

Safeguarding Policy

2022 – 2023

Policy details:

Trustee Lead: Polly Lankester

Designated Safeguarding Officer: Thomas Hardy

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SAFEGUARDING POLICY (incorporating Child Protection Policy)

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Safeguarding Policy

Saffron Hall Trust (SHT) works with children and vulnerable adults at the hall, in Saffron Walden County High School (SWCHS) and in other venues or schools. SHT is committed to the safety and wellbeing of all children and vulnerable adults with whom we work. This Policy Statement sets out Good Practice Guidelines for all SHT staff & volunteers, including freelance artists and workshop leaders working with the organisation.

Definitions

SHT uses the word “child” to refer to anyone under the age of 18, as defined by the Children Act 1989.

In this context, “vulnerable adult” refers to anyone who is aged 18 or over who:

- is living in residential care or sheltered housing
- is receiving care in their own home
- is receiving any form of healthcare
- is detained in prison, remand centre, young offender institution, secure training centre, attendance centre or under the powers of the Immigration and Asylum Act 1999
- is under the supervision of the probation services
- is receiving a specified welfare service i.e. support, assistance or advice by any person the purpose of which is to develop an individuals’ capacity to live independently or support their capacity to do so
- is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- is an expectant or nursing mother living in residential care
- is receiving direct payments from a local authority or health and social care trust in lieu of social services
- requires assistance in the conduct of their own affairs

“Saffron Hall Trust staff” applies to any freelance artist or workshop leader working on a SHT project, however long or short, as well as permanent members of staff, casual staff, volunteers and board members.

Principles

1. On all SHT projects children and adults have the right to be safe from harm or abuse.
2. We respect the rights and dignity of every child and adult with whom we work.
3. All children and adults will be treated with equal respect, regardless of age, gender, ethnic origin, cultural background, disability, sexual orientation or religion.
4. All SHT staff working with children and vulnerable adults have a responsibility to prevent the physical, sexual and emotional abuse of these people, and to take seriously and act upon any allegations or suspicions of abuse or neglect.
5. The feelings and concerns of any child or vulnerable adult, and / or their parent or carer, will be listened to and acted upon.

Roles and responsibilities

The designated Safeguarding Officer for SHT is Thomas Hardy, Learning and Participation Director, 01799 588 533 or email thomas.hardy@saffronhall.com

All other staff working for SHT should report any concerns to the Safeguarding Officer immediately.

Any schools or other groups working with SHT should report any concerns about SHT staff to the Designated Safeguarding Lead of their own organisation, as well as to the SHT Safeguarding Officer immediately. The Safeguarding Officer will hand over information to the Local Authority Designated Officer (LADO) in the Childrens Workforce Allegations Team, or other bodies as appropriate.

The designated Safeguarding Officer is responsible for:

- raising concerns with the relevant authority (i.e. Saffron Walden County High School; Family Operations team at Uttlesford District Council)
- ensuring that any safeguarding records are kept confidentially and securely, including the DBS database
- Liaising with agencies and professionals to remain up-to-date with laws
- Conducting a safeguarding induction for all new members of staff

Safe staff

We will ensure that:

- there is a Safeguarding policy together with an Employee Handbook
- SHT has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- a senior leader has Lead Safeguarding responsibility as “Safeguarding Officer”
- Safeguarding Officer liaises regularly with SWCHS Safeguarding team on all relevant procedures
- Staff have Safeguarding training updated as appropriate
- any weaknesses in Safeguarding are remedied immediately
- Safeguarding policies and procedures are reviewed annually
- All staff have a recent enhanced DBS check, carried out by SWCHS
- All members of staff and volunteers are provided with safeguarding awareness information at induction, including in the Employee Handbook and Volunteer Handbook
- All members of staff and volunteers know the process for reporting safeguarding concerns

Processes

Disclosure and Barring Service (DBS) Checks

To comply with SWCHS’ safeguarding policy, all SHT staff & volunteers are required to hold an enhanced Disclosure and Barring Service (DBS) check to be allowed on SWCHS site unsupervised during the school day. These enhanced DBS checks processed by the school are checks for work with children only, and **not** vulnerable adults. Any SHT staff members, volunteers or freelancers working in various venues in addition to SWCHS with young people through the Learning & Participation Programme must have a DBS dated within one (1) year. Any individuals working on our projects with solely adults do **not** currently by law require a DBS check.

SHT staff & volunteers holding DBS checks will be given a **Green Lanyard** to wear whilst on site, clearly marking them out as “safe” to be unsupervised.

