL, DSO or TSL will pass this information on to the relevant team in the local authority in which the project took place within 24 hours. See Appendix 5 for details.

It is mandatory to report known cases of Female Genital Mutilation (FGM) to the police. "Known" is determined by a direct disclosure from the individual or the observation of physical signs that the DSL, DSO or TSL have no reason to believe are the result of a surgical operation for the individuals physical or mental health, e.g. following childbirth.

3. The DSL, DSO or TSL will inform each other that a referral has been made.
4. Suspicions or details of the allegation, disclosure or report must not be discussed with anyone other than those nominated above. Written record of the concerns should be made in accordance with procedures and kept in the secure folder on the Z drive.
5. Artsworld will provide support to the DSL, DSO or TSL to enable them to carry out their role and any information or details will remain confidential.
6. The Local Safeguarding Children Board or Adult Services will investigate the matter under the relevant legislative framework.

In addition, where the project / activity is delivered by a partner / host organisation that recruited or engaged the participants or takes place in an education setting, the DSL, DSO or TSL will also inform the individual responsible for safeguarding within that organisation.

Partner or delivery organisations should then follow their own referral procedures.

Artsworld reserves the right to withdraw funding / investment if safeguarding practices and procedures, including correct reporting are not followed.

3. Duty to Refer

If Artwork or a partner organisation that employs or manages people working in regulated activity removes an individual from work involving contact with children, young people or adults at risk because the person poses a risk of harm then it has a duty to make a referral to the Disclosure and Barring Service (DBS). The Duty to Refer applies even when a referral has been made to the Local Authority Safeguarding Team and irrespective of whether another body has made a referral to the DBS.

This information ensures the DBS has all the relevant information to make a fair, consistent and thorough decisions about whether to bar a person from working with vulnerable groups.

A person who is under a duty to refer and fails to do so without reasonable justification is committing an offence. If convicted they may be subject to a fine of up to £5000.

Two conditions must be met to make a referral:

Condition 1

- you withdraw permission for a person to engage in regulated activity with children and/or adults at risk. Or you move the person to another area of work that isn't regulated activity

This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, resigned or left.

Condition 2

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or adult at risk of put them at risk of harm
- there has been no relevant conduct but a risk of harm to a child or adult at risk still exists
- been cautioned or convicted or a relevant offence (automatic barring either with or without the right to make representations)

It is an offence to fail to make a referral without good reason.

Relevant conduct in relation to children is defined as that which:

- endangers a child or is likely to endanger a child
- if repeated against or in relation to a child would endanger the child or be likely to endanger the child
- involves sexual material relating to children (including possession of such material)
- involves sexually explicit images depicting violence against human beings (including possession of such images)
- is of a sexual nature involving a child

A person's conduct endangers a child if they:

- harm a child
- cause a child to be harmed

- put a child at risk of harm
- attempt to harm a child
- incite another to harm a child

Relevant conduct in relation to adults at risk is defined as that which:

- endangers an adult at risk or is likely to endanger an adult at risk
- if repeated against or in relation to an adult at risk would endanger the adult at risk or be likely to endanger the adult at risk
- involves sexual material relating to children (including possession of such material)
- involves sexually explicit images depicting violence against human beings (including possession of such images)
- is of a sexual nature involving an adult at risk

A person's conduct endangers an adult at risk if they:

- harm an adult at risk
- cause an adult at risk to be harmed
- put an adult at risk in harm
- attempt to harm an adult at risk
- incite another to harm an adult at risk

How to make a referral

1. Referrals must be made by Artsworld's DSL, DSO or Trustee Safeguarding Lead.
2. Check the paper version of the referral form to gather the information required
<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>
3. Use the online referral form. You need to create a DBS account to do this.
4. Provide all the relevant information you have access to. Legally you are not allowed to withhold or omit information.

Further information and help with making referrals can be found on

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#who-has-a-legal-duty-to-refer> or by calling 03000 200 190.

5. Good Practice Guidelines

5.1 Good practice for safe working with under 18s as participants

Safe working with children includes the following:

- **risk assessment** of practical health and safety issues
- **adequate ratios** of children to adults, depending on the activity and the needs of the young people. **A minimum of two adults** should be present, for any group larger than three. If the second adult is a volunteer, they must be adequately trained to understand their safeguarding responsibilities and they must be suitable for the role (see Good Practice for Safe Recruitment). For participants over the age of 16, the second adult does not have to be in the room at all times in a public space if the space can be viewed (for example by a door being left open or through a window) and they are on call
- **suitability of activities** to the needs and maturity of participants
- **avoid situations where you are alone** with children / young people. (See Good practice in safe 1:1 working)
- **avoid spending excessive amounts of time** with individual children / young people
- **never show favouritism**
- **avoid doing things of a personal nature that a child can do for themselves**
- if, during an **emergency situation**, you have to do something of a personal nature for a child / young person, ensure the parents or guardians are informed as soon as possible and **ensure there is another staff member or volunteer present**
- **never engage in rough, physical or sexually provocative games, including horseplay or suggestive language.** Any such work that arises in the context of an art form, must be contextualised within the art form practice and with due regard to the maturity of participants. If you are in any doubt about the suitability of text, images, video etc. that you are intending to use, discuss this with a manager. Remember to have sensitivity to content, and an appropriate delivery style for the group you are working with
- it is sometimes the case that **emotional engagement in an arts subject** can initiate a disclosure from a young person in a group situation. Staff need to be well trained and equipped to deal with this and to consider the following: the reporting process; the needs of the child disclosing; the needs of the rest of the group who may have been exposed to something they will find disturbing or difficult to process. It may be appropriate to allow the child to talk one to one to a co-worker, away from the group (but not in a closed private space) – so you can talk separately to the rest of the group. Explain to the group that you will support the individual and that they did the right thing but that you all must respect that what's said in the room is confidential and it should not be shared as gossip

