



**CHILD AND
VULNERABLE ADULTS
PROTECTION &
SAFEGUARDING
POLICY**

reviewed & revised APRIL 2019

MISSION STATEMENT

This policy covers child protection issues and the integration of safeguarding for children and vulnerable adults on projects run by Animate Arts Company. Animate Arts actively encourages the safety and well-being of children, young people and vulnerable adults, through the organisation's attitude, culture and working spaces. We aim to create a safe environment where participants of our projects can enjoy rewarding and stimulating experiences.

It is our mission that children and vulnerable adults should be:

- listened to and heard
- valued and welcomed on our projects
- respected as individuals and for their own uniqueness
- encouraged and praised
- involved in decisions as appropriate
- supported with importance placed on their well-being

We recognise that:

- The welfare of children and vulnerable adults is paramount, as enshrined in the Children Act 1989
- All children and vulnerable adults, regardless of age, gender, ethnicity, disability, sexual orientation, religion or identity, have a right to equal protection from all types of harms and abuse.
- Some individuals are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs and other issues.
- Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting young people's welfare.

We will keep children and vulnerable adults safe by:

- Valuing them, listening to and respecting them
- Ensuring child protection and safeguarding practises and measures are adopted by every worker in the organisation
- Developing and implementing e-safety procedures and practice
- Provide effective management for all staff and volunteers through supervision, support and training.
- Recruit staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practise with children, parents, staff and volunteers.
- Sharing concerns with agencies who need to know, and involving parents and children appropriately.

DEFINITIONS

The definition of **'child'** relates to anyone up to the age of 18.

The definition of **'young person'** relates to anyone from 18 – 25 years old.

The definition of **'vulnerable adult'** relates to anyone over the age of 18, who are vulnerable for reasons of mental and physical ability.

The definition of **'staff'** or **'workers'** will include artists, facilitators, consultants and board of directors, either formally employed or engaged on a self-employed basis. Volunteers are also considered part of our 'staff' and 'workers' team, whether they support the organisation regularly or on a short-term basis.

The definition of **'child protection'** relates to the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect

The definition of **'safeguarding'** relates to appropriate measures or a framework to promote the welfare of children and vulnerable adults, and protect them from harm.

When we refer to **'abuse'**, or similar terms such as **'harm'**, we recognise that there are several common, broad definitions including, physical abuse, sexual abuse, emotional abuse and neglect. We also recognise financial abuse, abuse of a position of trust and self-abuse, and specific issues of radicalisation, sexual exploitation and female genital mutilation.

STATEMENT OF INTENT

Animate Arts is committed to the safety and protection of children and vulnerable adults who are involved on our projects. We will ensure young people and vulnerable adults are respected, taken seriously, listened to and welcomed, through an inclusive and supportive practice delivered by our organisation's staff.

The organisation encourage its work force to have a positive, respectful and encouraging attitude when working with these groups. Staff on our projects aim to actively develop the participant's social and communication skills to support and inspire their experience of the arts, regardless of their background, age or ability.

We have a duty of care to children and vulnerable adults with whom we work, and that the teachers and group leaders, clients and parents/carers/guardians feel confident that, as an organisation, we have the safety of our participants as our primary concern.

When working with formal groups and clients working with young people and vulnerable adults, such as schools, youth clubs and SEN centres, we demonstrate our commitment to the welfare of their young people and vulnerable adults by respecting their own protection policy and procedures, and integrating their policy requirements with our own.

Equally, Animate Arts is committed to ensuring that workers at Animate Arts feel confident in working with young people and vulnerable adults, in a variety of settings including schools, youth clubs and public venues. We provide this policy with guidelines to best practice and implementation actions to all staff and volunteers who work on our projects. We aim to keep staff informed, supported and protected by this policy, of which they have agreed to adhere to before the project begins.

Our organisation works to an equal opportunities for all those involved and participating in our work. Team members (whether paid or voluntary) working with these groups also agree to adhere to guidelines Recruitment Policy, and may be required to undertake a criminal record disclosure check to support the safeguarding of young people and vulnerable adults.

