



Safeguarding policy

<i>Version</i>	<i>2.0</i>
<i>Effective Date</i>	<i>November 2024</i>
<i>Next Review Due</i>	<i>November 2027</i>
<i>Owner</i>	<i>Board of Trustees & Management</i>



Contents

Introduction	3
Purpose	3
Who and what this policy applies to	3
Equality and Diversity Statement.....	3
Roles and Responsibilities	4
Management Committee and Board of Trustees	4
Safeguarding Officer and Deputy.....	4
Team Members	5
Relevant Legislation	6
Overarching Policy	7
Safeguarding Officer and Deputy Safeguarding Officer	7
Our Commitment: Safeguarding Principles.....	7
Staff Training	8
Supervision and Support for Our Safeguarding Officers	8
Safer Recruitment	9
Confirmation of Identity	9
Employment History	9
DBS Checks.....	9
References	10
Proof of Qualifications	11
Online Checks	11
Continuance of Good Character	11
Peer Mentors	11
Risk Assessment	12
Online Safety	12
Countering Self-Harm and Suicide.....	13

Safeguarding Policy

Safeguarding Children Policy and Procedure	14
Safeguarding Children Definitions	14
Types of Abuse, Neglect and Exploitation – Children.....	14
General Guidance	14
What is Abuse?	15
Procedure	18
Where to Report Concerns - Children	20
Safeguarding Vulnerable Adults Policy and Procedure	21
Safeguarding Vulnerable Adults Definitions	21
Types of Abuse - Adults	21
Procedure	23
Where to Report Concerns - Adults	25
What if the Safeguarding Officers are Unavailable?	25
Referring and Signposting to Other Organisations.....	25
Managing Allegations Against Our Team Members	26
Record Keeping	27
Confidentiality	28
Monitoring and Reviewing	28
Appendix A: Policy Audit Tool.....	29
Appendix B: Seven Golden Rules on Information Sharing	31
Appendix C: Safeguarding Concerns Report	32

Safeguarding Policy

Introduction

Arts for Life Project (UK) is a charity whose aim is to support challenged young people by transforming their lives using the therapeutic value of the Creative Arts. We primarily specialise in young people with special needs, including ASD, ADHD, OCD, anxiety, depression, and self-harm.

Purpose

At Arts for Life Project, safeguarding is at the heart of our mission to provide a safe, nurturing, and supportive environment for the children, young people and vulnerable adults who access our services.

Our Safeguarding Policy outlines the procedures and responsibilities for identifying, reporting, and responding to any safeguarding concerns in a timely and effective manner.

In accordance with UK legislation and best practice guidelines, this policy is designed to equip all team members with the knowledge and tools needed to recognise and address risks, prevent harm, and uphold the rights and dignity of every child, young person and vulnerable adult at risk of or suffering harm.

Who and what this policy applies to

This policy applies to all team members, including trustees, employees, volunteers, Peer Mentors and third-party contractors working for or on behalf of Arts for Life Project.

The act of safeguarding applies to any child, young person or vulnerable adult our team members have contact with, including our own team members, users of our services, their families, and any other stakeholders.

Equality and Diversity Statement

Arts For Life Project is committed to protecting from harm all individuals without exception, regardless of age, gender, marital status, family or caring responsibilities, gender identity, ethnicity, disability, sexual orientation, religion or belief.

Safeguarding Policy

Roles and Responsibilities

Management Committee and Board of Trustees

Our Management Committee and Trustees play a crucial role in ensuring the safety and well-being of individuals, particularly vulnerable groups, and their responsibilities include:

- Establishing a Safeguarding Policy that outlines how the Charity will protect children and young people, which will be regularly reviewed and updated as required.
- Promoting a Safeguarding Culture within the Charity, ensuring that all team members and stakeholders understand their safeguarding responsibilities and the importance of prioritising the welfare of individuals.
- Ensuring that all team members receive appropriate (and updated) training on safeguarding practices and understand the procedures for reporting concerns.
- Identifying and assessing potential risks to the safety and well-being of individuals within the Charity's activities and ensuring that appropriate measures are in place to mitigate these risks.
- Establishing clear procedures for reporting safeguarding concerns or incidents and ensuring that these procedures are accessible and understood by all team members.
- Regularly reviewing and monitoring the effectiveness of safeguarding practices within the Charity and addressing any issues or gaps identified.
- Ensuring that the Charity complies with relevant safeguarding laws and regulations, including the Children Act and any local safeguarding guidelines.
- Working collaboratively with local safeguarding boards, agencies, and other stakeholders to ensure a coordinated approach to safeguarding and to stay informed about best practices and changes in legislation.