- the **creative work** a child produces may appear to be a form of **non-verbal disclosure**, or it may not. Don't assume, but find a way of asking non-leading questions that indicate to the child that they can say more about these feelings / this incident
- in **planning activities** seek as much information as you can as to the nature of the group and any **particular needs** they may have
- never allow or engage in inappropriate touching of any form and use the following **Safe Touch** guidelines:
 - **Necessary:** are you sure that demonstration or verbal instruction is not adequate?
 - **Permitted:** permission for contact is sought and given by child or young person. Ask if you can touch and accept that permission may be refused
 - **Clear:** tell the child or young person where you are going to touch and how you will touch
 - **Contextual:** explain why you are going to touch
- when you are coaching a **physical arts activity**, consider the needs of the individual when selecting participants to demonstrate skills on
- if you **accidentally hurt or distress** a child / young person in any way, or if the child / adult at risk appears to become sexually aroused, angry or misunderstands your actions, report the incident to the DSL / DSO / Trustee SL. They will decide if, when and how to inform parents / carers. Ensure a written record of the incident is made
- do not allow children / young people to **bully or ridicule** each other
- if you sense that **a participant has developed a crush on you**, report this to the DSL / DSO / TSL straight away and work out a sensitive approach to dealing with the situation. Be particularly careful that your behaviour is professional at all times and cannot be constituted as encouraging the young person's feelings, or demeaning them in any way
- artists, performers, youth arts leaders etc. are adults that young people admire and are able to provide important mentoring and role models within our sector, however **allegations of abuse** can be levelled at anyone for a number of reasons. **You must be able to demonstrate that you have behaved appropriately at all times**
- **never give out your personal phone number, email or connect on personal social media** (see Safe Social Networking)
- under the **Prevent Duty** Artsworld will ensure that it's DSL, DSO and Trustee SL and staff working directly with children and young people receive Prevent awareness training to ensure they are aware of the likelihood of children, young people and adults at risk being drawn into radicalisation, terrorism and are able to challenge extremist ideas

5.2 Good practice for safe working with apprentices and young people over 18

- Artswork's Safeguarding Policy applies to **all apprentices and participants over the age of 18** due to our Duty of Care and position of responsibility and trust
- this Policy applies to **apprentices and volunteers aged 16+ as staff members and when they are undertaking work with children**. Young people engaged in this capacity must be made aware of this Policy and receive appropriate training for their role. This training should include guidance on how to negotiate actual and virtual peer relationships when working in a position of responsibility. This should be discussed openly and ideas sought from the individual young people on how to manage peer relationships and social media safely in a way that will not lead to safeguarding incidents or accusations
- all **employers** are made aware of their **Safeguarding and Prevent responsibilities** by the Apprenticeship team
- specifically employers (including Artswork) must be made aware that their **staff should not engage in a personal relationship with an apprentice or participant including contact via social media**. Employers should communicate to their staff that they are required to maintain a strictly professional relationship with apprentices and participants
- a **level of distance in social contact** needs to be maintained with apprentices, project participants or volunteers. We expect staff to seek guidance from the DSL / DSO if they are unsure where or how to draw the line
- employers and their staff must carefully consider **social situations** where apprentices and participants are present, be aware of the law around alcohol consumption and model appropriate conduct in all such situations
- **sharing of personal mobile numbers or social media contacts must not happen** between staff and apprentices, participants or with volunteers as it can open the way to abuse of position of trust, or accusations of. The young person's line manager and Chief Finance Officer can hold and use their personal mobile number for the purpose of work-related telephone contact only
- as a training provider and employer Artswork will **signpost young people to services and encourage them to keep themselves safe**. Particular attention should be paid to personal safety around travel, late working or off-site working
- **apprentices who have concerns about safeguarding** should contact the Designated Safeguarding Lead in their workplace or the Apprenticeship team who will report to Artswork's DSL / DSO