Any person found on the SWCHS site without a green lanyard must be supervised by a DBS’d member of staff during the school day.

SHT guests must be supervised by staff with green lanyards at all times.

SHT staff, volunteers and freelancers working with young/vulnerable people will receive a verbal 'safeguarding' introduction prior to each project or event, in addition to getting a copy of the Safeguarding Policy at point of engagement. Any updates to the Safeguarding Policy will be circulated by the Safeguarding Officer.

DBS Process - Saffron Hall Trust Admin Staff

All SHT admin staff will need to undergo an enhanced Disclosure and Barring Service (DBS) check when joining the organisation, on the basis that all roles require some work on site during the school day.

Enhanced DBS's are processed by SWCHS on SHT's behalf and cost £62 (paid for by SHT).

Staff who only work on the SWCHS site only need their DBS processing once, on the basis that SCWHS would be contacted by the Police should anything occur. Those members of staff who are likely to visit additional locations that require DBS checks (i.e. another school) need to register to the Update Service. The Update Service allows a check to be carried out "on the spot" at any time. The individual is responsible for making subscription; SHT is not permitted to do so on the individual's behalf.

The automatic Update Service has an annual cost of £13 (paid for by SHT).

To subscribe to the DBS automatic Update Service, **individuals must subscribe online within 19 days of the DBS certificate issue date**. They can pay the £13 subscription fee using their SHT charge cards. The fee will automatically renew every 12 months. If the individual leaves SHT, the subscription will need to be cancelled, or payment details changed. **If the individual fails to make the subscription, they will be liable for the cost of another enhanced check in 12 months' time.**

Once a member of staff receives their DBS check and it is deemed clear by SHT's Safeguarding Officer, they are given a **Green Lanyard**.

Saffron Hall Trust Casual Worker Staff & Volunteers

Any adult working unsupervised on site during the SWCHS school day must hold a DBS check.

Paid event staff that work on site during the school day must undergo a DBS check, processed by SWCHS, to be given unsupervised roles. Key casual workers & volunteers will be identified by SHT's admin staff, and DBS checks will be processed.

Individuals will be asked to subscribe to the update service (same as above) if their role is likely to take them to additional sites that require DBS checks (i.e. another school), They will have their annual subscription charge reimbursed by SHT. Individuals will be responsible for this subscription, including its cancellation if they leave SHT. If the individual fails to make the subscription, they will be liable for the cost of another enhanced check in 12 months' time.

Saffron Hall Trust Freelance Artists and Workshop Practitioners

Any freelance artists or workshop practitioners employed by SHT must have proof of any enhanced DBS check dated within one (1) years to be authorised to work unsupervised on SHT's Learning & Participation programme. Individuals subscribed to the automatic update service will need to provide their enhanced DBS number, issue date and date of birth.

Any freelance artist or workshop practitioner who doesn't have a valid DBS check must undergo the process through SWCHS before commencing their role with SHT. The cost of £62 will be passed on to the individual (freelance artist/practitioner).

Risk Assessments

SHT will liaise with any external venues to ensure that proper risk assessments have been carried out for activities involving children and vulnerable adults, or undertake to carry out risk assessments itself where appropriate.

Photo / Video Permission

SHT will seek consent from schools, parents or carers before taking and/or using any images of children or vulnerable adults in press or publicity material.

Why this guidance is needed

It is important that all members of staff are aware of safe and appropriate working practices. Even if you are not leading a workshop, your presence in a school or other setting over a number of days or weeks will mean that children and / or vulnerable adults may grow to trust you. The purpose of this guidance is to advise you on appropriate behaviour with children or vulnerable adults, firstly so that you know what to do if an individual reports concerns to you, or you observe suspicious or worrying behaviour; and secondly so that you can protect yourself against unfounded suspicions or allegations. Although it is unlikely that you will ever have to use the guidance given here, it is good practice to be aware of it and know where you can go for further information and advice.