Safeguarding Officer and Deputy

The Safeguarding Officer and Deputy are appointed by the Registered Person to oversee safeguarding practices within the service. These people will be the first point of contact for all team members to go to for advice if they have a safeguarding concern and will:

Safeguarding Policy

- Undertake a higher level of safeguarding training and knowledge than other team members (Level 3 or above).
- Ensure that the Arts for Life Project's Safeguarding Policy is kept up to date and reviewed each year using the Section 11 audit tool (Appendix A).
- Ensure that suitable risk assessments are undertaken to identify and address safeguarding risks, including the risk of radicalisation.
- Ensure that the Arts For Life Project complies with safe recruitment procedures for new team members.
- Following a conversation about a disclosure or concern, make decisions about whether the concerns are sufficient to notify Children's Services or whether other courses of action are more appropriate.
- Submit or assist team members to submit all formal referrals to Children's Services.
- Ensure that concerns are logged and stored securely.
- With the management committee and Board of Trustees, ensure that our Safeguarding Policy and related procedures are followed.
- Promoting a safe environment for children, young people and vulnerable adults accessing our services. This includes
- Ensure that team members have appropriate training in Safeguarding procedures.

Team Members

All team members are expected to:

- Contribute to a safe and supportive environment for the children, young people and vulnerable adults we support by respecting their rights and promoting their well-being.
- Read our Safeguarding Policy and related procedures and abide by them, taking a proactive approach to safeguarding issues.
- Know how to spot safeguarding concerns.
- Understand the system of seeking help as concerns are suspected or identified.

Safeguarding Policy

- Abide by any current and future requirements of the role, including but not limited to the requirement to submit to Police or other statutory (DBS) checks as required.
- Attend any mandatory safeguarding training and updates.

Relevant Legislation

- Children and Social Work Act 2017
- Children and Families Act 2014
- The Police Act 1997
- The Sexual Offences Act 2003
- United Nations Convention Rights of the Child 1989
- Modern Slavery Act 2015
- Digital Economy Act 2017
- Adoption and Children's Act 2002
- Domestic Abuse Act 2021
- Borders, Citizenship and Immigration Act 2009
- Children and Young Persons Act 1933
- Female Genital Mutilation Act 2003
- Chronically Sick and Disabled Persons Act (CSDPA) 1970
- The Young Carers' (Need Assessment) Regulations 2015
- Counter-Terrorism and Security Act 2015
- Counter-Terrorism and Border Security Act 2019
- Serious Crime Act 2015
- The Care Act 2014
- Children Act 1989
- Children Act 2004
- Equality Act 2010
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018
- UK GDPR

Overarching Policy

Safeguarding Officer and Deputy Safeguarding Officer

Arts For Life Project has appointed two individuals responsible for dealing with any safeguarding concerns.

Our Safeguarding Officer is Lucy Heywood Jones – 07984 808622

Our Deputy Safeguarding Officer is Beth Gevell - 07568 519192

The Board Trustees with responsibility for Safeguarding are Emma Helby (07967 489149) and John Cadman (07484 788849)

Our Commitment: Safeguarding Principles

- We firmly believe that the welfare of the child, young person and/or adult at risk is paramount and have a zero-tolerance approach to abuse, neglect and exploitation.
- All team members must be clear on appropriate behaviour and responses and follow the agreed Safeguarding and General Codes of Conduct.
- All team members will be alert to possible signs of abuse, neglect and exploitation and consider whether there may be safeguarding concerns.
- We will create an environment where colleagues, those accessing our services, their families, visitors and all stakeholders feel able and supported to raise safeguarding concerns.
- All team members are required to report any suspected abuse and neglect and be aware of the appropriate reporting and support procedure for safeguarding, including the reporting of people at risk of radicalisation and extremism. There are **no excuses** for not taking all reasonable action to protect those at risk from abuse, neglect and exploitation.
- Arts For Life Project is committed to responding swiftly and effectively when concerns are raised and is committed to working with appropriate agencies, including our Safeguarding Children Partnership Board, Safeguarding Adults Board and the Police, to ensure the reporting of abuse is appropriate and in line with local and national requirements and Information Sharing guidance.

Safeguarding Policy

- All those making a complaint or allegation or expressing concern will be taken seriously, and the Arts for Life Project is committed to providing support as necessary.

Staff Training

Arts For Life Project will provide all team members with induction training on safeguarding matters. This training will include but is not limited to reading this policy and our procedures, familiarising themselves with local procedures, and reading at least Part 1 of the most updated Working Together to Safeguard Children.

In addition, team members will attend LSCB Level 2 training in addition to training opportunities in-house.

The Safeguarding Officers at Arts for Life Project will undertake LSCB Level 3 (or higher) training, ensuring they are equipped to manage complex safeguarding issues and provide guidance to all team members. This will usually be provided by the Local Safeguarding Children Board – Voluntary Action Harrow.