5.3 Good practice in safe 1:1 working with under 18s and young people

- one-to-one meetings **should not take place in isolated or 'closed' environments** but in places where there is accountability, i.e. where there are others around who can see both the staff member and the young person
- **Leave a door open** if meeting in a private room, or use a space with a window which enables people on the other side to see into the space
- Meet in a café or other **public place where some degree of privacy can be maintained** as far as conversations are concerned, but both staff member and young person can be seen by others. This can also have the advantage of taking the young person out of the workplace or training environment to somewhere they can speak freely if they have any concerns
- Staff members should **never meet a young person at the staff member's private home** or at the young person's private home. There are exceptional circumstances where the latter might be requested, for example in the case of chronic ill health or mobility issues, in which case remote meeting technology should be used
- Where **remote meeting technology** is used, the specific address of the staff member and young person should not be identifiable unless it is their usual place of work. Learners and staff must be given guidance on how to use virtual backgrounds (where possible) or how to check they have a neutral background. Artwork staff should ensure that these meetings are scheduled in both staff and learners work calendars so that both Artwork's Safeguarding Lead and the young person's employer are aware when they are taking place
- Zoom **passwords and unique meeting IDs** must be used for each 1:1 or group training meeting. Sensitive data should not be visible through background image or screen sharing functions
- **Consent to record** meetings should be obtained by Artwork prior to each recording being made with the purpose of the recording being stated. Recording can only be made for the purposes of training, assessment evidence and reviews.
- During one to one meetings it is important that staff understand and are explicit about issues of **confidentiality**. Absolute confidentiality can never be promised legally
- **Records** should be kept of one-to-one meetings in line with the purpose of the meeting and should include time, date, location and indicative content of the meeting, for the purposes of accountability. These should be stored according to Artwork's Data Protection & Management Policy and Procedures
- any member of staff whose work includes regular one-to-one meetings, mentoring or supervision of a person under 18 will be **DBS checked** where their job role meets the requirements for regulated activity. Artwork will renew DBS checks every three years

5.4 Good practice in safe social networking and communication with young people

- Interaction with learners through a social networking site is not permitted unless this has been agreed by the DSL as part of a network for **managing group collaborative learning**. Personal social networks and mobile telephone apps should not be used for these purposes. Some of these platforms include personal data such as a photo, the location of the individual and may include details about their emotional status which staff should not have access to
- Online collaborative learning must be done following approval by requesting Artswork's Communications, Sales & Marketing Manager to set up an **'invitation only'** business / professional group discussion group for the training programme with appropriate privacy settings where the **content can be monitored**
- Members of staff should only contact participants, apprentices or parents using SMS, telephone and e-mail systems provided by Artswork, **not their own personal** mobile phones or devices
- **Professional Development trainers** should communicate with course participants via Artswork or using their business telephone and email systems. Where a **postal address** is required for the submission of training course material, the trainer should supply Artswork's or the address of the host venue for the training course
- The guidelines for safe one-to-one working apply to virtual meetings and communication such as when using Zoom or other forms of **remote meeting** for a one-to-one conversation
- **Personal mobile** phone numbers should not be shared with any project participants

Personal social networking accounts

It is unacceptable for members of staff to allow apprentices, interns, participants, and the children, young people and adults at risk connected with Artswork to access their personal social networking spaces including mobile applications. This includes:

- ensuring privacy settings are set to restrict access to friends only
- not adding apprentices, interns, participants, children, young people and adults at risk as friends / followers or enabling them to become friends / followers
- never using private messaging functions to communicate with apprentices, interns, participants, children, young people and adults at risk
- not following apprentices, interns, participants, children, young people and adults at risk

If your personal social networking account identifies or associates you as being part of Artswork in any way, you need to remember that you are representing your organisation and that you need to maintain professional boundaries with all young people the organisation is working with. Many staff members will have accounts that overlap private and professional – please see Artswork's Online and Social Media Guidelines for further information and guidance.

5.5 Good practice in safe recording, storage and use of images and audio

Taking photographs, recording audio and making films of children, young people and adults at risk is a valid and useful part of youth arts practice. It is important for celebrating, documenting and communicating the work that Artswork does and is often a core part of arts activity. All audio and images of participants including adults are subject to the requirements of the Data Protection Act 2018 and the procedures around obtaining consent, collecting, processing, using, managing, storing and deleting the image must be followed.

There are additional risks associated with photographing, audio recording and filming children, young people and adults at risk as subjects.

These include:

- the collection and passing on of audio and images which may be misused
- the identification of individual children to facilitate abuse
- the identification of children in vulnerable circumstances
- the stigmatisation of children or young people engaged in targeted activities, especially if the audio or image is being used long after it was recorded

These risks can be reduced by following these guidelines.

Consent and permission

Consent is required from all individuals prior to the image or audio being recorded for all Artswork's activity. The consent form should state clearly the purposes for which the image is being collected and processed by Artswork, who it will be shared with, how it will be shared and how long it will be stored on our systems. If the audio or photograph is for use in the public domain including on websites and social media then separate explicit consent for this must be requested. It must be explained that once it is in the public domain, its future use cannot be guaranteed.

Children over 16 can give consent for the collection and use of their image and audio. It is Artswork's responsibility to ensure that this consent is informed and the child understands the implications of saying yes to the collection and processing of their data. If Artswork is unsure if consent is informed, parental or carer consent should be sought.

Co-consent from both the child and their parent or carer is required for children between 13 and 16. Both the child and their parent or carer must give consent before the image and audio is collected.

There are occasions where informed consent cannot be given by children over 13 or by adults at risk. Guidance should be taken with project partners and any services supporting the individual as to whether audio or images can be recorded and used and parental or carer consent obtained.