Code of Conduct

1. No member of staff shall engage in physical contact or in any relationship with a child other than a properly conducted staff-to-young person relationship, unless it is part of a planned activity that has been endorsed by the Safeguarding Officer. This condition applies regardless of the age of the child and also when the child is over the age of consent. *(It should be noted that a physical relationship between an adult teacher and any student is in breach of professional teaching guidelines. In certain circumstances it may also constitute a criminal offence).*
2. No member of staff shall engage in conduct towards a child that is intended to be oppressive, threatening and manipulative or in any way improper or with a view to causing the child physical or emotional harm or sexual harm.
3. It is unrealistic and inappropriate for SHT to prohibit physical contact between its staff and children. Touch is an essential part of the creative interpretation of roles as well as a means of directing movement, encouraging performance and providing comfort and reassurance. Touch is also an essential part of the costuming process prior, during and after a performance. Where physical contact is necessary the responsible adult should be able to explain the reason. However, staff must bear in mind that even innocent actions can be misconstrued. It is important for staff to be sensitive to a child's reaction to physical contact and to act appropriately. No child should ever be touched on a part of his/her body in a way that is indecent. *Touch must also be related to the needs of the child rather than to those of the member of staff.*
4. It is the primary duty of every member of staff to ensure the safety and well-being of every child in their care. Each member of staff must ensure that all reasonable steps are taken to minimise risk of harm or injury to any child and must abide by the policies, procedures and guidelines set out in this document.

5. Where there is any reason to believe that a child has been abused, is being abused or is at risk of being abused, in any way arising as a result of that child's association with SHT, it shall be the duty of any member of staff to whom that information is made known to notify the Safeguarding Officer immediately. Initial concerns can be made verbally, but must be followed up with written notification.
6. A member of staff who finds him/herself alone with a child must exercise particular care. There should be no apprehensiveness in the mind of either person if such a situation arises, but physical contact should be avoided whenever possible and the presence of an additional person sought as soon as reasonably practicable.
7. Children must at all times be treated with respect in attitude, language and behaviour. Sexual innuendo whether by word or gesture is prohibited.
8. No person under the age of 18 years shall have ultimate responsibility for supervising any other child.
9. Child performers must not be allowed to leave the premises, until a prearranged designated time.
10. Staff should not accept children below 18 years of age who they have met through their work with SHT as 'friends' on social networking sites. Neither should they divulge private email addresses or telephone numbers to these children. Staff should not publish pictures on social networking sites of their work at SHT that involves children.
11. The arrangements contained herein will apply to vulnerable adults as appropriate.
12. Never accept disclosures in confidence. You should listen, note and report back to the Safeguarding Officer.

In working with young people and vulnerable adults, members of staff should be aware of the Good Practice guidelines below. Good practice creates a positive safeguarding climate and assists in protecting staff from false allegations of abuse.

Good practice:

- Always working in an encouraging and open environment, i.e. avoiding private or unobserved situations. This does not mean that you should not work alone with small groups of children or vulnerable adults, but simply that you should maintain an open atmosphere whilst doing so
- Valuing and respecting children and vulnerable adults as individuals; this will always exclude bullying, shouting, racism, sectarianism or sexism
- Avoiding unnecessary physical contact with children and vulnerable adults. Where you do need to make physical contact (e.g. to show them how to use an instrument), always do so openly and ask for their consent first
- Building a balanced relationship based on mutual trust, which empowers children and vulnerable adults
- Being an excellent role model; this includes not smoking or drinking alcohol in the company of children and not swearing or using sexually explicit language
- Involving parents, guardians, carers and chaperones wherever possible
- Recording any injuries sustained accurately in line with SHT accident policy

Practice to be avoided:

- Avoid spending time alone with children and vulnerable adults away from others
- Avoid association (outside work environment) with children and vulnerable adults you have met at work. This includes social media interaction other than for strictly work purposes.
- Avoid taking children or vulnerable adults alone in a car on journeys

Practice never to be sanctioned:

- Engaging in rough, physical or sexually provocative games including horseplay
- Allowing or engaging in any form of inappropriate touching
- Allowing children to use inappropriate language unchallenged. our zero tolerance approach means ensuring that inappropriate comments or indications of peer-on-peer abuse are never dismissed as being 'merely banter', "just having a laugh", "part of growing up" or "boys being boys".
- Allowing adults to use inappropriate language in the presence of children unchallenged
- Making sexually suggestive comments or jokes in the presence of children or vulnerable adults
- Reducing a child or vulnerable adult to tears as a form of control
- Allowing allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.

Incident Procedure

Definitions and signs of abuse

In your work with children and vulnerable adults, you may find yourself concerned about an individual. Abuse can be any form of physical, emotional or sexual mistreatment, or lack of care that leads to injury or harm. Indications that an individual is being abused may include one or more of the following (this list is not exhaustive):

- Direct description of abuse by the individual
- Expression of concern by another connected individual
- Unexplained or suspicious injuries such as bruising, cuts or burns
- Unexplained changes in an individual's behaviour or performance
- Difficulty in socialising or being prevented from socialising
- Becoming dirty or unkempt

It is **not** your responsibility to decide whether or not abuse is occurring, or to investigate in any way, but simply to report concerns to the Safeguarding Officer.