In-house safeguarding training will be refreshed annually. External training will be refreshed as required.

The Administrator will keep an up-to-date record of the safeguarding training that team members have received. This will be monitored annually by the Management Committee and Board of Trustees.

In addition, the Safeguarding Officers will provide ad-hoc safeguarding updates, for example, when our policy or local procedures change.

Supervision and Support for Our Safeguarding Officers

A Board member of the Arts for Life Project is appointed to provide supervision support to the Safeguarding Officer, Deputy and other key team members involved in safeguarding. This will entail quarterly meetings with the Safeguarding Officers to:

- Talk through safeguarding issues that may have arisen;
- Monitor safeguarding records;
- Assess training needs;
- Monitor the use of the Safeguarding policies and procedures.

Safeguarding Policy

Following each quarterly meeting an action plan will be written to address any areas identified for development.

Safer Recruitment

Confirmation of Identity

Applicants will be required to provide two up-to-date proofs of Identity, including a recent photograph and proof of address.

Employment History

Applicants will be required to provide a full employment history, together with a satisfactory explanation of any gaps in employment in writing.

DBS Checks

Arts For Life Project confirms its commitment to recruit all team members (including volunteers) in accordance with the Disclosure and Barring Service (DBS) "Code of Practice" and legislative requirements.

All roles are risk assessed considering the working environment to determine if they are eligible for a Disclosure and Barring check and, if so, at what level. Currently, and due to the nature of our work, we undertake Enhanced checks on all team members, including volunteers and third parties.

Any criminal history disclosed on the DBS Certificate will be reviewed, and any formal offer made will depend on the number of offences, the nature of the offence(s), and the time which has passed since the offences occurred. The final decision will be made by the Management Committee and Board of Trustees.

Arts For Life Project undertakes to discuss any matter revealed on a DBS Certificate with the applicant before withdrawing a conditional offer.

Where any checks indicate that the applicant is unsuitable for a position, they will be informed in writing of the reason for the withdrawal and their right to appeal.

No team member will be permitted to start work until clearance is obtained unless they hold a DBS certificate for another organisation that is less than 12 months old. However, even in such cases, they are not to have unsupervised access to any participant until the return of a satisfactory DBS certificate.

Safeguarding Policy

As an employer of individuals in a 'regulated activity', Arts for Life Project has a responsibility to refer concerns to the Disclosure and Barring Service in accordance with the Safeguarding Vulnerable Groups Act 2006.

References

Arts For Life Project requires all job applicants (including volunteers and self-employed team members) to provide the names and contact details of two referees.

Referees will be contacted and must state that:

- The applicant is known to them.
- The applicant is thought to be suitable for employment in the specified role.
- The applicant is of good character.
- They know of no reason the applicant should not work with children or vulnerable adults.

In addition, and to ensure that references are verified, Arts for Life Project will:

- Not accept open references, e.g., to whom it may concern or rely on applicants to obtain their own references.
- Ensure any references are from a senior person with appropriate authority (Directors, clinical managers, HR managers, etc.).
- Always verify any information contained within the reference with the person who provided the reference. (By telephoning the referee's place of work and asking to be put through to them directly and not simply relying on a contact number provided in a written reference.)
- Ensure electronic references originate from a legitimate source (by using simple checks used to identify fraudulent correspondence, e.g., checking the source display name and/or calling the referee to confirm that the reference was provided by them if there is any doubt – see above).
- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies.

Safeguarding Policy

- Ensure any concerns with references are satisfactorily resolved before the appointment is confirmed.

At least one referee should be a professional person, and the other referee should be able to provide a character reference. Neither referee must be related to the applicant.

If the applicant's last job involved working with children or vulnerable adults, their last employer must be included as a referee.

Where the applicant has previously worked in a position involving work with children or vulnerable adults, we will verify, so far as reasonably practicable, the reason why the employment or position ended.

Proof of Qualifications

Documentary evidence of any qualifications that the person considers relevant for the position will also be reviewed.

Online Checks

Where appropriate, we will carry out an online search on the shortlisted candidates. This may help identify any incidents or issues that have happened and are publicly available online, which we might want to explore with the applicant at interview. We will inform shortlisted candidates that online searches may be done as part of due diligence checks.

Continuance of Good Character

All team members are responsible for ensuring that they report to the Registered Person any criminal proceedings or charges. Following disclosure, we will re-assess their suitability as we would for an applicant for a new position.

Individuals failing to provide such information will be disciplined and may be subject to summary dismissal or immediate severance of any working contract/agreement.

Staff should also note that DBS checks will be checked annually via the Update Service.

