

## Safeguarding Policy

**Date Reviewed: November 2022**

**Date of Next Review: November 2023**

### **1. Introduction**

Brigantia Creative is a charity that supports positive social change through arts and culture. We make great creative things happen for people and communities in West Yorkshire. We work and collaborate nationally and internationally with artists, producers, facilitators, and thinkers to bring new opportunities to the people and places that need them most.

### **2. Policy Statement**

Brigantia Creative is committed to and responsible for safeguarding the welfare of all children, young people and vulnerable adults involved in Brigantia Creative. Their welfare is the responsibility of all Brigantia Creative staff, trustees, freelancers and volunteers. Brigantia Creative will work to offer comprehensive advice with regards to legal requirements and good practice. Brigantia Creative will ensure that all practice comply with current legislation.

### **3. Brigantia Creative is committed to:**

- Relating effectively, listening to, respecting and valuing children, young people and vulnerable adults whilst ensuring their safety and protection within its activities
- Encouraging and supporting parents/carers
- Ensuring that those working with children, young people and volunteers are given appropriate training and support
- Leading by example
- Having a system for dealing with concerns about possible abuse

### **4. Terminology**

- **A child** – is defined as a person under the age of 18
- **A young person** – is in the upper age ranges of the official definition of a child but may not consider themselves children (16 plus)

Brigantia Creative is a charitable organisation that supports positive social change through arts and culture. Creative Scene is a project of Brigantia Creative. Brigantia Registered Office: 15 Union Street, Dewsbury, West Yorkshire, WF13 1BG. Brigantia Creative is a Company Limited by Guarantee 12898557 Registered Charity number 1195678.

- **Vulnerable Adult** – a person over 18 who is unable to protect themselves from significant harm or exploitation
- **To disclose** – the term means to reveal or divulge information

## 5. Our Duty to Safeguard

Brigantia Creative has a duty to safeguard all children, young people and vulnerable adults when they are participants in activities run by our organisation. We also have a duty to safeguard our staff, trustees, freelancers and volunteers. Safeguarding all parties will occur through:

- Having a robust safeguarding policy and ensuring that all parties are familiar with the policy
- Ensuring that the policy is reviewed by the board of trustees annually, is in line with current legislation and is an active document which is used in practice
- Nominating a named safeguarding officer and ensuring that all parties know who this is and how to communicate with them.

Our safeguarding policy will be the primary policy that our staff, trustees, freelancers and volunteers will adhere to. However, a large part of our activity takes place off site with external community groups and education institutions. Paid staff and freelancers are to familiarise themselves with the safeguarding policy of the external school / group / organisation and use Brigantia Creative's safeguarding policy in tandem with the policy of the organisation that has the pastoral responsibility for the children, young people or vulnerable adults involved.

## 6. Code of Practice

All adults who encounter children, young people and vulnerable adults, through their work with Brigantia Creative have a legal and moral duty to keep them safe and to protect them from sexual, physical and/or emotional harm. The duty that rests on an individual is to ensure that all reasonable steps are taken to ensure the welfare of a child, young person or vulnerable adult is paramount.

These guidelines are designed to ensure the best possible protection for children, young people and vulnerable adults and the persons working with them.

As a Brigantia employee, trustee, freelancer or volunteer you should:

- Respect the rights, dignity and worth of all and treat everyone with equality;
- Be aware of differing customs and cultural requirements;
- Ensure that the activities which they directed or advocated are appropriate to the age, maturity and ability of the participants;
- Actively encourage children, young people and vulnerable adults to be involved in the decisions that affect them directly;
- Listen attentively to any ideas and views a child, young person or vulnerable adult wants to share with you;