Responding appropriately to safeguarding issues

If a young person or vulnerable adult reports allegations of abuse to you, you should follow these steps:

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- If it is a child or vulnerable adult making the disclosure tell them the matter will only be disclosed to those who need to know about it.
- Allow the person making the disclosure to continue at their own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the person that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Record in writing what was said, using the person's own words, as soon as possible – note the date, time, any names mentioned and to whom the information was given. Then sign and date the record.
- It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies.

Reporting concerns

All suspicions and allegations must be reported to the Safeguarding Officer at SHT, Thomas Hardy, on 01799 588 533 or thomas.hardy@saffronhall.com Initial concerns can be raised verbally but must be followed up with written notification.

The following action may then be taken:

- Discussion with Safeguarding Officer at the school or other formal setting in which the suspicion or allegation arose
- Referral to the Local Authority Designated Officer (LADO) in the Childrens Workforce Allegations Team (who then decide whether the matter needs to be referred to the Police and/or Children's Social Care Services).

Do not confront the alleged abuser in any way.

Confidentiality

- We recognise that all matters relating to safeguarding are confidential.
- The Safeguarding Officer will disclose any information about an individual on a need to know basis only.
- All staff and volunteers must be aware that they have a professional responsibility to share information with other agencies in order to safeguard individuals
- All staff and volunteers must be aware that they cannot promise an individual to keep secrets which might compromise the individual's safety or wellbeing.

Allegations against visiting artists

- Any concerns about Visiting Artists should be reported to the Safeguarding Officer Thomas Hardy, or, if for any reason you feel this is inappropriate, to the Chief Executive, Angela Dixon (angela.dixon@saffronhall.com) or the SHT Safeguarding Trustee Lead ([Polly Lankester](#)).

Allegations against staff

Any concerns about SHT staff should be reported to the Safeguarding Officer Thomas Hardy, or, if for any reason you feel this is inappropriate, to the Chief Executive, Angela Dixon (angela.dixon@saffronhall.com) or the SHT Safeguarding Trustee Lead ([Polly Lankester](#)).

The Safeguarding Officer, Chief Executive or Trustee Lead will then consider the matter and decide whether to report to the authorities as above or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with professional advisers), to deal with the matter internally or not to take any further action. The Safeguarding Officer / Chief Executive / Trustee Lead have the right to suspend from duties without prejudice with immediate effect the member of staff against whom the allegation has been made.

Children attending Performances / Events

Children attending performances or events are the responsibility of their parents, carers, guardians or other persons who accompany them. Unaccompanied minors under the age of 11 will not be admitted. In the event that a child is separated from their adult carer, the Duty Manager should allocate a steward to supervise the child until the responsible adult can be located.

Children attending performance or events as part of a school or community group are the responsibility of the adult group leader at all times. A suitable ratio of adults to children will be recommended on an event-basis, taking into account ages and circumstances, in agreement with the Safeguarding Officer.

SHT reserves the right to request any ticket holder to leave the building in cases of unsuitable behaviour, in the case of school parties this behaviour may be reported to the Head Teacher of the offending school.

Lost Child Procedure

In the event that the child is separated from the adult carer, they should be brought by a member of staff to the Box Office in the main foyer where they will stay with managers. The Duty Manager should inform stewards and radio round that there is a lost child so FOH staff can be on the lookout for the parent/carer. At all times, we would ensure that any lost child is supervised by two members of staff. These staff are responsible for keeping the child safe, whilst helping to extract useful information from the child to help reunite them with their parent/carer.

Similarly, if an adult carer reports a missing child, the steward should bring the adult to the Box Office in the main foyer and the Duty Manager should inform stewards and radio round a description to staff. A designated person should be appointed to initiate a search of the building and stewards on the doors should be given a description of the child. If after an initial search of the building and school grounds the missing child is not found the Duty Manager should call the Police.

Any instances of a lost child should be recorded and reported on the Duty Manager 'show report'.

Further information / guidance:

NSPCC Child Protection Helpline for adults on 0808 800 5000

Firstcheck: a step by step guide for organisations to safeguard children: www.nspcc.org.uk

Keeping Arts Safe www.artscouncil.org.uk

Disclosure & Barring Service line: 0870 90 90 811 www.gov.uk/government/organisations/disclosure-and-barring-service

This policy also links to our policies and procedures on:

- Health & Safety
- Staff & Volunteer inductions