Peer Mentors

Peer Mentors are individuals from the age of 14, who may assist at Creative Crew to help support the team with younger members.

Safeguarding Policy

Candidates must be recommended by a team member who has previously worked with them. This recommendation replaces the need for formal references. After being recommended, candidates will participate in an informal interview with a senior team member to assess their suitability for the role.

All Peer Mentors over the age of 16 are required to obtain an enhanced DBS disclosure. Those aged under 16 must declare any criminal offences or allegations.

Arts For Life Project will also require written consent from a parent or guardian for a young person under the age of 18 to undertake a Peer Mentor role.

Risk Assessment

General safeguarding risks will be identified through tailored risk assessments and managed accordingly. All risk assessments will be reviewed regularly and updated as required.

As appropriate, we will also complete individual needs assessments and risk assessments to highlight where individuals may need additional support and/or protection.

Online Safety

Arts For Life Project is dedicated to ensuring the online safety of the children, young people and vulnerable adults accessing our services and all visitors to our site.

As our Wi-Fi network is private and can only be accessed by team members, we do not have a filter on it. However, should we make it publicly available, an appropriate filter will be put in place.

In addition, and even though our work is not based online, our team members are committed to providing our participants with practical advice on online safety and are always open to discussing topics such as privacy settings, recognising cyberbullying, and when communications may be potentially criminal.

Furthermore, our team members are aware of signposting participants to trusted sources of online safety information where they need further support, including resources provided by the National Society for the Prevention of Cruelty to Children (NSPCC).

Safeguarding Policy

Countering Self-Harm and Suicide

Self-harm is a significant safeguarding concern, as it often indicates underlying distress or unmet needs in a child or young person. While self-harm itself may not always signal abuse or neglect, it can be a symptom of serious issues such as emotional abuse, bullying, neglect, or mental health challenges. Children and young people who self-harm may be at risk of more severe harm, including suicidal ideation, and require immediate and compassionate support. As part of our safeguarding responsibility, we are committed to identifying signs of self-harm, providing appropriate intervention, and seeking specialist support where needed.

Arts For Life Project recognises the importance of proactively addressing risks of self-harm and suicide and takes a multi-faceted approach to counter these risks. We ensure that all team members are trained in recognising early signs of self-harm and suicidal ideation, equipping them to respond with sensitivity and prompt intervention. Team members are encouraged to build trusting relationships with participants, fostering open communication and creating a supportive environment where everyone feels safe discussing their feelings and challenges.

In addition, we regularly risk assess participants at risk of self-harm and suicide, allowing us to identify and monitor any individuals who may be particularly vulnerable. When potential risks are identified, a tailored support plan is put in place, which may involve increased 1:1 check-in, mental health referrals, etc.

Arts For Life Project will keep appropriate records of self-harming incidents and share relevant information and decisions with the young person's parents or guardians, Social Worker and other relevant professionals.

Safeguarding Children Policy and Procedure

Safeguarding Children Definitions

Children: A child is defined as anyone who has not yet reached their 18th birthday.

Young People: A young person is a person between 16 and 18 years of age. Young people have certain rights but are still considered children.

Child protection guidance points out that even if a child has reached 16 years of age and is living independently, in further education, a member of the armed forces, in hospital or in custody in the secure estate, they are still legally children and should be given the same protection and entitlements as any other child (Department for Education, 2023).

Working Together to Safeguard Children, HM Government 2023 defines **safeguarding** and promoting the welfare of children as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing impairment of children's health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Types of Abuse, Neglect and Exploitation – Children

General Guidance

Obvious signs of abuse, neglect and exploitation may be something that you have seen or heard, or an individual may disclose to you that they are at risk of abuse or are being abused, neglected or exploited.

Other signs may be less obvious and may not be noticed unless an individual has direct contact with the person being abused over a period of time.

One or more signs do not necessarily mean that a child or young person is being abused, as there could be other things happening in their life that are affecting their behaviour or

Safeguarding Policy

explain what you can see outwardly. However, signs must be noted, and where there is a genuine concern, they must be reported.

What is Abuse?

Generally, abuse can be defined as:

"a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill-treatment that is not physical, as well as the impact of witnessing ill-treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children." (KCSiE 2024)

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual abuse: a form of abuse which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Emotional abuse: the persistent emotional maltreatment of a child, such as causing severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration

Safeguarding Policy

and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child-on-child abuse: which is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth-produced sexual imagery)

Safeguarding Policy

- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress, or alarm, and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Radicalisation and/or Extremism: Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Radicalisation is the process of a person legitimising support for, or use of, terrorist violence.

