

WAVENEY & BLYTH ARTS

Policy on Safeguarding children, young people and adults at risk of abuse

General statement of intent:

Abuse is a violation of an individual's human and civil rights by any other person or people. Abuse may be physical, sexual, psychological, financial, material or discriminatory. WBA's first responsibility is to stop any abuse as soon as it is noted.

Definitions:

W&BA refers to Waveney & Blyth Arts.

A **child** is defined by the Children Act 1989 as anyone under the age of 18 years.

For the purposes of this policy, **adults at risk** refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015: has care and support needs is experiencing, or is at risk of, abuse or neglect as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it. If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk but in general terms adults (ie aged 18 or over) are considered vulnerable if they:

- are, or may be, unable to care for themselves by reason of mental, physical or learning disability, age or illness
- and are unable to protect themselves against significant harm or serious exploitation.

Policy:

Safeguarding is everybody's responsibility. We recognise that the welfare of children, young people and adults at risk is paramount and that they have equal rights of protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment while they attend our activities.

The procedures contained in this policy enable W&BA to:

- promote good practice and work in a way that can prevent abuse, including harm, grooming and coercion
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported
- stop that abuse.

We will:

- treat all children, young people and adults at risk with respect and celebrate their achievements
- carefully recruit and select all event and activity leaders, whether paid or unpaid workers, and ensure that they are informed of this policy prior to carrying out their role
- respond to safeguarding concerns and allegations appropriately.

We are committed to promoting wellbeing, harm prevention and to respond effectively if concerns are raised. Adults will be included in swift and personalised safeguarding responses.

We are also committed to inter-agency collaboration on the development and implementation of procedures for the protection of adults vulnerable from abuse, and have a duty and responsibility for making arrangements to ensure all functions are discharged having regard to safeguarding and protecting the adults at risk of abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

This policy and operational guidance references the Suffolk Safeguarding Adults Board [‘Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015 – 2017’](#) in addressing adult safeguarding.

Key six key principles that underpin safeguarding adults work*

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – accountability and transparency in delivering safeguarding

*From Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015-17

W&BA is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount;
- All children, young people and adults at risk have the right to protection from abuse
- safeguarding is everyone’s responsibility
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately
- arrangements which set out clearly the processes for sharing information procedures with other professionals and with the Local Safeguarding Children Board (LSCB) and Safeguarding Adult Board;
- Paid and unpaid workers must be clear on appropriate behaviour and responses. Where appropriate, failure by staff to maintain standards may be dealt with using W&BA’s Disciplinary Procedures
- clear whistleblowing procedures are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting welfare to be addressed;
- All Paid and unpaid workers are aware of the policy and procedures for the protection of children, young people and adults at risk through appropriate

safeguarding training, supervision and support for staff and for creating an environment where staff feel able to raise concerns and feel supported in meeting their safeguarding role;

- Core paid and unpaid workers will be DBS checked and guest activity leaders will be required to provide 2 references before commencing work with the public, and will be given an informal induction. When working with partners we will ask about their DBS status and safeguarding training to date
- a clear line of accountability for the provision of safe services exists
- clear policies in line with those from the LSCB for dealing with allegations against people who work with children and adults at risk. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:
 - behaved in a way that has harmed or may have harmed a child or vulnerable adult;
 - possibly committed a criminal offence against or related to a child or vulnerable adult; or
 - behaved towards a child or children or vulnerable adult(s) in a way that indicates they may pose a risk.

The **safeguarding officer** will be in place and will be a member of the management committee. They are responsible for:

- monitoring and recording concerns
- keeping any such records in a secure location
- making referrals to social care services without delay
- liaising with other agencies
- ensuring that disclosure and barring scheme (DBS) checks have been carried out on paid and/or voluntary workers where appropriate
- ensuring that they have access to regular updating on safeguarding legislation and best practice
- arranging training for other people within the organisation as appropriate.

W&BA will ensure that paid and unpaid staff understand;

- Core legal safeguarding requirements and their responsibility to keep children and adults at risk safe.
- That all staff who come into contact with children and adults at risk are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk;
- The requirement to share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's and adults social care

Revision history:

This policy and related guidance will be monitored by the Management Committee on a regular basis for compliance and will be reviewed annually.

Procedures:

When there are concerns about the welfare of any child, young person or adult at risk, all staff (paid or unpaid) working on behalf of our organisation are expected to share those concerns with the designated safeguarding officer at the earliest opportunity.

Reporting of Safeguarding concerns:

If you are worried about a child or adult at risk, talk to W&BA's Safeguarding Officer to discuss your concerns at the earliest opportunity, as long as it will not delay any potential referral or place someone at harm.

Safeguarding Officer - Genevieve Rudd 07749779723

Making referrals:

If we have a safeguarding concern we will contact customer first on: 03456 066 167 (if Suffolk location or resident) or 0344 800 8020 (for Norfolk location or resident).

If we need to discuss whether or not a referral is required, we will call the Professional Consultation Line on 03456 061 499 to speak with a MASH social worker. The MASH consultation line is for us to discuss the most appropriate and effective way of providing or obtaining help and support for a child or adult we feel is at risk of abuse. This will include advice and guidance about making a referral where necessary, including how to involve parents.

