



Child and Adults at Risk Safeguarding Policy

Updated: May 2023

Named Person: Hannah Hardcastle

Deputy Named Person: Rose Kent

1. Introduction	Page 2
2. Policy Statement	Page 2
3. Safe Practice Requirements	Page 3-4
4. Appointment, Support, supervision & training of staff and volunteers	Page 4-5
5. Confidentiality	Page 5
6. Monitoring and Reviewing	Page 5

1. Introduction

- 1.1 Accessible Arts & Media recognises the importance of its responsibility to protect and safeguard the welfare of children, young people and adults at risk attending workshops, courses, rehearsals and performances. This policy has been written in accordance with the [West and North Yorkshire and York Multi-Agency Policy and Procedures](#).
- 1.2 As part of its mission, Accessible Arts & Media is committed to:
 - 1.2.1 Ensuring that the welfare of children, young people and adults at risk is paramount at all times.
 - 1.2.2 Valuing, listening to and respecting children, young people and adults at risk as well as promoting their welfare and protection.
 - 1.2.3 Recognising that children and adults at risk with a communication and/or cognitive disability are more vulnerable to abuse.
 - 1.2.4 Ensuring that all individuals, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.
 - 1.2.5 Ensuring safe recruitment, supervision and training for all staff and volunteers
 - 1.2.6 Adopting a procedure for dealing with concerns about possible abuse to ensure that all suspicions and allegations of abuse and poor practice are taken seriously and responded to swiftly and appropriately.
 - 1.2.7 Creating a safe environment for children, young people, adults at risk, staff and volunteers.
- 1.3 The Director is responsible for ensuring that this policy is adhered to at all times
- 1.4 This Policy should be read in conjunction with Accessible Arts & Media's Safeguarding Adults at Risk and Children User Guide, Accessible Arts & Media's Online Practice Guide, Accessible Arts & Media's Data Management Policy and Privacy Policy and Accessible Arts & Media's Lone Working Policy.

2. Policy Statement

- 2.1 Accessible Arts & Media recognises the need to provide a safe and caring environment for children, young people and adults at risk. It also acknowledges that they can be the victims of physical, sexual and emotional abuse, and neglect. Accessible Arts & Media will ensure the safety and protection of all children, young people and adults at risk involved in its activities through adherence to this policy. Accessible Arts and Media ensures a commitment to a zero tolerance of abuse and neglect of children, young people and adults. This policy applies to all staff including senior managers, trustees, paid staff and volunteers.

3. Safe practice requirements

- 3.1 All personnel should demonstrate exemplary behaviour in order to promote the welfare of children, young people and adults at risk; and to reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.
- 3.2 **Planning a project** for work involving children, young people and adults at risk means: -
- 3.2.1 Undertaking, at the outset of project planning, a risk assessment, and monitoring risk throughout the project;
 - 3.2.2 Identifying, at the outset, the people with designated protection responsibility.
 - 3.2.3 Engaging in effective recruitment, including appropriate vetting of staff and volunteers;
 - 3.2.4 Knowing how to get in touch with and report concerns to local authority, social services and other agencies;
 - 3.2.5 Putting systems in place to create and manage good relationships with parents and other stakeholders;
 - 3.2.6 Being aware of the content of AAMs work and the impact it may have on children, young people or adults at risk.
 - 3.2.7 Ensuring all staff and volunteers are aware of their ongoing responsibilities for the children and adults at risk who participate in AAM projects.
- 3.3 Safe practice in a **physical environment** where there is contact with children, young people and adults at risk means: -
- 3.3.1 Working in an open environment;
 - 3.3.2 Assessing and monitoring risks throughout the project.
- 3.4 Safe **physical contact** with all service users especially those **with Profound and Multiple Learning Disabilities** means: -
- 3.4.1 Seeking agreement of participants prior to any physical contact: including a discussion with the support worker/ carer about the best approach, in relation to our Total Communication practice. Using eye contact and a range of communication methods to ensure the best possible understanding and agreement/engagement from the service user.
 - 3.4.2 Making sure participants are informed of and comfortable with any necessary physical contact.
 - 3.4.3 Only touching participants when it is in relation to the particular arts activity to ensure they can participate fully.
 - 3.4.4 Otherwise maintaining a safe and appropriate distance from participants;

3.5 Safe practice in **managing sensitive information** means:

- 3.5.1 Adherence to the Data Protection Policy and procedures for taking, using and storing photographs or images of children, young people or adults at risk;
- 3.5.2 Careful monitoring and use of web-based materials and activities;
- 3.5.3 Agreed procedures for reporting any suspicions or allegations of abuse;
- 3.5.4 Ensuring confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in arts projects) as part of the recruitment process (Data Protection Act 1998).

3.6 The Named Person is responsible for ensuring that AAM maintains its required commitment to safe practice in professional development. This means:

- 3.6.1 Keeping up to date with health and safety in artistic practice;
- 3.6.2 Being informed about legislation and policies for protection of children, young people and vulnerable adults;
- 3.6.3 Undertaking relevant development and training;
- 3.6.4 Integrating at local level with the children and vulnerable adults safeguarding boards and all relevant training and development.

4. **Appointment, Support, supervision & training of leaders & workers**

4.1 Accessible Arts & Media recognises that anyone may have the potential to abuse children, young people or adults at risk in some way, and will ensure that all reasonable steps are taken to prevent unsuitable people from working with these vulnerable groups as well as ensuring the appropriate levels of supervision of all staff and volunteers.

4.2

4.2.1 Accessible Arts & Media will ensure that all staff and volunteers will be appointed, trained, supported and supervised in accordance with legal requirements via the Disclosure and Barring Service. An enhanced criminal records check and full check against the barred lists (child or adults at risk or both, dependent on the staff/volunteer role) is required for anyone involved in Regulated Activity.

4.2.2 For working with children, Regulated Activity includes any unsupervised training, teaching, caring for or supervising children OR being the person supervising others in delivering Regulated Activity. To qualify as Regulated Activity it must be carried out frequently, which means: carried out by the same person once a week, (or more often), in a 30-day period or overnight. Additionally Regulated Activity includes undertaking personal care, which is described as using physical help in connection with eating, drinking, toileting, washing and dressing.

4.2.3 For adults at risk, Regulated Activity means undertaking personal care which is described as using physical help which involves hands-on physical assistance with washing, dressing, eating, drinking, or assisting with an adult's cash, because of their age, illness or disability.

- 4.3 Staff, support workers and volunteers will be asked to sign that they have read and agreed to comply with this policy.

5. Confidentiality

- 5.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.
- 5.2 Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

6. Monitoring and Reviewing of Policy

- 6.1 The policy will be reviewed by the HR Subgroup every two years and updated in response to changes in relevant legislation and good practice or in response to an identified failing in its effectiveness.

Date approved: May 2023

Next review date: July 2025