Terrorism is an action that endangers or causes serious violence to a person/people, causes serious damage to property, or seriously interferes with or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Child criminal and/or sexual exploitation: forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in criminal or sexual activity. It may involve an exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CCE and CSE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Domestic abuse: Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Female genital mutilation: the non-medical practice of partially or fully removing or injuring the external female genitalia. It is a procedure often carried out on girls and young women, typically under the age of 15, as a cultural or social practice with no health

Safeguarding Policy

benefits. In the UK, FGM is considered a form of child abuse, recognised as a severe violation of human rights and a criminal offence under the Female Genital Mutilation Act 2003.

Forced marriage: involves a child or young person being coerced, threatened, or manipulated into marriage without their free and informed consent. It is illegal in the UK, and the Forced Marriage (Civil Protection) Act 2007 provides protective orders for those at risk. Unlike arranged marriage, where both parties consent, forced marriage deprives a child of their right to choose and may involve emotional, physical, or financial abuse.

Gender and Honour based violence: a type of violence that is perpetrated in the name of protecting or restoring the perceived "honour" of an individual, family, or community. It can include various forms of abuse—such as physical assault, emotional abuse, threats, or even homicide—often targeted at individuals who are seen as bringing shame to their family or not conforming to traditional gender roles.

Child abduction: involves unlawfully taking, detaining, or removing a child from a person who has legal custody or guardianship without consent. In the UK, child abduction is a criminal offence under the Child Abduction Act 1984, and it includes both domestic abduction (e.g., by a non-custodial parent) and international abduction (e.g., removing a child from the country without consent). Child abduction places a child at risk of harm and exploitation and is treated as a serious safeguarding issue.

Procedure

What to do if you have concerns about a child or young person

All team members must:

1. In an emergency (if anyone is in immediate danger or a serious crime is being committed), call the Police on 999 and continue with the process as appropriate.
2. If required, call for a first aider and/or phone for an ambulance. (DO NOT take photographs or videos of any injuries; the paramedics and medical professionals will document any injuries.)
3. Report your concerns to the Safeguarding Officer or Deputy, who will either make the referral or support the team member in submitting a referral to the local safeguarding team.
4. The Safeguarding Officer or Deputy will then advise what further action to take.

Accepting a disclosure

If a child or young person discloses information to you, you should:

- ✓ If you are with the individual - make the area safe and call the Police if necessary.
- ✓ Let the child or young person know everything you are doing step by step.
- ✓ Listen to what is being said without displaying shock or disbelief. Keep your body language open and relaxed.
- ✓ Reassure the child or young person that they have done the right thing by telling someone.
- ✓ Never say things like 'Why did you not tell anyone before?' or 'Are you sure this is true?'.
- ✓ Not interrogate them or take photographs of them.
- ✓ Not ask leading questions. Ask open questions to allow the child or young person to detail their experience in their own words.
- ✓ Not ask them to repeat the information for another team member unnecessarily.
- ✓ Take notes if possible or write up your conversation as soon as possible afterwards so that nothing is forgotten. (Record the words used by the child or young person and any non-verbal behaviour witnessed which causes concern.)
Do not paraphrase.
- ✓ Explain what you have to do next and who you have to talk to. (Ask young people ages 16/17 if they consent to a report being made.) Note: the section below outlines the need for consent in certain circumstances.
- ✓ Never promise confidentiality. You may have a duty to share this information and refer it to the Local Authority, Local Safeguarding Team and/or the Police.

Do I need consent to report abuse or a concern?

Whilst you should always try and gain the consent of the child to share your concerns, you **DO NOT** need anyone's permission to report any situation where there is a concern that a child and/or children is/are in immediate danger or if there is a risk to life. In fact, UK data protection legislation provides that you may still share the information with the Local Authority/Police if it is in the public interest to do so, even if consent is not provided.

Safeguarding Policy

Should I tell the parents/guardians?

Best practice shows that parents/guardians should be notified of the intended referral if the organisation has contact with them, and it is appropriate to do so, although only if doing so would not put the child or young person at further risk of harm.

However, the following are circumstances where disclosure to the parent, guardian or responsible adult is **not** appropriate:

- Where sexual abuse or sexual exploitation is suspected.
- Where organised or multiple cases of abuse are suspected.
- Where Fabricated or Induced Illness (previously known as Munchausen Syndrome by Proxy) is suspected.
- Where Female Genital Mutilation is the concern.
- In cases of suspected Forced Marriage.
- Where it would place a child or young person, yourself, or others at immediate risk.

Where to Report Concerns - Children

The safeguarding report should be made to the local authority where the victim lives or, if this is unknown, where the abuse took place or disclosure was made.

For Hillingdon: In the first instance, contact the Stronger Families Hub on **01895 556 006** to discuss your concerns. The details of the safeguarding concern must be confirmed in writing, as a matter of urgency, on the same day.