A copy of the permission form should be given to the parent / carer or young person if they have signed it themselves with contact details to enable them to get in touch with Artswork at any time to withdraw their consent for use. Should this occur the Communications, Sales & Marketing Manager will ensure that all copies of the relevant images whether in print or stored electronically are deleted and can no longer be used.

Consent forms must be stored securely in a locked filing cabinet and checked against any images or film which are being selected for physical, print or electronic display.

Reason and purpose

Recording of audio and images must only be made by an authorised person such as an Artswork staff member or commissioned photographer. Signage indicating that photography is taking place must always be displayed. Where a parent or carer takes pictures, for example at a celebration event, it must be made clear to them that they are there to photograph their own child, not any other person. If consent for any participant cannot be obtained for child protection reasons, then no image or audio recording can be made except by a fully briefed member of Artswork staff or a commissioned photographer, a No Recording sign should be displayed and appropriate announcements made.

Appropriateness of images

All children, young people and adults at risk featured in photographs or recordings must be appropriately dressed for the activity they are undertaking. Care must be taken about the kind of images which are used, and consideration given in case they could be misinterpreted or used in any way for sexual gratification or the promotion of criminal behaviour. If you are in any doubt, don't use them and delete any copies of the image.

No images may be taken of individuals which capture them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings.

Identification of subjects

Any photograph should not allow an unauthorised person to identify an individual or their location. In marketing, reporting or publicity materials the following rules apply:

- if using the person's full name then **no** photograph can be used
- if using a photograph then **no** name can be used
- **never** include a photograph, name and specific location of the activity
- children or young people in vulnerable circumstances like those in care or who have a protection order should **not** be photographed unless prior consent has been given by the social worker responsible for the individual
- young people who could be identified as being 'excluded' or engaging with the criminal justice system should **not** be photographed in a way their faces should be recognised unless prior consent has been given. The duration of use and storage is reduced to 1 year to avoid long term stigmatisation

Official photography at events

Publicity photographs may be beneficial at events. The Communications team will inform the press of Artswork's policy before they arrive. Press are not allowed unsupervised access to children.

Storage

Audio and image recordings of children, young people and adults at risk created by Artsworld staff or by those working on behalf of Artsworld should never be stored on personal computers, tablets, phones or devices. Images stored on Artsworld-issued equipment must be transferred as soon as possible to Artsworld's Communications team and deleted from devices (including phones, tablets, cameras or laptops) within 48 hours.

Artsworld's Communications team will ensure that photographs are dated and no images are kept or used more than five years after they were taken.

Only staff approved by Artsworld's Communications, Sales and Marketing Manager should have access to recordings of individuals stored on the system. This includes members of the Communications team, the Careers Programme Manager, and operational staff with a direct responsibility for Data Protection and the secure storage of consent forms.

Looked After Children

The photographing and filming of Looked After Children taking part in cultural events and other occasions should be seen as a normal and essential part of their childhood. However where the intention is that these photographs are to be stored and or published special rules apply where a child is not living with their parents. All requests for images to be taken or recorded of Looked After Children should be referred to the Social Worker responsible for the child in question.

5.6 IT Usage Policy

All users of Artsworld's IT systems will sign an agreement prior to use to confirm that they will:

1. Keep their password safe and not share it with anyone except Artsworld's nominated IT service provider
2. Keep their user account secure by locking any unattended device
3. Only access data that they are authorised to access or use
4. Only transfer sensitive or confidential data externally using encrypted emails or platforms

Internet and Email Conditions of Use

All users will sign an agreement prior to use to confirm that Artsworld's internet and email provision is for business and educational use. They agree to:

1. Limit their personal use of internet and email systems to rest breaks
2. Ensure any personal use does not breach their terms of employment or Artsworld's values, policies and procedures, statutory or legal obligations and code of conduct by not:
 - a) Using the internet or email for the purposes of harassment or abuse
 - b) Using profanities, obscenities or derogatory remarks in communications
 - c) Accessing, downloading, sending or receiving any data including images which could be considered offensive including discriminatory, defamatory, libelous or sexually explicit content

- d) Accessing, downloading, sending or receiving any data including images that contains criminal content for example pirated material, content depicting or inciting criminal activity including sharing explicit imagery
- e) Using the internet to plagiarise or infringe copyright in the use of text or images
- f) Using the internet or email to conduct a personal business
- g) Using the internet or email to gamble
- h) Using the internet or IT systems to play games
- i) Forwarding or distributing chain letters or spam
- j) Sending unencrypted sensitive or confidential information
- k) Downloading copyrighted material including music, film, audio, text and software without prior approval and unless authorised to do so

Artwork's IT systems and internet usage is monitored as follows:

1. Monitor and log website access to flag inappropriate use
2. Monitor email links to websites to flag any malware or security risks
3. Scan emails for malicious, discriminatory and derogatory content and language
4. Block access to websites with inappropriate content
5. Filter Wi-Fi access and usage to block access to websites with inappropriate content

Artwork will investigate any suspected or actual incidents of inappropriate usage by monitoring the individual's internet and email activity and equipment usage including their historical usage. Any monitoring will be conducted in accordance with the Data Protection Act 2018, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

6. Safer Recruitment

Safer recruitment is designed to protect the welfare of children, young people and adults at risk at every point at which they engage with Artswork. The overall purpose is to enforce pre-employment checks for all prospective staff, contractors and volunteers to ensure that those delivering activities are suitable to work with children and young people.