IMPLEMENTATION & PROCEDURES

The Artistic Director of Animate Arts Company is responsible for the policy's day-to-day implementation.

Consultation will take place with the Board of Directors on the implementation and development of this policy. The policy is written and reviewed under the advice and knowledge from external training courses, delivered by reputable service providers, and attended by a member of the board.

It is the responsibility of the Artistic Director and the Board of Directors to monitor effectiveness, and to review and develop the policy where necessary. Monitoring and review will take place annually.

Each employee, volunteer, consultant, trainer, facilitator or board member is responsible for their own compliance with this policy, which is issued to every worker via their contracts, work agreements or registration processes. When relevant, Animate Arts Company will also provide an induction on the policy and action plan so that workers will be fully informed.

Breaches of the Child and Vulnerable Adults Protection and Safeguarding Policy will be regarded as misconduct and could lead to disciplinary action against employees, appropriate action against a member of the board, termination of contracts for services of consultants or trainers, or withdrawal of volunteer agreements.

Animate Arts takes any suspicion, allegation or disclosure of abuse very seriously. This policy outlines our system of support for all those involved, both internally within Animate Arts and externally by involving the appropriate statutory authorities if necessary. Any allegation or case of concern for young people, vulnerable adults or workers from Animate Arts will be addressed immediately and follow procedures and action plans outlined below.

The policy will be widely promoted, with copies will be freely available (including a downloadable PDF version) from the organisation and their website. Vital elements and practical guidelines from this policy will also be included in our staff induction pack.

STAFFING AND ROLES

ANIMATE ARTS Designated Child Protection Officer:	JO DYER
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The designated person at Animate Arts, responsible for dealing with allegations or suspicions of abuse, is the Artistic Director, Jo Dyer. Her role is:

1. To receive and record information from staff, volunteers, children, clients, parents/carers who have child protection concerns.
2. To assess information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
3. To consult with a statutory child protection agency to test-out doubts or uncertainties.
4. To make a formal referral to a statutory child protection agency or the police without delay, once the above has been undertaken.

A Group Leader on each project will usually be the first point of contact for point I (above). They will be identifiable to children, parents and carers (e.g. the project teacher or lead artist). Any information received by the Group Leader will be refer immediately to the Artistic Director who will manage points II – IV, in conjunction with the Group Leader.

RECRUITMENT AND TRAINING

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, we complies fully with the Home Office Code of Practice. This Code is established under section 122 of Part V Police Act 1997. The DBS takes seriously its statutory duties relevant to the rehabilitation

of offenders, data protection and human rights legislation and therefore seeks to ensure strict compliance with the Code.

Our DBS checks are undertaken by Young Kent, and verifying the individual's identification will be undertaken by a trained representative of Young Kent or a nominated person from Animate Arts Company who has been trained to do identity checks by Young Kent or the DBS.

Unpaid artists and volunteers will need to undertake a DBS check for projects working regularly with young people and vulnerable adults. Animate Arts will support these staff with expenses and advise the individual on processes, if they do not already have a valid certificate.

Knowledge and experience of child protection issues will be given high priority when selecting staff and consultants for projects working with this client group. Training in child protection will be developed where appropriate.

With every project, guidelines on best practise and child protection procedures will be circulated to all members of the team on the Animate Arts project. Included in this policy are some guidelines for best practice for staff's use.

ALLEGATIONS AGAINST A MEMBER OF STAFF

Should an allegation be made against a member of staff by a parent/carer, client or participant, this must be reported immediately to Animate Art's Artistic Director. Failure to do so will constitute a disciplinary offence. If the allegation is made against the Artistic Director, this will be handled by another nominated Director from the organisation's Board of Directors.

The following procedure will then be followed:

1. A meeting outlining the complaint will be arranged as soon as possible, which should be attended by:
 - The member of staff whom the complaint is about; and a legal/union representative
 - Artistic Director from Animate Arts and one member of Animate Art's Board of Directors
 - Any project partnership managers
 - The Accuser and the parent's representative
2. Animate will take notes of the meeting and an internal investigation will follow.
3. Until the findings of the investigation are decided, the member of staff will normally be suspended, with fee's suspended. A decision will be made by Animate Art's Board of Directors on how to proceed.
4. The family will be informed of the outcome in writing.
5. All allegations of misconduct will be taken seriously, with appropriate external authorities informed as and when deemed appropriate by the Board of Directors, including the taking of legal advice where necessary. The accused member of staff will also be offered support by way of advice in getting legal and/or union representation.

