

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

The aim of this policy is to ensure the safety of children, young people and adults accessing Arts and Minds (A&M) activities. The policy lays out the commitments made by A&M, and informs staff and associated personnel of their responsibilities in relation to safeguarding. When working with children, young people and adults at risk, A&M will ensure that staff and associated personnel will:

- promote the health and welfare of participants
- respect and promote their rights
- work in a way which safeguards the wellbeing of each child, young person and adult and protects them from abuse and neglect
- take appropriate steps if they become aware of any signs / incidents of abuse and neglect
- ensure staff and associated workers of A&M (i.e. trustees, volunteers and freelance contractors) are made aware of their responsibilities when working with children, young people or adults at risk
- ensure that staff and associated workers are provided with appropriate safeguarding training that relates to their level of involvement
- Work in partnership with children, young people and adults at risk and their parents, carers and other agencies in promoting their welfare.
- Share information about safeguarding and good practice with clients and their families and carers appropriately via leaflets, posters and one to one discussions.

★ **Procedure for reporting a safeguarding concern is included on pages 8-10.**

★ **Safeguarding Record Form can be found on pages 14-15.**

This policy should be read alongside our policies and procedures on:

- Equality & Diversity; Health & Safety; Privacy (inc Data Protection & GDPR)

This policy does not cover:

- Sexual harassment in the workplace; Safeguarding concerns in the wider community not perpetrated by A&M or associated personnel.

Policy Statement:

A&M believes that everyone we come into contact with regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. A&M will not tolerate abuse or exploitation by staff or associated personnel.

What is safeguarding children and young people?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm (NSPCC, 2020). Safeguarding children and young people means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

What does safeguarding adults mean?

The Care Act (2014) defines safeguarding as "protecting an adult's right to live in safety, free from abuse and neglect". Adult safeguarding duties apply to an adult who:

- has needs for care and support and
- is experiencing, or at risk of, abuse and neglect
- as a result of their care and support needs, is unable to protect themselves from the risk or experience of abuse and neglect.

Arts and Minds safeguarding responsibilities:

A&M follow practice laid out in Section 42 - 46 of the Care Act (2014) and Cambridgeshire County Council's safeguarding guidance and procedures, available at: [Adult safeguarding](#).

A&M has a strong commitment to the social, emotional and creative development of children, young people and adults at risk - and will:

- provide a safe and welcoming environment where children, young people and adults at risk are respected, valued and protected from abuse and neglect.

- ensure all staff and associated personnel work together, in line with Cambridgeshire County Council's Safeguarding policy and procedures.
- act promptly when dealing with allegations or suspicions of abuse or neglect.
- ensure children, young people and adults at risk are given a voice by creating an environment and providing opportunities for them to tell us what you are doing well, what risks there are to them and how we can help keep them and others safe.
- have a tailored, up-to-date procedure for reporting concerns and disclosures that everyone knows about and feels confident in applying (including not just the people in our organisation but also the carers or guardians of the children, young people and adults at risk who come into contact with our organisation and, where appropriate, the children, young people and adults at risk themselves).
- ensure online safety for everyone through the use of safe and secure working spaces, including social media sites.

We believe that safeguarding is everyone's business. Doing nothing is not an option, if we know or suspect that an adult or a child is being abused we will do something about it.

Staff responsibilities:

Safeguarding children and young people

A&M staff and associated personnel must not:

- Engage in sexual activity with children (under the age of 18) or young people participating in any A&M activities
- Sexually abuse or exploit children or young people
- Subject a child or young person to physical, emotional or psychological abuse, or neglect
- engage in any commercially exploitative activities with children, including child labour or trafficking

Safeguarding adults at risk

A&M staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the safeguarding policy
- Report any concerns or suspicions regarding safeguarding violations by an A&M staff member or associated personnel to the designated safeguarding officer or an appropriate agency.

Additionally, A&M staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect
- Exchange money, employment, goods or services for sexual activity

Recruiting and supporting workers and volunteers:

A&M follows safer staff recruitment procedures by requiring the completion of:

- an application form
- an interview with at least two interviewers
- two satisfactory references
- witnessing of two original forms of identification
- appropriate DBS checks or self declaration form

Arts and Minds will pay for DBS checks for staff members on a fixed term or permanent contract. A&M staff, freelance workers and volunteers receive thorough induction and training, including:

- induction pack, including A&M safeguarding policy and procedures
- annual safeguarding training (including online safeguarding training)
- ongoing support and appraisal

Everyone will be required to sign a form to show that they have been taken through the safeguarding policy / training and know how to report any concerns.

