

HASTINGS CONTEMPORARY

Policy for Safeguarding Children and Adults at Risk of Harm

The safety and wellbeing of all children, young people and adults at risk of harm who visit Hastings Contemporary is a priority. All protection concerns will be treated seriously. We provide children and adults with appropriate safety and protection whilst in our care and employ a suitably trained and experienced team of staff and volunteers that aim to provide a secure and safe environment.

This policy applies to all company employees, freelance and temporary workers, volunteers, artist facilitators, partner organisations, trustees (referred to collectively below as "company members") and visitors. We recognise that we have a Duty of Care to all who come into contact with Hastings Contemporary; we will do all we can to ensure the safety and promote the wellbeing of all company members and visitors.

The purpose of this policy:

- To protect all children and adults at risk of harm whenever they come into contact with Hastings Contemporary; whether working, taking part in an education activity or as an audience member.
- To provide all company members with the underlying principles that guide our approach to safeguarding children and adults at risk of harm.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults at risk of harm in England. A summary of the key legislation and guidance is available from:

www.learning.nspcc.org.uk/child-protection-system/england

www.anncrafttrust.org/resources/safeguarding-adults-legislation

This policy is available on www.hastingscontemporary.org/our-policies. The policy should be read alongside our policies and procedures on:

- Health and Safety
- Bullying and Harassment
- Social Media use
- Managing Complaints
- Whistleblowing

and, where applicable to your role at Hastings Contemporary:

- Safeguarding Administration
- Chaperone Duties
- Responsibilities of Safeguarding Designated persons
- Fundraising and Ethics

We believe that no-one should experience abuse of any kind. We have a responsibility to promote the welfare of children and adults at risk of harm and to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take.
- Working in partnership with adults at risk of harm and children, their parents, carers and other agencies is essential in promoting young and vulnerable people's welfare.
- Everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse.
- Some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues and extra safeguards may be needed to keep these people safe from abuse.

We will seek to keep children and adults at risk of harm safe by:

- Valuing them, listening to and respecting them.
- Appointing Designated Safeguarding Officers (DSO), a lead DSO and a lead trustee for safeguarding.
- Maintaining an effective online safety policy and related procedures.
- Providing effective management for company members and stakeholders through supervision, support and training so that they know about and follow our policies, procedures and behaviour codes.
- Recruiting company members safely, both paid employees and freelance workers, ensuring all necessary checks are made.
- Recording and storing information professionally and securely in line with data protection legislation and Information Commissioner's Office guidance. Data protection legislation and human rights law are not barriers to justified information sharing; they provide a framework to ensure that personal information about individuals is shared appropriately. To ensure rights to privacy are protected, in gathering information from children and adults at risk of harm:
 - Be open and honest about how and with whom information could be shared and seek their agreement unless it would be unsafe or inappropriate to do so.
 - Seek advice from the DSOs if in doubt about sharing information without disclosing the identity of the individual, where possible.

- Share with informed consent where appropriate and where possible, respect the wishes of those who do not consent to share confidential information. Confidential information may still be shared without consent if there is good reason to do so, such as where safety may be at risk.
- Base information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions.
- Ensure that the information shared is necessary for the purpose for which it is being shared and only with those who need to have it, is accurate and up to date, shared in a timely fashion and is shared securely.
- Keep a record of the decision and the reasons for it whether it is to share information or not. If a decision is made to share information, then record what has been shared with whom and for what purpose.
- Sharing information about safeguarding and good practice with children and their families via leaflets, group work and one-to-one discussions.
- Making sure that company members, children, adults at risk of harm, families and carers know where to go for help if they have a concern.
- Using our safeguarding to share concerns and relevant information with agencies who need to know, and involving children, adults at risk of harm, families and carers appropriately.
- Using our procedures to manage any allegations against company members appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for all by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where everyone treats each other with respect and is comfortable about sharing concerns.
- Ensuring all staff, partners and volunteers who work in direct contact with children and adults at risk of harm are subject to an up to date DBS check.

In particular, with regard to children and young people, we expect all company members to:

- Always behave appropriately around children and be aware that swearing and sexual language are not acceptable.
- Encourage children to behave with respect for each other.
- Avoid physical contact which encourages familiarity.
- Support chaperones.
- Always report concerns for the wellbeing of a child or young person to a designated safeguarding officer.