DISCLOSURE AND BARRING SERVICE (DBS checks)

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, we comply fully with the Home Office Code of Practice. This Code is established under section 122 of Part V Police Act 1997. The DBS takes seriously its statutory duties relevant to the rehabilitation of offenders, data protection and human rights legislation and therefore seeks to ensure strict compliance with the Code.

Our DBS checks are undertaken by Young Kent, and verifying the individual's identification will be undertaken by a trained representative of Young Kent or a nominated person from Animate Arts Company who has been trained to do identity checks by Young Kent or the DBS.

All staff (including volunteers) need to undertake a DBS check for projects if they are:

- working regularly with young people and/or vulnerable adults (more than 4 sessions within a 1-month period, with the same group)

- working with young people and/or vulnerable adults without a member of staff or colleague who is DBS checked.

Our projects are generally temporary in nature with irregular contact with children and/or vulnerable adults. More often than not, our staff work under the supervision of teachers, youth leaders and DBS checked members of staff. However, our projects are regularly programmed for children, young people and/or vulnerable adults, so we highly recommend that staff obtain a DBS check as best practise in educational and community settings.

Animate Arts can provide advice for individual on these processes, if they do not already have a valid certificate. Alternatively, the DBS government website provides full guidance. Links and details can be found in the 'Useful contacts' section of this policy.

HOW TO: MANAGE A DISCLOSURE

If a child/vulnerable adult discloses information about abuse:

1. **Remain calm** and in control
2. **Listen** and remember details from the disclosure. Do not ask any leading questions or express an opinion/view. Only ask questions to clarify things you do not understand.
3. **Reassure** the individual, without judgement, advice or comments.
4. **Do not promise to keep it secret**, but explain that you will be contacting the appropriate authorities, who will be able to help and support them.
5. It is common for a disclosure to be made to an individual whilst on their own. Respect their desire for **privacy**, but try to have this conversation where other people can see.
6. After the disclosure **take notes** ASAP. Record the facts and observations without judgement. Do not email these notes. (see 'How to record suspicions' section or further details)
7. Contact and **meet the designated Child Protection Office and any appropriate organisations**: Police, Social Services and if within a school, the staff member responsible for child protection issues. They will advise you and instigate the next steps for the disclosure as necessary.
8. It is important to keep the disclosure **confidential at all times**.
9. If a disclosure is formally investigated, it is common to not hear any **updates/news** from authorities following the disclosure.
10. If you require **further advice**, you should contact your Local Children's Safeguarding board or NSPCC to discuss your concerns.

