

WAA HS1: Safeguarding Policy and Procedure

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Key Contacts

IF YOU OR THE PERSON YOU ARE CONCERNED ABOUT IS IN DANGER AND IMMEDIATE ACTION IS REQUIRED, YOU SHOULD RING THE EMERGENCY SERVICES ON 999

Designated Safeguarding Leads:

- Child Protection Officer: Hannah Bouchta - 07740612653, child.protection@w-a-a.co.uk
- Chairman: Claire Knighton - chairman@w-a-a.co.uk

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Local Services

If an allegation is made against a member of the Wellington Arts Association (WAA), or if a child or adult at risk discloses information relating to their security and welfare, Somerset County Council (or if outside SCC jurisdiction, the relevant council where the allegation or incident occurred) shall be contacted by the Designated Safeguarding Lead or Deputy in their absence.

Somerset County Council is the lead organisation for any concerns for the welfare of children and vulnerable adults in the Somerset area.

If you are worried about a child, a young person under the age of 18, or a vulnerable adult you should contact Somerset County Council on 0300 123 2224.

For out of hours support: Emergency Duty Team (EDT) on 0300 123 2327.

Taunton Police Station:
The Deane House
Belvedere Rd
Taunton
TA1 1HE
Telephone: 101

Opening Times Monday-Sunday (8am-8pm)
NSPCC Child Protection Helpline: 0808 800 500

Introduction to this document

The object of the Wellington Arts Association (WAA) is to advance the education of the public in the Arts of Drama, Singing, Music and Visual Arts. It delivers community shows throughout the year, alongside exhibitions, participatory activities and hosts external meetings/conferences. This document outlines the procedures that The WAA has implemented to help ensure the safety; and protect the well-being and rights of children and adults at risk whilst working with or visiting the venue.

The policy is reviewed annually or following a significant safeguarding incident to ensure it meets with relevant legislation and reflects best practice. All Committee members are given a copy of this policy and asked to sign a statement confirming that they have read, understood, and will uphold its contents. Any comments, queries or concerns regarding the Safeguarding policy should be directed to the Designated Safeguarding Lead (DSL).

A copy of The WAA's Safeguarding Policy & Procedure is available on the website so that

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in the event of an incident contact numbers and procedures are readily available.

Definitions

Safeguarding: protecting a person's right to live in safety, free from abuse and neglect.

Children: are defined by the Children Act 2019 as people under the age of 18.

Abuse: is defined as any harm caused to a child or adult. The main types of abuse are:

Physical abuse; sexual abuse; emotional or psychological abuse; financial abuse; discriminatory abuse and neglect. Safeguarding law talks about abuse, neglect and harm.

Designated Safeguarding Lead (DSL): refers to the members named in this policy.

Concern: is a term used to describe when there is or might be an incident of abuse or neglect that is causing harm.

Chaperone: primary duty is to ensure the health and safety of all children in their care, whilst ensuring no child is discriminated against. (See **Code of Practice Section**)

Policy Statement

The WAA has a legal responsibility to protect the wellbeing and safety of all those we work with by:

- Creating a safe environment to protect children and vulnerable adults from harm.
- Recognising when children and vulnerable adults may be at risk of abuse, neglect or harm and knowing how to raise concerns appropriately.

This policy and procedure apply to all areas of the WAA, including activities offsite, online and through constituents groups; and all volunteers and members associated with the organisation.

The WAA has a zero tolerance approach to abuse and harm.

This policy adheres to current government legislation and guidance including: Working together to Safeguard Children (March 2013, updated 2018), The Children's Act (1989), Human Rights Act (1998), and The United Convention on the Rights of the Child (ratified by the UK government in 1991).

