

# Child protection and Safeguarding at Attenborough Arts Centre

Reviewed: January 2016

**Designated Safeguarding Lead: Jeremy Webster, direct line: 0116 2231526**  
**Mobile number: 07882 410090**

## 1. Safeguarding policy statement

1.1 Attenborough Arts Centre is the University of Leicester's centre for the arts, and is open to all. This document outlines the safeguarding policy and procedures for all work undertaken with children under the age of 18, and vulnerable adults at Attenborough Arts Centre, in addition to the University of Leicester's policy (see appendix) and in accordance with Keeping Arts Safe (Arts Council England, October 2005 see appendix).

1.2 Attenborough Arts Centre works to create connections between the University of Leicester and wider communities. It is a creative hub for artists, performers, audiences and learners alike. We pioneer vibrant and creative approaches to the arts in an inclusive and welcoming space, breaking down barriers to access.

1.3 This policy applies to all staff, including senior managers and our Advisory Board, paid staff, commissioned artists, volunteers and sessional workers, tutors, agency staff, students or anyone working on behalf of Attenborough Arts Centre.

We want Attenborough Arts Centre to be a safe, inviting, open, inclusive, professional place for everyone.

### 1.4 We believe that

- The welfare of all children, young people and vulnerable adults is paramount
- All children and vulnerable adults have the equal right to protection from abuse, neglect, exploitation and violence, as set out in the United Nations Convention for the Rights of the Child 1989
- Everyone should be treated with respect and dignity
- Everyone has a responsibility for safeguarding children and vulnerable adults.

1.5 This policy applies to all children, young people and vulnerable adults at Attenborough Arts Centre as:

- Audiences to our music, performance and visual arts programme
- Performers and artists
- Participants in our workshops
- Participants on school / community group visits
- Customers in our café
- Volunteers

- Internships and Apprenticeship placements for up to 12 months at a time
- Venue Hire, where sole charge is the responsibility of the hirer.
- outreach work, which we deliver outside of the building is also be included in our policy

#### 1.6 Definitions

Child: A person under the age of 18

Vulnerable adult: A vulnerable adult is a person who is, or may be, in need of community care services because of mental disability or other disability, age or illness, and who is, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation (Arts Council England, Keeping Arts Safe, 2005).

#### 1.7 The purpose of this policy is

- To protect children, young people and vulnerable adults who receive Attenborough Arts Centre services. This includes the children of adults who use our services
- To provide staff and volunteers with the overarching principles that guide our approach to child protection and safeguarding
- To provide staff with support, education and guidance on procedures and behaviour towards children and vulnerable adults who engage with activities at/with Attenborough Arts Centre

We are committed to reviewing our policy and best practice annually; the next scheduled review will be in November 2016. An interim review and alignment process will take place on the publication of the University of Leicester's Safeguarding Policy.

## 2. Code of conduct and behaviour

There are times when children, young people and vulnerable adults may be left at Attenborough Arts Centre by their parents / carers to take part in workshops or activities organised by our team. We follow strict recruitment practices to ensure skilled and experienced practitioners leading our sessions are safe and put the welfare of our participants first.

We undertake DBS (Disclosure and Barring Service) checks on all paid staff and regular volunteers.

All activities involving children and vulnerable adults should be managed according to this code of conduct, with full risk assessments and risk management as standard.

- 2.1 All staff will be inducted on appointment and made aware of their responsibility and how to respond appropriately to incidents and disclosures
- 2.2 All staff will be trained and alerted to any changes in the Safeguarding Policy.
- 2.3 Volunteers will be inducted on appointment and made aware of their responsibility and how to respond appropriately to incidents and disclosures
- 2.4 Contractors will be asked to read summary sheets and sign an agreement to adhere to our safeguarding codes of conduct
- 2.5 There will be a copy of this policy (policy or/and summary sheet) on the front desk at all Times

