

# **Meadow Arts**

## **Safeguarding Policy**

**Children, young people, and adults at risk.**

**This version: July 2023**

**Date of next review: July 2026**

### **Policy Summary**

Meadow Arts is committed to safeguarding children, young people, and adults at risk in all its activities. The policy is for staff, volunteers, freelancers, and artists. Meadow Arts adheres to the six key principles: Empowerment, Prevention, Proportionality, Protection, Partnership, and Accountability.

Staff should respond, report, and record concerns following Meadow Arts' reporting procedure. Referrals to relevant external agencies may be necessary. The full Safeguarding Policy is available on the Meadow Arts website and internally accessible to staff.

### **Designated Safeguarding Officers are available for any safeguarding concerns:**

1. Learning & Engagement Manager, Emma Bowen ([emma@meadowarts.org](mailto:emma@meadowarts.org))
2. Executive Director, Clare Purcell ([clare@meadowarts.org](mailto:clare@meadowarts.org))
3. Chair of the Board of Trustees, Daniel Pryde-Jarman ([D.Pryde-Jarman@hca.ac.uk](mailto:D.Pryde-Jarman@hca.ac.uk))

### **Definitions**

Child (under 18), Adult at risk (over 18, needing care or support), Vulnerable person (e.g., elderly, mentally/physically impaired).

### **Types of Abuse**

Physical, Psychological, Financial, Sexual, etc.

### **Risk Assessing**

All Learning & Engagement activities, including those delivered online, are risk-assessed by Meadow Arts staff, with a focus on safeguarding.

### **GDPR and Confidentiality**

Staff are required to maintain confidentiality, sharing information only when necessary and following guidelines.

### **Photography**

Specific rules govern the use and storage of photographs related to children, young people, and adults at risk.

### **Recruitment and Staff Training**

Safe recruitment practices, including DBS checks for staff involved with vulnerable audiences, are carried out every three years.

### **Prevent**

Meadow Arts treats radicalisation and extremism concerns as safeguarding issues.

## **Introduction**

This document sets out Meadow Arts' approach to the safeguarding of children, young people, and adults at risk. It establishes codes of practice, procedures, and guidelines relevant to Meadow Arts' activities.

All Meadow Arts staff should be aware of their obligations to ensure the safeguarding of children, young people, and adults at risk.

When referring to staff members we include:

- Those directly employed by Meadow Arts
- Volunteers
- Work Placements
- Freelancers, artists, and creative practitioners

## **Policy Statement and Aims**

Meadow Arts works with a wide range of audiences including children, young people, and adults. Meadow Arts' activities are hosted by a wide range of partner organisations/venues, such museums, galleries, libraries, parks and gardens, schools, and other educational organisations.

Meadow Arts recognises its responsibility to protect and safeguard the welfare of audiences who encounter Meadow Arts as independent visitors, through Learning and Engagement activities and through any other public or co-user activity organised by Meadow Arts.

Meadow Arts will not tolerate abuse in any of its forms and is committed to safeguarding our audiences with care and support. Whilst Meadow Arts cannot be held responsible for the acts of third parties over whom it has little or no control, our staff are committed to reducing the potential for abuse and neglect and to providing a framework within which the dangers of abuse and neglect can be managed. To achieve this, we have adopted the procedures set out in this document.

Through our work and by means of this policy, we are committed to:

- Valuing, listening to and respecting our audiences as well as promoting their welfare and protection.
- Safe recruitment of external partners who work with our Learning & Engagement team and across Meadow Arts.
- Adopting a procedure for dealing with concerns about possible abuse.
- Supporting those affected by abuse.

The key objective of this policy is for all Meadow Arts staff to:

- have an overview of safeguarding.
- be clear about their responsibility to safeguard children, young people, and adults associated with Meadow Arts
- ensure the necessary actions are taken where someone is deemed to be at risk.

## **Scope of this Policy**

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect. All staff should be aware of their responsibilities with regards to the safeguarding and protection of children.

This policy has been written with specific reference to work undertaken by the Learning and Engagement Team. This document is relevant to any staff involved in the planning, delivery and supervision of activities and events that may involve children, young people and/or adults at risk.

Meadow Arts recognises that staff will meet children, young people and/or adults at risk across their Learning & Engagement programmes which include, but is not limited to schools and community settings, where independent partners will also have their own policies.

All staff are required to read this policy and confirm that they have done so in writing via email. This policy and the procedures within it will be reviewed and updated, if necessary, every three years.

### **Definitions**

This policy refers to children, young people, and adults at risk:

- In the context of this policy a child is defined as anyone under the age of 18, thus including those commonly referred to as 'young people'.
- Adults at risk are those who are over the age of 18 who have the need of care or support. They may be experiencing, or are at risk of, abuse or neglect, and because of those needs are unable to protect themselves against the abuse or risk of it.
- A vulnerable person may fall into any one of the following groups: older and frail people; people with a mental health need, a learning difficulty, a physical impairment, a sensory impairment; people who are substance or alcohol dependent; or family carers who are supporting another adult at risk.