Safer recruitment is embedded in Artswork's recruitment processes to ensure job applicants are considered equally and fairly and in line with our Equal Opportunity Policy, as well as in a professional and timely manner.

Artswork complies with the associated legislation that informs safer recruitment including the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012, The Prevent Duty Guidance for England and Wales 2016 and Keeping Children Safe in Education 2018 together with any guidance published by the Disclosure and Barring Service (DBS).

In practice this means:

- job descriptions that clearly explain the required level of contact with children, young people and adults at risk
- asking applicants to make written disclosure declarations about past convictions, cautions or binding over orders. Having a spent or unspent conviction is not necessarily a barrier to working with children and young people
- if the role is eligible for an enhanced DBS check, any job offer will be made conditional upon the DBS check being satisfactory. (See Appendix 3)
- asking for 2 written references and phoning to check that they are genuine by additionally telephoning the referees. We specify that referees should not be family members, and must be able to comment specifically about the applicant's suitability to work with children based on observation of the applicant in the workplace
- verifying the identity of the applicant. We will ask to view original photo ID and a recent household bill (not a mobile) once a job offer has been made. We will make a signed and dated record on the applicant's HR file to state what documents have been seen
- making a copy of any original certifications of any qualifications that are required for the role. These are stored securely in line with our Data Management Policy & Procedures
- where the role is not within the definition of restricted activity, the role will not involve 1:1 working with participants
- we will risk assess any staff, consultant or volunteer whose role is not within the definition of restricted activity
- new employees will receive Safeguarding training including on this Policy during their induction
- new employees working with children, young people and adults at risk will follow the enhanced induction checklist

Appendix 1 | Artwork's Policy on Whistle-blowing

Public Interest Disclosure (whistle blowing)

Workers may, in properly carrying out their duties, have access to, or come into contact with, confidential information. Our employment and service contracts forbid workers from disclosing such confidential information. However, the Public Interest Disclosure Act 1998 allows workers to make a public interest disclosure if they have evidence of malpractice in an organisation.

A qualifying disclosure is if a worker becomes aware of information which they reasonably believe shows one or more of the following is either happening, has taken place or is likely to happen and is in the public interest, they must use the disclosure procedure set out below.

- a criminal offence
- a person has failed to comply with a legal obligation
- a miscarriage of justice
- a danger to the health or safety of any individual
- damage to the environment
- a deliberate attempt to conceal any of the above

Disclosure procedure

Information which a worker reasonably believes tends to show one or more of the above qualifying disclosures should promptly be reported to:

- Artwork's Chief Executive so that appropriate action can be taken
- Chair of Trustees where the employee believes the Chief Executive is implicated
- If neither route can be followed, the 'prescribed persons'. The Charity Commission is the regulatory body to whom workers can make disclosures relating to the proper administration of charities and funds given, or held, for charitable purposes

Further advice on a course of action can be obtained by contacting ACAS. www.acas.org.uk

Artwork treats malpractice very seriously and workers are encouraged to raise concerns in good faith without detriment or fear of detriment. The Company will investigate and deal with any concerns raised by workers promptly and consistently.

Workers have the right to present a complaint to an employment tribunal if they suffer detriment as a result of making a protected disclosure.

A disclosure will be considered protected provided the worker:

1. Makes the disclosure in good faith
2. Reasonably believes that the relevant malpractice relates to the proper administration of charities and funds given, or held, for charitable purposes
3. Reasonably believes that the information disclosed and any allegation contained in it are substantially true

Appendix 2 | Definitions of Abuse

You may find reading this information difficult and challenging and we encourage you to share any concerns or responses you may have with colleagues and discussing any support you might benefit from with your line manager.

Abuse can be categorised into distinct types:

1. **Physical Abuse**
2. **Sexual Abuse**
3. **Emotional / Psychological Abuse**
4. **Neglect and Acts of Omission**
5. **Child Sexual Exploitation (CSE)**
6. **Child Trafficking and Modern Slavery**

Adults at Risk can also face:

7. **Financial, Economic or Material Abuse**
8. **Domestic Abuse (adults aged 16+)**
9. **Discriminatory Abuse**
10. **Self-neglect**
11. **Organisational Abuse**

1. Physical Abuse

This involves physical injury where there is definite knowledge or a reasonable suspicion that the injury was inflicted deliberately or knowingly not prevented.