Reporting of concerns about adults

If we have a concern about an adult and need to make a safeguarding referral we use the Suffolk County Council Adult Care Portal. (The first time we complete a form we will be asked to create a new portal account). Or, for Norfolk cases go to <https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>

Reporting of concerns about children

If we have a concern about a child/ren and need to make a safeguarding referral we use the Suffolk County Council Secure Suffolk Children and Young Peoples Portal. (The first time we complete a form we will be asked to create a new portal account). Or, for Norfolk cases go to <https://www.norfolk.gov.uk/children-and-families/keeping-children-safe/report-concerns>

We will complete and submit the Multi-Agency Referral Form (MARF) using the new secure Suffolk Children and Young People's Portal: Access the Secure Suffolk Children and Young People's Portal

Members of the public should call Customer First on 0808 800 4005(24 hours)

Confidentiality and information sharing:

In cases where abusive behaviour is disclosed by children, young people, adults at risk, parents or carers, all within WBA are obliged to share the information with the safeguarding officer who may have to refer such concerns to social care services.

It will not be a breach of confidence where there is explicit consent to the sharing.

Even where sharing of confidential information is not authorised, W&BA may lawfully share it if this can be justified in the public interest.

Seeking consent should be the first option, if appropriate. Where consent cannot be obtained to the sharing of the information or is refused, or where seeking it is likely to undermine the prevention, detection or prosecution of a crime, the question of whether there is a sufficient public interest must be judged by the Manager with the CE on the facts of each case.

Therefore, where you have a concern about a child or young person, you should not regard refusal of consent as necessarily precluding the sharing of confidential information

Public interest: A public interest can arise in a wide range of circumstances, for example, to protect children or other people from harm, to promote the welfare of children or to prevent crime and disorder. There are also public interests, which in some circumstances may weigh against sharing, including the public interest in maintaining public confidence in the confidentiality of certain services. The key factor in deciding whether or not to share confidential information is proportionality, i.e. whether the proposed sharing is a proportionate response to the need to protect the public interest in question.

Serious crime: This means any crime which causes or is likely to cause significant harm to a child or young person or serious harm to an adult.

Allegations involving staff:

Concerns about the behaviour of adults working on behalf of W&BA (paid or voluntary) will be referred without delay to the safeguarding officer who will contact social care services, or the police in an emergency.

In cases where the safeguarding officer is implicated, the chair will be informed and will contact social care services or the police.

Allegations of abuse or malpractice against a member of staff (paid and unpaid): It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

This procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. It

also includes allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the person's conduct in their personal or professional life that might indicate their unsuitability to work with children.

It must be used in respect of all allegations that are consistent with the guidance in Working Together i.e. cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child; or
- behaved in a way that indicates s/he is unsuitable to work with children.

If the allegation is against a W&BA member of staff or volunteer the allegation must be reported immediately, at least within one working day, to the W&BA Safeguarding Officer.

If the allegation is against the Safeguarding Lead then the allegation must be reported to the W&BA chair of the management committee. The W&BA Safeguarding Officer must then report the allegation to the Local Area Designated Officer (LADO) on the same day.

Contact details for LADO's 0300 123 2044
Email: lado@suffolk.gov.uk

Prevent Vulnerable to radicalisation (VTR) or influenced by Extremism:

Staff may notice a change in a child or adults behaviour that may suggest they are vulnerable to violent extremism.

After having discussed concerns with appropriate colleagues, being mindful of confidentiality, where the staff member still has concerns that the individual may be vulnerable to violent extremism, a Vulnerable To Radicalisation (VTR) referral form is to be completed and sent to the MASH and relevant CYPS team if under 18. The MASH will notify Special Branch to carry out deconfliction checks and an initial assessment of the VTR prior to any further information gathering on the individual.

For urgent safeguarding concerns call Customer First 03456 066 167

UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL

Referral forms: Referral to children's social care services should be made using the Multi-Agency Referral Form.

All professionals making telephone referrals to Suffolk's children's social services (including via Customer First) MUST confirm this in writing within 24 hours. If you are worried about the immediate safety of a child/young person and cannot contact a Safeguarding Officer call the police on 999. You can also contact the local authority.

Your report must be accurate and where possible use the child's exact words if they disclosed the information to you, not your own.

The report must be signed and dated, including the year. Ensure the form is emailed safely following the directions on the form and ensure a copy is sent to W&BA's Safeguarding Officer in the same manner marked "Confidential SG".

Disclosure & barring scheme (DBS) checks:

DBS checks should be carried out for all personnel involved in regular or frequent activities involving children, young people and/or adults at risk. This would apply whenever paid staff or volunteers are acting in facilitating roles.. It is not necessary where parents/carers are in attendance.

DBS certification is *not* in itself a guarantee that the individual has been passed for work with vulnerable people. It records any convictions that they may have acquired and it is up to the safeguarding officer to decide whether or not any such convictions suggest that the individual poses a continuing threat to those involved in W&BA activities. DBS certificates are the property of the individual concerned but each one has a reference number which should be recorded by the safeguarding officer and kept in a safe place for checking and updating purposes.

Professionals working regularly with vulnerable people should already be in possession of DBS certification. Where appropriate, such people would need to provide their reference number to the safeguarding officer who will check its current status and make the decision regarding that person's engagement with W&BA. Where an individual has not been through the DBS process, they or W&BA will need to initiate it using our recognised umbrella organisation – Community Action Suffolk. This process can take several weeks to complete, so it is vital that early action is taken where required.

This policy will be monitored and reviewed annually by the W&BA management committee.

Adopted by Waveney & Blyth Arts on: 4 November 2019

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Last review date: October 2019

Next review date: October 2020