Principles

The WAA adheres to the following principles:

- All members and volunteers have a responsibility to maintain a safe environment and

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take action to prevent harm

- We take appropriate measures to prevent abuse or harm, including promoting safe working practices, raising awareness of safeguarding procedures and reporting procedures
- We provide policy, procedures and information to enable all members and volunteers to identify and respond appropriately to safeguarding concerns
- We take information about a concern that involves an allegation against a member or volunteer seriously
- We provide appropriate safeguarding training for the role of Designated Safeguarding Leads
- We are transparent in our processes to ensure continuous learning and improvement

Roles and Responsibilities

The Management Committee are responsible for:

- Providing a safe and trusted environment for anyone who encounters the WAA.
- Setting an organisational culture that prioritises safeguarding.
- Ensuring safeguarding policies and procedures are kept up to date.
- Ensuring the appropriate handling of incidents and ensuring that they are reported to the relevant authorities, including the Charities Commission as required.
- Ensuring all members and volunteers are aware of this safeguarding policy and procedure.
- Consider safeguarding when engaging members and volunteers.
- Assess the need for DBS checks for the volunteers and members and provide information to the Designated Safeguarding Leads in a timely manner.
- Seeking advice, guidance and support from Designated Safeguarding Leads as needed.
- Fostering an environment that encourages disclosure.

The Designated Safeguarding Leads are responsible for:

- Developing and reviewing the Safeguarding Policy and Procedure.
- Responding to reports and disclosures as required in a timely manner.
- Reporting to Local Authority safeguarding teams.
- Managing the safeguarding incident log and facilitating internal reviews.
- Undertaking annual safeguarding training and ensuring that their training is up to date
- Sharing training and best practice with the organisation.
- Keeping up to date records of the DBS checks of members and volunteers.

All members are responsible for:

- Ensuring their work and activity follows this safeguarding policy.
- Reporting all safeguarding concerns to the DSL/s in a timely manner as per this policy and procedure.

- Reading and understanding this policy and procedure, seeking advice and guidance from the DSL/s if anything is unclear.

Disclosure and Barring Service (DBS)

Some roles at the WAA require an appropriate criminal record check via the Disclosure and Barring Service (DBS). A DBS check is required when a member or volunteer will have contact with children on a frequent basis and without supervision that is reasonable for the purposes of protecting people.

- Volunteers/members when required to have a DBS.
- Volunteers will be informed of this requirement during the engagement process.
- The WAA will pay for DBS checks for volunteers.
- Volunteers will provide the required documentation in a timely manner for the DBS check to be completed before activity begins.
- The WAA will update the DBS checks of volunteers every 3 years.

Disclosure matters and confidentiality

The result of a DBS application may result in the DSL, authorised to deal with Disclosure matters (the 'Counter Signatories'), having to interpret the evidence presented. Whilst there are some offences that make it simply impossible to work with or in proximity to children, there are others which are of no relevance and others which may not be of relevance.

The WAA will treat disclosure matters confidentiality in line with the Data Protection Act 2018. Under the GDPR and Data Protection Act 2018 the Designated Safeguarding Leads may share information without consent to the relevant authorities if there is an immediate risk of harm as per guidance from HM Government Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers [July 2018].

Code of Practice

At the outset of all activity, members and volunteers will be informed of the person who has designated safeguarding responsibility and be provided with their contact details.

Chair of the relevant committee will ensure a minimum of two adults are present when working with children. The minimum age for participation in WAA activities is 8 years old. The recommended ratio in terms of numbers of adults to participants in the group is as follows:

- 1:8 (for 8 to 12 years)
- 1:10 for older groups (13 to 18 years)

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Further guidance can be found here: <https://somerstcc.sharepoint.com/:b:/s/SCCPublic/ESKi86IMvyRJn1gsxLY0zrsB6T9W5NbvzTL459Dh0l0n3w?e=5O0Aih>

Carers/parents shall be invited to fill out a confidential form to advise of any support or needs which need to be considered before each project or set of regular activities.

Any children of school age will not be allowed to leave the premises without supervision whilst under the WAA's care unless the relevant producer has received written, signed consent from their parent/carer.

Behaviour and Conduct

Members and volunteers will:

- Not smoke, consume alcohol or take recreational drugs immediately prior to, or whilst, working with children or vulnerable adults.
- Ensure prescribed drugs are kept out of reach of the children.
- Make sure language and conversation is appropriate when talking or within hearing distance of children.
- Will not make sexually suggestive comments around children.

The welfare of each child will always be put before achieving the goals of the activity.

Aggressive or violent behaviour will not be tolerated.

Adults should avoid being in private or unobserved situations with a child or young person.