Signs of Physical Abuse are:

- **Bruises and abrasions** – especially about the face, head, genitals or other parts of the body where they would not be expected to occur given the age of the child. The bruising may be non-accidental when the individual's explanation does not match the nature of injury or when it appears frequently
- **Bruises** – that are linear in shape or appear on soft, fleshy areas of the body can be more suspicious
- **Twin bruises on either side of the mouth or cheeks** – can be caused by pinching or grabbing e.g. to make an individual eat or stop them speaking
- **Bruising on both sides of the ear** – caused by grabbing an individual who is attempting to run away. It is very painful and humiliating to be held by the ear
- **Grip marks on arms or trunk** – gripping bruises on arm, wrists or trunk can be associated with shaking. Shaking can cause serious injury i.e. a brain haemorrhage as the brain hits the inside of the skull. X-rays and other tests are required to fully diagnose the effects of shaking. Grip marks can also be indicative of sexual abuse

- **Black eyes** – caused by an object such as a fist coming into contact with the eye socket. A heavy bang on the nose can also cause bruising to spread around the eye but this should be assessed by a Doctor
- **Damage to the mouth** – e.g. bruised / cut lips or torn skin around the lips and mouth
- **Slap marks**
- **Bite marks**
- **Fractures** - especially in a non-mobile child, young person or adult at risk
- **Burns and / or scalds** – a round, red burn on tender, non-protruding parts like the mouth, inside arms and on the genitals. Burns that appear to be cigarette burns or ‘dipping scalds’ caused by the individual being deliberately ‘dipped’ in a hot bath. These are different from splash marks caused when a hot liquid is accidentally knocked over
- **Poisoning or other misuse of drugs** – e.g. overuse of sedatives, symptoms such as extreme drowsiness, confusion, pupil dilation and dehydration. Illness may present similar symptoms and a first aider should be contacted immediately
- **Female Genital Mutilation** – the injury of or partial / total removal of external female genitalia or other injury for non-medical reasons and the practice of breast flattening. It can take place at any age and is usually arranged by someone the individual knows. Known inaccurately as female circumcision but more commonly a [language-specific term](#) is used. Signs to look out for before it happens may include the child talking about being taken abroad for a special occasion, procedure or initiation to “become a woman”. After it has taken place, unexplained behavioural changes such as absences, spending longer in the toilet, frequent urinary, menstrual or stomach problems or pain, physical difficulties in standing, sitting and walking, or signs of emotional abuse may be noticed.

2. Sexual Abuse

The involvement of children under 16 in sexual activities, or adults at risk in sexual activities to which they are unable to give informed consent. This includes forcing or persuading an individual to take part in sexual activity that is contact or non-contact, including online. Grooming a child under 16 is a criminal offence even if no contact sexual activity takes occurs.

It is an offence to make, distribute, possess or show any indecent images of anyone aged under 18, even if the content was created with the consent of that individual or by another individual under 18.

Sexual activity or intended sexual activity with or observed by a person under 18 if the perpetrator is in a position of responsibility is also a criminal offence. This is an abuse of a position of trust.

Signs of Sexual Abuse are:

- A detailed sexual knowledge / use of language inappropriate to their age
- Behaviour that is excessively affectionate / sexual towards others
- Excessive pre-occupation with secrecy
- A fear of medical examinations
- A fear of being alone

- A loss of appetite, compulsive eating, anorexia nervosa or bulimia nervosa
- Promiscuity
- Sexual approaches or assaults on others
- The drawing or sharing of pornographic or sexually explicit images
- Wetting or soiling accidents unrelated to toilet training or medical conditions
- Younger individual talking about having new older friends
- An individual having new toys, gifts and money without reason

3. Emotional / Psychological Abuse

The severe adverse effect on the behaviour and emotional development of a child or adult at risk, caused by persistent or severe emotional ill treatment or rejection. Sometimes referred to as psychological abuse, this includes cyberbullying, repeatedly silencing or making fun of an individual, discriminatory abuse based on actual or assumed protected characteristics, limiting their participation in learning and normal social interaction, and the act of radicalisation. All abuse involves some emotional ill treatment – this category is used where it is the main or sole form of abuse.

Signs of Emotional Abuse are usually detected by a sudden or unexplained change in a child or adult at risk's behavior and can include:

- being overly affectionate towards strangers / people they haven't known for very long
- lacking in confidence or becoming wary or anxious or withdrawn
- being aggressive or nasty towards other children and animals
- using language / acting in a way or know about things that you wouldn't expect them to know for their age
- struggling to control strong emotions or have extreme outbursts
- children seeming isolated from their parents
- lacking social skills or having few, if any, friends
- obsessive behaviour

In adults at risk, psychological abuse can include **coercive and controlling behaviour** from an individual that they are personally connected to. Signs of coercive and controlling behaviour can include:

- being isolated from family and friends
- activities and locations being monitored
- financial control and dependency
- changes in the way the individual socialises or how they live
- deteriorated mental or physical health

4. Neglect or Acts of Omission

The persistent or severe neglect of a child or adult at risk that results in serious impairment of the individual's health or development, including a failure to thrive. Neglect is the ongoing failure to meet a child or adult at risk's basic needs and is the most common form of abuse.

Physical neglect - failure to provide food, shelter, heating or clothing. Failure to adequately supervise or provide for an individual's safety.

Educational neglect – failure to provide access to appropriate education services.

Emotional neglect – failure to meet an individual's needs for nurture and stimulation including ignoring, humiliating, intimidating and isolating them.

Medical neglect – failure to provide appropriate health, dental care and support services, the refusal of care including social services, ignoring medical recommendations, withholding medication.

Neglect also includes withholding information about rights and entitlements such as to benefits or support services and the misappropriation of benefits.

Acts of Omission – in adults at risk this includes ignoring medical, emotional, physical, health and support needs or the necessities of life such as medication, nutrition and heating where there was a Duty of Care.