- Keep private and sensitive information confidential at all times and only share it to relevant people when it is in the interests of the young person to do so;
- Be aware of the need to listen and support a child, young person or vulnerable adult whilst understanding the importance of not promising to keep secrets;
- Discuss any misunderstandings, accidents or threats with a member of the senior management team;
- Be vigilant in maintaining your own privacy and mindful of the need to avoid placing yourself in vulnerable situation;
- Advise senior management of any personal / familial relationships you have with a young person and parents / carers outside of your professional role;
- Report and record any situation which may place at risk or may compromise the organisation or their own professional standing;
- Ensure if physical contact is necessary, as far as possible, you only use a level of contact which is acceptable to the child, young person or vulnerable adult and for the minimum time necessary;
- Only use physical intervention in exceptional circumstances and as a last resort, when other behaviour management strategies have failed and where there is a risk of physical injury or serious damage to property. When, using physical intervention, use the minimum force necessary and always report to senior management and document the incident;
- Be suitably trained and qualified before administering first aid and/or any agreed medication, make colleagues aware of the task being undertaken and explain to the child, young person or vulnerable adult what is happening; and
- Lead by example.

You should not:

- Permit children, young people or vulnerable adults to use inappropriate language unchallenged;
- Agree to meet a child, young person or vulnerable adult on their own.
- Harass or intimidate;
- Discuss personal issues about a child, young person or vulnerable adult with unauthorised individuals;
- Request a child, young person or vulnerable adult to keep secrets;
- Do things of a personal nature that a child, young person or vulnerable adult can do for themselves;
- Permit or engage in any form of inappropriate touching;
- Promote relationships which create a personal friendship or are of a sexual nature, or which may become so;
- Engage in sexual activity with or in the presence of a child, young person or vulnerable adult, or cause or incite a them to engage in or watch sexual activity, to do so would be considered a criminal offence;
- Have any form of communication which could be interpreted as sexually suggestive or provocative or make sexual remarks to, or about a young person either verbally, written or electronically;
- Offer lifts outside normal working duties unless this has been brought to the attention of senior management and been agreed with parents / carers. Ensure that

there are proper procedures in place for vehicle, passenger and driver safety. You must also have the appropriate business use car insurance to transport children, young people or vulnerable adults for work purposes. Ensure that any impromptu or emergency lifts are recorded and can be justified if questioned; and

- Allow allegations of abuse made by a child, young person or vulnerable adult to go unrecorded or not acted upon.

## **7. Social Networking**

All staff, volunteers and freelance artists are not permitted to connect with children, young people or vulnerable adults who take part in Brigantia Creative activities via social networking sites (Facebook, Twitter, Tumblr, etc). If you are being contacted by any participant via these networks you must make the lead Creative Producer for the activity aware who will speak with the child, young person or vulnerable adult or their guardian to resolve the situation.

Further information about the use of digital platforms can be found in **Brigantia Creative's Digital Safeguarding Policy**

## **8. Safe Recruitment**

Brigantia Creative ensures that all staff, freelancers and volunteers are aware of the need to safeguard children, young people's and vulnerable adults' welfare. The following steps will be undertaken with all staff members, freelancers and volunteers working directly and exclusively with children, young persons or vulnerable adults.

*Before employment:*

- All staff, freelancers and volunteers outlined above will be subject to a Disclosure and Barring Service (DBS) check before the commencement of work. Details including the DBS number, registered body and date issued will be retained on the personnel file.
- Our internal policy is that DBS certificates should be renewed every 2 years:
  - Paid staff - will need to apply for a new DBS certificate at the start of their employment
  - Freelancers - will be able to present a current DBS for verification that is less than 2 years old or prove that they have signed up to the DBS renewal service. Those contracted for a period over 3 months who have not signed up to the DBS Update Service will be subject to completing the DBS process with regards to Brigantia Creative.
- All staff and freelancers outlined above will be subject to two reference checks.

*Upon employment:*

- An appropriate induction period will be set to assess the individual's suitability to the position through observation and discussion.

- Any staff members working directly with children, young people or vulnerable adults will receive relevant policies and training needs in terms of safeguarding, First Aid and Fire Safety will be identified and a training plan will be identified.