- 2.6 All staff will be trained to understand their individual responsibilities in relation to child protection and safeguarding. This includes porters and catering staff not directly line managed by Attenborough Arts Centre
- 2.7 We recognise that working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The following **code of conduct** must be followed by all staff and volunteers

- Staff should treat everyone, including all children and vulnerable adults, equally, with respect and dignity
- Staff should always put the physical and emotional welfare of each participant first, before achieving goals
- Staff should not misuse their power over children
- Physical contact should be minimal, time limited and age appropriate
- Staff should not offer to transport children
- Staff should not engage in personal communication with children, such as email or telephone or through social networking sites
- Staff should aim to protect young people online, no staff must connect with children or young people on social media from their personal accounts. All social media activity for projects, events and exhibitions will be directed through official accounts.
- Create a protective and safe environment
- Staff should work in partnership with children, young people and vulnerable adults to empower them in appropriate decision-making
- Staff should give enthusiastic and constructive feedback, rather than negative criticism
- Adults should avoid being left alone with a single child/vulnerable adult, and maintain professional behaviour at all times. Management arrangements should be designed to avoid this situation and all staff carry a responsibility for vigilance in this regard, other than in the case of an emergency
- Staff should provide an atmosphere that is conducive to positive experiences for our patrons and participants

### 3. Procedures

#### 3.1 Rights and confidentiality

If a complaint or allegation is made against a member of staff, he or she should be made aware of his or her rights under both employment law and internal disciplinary procedures. This is the responsibility of the officer who is responsible for personnel in the organisation.

No matter how they feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Any possible criminal investigation could be compromised through inappropriate information being released.

In criminal law, the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

3.2 Written permission from a parent or person with legal parental responsibility must be given for a child to do the following:

- Use of social media at Attenborough Arts Centre, to keep people safe online. Consent will be required from next of kin if under 16
- Be photographed or filmed if under 16
- Take part in a project / activity (if under 16, unless living away from home in foster / institution care or with other legal guardian). This is to ensure that Attenborough Arts Centre are safeguarding our participants whilst enabling them to prepare for independence in adulthood.

### 3.3 Concerns

Attenborough Arts Centre requires the next of kin / responsible adult contact details for all children, young people and vulnerable adults taking part in activities at Attenborough Arts Centre.

### 3.4 Reporting procedure for alleged abuse

- If staff members are concerned about the care or welfare of a child, young person or vulnerable adult, they should alert the responsible adult
  - Record what has been said or noticed and sign and date it. Give this to the Designated Safeguarding Lead
  - Do not disclose this information to anyone else
- If the responsible adult is the concern and a young person is immediately at risk, dial 999 and ask for the police.
- Report incident to Jeremy Webster, designated safeguarding lead and Deputy Director Attenborough Arts Centre, 0116 223 1526
- A Health and Safety Executive (HSE) incident log form should be completed immediately. These are located behind reception in the 'How to Folder'. Deliver form in a sealed envelope to **Jeremy Webster (designated Safeguarding Lead)** at Attenborough Arts Centre.
- If there is an out of hours emergency, dial 999 and ask for the police if/when an incident/ disclosure occurs
- If staff cannot report the concerns to the DSL, they must still take action and report the concerns to the University Safeguarding Lead (Jean Baxter tbc)

### 3.5 Accidents and injuries

If a child, young person or vulnerable adult is injured while at Attenborough Arts Centre, or arrives at Attenborough Arts Centre with an injury:

- A trained first aider should assess the situation, alert the key worker / responsible adult with that young person, and administer first aid if required.
- If the incident is serious and medical attention is required, call an ambulance.
- Complete a HSE Incident Form, located behind reception at Attenborough Arts Centre in the How to Folder.
- Two copies of the form must be made, both sent to Jeremy Webster, at Attenborough Arts Centre.

### 3.6 Role of the Designated Safeguarding Lead (DSL)

- The DSL is the first point of contact for any concerns about a child
- The DSL will gather information and decide whether to refer the case to the University Safeguarding Lead (Jean Baxter tbc)
- The DSL will provide feedback.