



Cromer Artspace

Policy for Safeguarding, Safety and Wellbeing of Children and Vulnerable Adults

Policy agreed: 9.4.21

Review Date: April 2022

1. Policy Statement

Cromer Artspace aims to help the arts in Cromer and surrounding area to grow and develop and to involve more people in the arts, to assist the arts community to succeed and pursue excellence and for the arts to be valued as a vital part of community life. We are likely to work with children and adults at risk as audience members or participants for exhibitions and events, as trustees, volunteers or employees, and in the production of, or as recipients of written or visual materials.

- We are committed to best safeguarding practice and to upholding the rights of all children, young people and adults to live a life free from harm and abuse, exploitation and neglect.
- We believe that no one should experience abuse of any kind and that we have a particular responsibility to promote the welfare of all children, young people and adults at risk, including vulnerable older people, to keep them safe and to practise in a way that protects them.
- We aim for an open listening culture where people feel able to share concerns and acknowledge that safeguarding is everyone's responsibility
- We aim to create a safeguarding culture, free from bullying, where everyone is treated with respect
- We aim for action taken to be prompt, proportionate and to include the voice of the child, young person or adult concerned.
- The wellbeing of those at risk of harm will be put first

2. Scope of the policy

Anyone working on behalf of Cromer ArtSpace, including trustees, volunteers, paid staff, sessional workers, freelance workers and contractors will be made aware of the content of this policy and will be expected to follow it.

This policy applies to all children from unborn up to 18 years of age and includes children with whom Cromer ArtSpace has direct or indirect contact with, for example children known to adults with whom Cromer Arts works directly.



This policy also relates to adults at risk who need to be safeguarded from harm. An “**Adult at Risk**” is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

3. Purpose of the Policy

The purpose of the policy is to ensure that everyone associated with Cromer Artspace knows about relevant policies and procedures, understands their role and knows what to do or who to speak to if they have a concern about safeguarding. We expect any partner organisations to follow this policy and associated procedures.

4. Legal framework and policy guidance

Cromer Artspace will ensure that its safeguarding policies and procedures are in line with relevant legislation and local policies and procedures:

Children and Young People

Children Act 1989

Children Act 2004

Statutory Guidance ‘Working Together to Protect Children’

Norfolk Safeguarding Children’s Partnership Policies and Procedures

<https://www.norfolkscb.org/about/policies-procedures/>

Adults at Risk

Care Act 2014

Safeguarding Vulnerable Groups Act 2006

Norfolk Safeguarding Adults Board Policies and Procedures

<https://www.norfolksafeguardingadultsboard.info/professionals/policy-procedures-and-legislative-guidance/>

5. Roles and Responsibilities

a. Safeguarding Lead

The Board will appoint a designated Safeguarding Lead.

The Designated Lead is responsible for

- monitoring concerns
- liaising with other agencies
- ensuring Safeguarding policies and procedures are implemented
- ensuring trustees, staff and volunteers receive information and training



b. Trustees, staff, volunteers, sessional staff, freelancers and contractors

Everyone who is acting on behalf of Cromer Artspace will be expected to ensure they are familiar with the content of the Safeguarding Policy and other policies and procedures, and knows what action to take if they have concerns about the safety or wellbeing of a child, young person or adult at risk. This will include attending safeguarding training arranged by Cromer Artspace.

6. Review of the Policy

Trustees will review any action taken under this policy annually to check that the policy is working as intended. Should there be any concerns, trustees will review the actions and outcomes and take any action indicated.