Signs of Neglect can include:

- Poor hygiene and appearance – including ill-fitting or weather inappropriate clothing
- Health and development problems – untreated or persistent medical problems, poor physical and cognitive development including not reaching developmental milestones
- Housing and family issues – living in an unsuitable environment, left alone for a long time or taking on the role of carer for other family members

5. Child Sexual Exploitation (CSE)

This is a type of sexual abuse in which children are sexually exploited for money, power or status. Children may receive gifts, money, drugs, alcohol or affection as a result of engaging in sexual activities. In some cases they may believe they are in a loving consensual relationship or feel accepted as part of a high-status group such as a gang and trust their perpetrator. They may be groomed and exploited online.

Children and adults at risk that have disabilities, additional learning needs, unstable family backgrounds, low income households, are facing mental health and wellbeing challenges or are additionally vulnerable in other ways are more likely to be taken advantage of by perpetrators of CSE.

Some children and adults at risk are trafficked into or within the UK for the purpose of sexual exploitation.

6. Child Trafficking and Modern Slavery

This is where children and adults at risk are recruited, moved and transported for the purpose of exploitation, forced labour or to be sold. It takes place within the UK and into the UK from other countries and includes trafficking for:

- child sexual exploitation
- benefit fraud

- forced marriage
- domestic servitude
- work in factories or in agriculture
- criminal activities such as theft, begging, transporting drugs etc.

For further information about trafficking and modern slavery see:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-trafficking/>

7. Financial, Economic or Material Abuse

Financial abuse involves the use or misuse of money in a way that restricts an adult at risk's action, freedoms and choices. It can be a form of coercive and controlling behaviour and rarely happens in isolation from other types of abuse.

Economic abuse has a broader definition and includes restricting access to essential resources such as food, clothing or transport and denying the means to improve the adult at risk's economic status through employment, education or training. Economic abuse is designed to create or reinforce economic instability and limits independence and access to safety. It can include:

- theft
- fraud, including using bank accounts or credit cards without permission
- internet scamming
- putting contractual obligations in the adult at risk's name
- misuse or misappropriation of property, possessions or benefits
- gambling of family assets
- cohesion in relation to financial affairs or arrangements including wills, inheritance, property or financial transactions

Possible indicators include:

- missing personal possessions
- unexplained lack of money or inability to maintain lifestyle
- disparity between the person's living conditions and their financial resources
- power of attorney / lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- managing someone's finances on their behalf without an LPA by maintaining the appearance that they still have mental capacity
- an adult at risk shows signs of financial hardship where their financial affairs are being managed by a court appointed deputy, attorney or LPA
- rent arrears and eviction notices
- lack of clear financial accounts held by an institution or service or the failure to provide receipts for financial transaction carried out on behalf of the person

8. Domestic Abuse (adults aged 16+)

Any incident or pattern of controlling, coercive, threatening behaviour or violence or abuse between those who are or have been intimate partners or family members. It can include:

- psychological abuse
- physical abuse
- sexual abuse
- financial abuse
- emotional abuse
- 'honour' based violence

9. Discriminatory Abuse

Is harassment, unequal treatment, denial of opportunity or exploitation of an adult at risk or a hate crime towards them because of their protected characteristics, socio-economic status or a connected attribute such as their language. Possible indicators can include:

- being withdrawn and isolated
- expressions of anger, frustration, fear or anxiety
- the support or opportunity does not take account of the person's individual needs in terms of protected characteristics

10. Self-neglect

A range of behaviours including neglecting to care for one's personal hygiene, health or surroundings, or safety. Indicators include:

- very poor personal hygiene
- unkempt appearance
- lack of essential food, clothing or shelter
- malnutrition and/or dehydration
- living in squalid or unsanitary conditions
- neglecting household maintenance
- hoarding
- collecting a large number of animals in appropriate conditions
- non-compliance with health or care services
- inability or unwillingness to take medication or treat illness or injury

11. Organisational Abuse

Organisational abuse is neglect and poor care practice within an institution such as a hospital or care home or in relation to care provided in one's own home. It occurs through deliberate neglect or poor professional practice as a result of the structure, policies and procedures within an organisation. Indicators include:

- lack of flexibility and choice for people using the service
- inadequate staffing levels
- inadequate procedures
- poor record-keeping and missing documents

- absence of individual care plans
- lack of management overview and support
- clients being hungry or dehydrated
- poor standards of care
- lack of personal clothing / possessions and communal use of personal items
- absence of visitors
- few social, recreational and educational activities
- public discussion of personal matters
- unnecessary exposure during bathing or using the toilet

Appendix 3 | DBS

Only posts that involve unsupervised regulated activity can be subject to a DBS check.

The process involves a criminal records check plus a check made against the barred lists. There are two lists: one lists individuals barred from working with children and one of individuals barred from working with adults at risk. A person may be checked against either or both of these lists, depending on their role.

It is a legal requirement to check a person against the barred lists before they commence unsupervised regulated activity.

If an applicant registers for the Update Service, their DBS check is portable. This means they can give consent for another or future employer to check their DBS certificate online.

What is Regulated Activity?