Abuse is a violation of an individual's human and civil rights by any other person(s) or group of people.

Abuse may be single or repeated acts. It can be:

- Physical: for example, hitting, slapping, burning, pushing, restraining, or giving the wrong medication.
- Psychological and emotional: for example, shouting, swearing, frightening, blaming, ignoring, or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- Financial: including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property, or inheritance.
- Sexual: such as forcing a person to take part in any sexual activity without their informed consent – this can occur in any relationship.

### **Communication**

An up-to-date version of this Safeguarding Policy and Digital Safeguarding Policy is available publicly on the Policy section of the Meadow Arts website. They are also available to staff internally on the Meadow Arts S Drive where they can be accessed at any time.

Meadow Arts has two Designated Safeguarding Officers:

1. Emma Bowen, Learning & Engagement Manager
2. Clare Purcell, Executive Director

These Officers are responsible for notifying the Chair of the Board, currently Daniel Pryde-Jarman, of changes to the policy.

This information will be cascaded to all managers who are responsible for ensuring that employees are aware of any changes.

When commissioning any Learning & Engagement activity the Learning & Engagement team are responsible for ensuring that all external artist partners/contractors are signposted to the Safeguarding Policy and Digital Safeguarding Policy at the point of engagement and that they are informed of any changes to this documentation.

### **Lost Child Procedure**

Meadow Arts staff should refer to individual event risk assessment, prepared of each event.

### **What is safeguarding?**

Everyone should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse. A child, young person or adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be someone who is usually able to protect themselves from harm but may be unable to do so because of an accident, disability, frailty, addiction or illness.

Meadow Arts adheres to following the six key principles that underpin safeguarding work (See Care Act guidance):

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Meadow Arts will not tolerate the abuse of children, young people, adults, whether that be our audiences or and staff and volunteers. Meadow Arts staff should ensure that their work reflects the principles above. Meadow Arts should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting, and reporting neglect and abuse. All staff should be transparent and accountable in delivering safeguarding actions.

### **Code of Practice**

This code of practice applies to all staff & volunteers at Meadow Arts. When working with children, young people, or adults at risk you should:

#### **Respect**

- Always listen to and respect children, young people, and adults at risk.
- Value and take people's contributions seriously.
- Respect a person's right to personal privacy as far as possible.
- In some cases, it may be necessary to break confidentiality to follow child protection procedures: if this is the case it is important to explain this to the child or young person at the earliest opportunity.

## **Take Responsibility**

- Prioritise the welfare of children, young people, and adults at risk.
- Work with Partner Organisations to ensure they have an up-to-date Safeguarding Policy.
- Ensure that Meadow Arts provide a safe environment, including:
  - ensuring equipment is used safely and for its intended purpose.
  - having good awareness of issues to do with safeguarding and child protection and acting when appropriate.
  - following our principles, policies, and procedures.
  - always staying within the law.
  - modelling good behaviour to follow.
  - challenging all unacceptable behaviour and reporting any breaches of the behaviour code.
  - Reporting all allegations /suspicions of abuse following reporting procedures.
  - This includes abusive behaviour being displayed by an adult or child and
  - directed at anybody of any age.

## **Relationships**

- Do not form personal relationships with children, young people, and adults at risk.
- Promote relationships that are based in openness, honesty, trust and respect.
- Avoid favouritism.
- Be patient with others.
- Use caution when you are discussing sensitive issues with children, young people, or adults at risk.
- Ensure that your contact with children, young people and adults is appropriate and relevant to the work of the project you are involved in.

## **Lone Working**

- Meadow Arts staff and volunteers should never work alone with under-18's and vulnerable adults: Parents, carers and /or teachers should always be present.
- The host organisation should be responsible for first aid. If there is a need for first aid, make sure there is more than one adult present.
- No staff, volunteers or contractors should accompany children to the toilet: Toilet trips should be done by the parent, carer, or teacher.

## **Unacceptable Behaviour**

When working with children, young people, or adults at risk you should not:

- Allow concerns or allegations to go unreported.
- Take necessary risks.
- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships.
- Engage in behaviour that is in any way abusive.
- This includes having any form of sexual contact.
- Let people have your personal contact details (mobile number, email address or address) or have contact with them via social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle.

- Make sarcastic or insensitive, derogatory, or sexually suggestive comments or gestures.

If you have behaved inappropriately, you will be subject to Meadow Arts' disciplinary procedures. A referral to statutory agencies such as the police and /or the local authority children's social care department may be made. If you become aware of any breaches to this code of conduct, you must report them to your direct line manager or a member of Meadow Arts' Senior Management Team.

### **Why is it important to act?**

It may be difficult for children, young people or adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

### **What are the types of safeguarding abuse?**

We should always keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered. The Care and Support Statutory Guidance sets out the 10 main types of abuse:

1. Discriminatory
2. Domestic Violence
3. Financial
4. Modern Slavery
5. Neglect
6. Organisational
7. Physical
8. Psychological
9. Self-neglect/abuse
10. Sexual

### **What are the possible signs of abuse?**

Abuse and neglect can be difficult to spot and display themselves in many forms. You should be alert to the following possible signs of abuse and neglect:

1. Depression, self-harm, or suicide attempts.
2. Difficulty making friends.
3. Fear or anxiety.
4. The person looks dirty or is not dressed properly.
5. The person never seems to have money.
6. The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest, and arms).
7. The person has signs of a pressure ulcer.
8. The person is experiencing insomnia.
9. The person seems frightened or frightened of physical contact.
10. Inappropriate sexual awareness or sexually explicit behaviour.
11. The person is withdrawn, changes in behaviour.

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

### **Who can abuse and neglect others?**

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. Anyone can carry out abuse or neglect, including:

1. partners
2. other family members
3. neighbours
4. friends
5. acquaintances
6. local residents
7. people who deliberately exploit adults they perceive as vulnerable to abuse paid staff or professionals.
8. volunteers and strangers

### **How could abuse be brought to your attention?**

- A child, younger person or adult at risk might make a direct disclosure themselves to you about themselves or someone else.
- A child, young person or adult at risk might offer information that is worrying but not a direct disclosure to you.
- A member of staff might be concerned about a child's appearance of behaviour or about the behaviour of a parent or carer towards someone we work with.
- A parent/carers might make a disclosure about abuse that a child, young person, or adult at risk is suffering or at risk of suffering.
- A parent/carers might offer information about a child, young person or adult at risk that is worrying but not a direct disclosure.

### **What to do if I am Concerned?**

#### **Procedure**

Staff (and volunteers) at Meadow Arts who have any safeguarding concerns when working with children, young people or adults at risk should:

#### **1. Respond**

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services.
- Get brief details about what has happened and how you can support that individual, but do not probe or conduct your own investigation.
- Seek consent from the child, young person, or adult at risk to act and to report the concern. Consider whether the person may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

#### **2. Report**

Reporting suspicion of abuse, even if it will not necessarily lead to investigation, is essential to safeguard children, young people, and adults at risk, even if the suspicion is slight, each report may add to a case of evidence being built by another institution or service.

Staff (and volunteers) are also expected to co-operate fully with any police or social care enquiries that may arise into an allegation of abuse. While individuals have the right to report incidents direct to the local authority's Children's Services or overseas equivalent where possible they should consult first with Meadow Art's Designated Safeguarding Officers.

If the person who first becomes aware of the concern feels it inappropriate to involve the Designated Safeguarding Officers or disagrees with the Designated Safeguarding Officers view that the matter need not be reported, they should notify the police or the local authority themselves.

Meadow Arts expects all staff (and volunteers) to be alert to any concerns about the welfare of children and to report any such concerns they may have, however apparently trivial, to a local Child Protection Officer.

### **How might you support someone who is reporting abuse or neglect?**

#### *What to do*

- Assess if the person is in immediate danger, if so, act immediately in accordance with the reporting procedure in this Policy.
- Stay calm.
- Listen, hear, and take seriously.
- Give time to allow the person to say what they want.
- Reassure and explain that they have done the right thing in telling.
- Make a written record of what was said as soon and as accurately as possible.
- Report to the lead member of staff and/or the Designated Safeguarding Officers.
- Record your report.

#### *What not to do*

- Don't panic or over-react.
- Don't probe for more information.
- Inappropriate questioning may affect how the person's disclosure is received later.
- Don't make assumptions, don't paraphrase, or offer alternative explanations.
- Don't promise confidentiality or to keep secrets or that everything will be OK.
- Don't try to deal with the matter yourself.
- Don't make negative comments about any alleged abuser.
- Don't "gossip" with colleagues about what has been said to you.
- Don't make a child, young person or adult at risk repeat a story unnecessarily.

### **3. Record**

As far as possible, records should be written contemporaneously, dated, and signed. Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personnel for accessing confidential information including the sharing of passwords.

### **4. Refer**

In deciding whether to refer or not, the Designated Safeguarding Officers should consider:

- the child's, young person's or adult's wishes and preferred outcome.
- whether the person involved has mental capacity to make an informed decision about their own and others' safety.
- the safety or wellbeing of children, young people or other adults with care and support needs.
- whether there is a person in a position of trust involved.
- whether a crime has been committed.