*During employment:*

Brigantia Creative will:

- provide opportunities to discuss work programmes and areas of concern.
- inform employees of any changes to safeguarding or health and safety policy.

All staff, freelancers and volunteers will:

- be required to promptly provide details of any criminal convictions or investigations.
- co-operate fully with any request made or action taken by Brigantia Creative related either to Safeguarding or Health and Safety policy.

*Reasons for not appointing an applicant/discontinuing employment may include:*

- History of previous relevant offences
- Unsuitable references
- Unsuitable behaviour during employment
- Failure to disclose relevant information
- Inability to do the job
- Refusal to undertake DBS check or if the DBS check is deemed unsatisfactory
- Failure to comply with Brigantia Creative policies

## **9. Health & Safety**

All staff and freelancers are provided with H&S procedures guidance during their induction, which details the procedures for dealing with H&S both on and off site.

A risk assessment will be carried out before the commencement of any activities directly and exclusively relating to children, young people or vulnerable adults. This will consider all aspects of the activity, environment and participants and highlight any risks.

Staff working with children, young people and/or vulnerable adults will:

- Take responsibility for their well-being during the advertised event times and, where participants are under 12 and attending alone, until they leave the site with an identified parent/carer. (See recommended collection lists below)
- Find out and comply with health and safety and fire evacuation procedures relevant to the location.
- Ascertain the whereabouts and contact details of the nearest first-aider (or nearest telephone in the absence of such provision).
- Ensure the working space is safe before allowing the children to enter.
- Take a register where appropriate.

All staff and freelancers are encouraged to report any concerns or queries with regards to H&S to their line manager or lead Creative Producer for their activity.

### ***Recommended Collection Lists***

For all primary aged children (under 12) a recommended pick-up list will be created and provided to the relevant staff/freelancer. The list provides the facilitator with a list of persons authorised by the parent/guardian of the child to collect them at the end of a session.

## **10. Reporting**

If a member of staff, freelancer or volunteer is concerned that abuse might be occurring or if a child, young person or vulnerable adult discloses that there is abuse taking place then they have a responsibility to report the information through the correct procedure.

### *Dealing with concerns of abuse*

If a member of staff, freelancer or volunteer suspect that there is abuse taking place then the following steps should be adhered to:

- Record your safeguarding concern immediately, including any noticeable injuries using the Safeguarding Record (Appendix 2)
- Inform the Safeguarding Officer immediately.
- Do not attempt to investigate.
- If an adult accidentally hurts a child, young person or vulnerable adult, or causes distress, or the child, young person or vulnerable adult appears to respond in a sexual manner to their actions or misinterprets something they have done, the adult should report the incident to their Line Manager or lead Creative Producer for the activity, supported by a brief written report of the incident as soon as possible.

### *Dealing with the disclosure of abuse*

It is possible that a child, young person or vulnerable adult who is suffering abuse or has suffered abuse will confide in you. If this does occur then the following steps should be adhered to:

#### *Listen*

- Stop and listen carefully. Stay calm and let the person tell you what they need to say.
- Do not interrupt or prompt them for more details or ask them to repeat details.

#### *Talking*

- Reassure the person and tell them that they did the right thing.
- Do not ask leading questions. Try to ask open questions if needed. If you must ask questions, ensure they are open questions and clarify the facts - don't interrogate

- Do not promise to keep anything secret. All adults have a legal responsibility to report any information disclosed by a child, young person or vulnerable adult concerning abuse and therefore it is important to communicate that this information cannot remain confidential.
- Explain the next step to the child, young person or vulnerable adult.

### *Record*

Use the guidance above to listen to and talk to the person who is making a disclosure.

- Ensure they understand that you will need to make a record of their disclosure to share with the Safeguarding Officer at Brigantia Creative make sure they know you cannot keep it a secret
- Reassure them that we are here to help them get the support they need to be safe and this may involve getting their parents / carers involved, external agencies such as social workers / health professionals or the police (in extreme circumstances)
- Take notes to record the disclosure accurately and quickly using the person's words - use quotation marks and be very clear and precise
- Differentiate clearly between fact, opinion (if one is offered) and interpretation. Do not make judgements about the information they have told you
- As soon as possible after the concern/disclosure of abuse please complete the Safeguarding Record (Appendix 2)
- Do not share the information with other members of staff, this report should only be shared with the Safeguarding Officer.

### *Report*

All allegations or suspicions of abuse should be reported to Brigantia Creative's Deputy Director as the Safeguarding Officer immediately (and certainly within 24 hours). You can contact the Safeguarding officer in person, by telephone or by email depending on the time of day / night. See the Key Contacts section for contact details.

The Safeguarding Officer will provide support and advice to all members of staff, freelancers or volunteers with any issues affecting children, young people or vulnerable adults.

The Safeguarding Officer will ensure that all reports are treated with the upmost confidentiality and ensure that the correct referral procedures are followed. If the allegations made are in reference to the Safeguarding Officer or the Safeguarding Officer is not available then the report should be made to the Brigantia Creative's Director.

Working out of normal office hours – If working outside of normal office hours, you should agree with your line manager in advance who to contact in case of an incident.

### *Emergency Safeguarding Issue*

If you feel the safeguarding concern poses an immediate threat to a young person's safety, call the Deputy Director regardless of the time of day / night. If you cannot reach the Deputy Director call the Director and if you cannot reach Director, call the police. All contacts are in the Key Contacts section (Appendix 3). Please make a note of these contacts in case of an emergency.

### *Allegations against a member of staff / board / freelancers / volunteer*

If a child, young person or vulnerable adult makes an allegation against a member of staff, board member, freelancer or volunteer, you must contact the Safeguarding Officer immediately. If the allegation relates to the Safeguarding Officer, contact the Director. If you have a safeguarding concern about the conduct of a member of staff, board member, freelancer or volunteer please follow the same procedure. Your rights as an employee will be protected according to the Public Interest Disclosure Act (1998).

## **11. What happens next?**

Depending on the nature of the safeguarding concern or disclosure, the Safeguarding Officer will consult with outside agencies to determine the best course of action to safeguard the person involved.

Depending on the nature of the safeguarding concern or disclosure, the Safeguarding Officer will discuss the issue with the person involved and/or their parents/carers where appropriate. The Safeguarding Officer will make recommendations to seeking the appropriate support and signpost to agencies that can support the safeguarding issue.

Where appropriate, a referral will be made to the Local Authority Designated Officer (LADO) to ensure that the safeguarding issue gets dealt with in a timely manner with the ultimate goal being to ensure the young person is safe, protected and free from abuse. The LADO will determine if the safeguarding concern needs further action which could include referral to a different agency / report to the Police etc.

## **12. Safeguarding and Visiting Companies**

All visiting companies who have children, young people or vulnerable adults as part of the company are required to have their own Safeguarding Policy in place. Brigantia Creative reserves the right to ask to see this policy and other relevant documentation at any time. If the correct documentation is not in place the company may not be allowed to perform until the documentation has been obtained and presented. All visiting companies must ensure that their current practices comply with all current legislation.

Any person carrying out an educational activity with children, young people or vulnerable adults organised by the Brigantia Creative on behalf of a visiting company



must provide:

- Proof of an existing DBS check not more than 2 years old or prove that they have signed up to the DBS renewal service.. If this criteria is not met then the visiting education worker must be supervised at all times by a suitably checked person known to Brigantia Creative.
- Evidence of suitable qualifications or experience to carry out and be responsible for the activity.
- Volunteers should hold/have appropriate qualifications/experience and police checks. Otherwise they should be clearly working under the direct supervision of an appropriately qualified person.

## Appendix 1 – Recognising Abuse (Taken from NSPCC website)

### *What is physical abuse?*

Physical abuse is when someone hurts or harms a child or young person on purpose. It includes:

- hitting with hands or objects
- slapping and punching
- kicking
- shaking
- throwing
- poisoning
- burning and scalding
- biting and scratching
- breaking bones
- drowning.

It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell.

### *Signs of physical abuse*

Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. And there isn't just one sign or symptom to look out for. But it's important to be aware of the signs. If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported. Physical abuse symptoms include:

- swelling and bruises
- broken or fractured bones
- burns or scalds
- bite marks.

It can also include other injuries and health problems, such as:

- scarring
- the effects of poisoning, such as vomiting, drowsiness or seizures
- breathing problems from drowning, suffocation or poisoning.

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these. Visible signs include:

- swelling
- bruising
- fractures
- being extremely sleepy or unconscious
- breathing problems
- seizures
- vomiting
- unusual behaviour, such as being irritable or not feeding properly.

### *What is emotional abuse?*

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child, young person or vulnerable adult. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore someone. Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.

Emotional abuse includes:

- humiliating or constantly criticising a person
- threatening, shouting at someone or calling them names
- making the person the subject of jokes, or using sarcasm to hurt them
- blaming and scapegoating
- making someone perform degrading acts
- not recognising a someone's own individuality or trying to control their lives
- pushing a someone too hard or not recognising their limitations
- exposing someone to upsetting events or situations, like domestic abuse or drug taking
- failing to promote a someone's social development
- not allowing them to have friends
- persistently ignoring them
- being absent
- manipulating them
- never saying anything kind, expressing positive feelings or congratulating them on successes
- never showing any emotions in interactions them, also known as emotional neglect.

### *Signs of emotional abuse*

There might not be any obvious physical signs of emotional abuse or neglect. And people might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how someone is acting. People who are being emotionally abused might:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age.

### *What is sexual abuse?*

When a child, young person or vulnerable adult is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online. There are 2 types of sexual abuse – contact and non-contact abuse.

Contact abuse is where an abuser makes physical contact with a child. This includes:

- sexual touching of any part of a person's body, whether they're clothed or not
- using a body part or object to rape or penetrate someone
- forcing someone to take part in sexual activities
- making a someone undress or touch someone else.

Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:

- exposing or flashing
- showing pornography
- exposing someone to sexual acts
- making them masturbate
- forcing them to make, view or share child abuse images or videos
- making, viewing or distributing child abuse images or videos
- forcing a child to take part in sexual activities or conversations online or through a smartphone.

### *Signs of sexual abuse*

Knowing the signs of sexual abuse can help give a voice to children, young people and vulnerable adults. Sometimes they won't understand that what's happening to them is wrong. Or they might be scared to speak out. Some of the signs you might notice include:

Emotional and Behavioural Signs:

- Avoiding being alone with or frightened of people or a person they know.
- Language or sexual behaviour you wouldn't expect them to know.
- Having nightmares or bed-wetting.
- Alcohol or drug misuse.
- Self-harm.
- Changes in eating habits or developing an eating problem.
- Changes in their mood, feeling irritable and angry, or anything out of the ordinary.

Physical Signs:

- Bruises.
- Bleeding, discharge, pains or soreness in their genital or anal area.
- Sexually transmitted infections.
- Pregnancy.

If a child is being or has been sexually abused online, they might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone

- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Children, young people and vulnerable adults might also drop hints and clues about the abuse.

### *What is neglect?*

Neglect is the ongoing failure to meet a child's, young person's or vulnerable adult's basic needs. They might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children, young people and vulnerable adults in danger. And it can also have long term effects on their physical and mental wellbeing.

Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.

- **Physical neglect** - basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.
- **Educational neglect** - a parent doesn't ensure their child is given an education.
- **Emotional neglect** – a child, young person or vulnerable adult doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.
- **Medical neglect** A child young person or vulnerable adult isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

### *Signs of neglect*

Neglect can be really difficult to spot. Having one of the signs doesn't necessarily mean someone is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. Children, young people and vulnerable adults who are neglected might have:

Poor appearance and hygiene:

- being smelly or dirty
- being hungry or not given money for food
- having unwashed clothes
- having the wrong clothing, such as no warm clothes in winter
- having frequent and untreated nappy rash in infants.

Health and development problems:

- anaemia
- body issues, such as poor muscle tone or prominent joints
- medical or dental issues
- missed medical appointments, such as for vaccinations
- not given the correct medicines
- poor language or social skills
- regular illness or infections

- repeated accidental injuries, often caused by lack of supervision
- skin issues, such as sores, rashes, flea bites, scabies or ringworm
- thin or swollen tummy
- tiredness
- untreated injuries
- weight or growth issues.

Housing and family issues:

- living in an unsuitable home environment, such as having no heating
- being left alone for a long time
- taking on the role of carer for other family members.

Change in behaviour:

- becoming clingy
- becoming aggressive
- being withdrawn, depressed or anxious
- changes in eating habits
- displaying obsessive behaviour
- finding it hard to concentrate or take part in activities
- missing school
- showing signs of self-harm
- using drugs or alcohol.

## Appendix 2 - Safeguarding Record

Safeguarding Report Summary (to be completed by person reporting safeguarding disclosure or concern)	
Your name and role at Brigantia Creative	
Date and time of safeguarding disclosure or concern	
Location of safeguarding disclosure or concern	
Date and time safeguarding disclosure or concern was reported to Safeguarding Officer	
Child, Young Person or Vulnerable Adult Information	
Name	
Age and date of birth	
Address	
Name of parent / carer	
Telephone number of parent / carer	
Does the person have a disability or learning difficulty? (If yes, please give details)	
Details of the Safeguarding Disclosure or Concern	
Does this report document a safeguarding disclosure <u>or</u> concern? Please give a summary of the disclosure or concern	
Please give a description of what has prompted you to report this safeguarding issue –include the dates and times of any specific incidents, disclosures or other people involved	
If the person made a safeguarding disclosure to you, please document here what was said (exact words)	
Are there any physical, behavioural or indirect signs of abuse?	
Has anybody been alleged to be the abuser? If so, please give details	
Are there any other witnesses?	
Have you spoken to the parent / carer? If so, what was said?	
Have you consulted anyone else? If so, please give details	
Please sign and date	

Please sign and print this report and place it in a sealed envelope marked 'Private and Confidential' for the attention of the Safeguarding Officer. The Safeguarding Officer will contact you for clarification if needed and to discuss options for actions that need to be put in place to safeguard the young person concerned.

Action Taken (To be completed by the Safeguarding Officer)	
Please document the action that has been taken with reference to this Safeguarding disclosure or concern	
Please sign and date	



### Appendix 3 – Key Contacts

Vicky Holliday  
Safeguarding Officer  
07714 249976  
[vicky@creativescene.org.uk](mailto:vicky@creativescene.org.uk)

If the safeguarding concern or incident relates to the Safeguarding Officer, please contact our Director using the information below:

Nancy Barrett  
Director  
07714 249968  
[nancy@creativescene.org.uk](mailto:nancy@creativescene.org.uk)

Please also see a list of contacts below for external advice if needed:

LADO (Local Authority Designated Officer)  
01484 221126  
[LADO.cases@kirklees.gov.uk](mailto:LADO.cases@kirklees.gov.uk)

Kirklees LADO Team welcomes your contact in relation to concerns you may have about any adult in a position of trust or working (paid or unpaid) with children. This Kirklees LADO web page allows professionals, employers, voluntary or faith organisations to;

- Access advice and guidance via 'Contact LADO' form
- Or to submit a formal referral via 'Make a LADO referral' form

<https://www.kirklees.gov.uk/beta/working-with-children/lado.aspx>

Police - Emergency Contact  
999

NSPCC Helpline - For concerns  
0808 800 5000