For Harrow: In the first instance, contact the Harrow Safeguarding Children Partnership Children's Access Team Golden Number on **020 8901 2690** to discuss your concerns. The details of the safeguarding concern must be confirmed in writing, as a matter of urgency, on the same day.

For Hertfordshire: contact the LADO on 0300 123 4043 or emailing LADO.Referral@hertfordshire.gov.uk

For Brent, contact the LADO on 020 8937 4300 (option 1) during office hours (Mon – Fri 9am - 5pm) or out of hours the emergency duty team on 020 8863 5250

However, the Police should be contacted on 999 immediately (and without consent being sought):

Safeguarding Policy

- If a serious crime is being committed.
- If life is at risk.
- If a child or young person is in immediate danger.

More information about the referral process and other sources of help can be found at

<https://hillingdonsafeguardingpartnership.org.uk/> and

<https://www.harrowscb.co.uk/>

<https://brentsafeguardingpartnerships.uk/>

<https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-partnership/hscp.aspx>

Safeguarding Vulnerable Adults Policy and Procedure

Safeguarding Vulnerable Adults Definitions

An at-risk or vulnerable adult is defined as someone aged 18 years or over who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of those 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.

Types of Abuse - Adults

Adult safeguarding concerns may relate to the following:

Physical Abuse: Deliberately hurting an adult, causing injuries such as bruises, broken bones, burns or cuts, or otherwise causing harm. It could also be when a carer makes up the symptoms of or deliberately brings on an illness or misuses medication.

Sexual Abuse: Any sexual activity, including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Safeguarding Policy

Psychological or Emotional Abuse: Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyberbullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Neglect and Acts of Omission: The ongoing failure to meet basic needs and includes ignoring medical or physical care needs, failing to provide access to appropriate health, care and support or educational services, and withholding the necessities of life, such as medication, adequate nutrition, and heating.

Financial and Material Abuse: The theft or misuse of money (including benefits), property or personal belongings, taken without consent or under pressure, including in connection with wills, property, inheritance or financial transactions.

Organisational Abuse: Includes neglect or poor care practice within an organisation or specific care setting and may range from one-off incidents to ongoing ill-treatment.

Discriminatory Abuse: Includes forms of harassment and discriminatory treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

Self-neglect: The lack of self-care, lack of care for one's environment, and/or the refusal of services to the extent that it threatens personal health and safety. This includes behaviours such as hoarding.

Domestic Abuse: Includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. It also includes so-called 'honour-based' violence, female genital mutilation and forced marriage.

Modern Slavery: Where an individual is exploited, forced to work, or sold. It involves the recruitment and movement of individuals using threats, deception and coercion for the purpose of exploitation.

Criminal Exploitation: Criminal exploitation in adult safeguarding involves the manipulation or coercion of vulnerable adults to participate in criminal activities for the benefit of others. This can include financial exploitation, forced drug trafficking, or "cuckooing," where criminals take over the home of a vulnerable adult to carry out illegal activities.

Safeguarding Policy

Radicalisation: Radicalisation in adult safeguarding refers to the process by which a vulnerable adult is encouraged to adopt extremist views or support terrorism, which may lead to harmful or violent behaviours. Vulnerable adults, particularly those who are isolated or experiencing mental health challenges, may be at greater risk of radicalisation.

For further information from our local Adult's Safeguarding Board, please visit <https://hillingdonsab.org.uk/professionals/useful-guidance/> or <https://www.harrow.gov.uk/adult-social-care/staying-safe> <https://brentsafeguardingpartnerships.uk/> <https://www.hertfordshire.gov.uk/services/Adult-social-services/Report-a-concern-about-an-adult/Hertfordshire-Safeguarding-Adults-Board/Hertfordshire-Safeguarding-Adults-Board.aspx>

Procedure

What to do if you have concerns about a vulnerable or at-risk adult

All team members must:

1. In an emergency (if anyone is in immediate danger or a serious crime is being committed), call the Police on 999 and continue with the process as appropriate.
2. If required, call for a first aider and/or phone for an ambulance. (DO NOT take photographs or videos of any injuries; the paramedics and medical professionals will document any injuries.)
3. Report your concerns to the Service Manager or On-Call Manager, who will support the team member in submitting a referral to the local safeguarding team.
4. Report your concerns to the Safeguarding Officer or Deputy, who will either make the referral or support the team member in submitting a referral to the local safeguarding team.
5. The Safeguarding Officer or Deputy will then advise what further action to take.