The scope of Regulated Activity for work with children and young people is:

1. Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being, or driving only for children
2. Work for a limited range of establishments ('specified places'), with opportunity for contact, for example schools, children's homes, childcare premises (but not work by supervised volunteers)

Work under (1) or (2) is Regulated Activity only if done regularly. In this context, 'regular' means carried out by the same person either:

- once a week or more
 - 4 or more days in a 30-day period
 - overnight
3. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional, even if done once
 4. Registered childminding and foster-carers

Work that was previously Regulated Activity for work with children but is **no longer** regulated includes:

- Activity supervised at a reasonable level

What is Supervision 'at a reasonable level'?

Supervision, in this context, is **of the person delivering the activity**, not supervision of the children. The government states that supervision should be:

- regular
- day to day

- reasonable in all the circumstances for the purpose of protecting the children concerned
- carried out by someone who is in regulated activity

Types of DBS Checks

The following check can be carried out by organisations:

- a standard check shows spent and unspent convictions, cautions, reprimands and final warnings
- an enhanced check shows the same as a standard check plus any information held by local police that's considered relevant to the role
- an enhanced check with barred lists shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the role

Individuals and freelancers can apply for a basic disclosure check using the following link. Organisations cannot do this on their behalf.

<https://www.gov.uk/request-copy-criminal-record>

Safer Recruitment and best practice

Remember that a DBS check will only reveal an offender who has been caught. DBS checks should be considered one of the final steps in safer recruitment not a guarantee of an individual's suitability to work with children, young people and adults at risk.

Whether a DBS is required or not, the best practice approach is to ensure robust safeguarding procedures and training are in place, provide physical and observational supervision of all those working with children, young people and adults at risk and limit 1:1 working.

References:

[Government Guide to DBS Checks](#)

[National FGM Centre](#) – source of information and training

[Multi-Agency Practice Guidelines: Female Genital Mutilation](#) – page 50 has a useful lists of terms used for FGM in other languages

[NSPCC definitions of abuse and neglect](#) – a more detailed guide to the different types of abuse and harmful life experiences that children and adults at risk might face

Appendix 4 | Local Authority Contact Details

Local Authority Area	Name of Service	Telephone contact details	Out of Hours Telephone	Web Link – websites generally link to a referral form or email address
Kent	Adult Services	03000 41 61 61	03000 41 91 91	http://www.kent.gov.uk/social-care-and-health/report-abuse
	Kent Safeguarding Children	03000 41 11 11	03000 41 91 91	https://www.kscb.org.uk/
Brighton & Hove	Adult Social Care Services	01273 29 55 55	01273 29 55 55	https://www.brighton-hove.gov.uk/report-safeguarding-concern
	Front Door for Families	01273 290 400	01273 290 400	http://www.brighton-hove.gov.uk/content/children-and-education/child-protection
Surrey	Surrey Adult Safeguarding	0300 470 9100	0300 470 9100	https://www.surreycc.gov.uk/adults/care-and-support/contact
	Children's Single Point of Access	0300 470 9100	01483 517 898	https://www.surreycc.gov.uk/children/contact-childrens-services
East Sussex	Adult Social Care	0345 60 80 191	0345 60 80 191	https://new.eastsussex.gov.uk/socialcare/getting-help-from-us/contact-adult-social-care/
	Children and Families Single Point of Advice	01323 464 222	01273 335 906	https://www.eastsussex.gov.uk/childrenandfamilies/worried-about-a-child/
West Sussex	Adult Social Care	01243 642 121	01243 642 121	https://www.westsussex.gov.uk/social-care-and-health/how-to-get-social-care-help/report-adult-abuse/
	Children and Families	01403 229 900	033 022 26664	https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/report-child-abuse/
Hampshire	Hampshire Safeguarding Adults Board	0300 555 1386	0300 555 1373	https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding

	Hampshire Safeguarding Children Board	0300 555 1384	0300 555 1373	https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection
Isle of Wight	Adult Social Care	01983 814 980	01983 814 980	https://www.iow.gov.uk/housing-and-adult-social-care/adult-social-care/adult-safeguarding/
	Isle of Wight Safeguarding Children Partnership	0300 300 0117	0300 300 0117	https://www.iowscp.org.uk
Portsmouth	Adult Social Care	023 9268 0810	0300 555 1373	https://www.portsmouth.gov.uk/services/health-and-care/adult-social-care/report-a-concern-about-an-adult/
	Multi Agency Safeguarding Hub	023 9268 8793 / 0845 671 0271	0300 555 1373	https://www.portsmouthscp.org.uk/2-worried-about-a-child/2-reporting-a-concern-member-of-the-public/
Southampton	Adult Social Care	023 8083 3003	023 8023 3344	https://www.southampton.gov.uk/adult-social-care/care-info-professionals/help-for-vulnerable-adults/
	Children's Social Care	023 8083 3004	023 8023 3344	https://www.southampton.gov.uk/children-families/childrens-social-care/report-a-concern-about-a-child/
Slough	Adult Social Care	01753 690 444	01344 351 999	https://www.slough.gov.uk/safeguarding/report-suspected-adult-abuse
	Slough Children First	01753 875 362	01344 351999	https://www.sloughchildrenfirst.co.uk/first-contact/