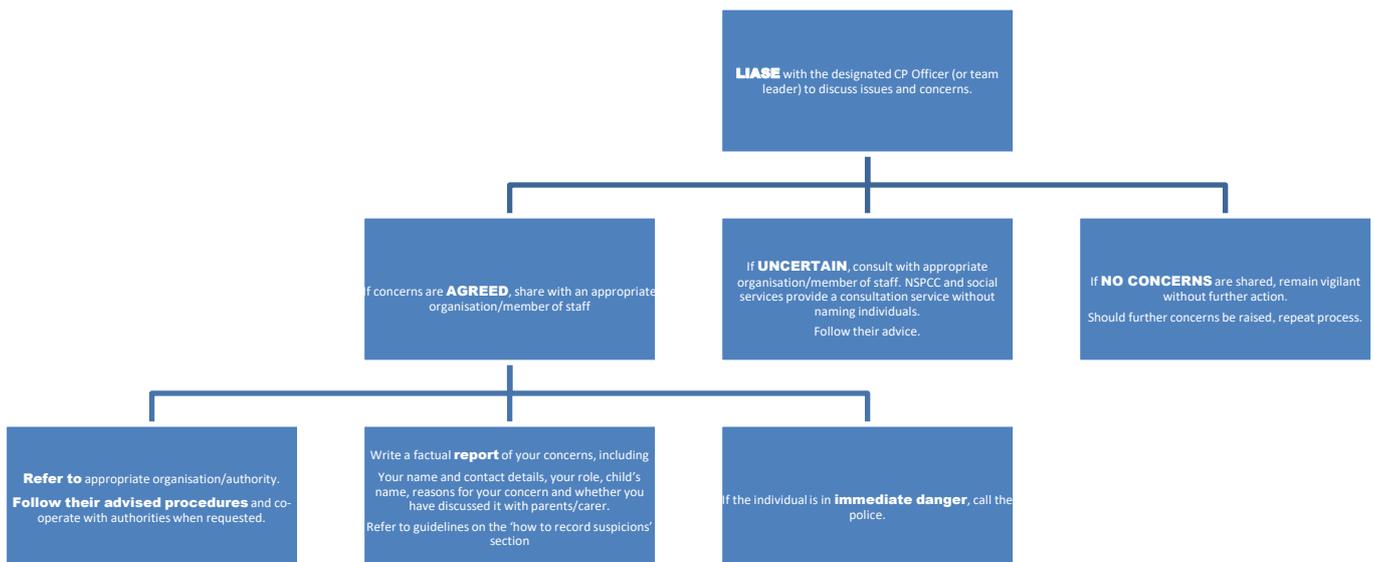
HOW TO: RECORD SUSPICIONS

- Brief factual notes should be taken as soon as possible in order to record and/or monitor a situation. The observation(s) should include
 - the time & date
 - description of the event or reason for suspicion

- the vulnerable adult/child's behaviour & appearance
 - any comments they make that are pertinent to the observation
- No reports will be shared via email or any other online methods.
 - All records will be kept confidentially in a separate file marked confidential in the office and kept locked. Confidentiality will be waived on a need-to-know basis if, and when evidence is required for cases involving Social Services etc.

HOW TO: MAKE A REFERRAL (FOR STAFF)

All staff and volunteers working with children and vulnerable adults have a responsibility to observe, monitor and refer suspected abuse to the appropriate authorities. The following steps should be followed by those who suspect that abuse may have occurred:



BEST PRACTICE GUIDELINES

These are advisory notes on good practice for all staff when working with young people (YP) and vulnerable adults (VA). They are provided to all team members to implement in their work for Animate Arts.

WORKING ON PROJECT & WORKSHOPS

WORKING WITH PARTICIPANTS

- Treat all YP & VA with respect. Listen to them carefully and value their uniqueness.
- It is not good practice to spend time alone with YP & VA. In the scenario where you need to attend/care for an individual, seek a second adult to accompany you.
- YP & VA should never be left unattended.
- Be inclusive and facilitate activities that cater to the needs and abilities of the YP & VA involved.
- Artists/leaders should never reprimand or shout at a child
- If necessary, create an agreement of rules for your session, in collaboration with the YP & VA. This will outline the YP & VA's behaviour and expectations in the session. YP & VA should not be excluded from the group, unless it is for the safety of them or others.
- Ensure that any form of manual assistance or physical support for participants is provided openly. Children and parents, guardians or carers should be consulted and their agreement gained. It is best to avoid unnecessary physical contact with participants.
- If groups have to be supervised in the changing rooms, always ensure staff work in pairs; staff should not enter changing rooms of the opposite sex.
- Artists/leaders should not take children to their homes; nor should they offer to give them a lift unless accompanied by their parent/carer.
- Challenge young people who may be using inappropriate language and encourage team-working and positive relationships between peers.
- Act on and record any allegations made by a young person or member of staff. Follow the official reporting system, outlined in this document.

HEALTH & SAFETY

- Artists and leaders must place the well-being and safety of the young person above the development of performance/project at all times.
- Ensure familiarity with and prepare the space prior to your session. Identify the first aid contact and fire exits, be familiar with the risk assessment, and communicate any potential hazards to all involved.
- Artist/leaders should not accept help from the YP/VA with set-up or preparation. It is preferable that they are not in the workshop space during non-delivery time, and when setting-up.
- If your activity involves tools, then you should provide protective wear where appropriate, and demonstrations/clear advice of how to use the equipment.
- If your activity involves movement (such as drama or dance), ensure you provide suitable warm-up and cool-down exercises to prevent injuries.
- If a child or young person is injured whilst involved in a project, the injury should be recorded in the accident book which will be available from Animate Arts. If working away from the office, an accident/incident book should be completed on site or as soon as possible, and then returned to Animate Arts. The form should be countersigned by the parent or carer responsible for the child.
- Report any incident, accident or behavioural issue among participants immediately to Animate Arts. You may need to complete an incident form for Animate Arts.
- If a child or young person arrives to an Animate Art project with an injury, this should be recorded in the accident book and be countersigned by the parent or carer. It might be useful if an allegation is made at a later date and also records that the injury was not sustained during an Animate Arts activity.

AS THE ARTIST

- Exhibit professionalism in every aspect of conduct for the duration of the project, including punctuality, and wearing appropriate clothing/footwear.

- Artist/leader should not smoke anywhere on the school premises (including the vehicles). You should be completely off-site and out of view to smoke, and should make every effort to get rid of the smell of smoke before entering the school, and meeting the YP & VA.
- Alcohol and recreational drugs should not be taken onto the premises under any circumstances and you should not consume alcohol or recreational drugs at any point before/during/after the session at the school/venue.
- Prescribed drugs should be kept hidden and out of reach of YP/VA (eg. in a locked vehicle)
- Artist/leader should ensure that their language and conversation is appropriate.

E-SAFETY: PHOTOGRAPHY, FILMING & SOCIAL MEDIA

- Animate Arts upholds a strict film/photo consent policy for all projects, which must be adhered to by artists/leaders. Consent forms should be signed by group leaders/participants before documentation.
- Any individual who has not agreed to photographic/film consent should still be allowed to take part in the activity, but not captured in images/film.
- Artists/leaders should not use mobile phones/tablets/internet-enabled devices to film/photograph YP & VA taking part in sessions, events or performances on their own, nor share these images.
- No images/film or documentation from our projects can be uploaded or used online without the authorisation of Animate Arts.

IN THE VENUE/SCHOOL

- Artist/leader must never work without the presence of at least one teaching staff or adult leader from the setting. If there is not a member of staff present this should be reported to the (school) office immediately and you may suspend the session until the situation is rectified if necessary.
- Animate Arts staff should stay in their allotted place of work and avoid wandering around the school/venue.
- Find out where the visitor, staff or disabled toilets. You should never use the YP/VA toilets.
- Artist/leader should use of a private and/or lockable changing area. If this cannot be found, then use the visitor/staff/disabled toilets.
- Artist/leaders are not in the school/club in a disciplinary capacity; if disciplinary issues arise you should bring these to the attention of the teachers and/or terminate the activity as appropriate until it is safe to recommence.
- Artists/leaders should avoid getting involved in issues that arise amongst the pupils (eg. don't try to break up a fight). If a child discloses a problem, you should tell a member of the teaching staff who should deal with the situation.
- Occasionally the work in schools (for example projects addressing issues around bullying or drugs) may give rise to participants approaching you with their problems; without being dismissive you should try to avoid becoming involved. At no point should you agree to keep the issue secret but instead explain that the disclosure would need to be reported this to a teacher. You should report to the teacher/group leader or Headteacher.
- If you suspect a YP/VA is being abused you are obliged to report it to the teacher/group leader and Headteacher.

LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

USEFUL CONTACTS

NSPCC www.NSPCC.org.uk or their reporting, consultation and advice helpline on 0808 800 5000

Kent Safeguarding Board for Children <http://www.kscb.org.uk>

Kent Social Services (incl. Children's Social Services) call 03000 41 11 11 or email social.services@kent.gov.uk

DBS information on <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Child-line (free confidential support and advice for under 18s) 0800 1111

This policy was reviewed and agreed by the Board of Directors on 17 April 2019

Signed on behalf of the Board of Directors by D. McGee (Chairman of Board)

A handwritten signature in black ink, appearing to read 'D. McGee', with a horizontal line extending to the right.