You must not:

- Do things of a personal nature for children and young people that they can do for themselves.
- Arrange to meet children and young people outside of the normal working environment.

- Photograph or film any children and young people without written consent from the parent or carer. Photography will only be carried out by a nominated person using specified Hastings Contemporary equipment or a professional photographer / filmmaker.
- Request or accept a child's contact details and must refuse social media 'friends' requests from them. You must block any existing such friends whilst working at Hastings Contemporary unless you are related to them; should you be unsure you should discuss it with a DSO.
- Smoke or drink alcohol in the presence of children and young people even in permitted areas.
- Take children and young people alone on car journeys. If absolutely unavoidable you must have consent of a parent or guardian and line manager, must have business car insurance or use a company car, you must have correct child safety restraints for the child's age.

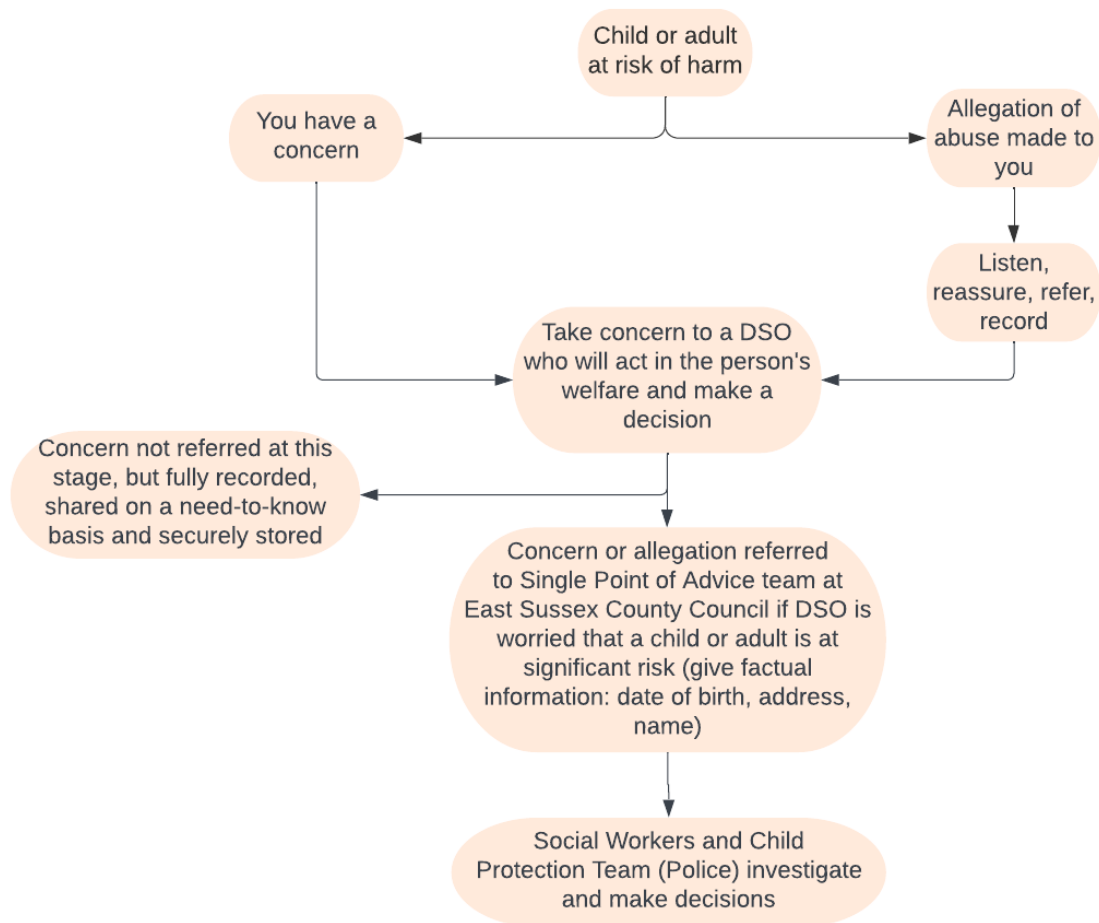
In particular, with regard to adults at risk of harm, we expect all company members to:

- Always behave appropriately and with respect.
- Be sensitive to their particular needs but not do anything for them that they would prefer to do themselves. Ask what support they need.
- Not ask for or accept financial donations from anyone who seems confused.
- Always report concerns for their wellbeing.