Accepting a disclosure

If an adult has reported to you that they have been abused, are being abused, or are at risk of abuse, you should:

Safeguarding Policy

- ✓ If you are with the individual - make the area safe and call the Police if necessary.
- ✓ Ask open questions to gather as much information as you can, such as what, when, how and how they feel.
- ✓ Act in a calm manner and speak slowly and clearly.
- ✓ Take notes if possible or write up your conversation as soon as possible afterwards so that nothing is forgotten. (Record the words used by the person (do not paraphrase) and any non-verbal behaviour witnessed which causes concern.)
- ✓ Try to assess capacity: is the adult able to understand information about the decision, retain that information, use that information to decide on whether the information should be shared (by weighing up the consequences of seeking further help or not), and communicate their decision by talking, using sign language, writing, gesturing, or any other means.
- ✓ Explain that you would like to share information with others and ask for their consent.
- ✓ Never promise that you will keep a secret, as consent may be overridden if there is a legal and legitimate reason to do so.

Do I need consent to report abuse or a concern?

Unlike children, adults have a general right to independence, including control over information about themselves. Therefore, every team member **MUST** try to gain consent from an adult before sharing information outside of Arts for Life Project. **However:**

- The law **DOES NOT** prevent the sharing of sensitive, personal information within organisations where there is a legitimate need to know (for example, sharing information with a Safeguarding Officer or Trustee).
- The law **DOES NOT** prevent the sharing of sensitive, personal information between organisations, even without consent, where the public interest served outweighs, the public interest served by protecting confidentiality. For example, where a serious crime may be prevented, or children are at risk.
- The law **DOES NOT** prevent the sharing of sensitive, personal information between organisations if the adult is believed to lack capacity.

Safeguarding Policy

Team members must also remember that just because a decision is unwise in their eyes, this **DOES NOT** override the law, and however difficult it is, an adult with capacity has the right to make informed decisions no matter how this negatively impacts their own life. For example, self-neglect may not be a safeguarding issue if the adult has capacity to make the decision not to provide themselves with adequate care.

Where to Report Concerns - Adults

The safeguarding report should be made to the local authority where the victim lives or, if this is unknown, where the abuse took place or disclosure was made.

For Hillingdon: Contact Adult Social Care on **01895 556633** or fill in an online form [here](#).

For Harrow: Contact Adults Safeguarding on **020 8901 2680**.

For Brent: Contact Adults Safeguarding on **020 8937 4098 / 4099**.

For Hertfordshire: Contact Adults Safeguarding on **0300 123 4042**.

However, the Police should be contacted on 999 immediately (and without consent):

- If a serious crime is being committed.
- If life is at risk.
- If a child or young person is in immediate danger.

What if the Safeguarding Officers are Unavailable?

It is always better to make a referral to the Local Authority safeguarding team than to let a concern go unreported. Therefore, team members should use this document to guide their decision as to whether they should refer the matter to the authorities and always air on the side of caution and make the referral if they have any nagging doubt.

Referring and Signposting to Other Organisations

Arts For Life Project may refer and signpost children and young people to a variety of local social and healthcare services to ensure comprehensive support and address their diverse needs. Key services include:

Mental Health Services: For young people experiencing mental health challenges, referrals might be made to Child and Adolescent Mental Health Services (CAMHS) or Youth Mental Health Services to provide therapy, counselling, or crisis intervention.



Safeguarding Policy

Early Help: As outlined within the Early Help Strategy 2020-2023, an Early Help assessment is where children, young people and their families require support from a multi-agency response at an early help threshold to prevent escalation of issues.

For further information on when a referral to Early Help may be beneficial, please visit <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> (Updated in 2024).

For further information about making Early Help referrals in Hillingdon, please visit: <https://www.hillingdon.gov.uk/article/13116/Early-help-and-support-for-families>

For further information about making Early Help referrals in Harrow, please visit: <https://www.harrow.gov.uk/childrens-social-care/early-support-hubs>.

For further information about making Early Help referrals in Brent, please visit: <https://www.brent.gov.uk/children-young-people-and-families/support-for-parents-and-families/early-help-service#whatistheearlyhelpservice>

For further information about making Early Help referrals in Hertfordshire, please visit: <https://www.hertfordshire.gov.uk/microsites/families-first/families-first.aspx>

Managing Allegations Against Our Team Members

All allegations of abuse by team members, both present and historical, must and will be taken seriously.

Any and all reports received must **immediately** be reported to the Safeguarding Officers, Director and Chair of Trustees.

Please note that allegations may relate to the team member's behaviour at work, at home or in another setting.

In addition, the LADO¹ **must** be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

¹ The Hillingdon LADO (Local Authority Designated Officer) can be contacted on **01895 250975** or by using The LADO contact form [here](#).

The Harrow LADO can be contacted on **07871 987254** or at lado@harrow.gov.uk.

The Hertfordshire LADO can be contacted on 0300 123 4043 or emailing LADO.Referral@hertfordshire.gov.uk.