For posts that work regularly with children, young people or adults at risk:

(i.e. more than once a week for a period of 28 days) potential post holders will be required to provide:

- A cleared Enhanced DBS check processed in the last three years (a portable DBS check will be considered)
- A Self Declaration Form, declaring that they have no criminal records that are related to putting children, young people or adults at risk of harm or from any criminal activity which involves the exploitation of others.
- Two referees, one of whom is able to comment on the individual's work with children, young people or adults at risk.

For posts that work on an occasional basis with children, young people or adults at

risk: *(i.e. less than once a week for a period of 28 days)* will not require a full DBS check. However, potential post holders will be required to provide a signed Self-Declaration. They will also be required to ensure that they always have with them in any delivery work another staff member with a current Enhanced DBS check.

Anyone who does not uphold the policy will be referred to the Board Safeguarding Lead and Safeguarding Officer, who will inform the Chair of Trustees and together they will decide upon the appropriate action. Whistleblowers will be assured of confidentiality at all times.

Behaviour Standards:

Arts and Minds values the contribution of staff and associated personnel and recognises them as an integral part of the services we provide. Following these behaviours will give you the reassurance that you are providing a safe and high standard of service and the confidence to challenge others who are not.

These standards aim to protect our staff and associated personnel and people who use our services.

- promote and uphold the privacy, dignity, rights, health and wellbeing of people who use our services
- uphold and promote equality, diversity and inclusion
- work in collaboration with colleagues to ensure high quality, safe and compassionate delivery of service, care and support
- communicate in an open and effective way to promote the health, safety and wellbeing of people who use our services, other volunteers and visitors
- respect a person's right to confidentiality, except where safeguarding overrides confidentiality. In which case it should be made clear to the person concerned that information may have to be passed on to the appropriate authority
- act in a professional and appropriate manner when responding to any safeguarding concern about a child, young person or adult at risk's welfare.

Code of Good Practice

- Always work in an open environment (avoid private or unobserved situations or being alone behind closed doors).
- Treat everyone with respect and dignity.
- Ensure you never work alone with a participant.
- Ensure that children are escorted to and from the designated toilet facility. Escorting adults should wait outside the cubicle and accompany them back to the working space and alert another member of staff that you are escorting a child to the toilet.
- Always find another member of staff if helping a lost participant.
- Never give a participant your personal contact details, always refer them to A&M office: 01223 403485 or admin@artsandminds.org.uk.
- Do not use language of an explicit / sexual nature around participants.
- Never take pictures of participants, unless you have written or verbal consent from them (or their parent, guardian or carer as appropriate).
- If a participant has an accident, refer to a First Aider on site and report in their Accident Book.
- If you ever feel that you are in danger or under threat contact a member of staff immediately and take yourself out of the situation.

SAFEGUARDING PROCEDURES

Arts and Minds Safeguarding Contact Details:

Safeguarding Officer	
Name	Emily Bradfield
Role	Arts and Minds Charity Director
Email	emily@artsandminds.org.uk
Phone number	01223 403485 / 07783 756910

If the staff member does not feel comfortable reporting to the Safeguarding Officer (for example if that person is implicated in the concern) they may report to the Board Safeguarding Lead:

Board Safeguarding Lead	
Name	Margaret Ingram
Role	Trustee
Email	margaret106@gmail.com
Phone number	07827928975

How to report a safeguarding concern:

If you are concerned about the welfare of a child, young person or adult at risk through a disclosure, you should:

- LISTEN to any information given, without asking any leading questions or making any comments
- REMIND the person that it is your role to ensure that they are adequately safeguarded
- DISCUSS who should be contacted in order to start putting appropriate help in place
- REASSURE the person that you will work with them to access this protection and help

www.artsandminds.org.uk

If consent for information-sharing is established (or if confidentiality is overridden due to lack of capacity of the person to make a decision or to give consent (see Mental Capacity section in appendices), you should:

- record any disclosure from, or concern about, a person accurately, factually and without personal opinion on A&M' Safeguarding Record Form (which can be found at the end of this policy document), detailing the person's words or actions and their sequence
- report the disclosure or concern immediately to the A&M Safeguarding Officer (or alternative safeguarding contact) - contact details below.