If you are worried about a child or adult at risk of harm or have concerns about the possibility of abuse (which could be physical, emotional, sexual or neglect) or behaviour giving rise to a risk of abuse you must make your concerns known to one of the company's Designated Officers, listed at the end of this policy.

Reporting Concerns, Allegations or Suspicions of Abuse

At all times you must remember that our priority is to safeguard the welfare of the child, young person and adult at risk of harm. In all situations where there is a concern/suspicion it must be raised with a DSO or raised with a manager to pass onto a proper authority.



- You should not feel responsible about deciding whether the concern is valid, whether or not abuse or behaviour that may indicate risk of abuse has taken place, or to investigate the allegations or suspicions. We take all concerns, suspicions or disclosures reported seriously and will respond in good faith.
- If you have any doubts at all, speak with a DSO. They are trained and know how to deal with such concerns.
- You must not promise confidentiality to a child or vulnerable individual as the information received may have to be acted upon by other authorities. You may however wish to reassure them that you will pass the information to someone whose role it is to make sure they will be safe.
- It is important that in cases where an individual talks about abuse or other inappropriate behaviour, the conversation is recorded as soon as possible afterwards. The record must reflect the conversation as accurately as possible using the person's own words. The record should be signed and dated noting the time and location when it took place and anyone else present should be included.

- This record must be passed securely to a DSO and shared only with those who need to know about the incident or allegation.
- Where there is a suspicion of abuse or an allegation has been made, you must not contact the subject of the allegation or concern or discuss the matter with anyone other than the person you are reporting it to.
- You should be aware that Hastings Contemporary encourages whistleblowing for the sake of the child or adult at risk of harm and that whilst it is often difficult to express concerns about colleagues it is important to do so. Hastings Contemporary will provide support and protection for whistleblowers and equally will support any member of staff who has an accusation made against them.
- If an allegation of abuse or a declaration is made against you, the DSO will decide if the matter should be referred. If the matter is referred, it is our policy to suspend an individual for an initial period of no longer than 10 working days. The suspension is to allow social services to carry out an investigation and is not a disciplinary sanction. HR or the lead DSO will keep you informed of the investigation and of support available.
- All serious, or potentially serious, such incidents must be reported to the Charity Commission; such a report to be submitted by the Director.

If you have concerns about a Designated Safeguarding Officer

Concerns or complaints about a DSO should be reported to the lead DSO, or, should your concern or complaint be about them in their safeguarding role, to a member of the Hastings Contemporary Board of Trustees. Trustee name and contact details can be obtained from the Director.

Contact details for Designated Safeguarding Officers

- Leah Cross, Director of Programmes – leah@hastingscontemporary.org
- Beatrice Tailby Hardstaff, Public Programme Producer – beatrice@hastingscontemporary.org
- Agnieszka Dolata, Visitor Services Manager – agnieszka@hastingscontemporary.org

Useful contacts

- NSPCC advice – for more information about child abuse and NSPCC contact details, helpline: 0808 800 5000
- Internet and social media safety: www.nspcc.org.uk/kcso
- Child line: 0800 1111
- www.nncee.org.uk – Children in entertainment safeguarded from potential harm, provides access to legislation, regulation, guidance and best practice
- Age UK advice – for more details about protection of elderly people
- National Stalking Helpline – for advice if you have a concern that someone is being stalked: 0808 802 0300
- East Sussex Health and Social Care Connect – to report suspected abuse or neglect of an adult at risk: 0345 60 80 191

- East Sussex Safeguarding Children Partnership (ESSCP) – sets out how Police, health and the local authority plan to safeguard and promote the welfare of children in East Sussex:
www.esscp.org.uk
- East Sussex Safeguarding Children Board: lscbcontact@eastsussex.gov.uk / 01273 481544
- East Sussex Safeguarding Adults Board: socialcaredirect@eastsussex.gov.uk / 0345 60 80 191

May 2023

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