Safeguarding Policy

- 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 towards a child or children in a way that indicates they may pose a risk of harm to children;
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Following the report, the Director and Chair of Trustees, with support from the Safeguarding Officers as required, will carry out a thorough and impartial investigation into the allegation. This will involve gathering evidence, interviewing relevant parties, and seeking professional advice if necessary.

Any details of the allegation should only be provided on a strict 'need to know' basis.

We will at all times ensure that we follow the LADO's advice so as not to jeopardise any formal investigation. Where appropriate, the Police and LADO may also be involved in any investigation and will be privy to its findings.

In the short term, consideration may be given to suspending or amending the duties of the accused. All team members who are subject to such action will be offered appropriate support until any investigation is concluded. The team member's rights, including fair treatment and confidentiality, will be upheld throughout the process.

Once the investigation is complete, the findings will be documented and provided to the appropriate authorities, including LADO.

If the allegation is sustained, appropriate action will be taken in line with internal policies and legal requirements.

If the allegation is unfounded, the team member's rights, reputation, and wellbeing will be appropriately considered.

Record Keeping

Safeguarding records must be legible, factual, timely and accurate records of what was done and why to demonstrate transparent, defensible decision-making.

The Brent LADO can be contacted on 020 8937 4300 (option 1) during office hours (Mon – Fri 9am - 5pm) or out of hours the emergency duty team on 020 8863 5250

Safeguarding Policy

If consent was requested, the records must reflect if it was or was not obtained and, if relevant, why a referral was made if consent was withheld.

Safeguarding records will be stored in a confidential and secure place that is only accessible by the Safeguarding Officers and those team members with a legitimate need to know.

Confidentiality

Arts For Life Project will ensure that team members understand that whilst they have a duty to keep certain information confidential, the Data Protection Act and UK GDPR must not be a barrier to sharing information.

Arts For Life Project will also ensure that team members follow the 7 Golden Rules for information sharing as outlined in the appendices of this document.

Monitoring and Reviewing

Arts For Life Project is committed to ensuring our policies are effective and up to date.

Management and the Board of Trustees are responsible for this process and will review this policy at least once a year or more frequently if needed due to changes in laws, regulatory guidance, or best practice.

Appendix A: Policy Audit Tool

Organisations should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- A clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
- A senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements;
- A culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Arrangements which set out clearly the processes for sharing information with other professionals and with the Local Safeguarding Children Board (LSCB);
- A designated professional lead (or, for health provider organisations, named professionals) for safeguarding. Their role is to support other professionals in their agencies to recognise the needs of children, including responding to possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;
- Safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check;
- Appropriate supervision and support for team members, including undertaking safeguarding training:
 - Employers are responsible for ensuring that their team members are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where team members feel able to raise concerns and feel supported in their safeguarding role;
 - Staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and

Safeguarding Policy

- All professionals should have regular reviews of their own practice to ensure they improve over time.
- Clear policies in line with those from the LSCB for dealing with allegations against people who work with children. An allegation may relate to a person who works with children who has:
 - Behaved in a way that has harmed a child or may have harmed a child;
 - Possibly committed a criminal offence against or related to a child; or
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

In addition:

- County-level and unitary local authorities should have a Local Authority Designated Officer (LADO) to be involved in the management and oversight of individual cases. The LADO should provide advice and guidance to employers and voluntary organisations, liaising with the Police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process;
- Any allegation should be reported immediately to a senior manager within the organisation. The LADO should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the Police;
- If an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service.

Appendix B: Seven Golden Rules on Information Sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom the information will or could be shared and seek their agreement unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case.
5. Consider safety and wellbeing: Base your information-sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.



Appendix C: Safeguarding Concerns Report

Details of Person at Risk	
Name:	
Address:	
Date of Birth:	
Database Reference No.	
Details of Investigation	
Lead Investigating Officer:	
Investigating Team:	
Methods of Investigation:	
Date: From	
Date: To	

Safeguarding Policy



4.	Alleged Victim's views:
5.	Investigation Findings from Interview(s) with Child/Vulnerable Adult:
6.	Investigation findings from Interview(s) with others:
7.	Investigation findings from Forensic/Medical Evidence:
8.	Investigation findings from Circumstantial (supporting) evidence:

Safeguarding Policy



9.	Investigation findings from Documentation (chronological list of documents referred to and key information):
10.	Investigation findings from other sources:
12.	Police investigation findings (if taking place):
13.	Analysis of evidence:
13.	Conclusions (Summary of key evidence):

Safeguarding Policy



14.	Recommendations:
15.	Other relevant information (Including Lessons Learned):

Signature of Investigating Officer (Safeguarding Officer)

Designation

Date