Instead always endeavour to ensure there is always at least one other volunteer, member or adult present.

Be mindful of giving out personal contact details or communicating with children or young people on social networking sites. Children should not be included in Facebook pages or groups.

Safe Touch

Members and volunteers must keep a safe and appropriate distance from participants, and not engage in any inappropriate physical contact.

Members and volunteers should only touch participants when it is necessary to the activity or for their own safety or that of others.

If a child initiates physical contact with you (e.g. approaches you for a hug), deflect them if

possible (e.g. offer them a handshake instead).

If a child continues to pursue physical contact report this immediately to the Designated Safeguarding Leads so the matter can be dealt with effectively.

Risk Assessments

The Director/Producer will ensure a risk assessment is in place for every project that they run. This will cover:

- Practical details of the project.
- Elements/aspects that are potential risks.
- Likelihood of elements becoming a potential risk.
- Impact if the risk becomes a reality.

Accident and Injuries

If a participant is injured whilst under supervision of the WAA, a record must be made in the accident logbook. The record must be countersigned by the person responsible for the individual or by a responsible member of staff if they are not present.

If a child arrives at the session with a physical injury a record will need to be made. This record must be countersigned by the person with duty of care for the individual. This record can be useful if a formal allegation is made later. It will also be a record that the individual did not sustain the injury whilst at the WAA.

The WAA will hold relevant medical information about children during the relevant show/activity.

Any accidents must be reported immediately to the Chaperone/Producer.

Photography and Filming

The WAA may record the work we do either through photography or film.

The WAA will ensure:

- Any photographs, films or web-based materials taken of children participating in any programmed activities will only be carried out with the full consent of the participants and their parents/carers.

Lost Child Procedure

If a child or vulnerable adult is reported missing whilst in the care of the WAA, report the incident and name of the person immediately to a chaperone/producer.

A search should be organised by the supervising member, using any available adults present – whilst ensuring that all other children are safe, secure and looked after.

The adult/s left in charge of the remaining group of children should enquire if they know the whereabouts of their friend or if they are aware of anything that might be upsetting or troubling the missing child – to ascertain where they might be or have gone.

In such incidents when a parent/carer is not present they should be contacted immediately once the premises have been searched if the child is not found.

If the premises are searched and the missing child is not found, then the police should be contacted immediately, and a description of the child given.

If a child is left uncollected after a rehearsal or show then a chaperone should stay with this child until they are collected.

If the parent/carer does not arrive, access the emergency contact details which are held with the registers.

Procedure for reporting

Raising Concerns

IF YOU OR THE PERSON YOU ARE CONCERNED ABOUT IS IN DANGER AND IMMEDIATE ACTION IS REQUIRED, YOU SHOULD RING THE EMERGENCY SERVICES ON 999

If a member or volunteer has concerns about either a child or adult at risk who they think might be subject to abuse or neglect they should be reported as soon as possible to the DSL and confirmed in writing within 24 hours.

Depending on the information received the Designated Safeguarding Leads will contact the appropriate people in accordance with the safeguarding procedures.

Allegations made against members/volunteers

If any member or volunteer suspects someone is abusing a child or vulnerable adult, it is their responsibility to bring these concerns to the Designated Safeguarding Leads.

If either one of the Designated Safeguarding Leads are involved in the suspicious behaviour or allegation, reporting should be to the directly to the Management Committee. Appropriate support will be provided to members or volunteers who may be subject to allegations under the Safeguarding Policy.

Concerns in relation to a members or volunteers may affect their suitability to continue in post whilst the allegations are investigated. Their suitability to continue in post will be subject to a decision between the Management Committee and the DSL.

When all relevant information has been gathered and concerns are ongoing, the Designated Safeguarding Leads will report allegations to the Local Authority Designated Officer and cooperate with any advice given.

Support in the Aftermath of Abuse

Consideration will be given to the type of support children, parent/carers, members and volunteers may need. Help lines, support groups and counselling can provide on-going support and advice.

The British Association for Counselling Directory is available from:

The British Association for Counselling, 1 Regent Place, Rugby, CV21 2PJ.

Telephone: 01788 550899

Email: bac@bacp.co.uk

www.bacp.co.uk