Any concerns should be reported as accurately as possible:

- what you are concerned about
- what the child, young person or adult said or disclosed to you
- what you said (use exact words or phrases used in quotation marks & clearly attribute them to the person who said them)
- what you observed such as any non-verbal cues, body language or changes in behaviour
- any physical marks

Any written documentation about a safeguarding concern must be signed, dated and shared with the Safeguarding Officer, who will ensure that the report is stored in line with confidentiality and data protection procedures.

Please use A&M Safeguarding Record Form to report any concerns.

A&M will:

- follow up on safeguarding reports / concerns according to policy and procedure
- apply appropriate disciplinary measures to staff found in breach of this policy
- offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

External Safeguarding Contacts

If you are unable to follow A&M safeguarding procedures because the relevant people cannot be contacted, it is essential to seek advice from external safeguarding services immediately:

Adult Safeguarding Services

Monday to Friday (8am to 6pm) / Saturday (9am to 1pm) Phone: 0345 045 5202

Email: referral.centre-adults@cambridgeshire.gov.uk

In an emergency, outside office hours:

If someone is in danger and unable to protect themselves or cannot remain in the community without immediate intervention, Phone: 01733 234724.

If the person is in immediate danger or needs medical treatment, contact the police and / or call an ambulance on 999.

Local Authority Designated Officer (LADO)

If you have concerns that a child may be a risk of harm call:

Cambridgeshire children: 0345 045 5203

Peterborough children: 01733 864180 or

Out of Hours Emergency Duty Team: 01733 234724

In cases of allegations against adults who work or volunteer with children:

Monday to Friday (during office hours): Phone: 01223 727967 Email:

lado@cambridgeshire.gov.uk

For out of hours queries, the Emergency Duty Team can be contacted on: 01733 234724.

USEFUL DEFINITIONS: SAFEGUARDING CHILDREN & YOUNG PEOPLE

A child is defined as a person under the age of 18 (The Children Act 1989).

Definitions of child abuse:

- **Neglect** – the persistent lack of essential care for a child including enough love, stimulation, safety, food, clothing, shelter, medical care or education. It can also mean leaving a child alone and at risk.
- **Emotional abuse** – can mean repeatedly rejecting a child, constantly threatening or putting a child or young person down so that they feel unloved and worthless, children living in a home environment where there are domestic or other forms of abuse.
- **Physical abuse** – including hitting, punching, burning, poisoning, attempted drowning and smothering.
- **Sexual abuse** – forcing or persuading a child or young person to take part in any kind of sexual activity. It can include inappropriate touching, kissing or sexual intercourse. It can also involve causing a child to look at, or being involved in pornographic material or videos.
- **Domestic Abuse** – any incident of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: Psychological, Physical, Sexual, Financial, Emotional.
- **Child sexual exploitation** – is redefined as 'a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology' (2017).
- **Extremism and radicalisation** – signs to look out for include: Being drawn into to strong principles and ideologies held by others, as a means to control, social network involvement in extremism, being at a transitional time in life, having a need for identity, meaning and belonging, being influenced or controlled by a groups, feelings of grievance and injustice, feeling under threat, displaying mental health concerns, a desire for status, a desire for excitement or adventure and/or a need to dominate and control others.

USEFUL DEFINITIONS: SAFEGUARDING ADULTS AT RISK

Adults at risk are adults more at risk of being abused than others, for example:

older people;

people with a visual or hearing impairment;

people with a physical disability;

people with learning disabilities or mental health problems;

people living with HIV or AIDS who have care and support needs.

Types of abuse:

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic abuse** - including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Sexual abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

- **Organisational abuse** - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect and acts of omission** - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** - covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.



SAFEGUARDING RECORD FORM

This form should be used to record safeguarding concerns relating to children and / or adults at risk. In an emergency, please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day of the next working day if it is a weekend. The form should be completed at the time or immediately following the disclosure, but after all necessary emergency actions have been taken (if appropriate). Please complete the form as fully as possible.

Your details - the person completing the form

Name:	
Position:	
Telephone:	
Email:	

Details of the person affected

Name:	
Address:	
Telephone:	
Email:	

Details of the incident (please describe in detail using only facts)

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Other present or potential witness(es)

Name:	
Address:	
Telephone:	
Email:	

Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name:

Signature:

Date: