# The Arts Society Budleigh Salterton

# Safeguarding Children and Vulnerable Adults Policy Statement

The Arts Society Budleigh Salterton (The Arts Society) is committed to keeping safe any children and vulnerable adults with whom it works alongside or who come to any of its events. The Arts Society acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse, and to promote good practice and work in a way that it can prevent harm, abuse and coercion occurring.

The policy applies to the Trustees, Committee and any volunteers (all of which are known as Volunteers for the purpose of this document) and anyone else working on behalf of The Arts Society. This applies particularly to The Arts Society Budleigh Budding Creativity YAs project and also the Jurassic Heroes website – see the specific Annexe attached to this policy.

**Definition of Vulnerable Adults**

People aged 18 or over, receiving or who may need community care services because of learning, physical or mental disability, age, or illness; or who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. *(NHS England Safeguarding Adults Guide, Care Act 2014).*

**Procedures**

Child and adult abuse can be a difficult subject for Volunteers to deal with. The Arts Society is committed to the protection of children and vulnerable adults from harm and these procedures serve to ensure that the Volunteers act appropriately in response to any concern around abuse.

### Preventing abuse

Where necessary the Arts Society will put in place safeguards and measures to reduce the likelihood of abuse taking place and ensure that all those involved with the Arts Society will be treated with respect.

The Arts Society is committed to safer recruitment policies and practices for the Volunteers, including, where necessary, DBS disclosures, references and adequate training on safeguarding children and adults.

The Arts Society will work within the current legal framework for reporting anyone who is an abuser.

This Safeguarding Children and Adults Policy Statement will be given to all Volunteers, and their acknowledgement will be required.

### Designated Named Person for safeguarding adults

The Arts Society will appoint an individual who is responsible for dealing with any Safeguarding Children and Adults concerns. In their absence, a deputy will be available for Volunteers to consult with. Should either of these named people be unavailable then Volunteers should contact the Chairman.

**Designated Person: Name: Sue Briggs Contact details:** 01395 445736

[suebriggs5@btinternet.com](mailto:suebriggs5@btinternet.com)  07940 538201

**Deputy: Name: Jennie Milverton Contact details:** 07794 174 206

[jmilverton@hotmail.com](mailto:jmilverton@hotmail.com)

The roles and responsibilities of the named person(s) are:

* to ensure that all Volunteers are aware of what they should do and who they should go to if they have concerns that a child or vulnerable adult may be experiencing, or has experienced abuse or neglect. A Log-book will be maintained.
* to ensure that concerns are acted on, clearly recorded and referred, and ensure the issues have been addressed.
* to keep up to date with current legislation and recommendations from the Safeguarding Children and Adults process
* to ensure that Volunteers are adhering to good practice with regard to confidentiality and security.
* to ensure that Volunteers will be given support and afforded protection, if necessary, under the Public Interest Disclosure Act 1998 (they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome).

# Recognising the signs and symptoms of abuse

The Arts Society is committed to ensuring that the Designated Named Person and the Volunteers have appropriate access to training around Safeguarding Children and Vulnerable Adults.

**Abuse includes:**

# discriminatory abuse: including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment

# psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation

* institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

# financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits

# neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs

# physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint

# sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material

1. **Responding to people who have experienced or are experiencing abuse**

The Arts Society recognises that it has a duty to act on reports, or suspicions of abuse or neglect.

How to respond if you receive an allegation:

* Reassure the person concerned
* Listen to what they are saying
* Record what you have been told/witnessed as soon as possible
* Remain calm and do not show shock or disbelief
* Tell them that the information will be treated seriously
* Don’t start to investigate or ask detailed or probing questions
* Don’t promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

* To call an ambulance if required
* To call the police if a crime has been committed
* To preserve evidence
* To keep yourself, staff, volunteers and service users safe
* To inform the Designated Named Person in your organisation
* To record what happened in name of place/file/log where safeguarding adults concerns will be recorded

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a member feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with the Chairman. The alleged victim will be told that this will happen.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral can be made to the Adult Social Care Direct team at Devon County Council, or the incident reported to the Police.

**FOR CHILDREN: Devon County Council Multi-Agency Safeguarding Hub (MASH)**

**Tel 0345 155 1071 or email** [**mashsecure@devon.gcsx.gov.uk**](mailto:mashsecure@devon.gcsx.gov.uk)

The following organisations can also offer advice and information if there is a concern about a child:

• NSPCC – Help and advice Tel. 0800 800500

• Childline – Tel 0800 1111

• REACH – is a specialist service in Devon which supports young people. Tel 0345 155 1071

**FOR ADULTS: Devon County Council, Adult Social Care Information and Support – Care Direct** County Hall Topsham Rd, Exeter, EX2 4QD, Tel **0345 155 1007**

**Devon and Cornwall Police**

If life is in danger, or a crime is taking place, call 999. If it is not an emergency, call 101

**Version 11/05/2018**

**ANNEXE**

**PHOTOGRAPHY POLICY FOR CHILDREN**

**SAFEGUARDING CHILDREN WHEN PHOTOGRAPHING AND/OR SHARING IMAGES**

**Guidance for photographing and recording children during events and activities**

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity. However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if we are aware of the potential risks and dangers and put appropriate measures in place.

**Risk factors**

Some of the potential risks of photography and filming at events include:

* children may be identifiable when a photograph is shared with personal information
* direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
* inappropriate photographs or recorded images of children
* inappropriate use, adaptation or copying of images.

**Photography policy**

The Arts Society has adopted this photography policy to use for images of children and young people that could be used in its publications, website and social networking sites. The policy can also be used to help children, parents, staff and volunteers understand how photographs can be shared more safely.

The Arts Society

* does not use children’s names in photograph captions. If a child is named, we will avoid using the photograph.
* uses a parental permission form to obtain consent for a child to be photographed and videoed
* obtains the child’s permission to use their image
* only uses images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
* addresses how images of children on our website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
* states written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation’s expectations of them in relation to child protection.
* does not allow photographers unsupervised access to children
* does not approve photography sessions outside the event or at a child’s home.

The Arts Society will try to ensure that parents, carers, family members and others understand the policy.

**Seeking consent for children and young people**

Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for. This should be recorded on a child's permission form.

For young people under 18 we will obtain parental consent to use an image for promotional purposes, and make sure parents and carers are aware of our photography policy. We will ask parents to sign a consent form for use of their child's images and keep a record of this.

**Storing images securely**

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as insecure laptops, memory sticks and mobile phones.

We will avoid using any personal equipment to take photos and recordings of children and, unless agreed otherwise with parents, use only cameras or devices belonging to The Arts Society, or a nominated photographer.

Further guidance on the Data Protection Act and other privacy regulations can be found on the [Information commissioner's office website](https://ico.org.uk/).