7. Principles

As a new organisation, Cromer Artspace has not yet developed all the policies and procedures that support this Policy. We have indicated below in italics where we have a plan to develop additional policies, procedures or guidance

- a. We will develop safer recruitment practices for recruiting staff and volunteers and will request DBS checks for roles that may involve unsupervised contact with children, young people or vulnerable adults. (*Safer Recruitment policy and procedures*)
- b. We will ensure that volunteers, trustees and staff are aware of the Cromer Artspace *Code of Conduct* and have training as appropriate for their role. Induction will include going over the procedures associated with this policy. Supervising adults will be given a copy of the policy.
- c. We will make it clear that any child, young person or adult can raise a safeguarding concern and ensure that they know that they will be listened to. We will ensure that the boundaries of confidentiality are clear and when information may need to be shared with other bodies. (*Confidentiality and Data Protection Policy*)
- d. We will ensure that all staff, volunteers, trustees, sessional staff, freelance workers and contractors are aware of what action to take if they receive a disclosure of abuse or have concerns about the safety or wellbeing of a child, young person or vulnerable adult (*Child Protection Procedures and Protection of Vulnerable Adults Procedures*). Allegations of abuse by a member of staff, volunteer or trustee will be investigated in line with our *Disciplinary Procedures or Volunteer Problem Solving Procedures*.
- e. Confidential, detailed and accurate reports of any concerns will be kept in line with our *Confidentiality and Data Protection Policy*. Information will be shared with appropriate bodies, for example the police and social services, as needed.



- f. When planning activities and events and developing risk assessments, we will take safeguarding into consideration (*Risk Assessment procedures*). Planning of any event or activity involving children and young people will include setting the minimum number of adults that need to be present. Any individual, group or organisation running activities on behalf of Cromer Artpace need to have Safeguarding policies and procedures in place.
- g. If we collect images, case studies and other information from participants in any of Cromer Artspace activities, we will ensure that people and, where appropriate, their parent, guardian or carer, give informed consent to the use of this data (*Confidentiality and Data Protection Policy, Photo/image consent form*)
- h. Online events will be planned and delivered in accordance with our *Online Safeguarding Policy*.

Appendix 1

Norfolk CC Safeguarding Children Board -Reporting a Safeguarding concern about a child

Children's Advice and Duty Service

If you are a professional, i.e. working with a child or young person in a formal or voluntary setting and not a family member or member of the public, you can contact the Children's Advice and Duty Service on their direct line: **0344 800 8021**.

If you are a member of the public you can do this through Norfolk County Council's Customer Services on **0344 800 8020**.

For any call raising concerns about a child, the Children's Advice and Duty Service will ask for:

- all of the details known to you/your agency about the child;
- their family composition including siblings, and where possible extended family members and anyone important in the child's life;
- the nature of the concern and how immediate it is;
- Any and what kind of work/support you have provided to the child or family to date.

They will also need to know where the child is now and whether you have informed parents/carers of your concern.

Notice to Callers:



- Preparing for the conversation: please see the tools developed by the Children's Advice and Duty Service to support communication. This includes, FAQs and a flow chart. Please remember to record your concerns for your internal audit trail.
- Consent: Please can you ensure you seek consent for the referrals unless the concerns being raised suggest that the child/children or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parents/carers are informed. Reasons for not seeking consent should be clearly stated when speaking with Children's Advice and Duty Service and recorded on internal systems for your records.

For more information see the [Norfolk Threshold Guide](#).

For information about the LADO, [click here](#).

Appendix 2

Norfolk CC Safeguarding Adults Board - Reporting a concern about an adult at risk

Report a concern - safeguarding

If you or someone you know is being abused or may be at risk of any form of mistreatment or neglect, then we can help.

We will arrange for someone to contact you to make sure you are okay and will work with you to see if there is anything we can do to make things better for you. This is known as safeguarding – safeguarding is everybody's business.

How to report a concern

If you are suspicious or concerned about someone's safety, ring Adult Social Services on **0344 800 8020**. You may remain anonymous but please give us as much information as possible so that we can follow it up.

It may help to [read our safeguarding check list \(pdf\)](#) to help you have the right information when you call.

In an emergency call 999.

Use the safeguarding report form

If the person is not at immediate risk of harm, you can use our online form: [online form](#)