This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed.

- and/or relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission service commissioning teams.
- family/relatives as appropriate (seek advice from adult social services).

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff, volunteers, or contractors should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

### **Risk Assessing**

All Meadow Arts activity, including online and onsite, is risk assessed in house by a Meadow Arts staff team member. This includes sections that are specific to safeguarding.

All alterations or variances needed will be approved by the Learning & Engagement Manager and shared with all members of staff involved with the activity.

### **GDPR | Confidentiality and information sharing**

Meadow Arts expects all staff (and volunteers) to always maintain confidentiality. In line with Data Protection law, Meadow Arts does not share information if not required. All staff (volunteers) are required to complete mandatory up to date GDPR and Data Protection training. It should however be noted that information should be shared with authorities if a child, young person, or adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm.

### **Information sharing guidelines:**

Meadow Arts staff (& volunteers) may find themselves needing to, or being asked to, share information of a confidential nature about children, young people or adults at risk who engage with our team and programmes. This may be because:

- The staff member (volunteer) is of the view that someone might need additional support.
- A third party has been in touch and wishes to know something about the child, young person or adult's involvement with the activity or engagement.
- Someone in the child, young person's or adults' family had asked to be referred to further help.
- The staff member (volunteer) is concerned that someone may be at risk of serious harm, or there is a serious crime that may have been committed involving someone in their family.

Before sharing the information, the staff member (volunteer) should record what it is they wish to share, who they wish to share it with and the purpose of doing so. If the reason involves risk of harm to a child, young person, or adult, then safeguarding reporting procedure should be referred to immediately. In any situation these guidelines should continue to be followed. The staff member (volunteer) should then consider the issue of consent to the information being shared. If the information relates to an adult who is capable of giving consent, and such consent has not already been obtained, then the staff member (or volunteer) should seek this, unless this would put the person at risk or impede the prevention of a serious crime or criminal investigation. Consent should take a written form or be recorded if verbal. If a member of staff (volunteer) feels they cannot gain consent, permission should be gained from the Designated Safeguarding Officers.

## **Photography**

### **Risk Factors**

- Children, young people, or adults at risk may be identifiable when a photograph is shared with personal information.
- Direct and indirect risks when photographs are shared on websites and in publications with personal information.
- Inappropriate photographs or recorded images.
- Inappropriate use, adaptation or copying of images.

### **Staff (volunteers) will:**

- Not use names in photograph captions, on their website or social media unless having gained specific content for a specific reason.
- Always gain parental/carer permission consent if photographing or recording children or young people under the age of 18.
- Address how images on the website can be misused. Images accompanied by personal information, such as the name of the child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- State written expectations of professional photographers or the press who are invited to an event. These should make clear the organisations' expectations of them in relation to safeguarding.
- Not approve photography sessions outside of the event or community setting that we are officially working within.

### **Storing images securely:**

- Images or video recordings must be kept securely on password protected devices.
- Any images taken on personal devices must be deleted once transferred to Meadow Arts' secure shared drive.
- Hard copies of images should be kept in a locked draw and electronic images should be kept within Meadow Arts' internal Shared Drive folders, not accessible to the public with clear titles of use.
- Only photos or recording with consent are to be stored and used.
- Images should be labelled with the activity title and date they were taken.
- After taking photographs, images should be immediately removed from the device onto Meadow Arts' internal Shared Drive folders.
- This should be revised in accordance with the latest GDPR guidelines, at the earliest opportunity.

## **Recruitment and Staff /Volunteer Training**

Meadow Arts are committed to safe employment. Safe recruitment practices, such as Disclosure and Barring Service (DBS) checks reduce the risk of exposing children, young people and adults with care and support needs to people unsuitable to work with them.

### **DBS – Disclosure and Barring Service**

All staff (volunteers) responsible for any activity involving children, young people or adults at risk should have an enhanced DBS check. Staff DBS checks are carried out every 3 years. For staff outside of Meadow Arts Learning & Engagement team, DBS eligibility and requirement should be considered on a case-by-case basis.

### **Training, awareness raising and supervision**

Meadow Arts ensures that all staff (volunteers) receive basic awareness training on the safeguarding of our audiences. Those we work with may report things of concern to staff who should be equipped with the

basic knowledge around safeguarding and be confident to identify that abuse is taking place and action is required. All staff should be clear about the core values of Meadow Arts and commitment to safeguarding children, young people, and adults at risk.

### **Prevent**

Radicalisation and extremism is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that a child, young person, or adult is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see: <https://www.gov.uk/government/publications/prevent-duty-guidance>

### **Contacts**

Meadow Arts Designated Safeguarding Officers:

1. Learning & Engagement Manager, Emma Bowen ([emma@meadowarts.org](mailto:emma@meadowarts.org))
2. Executive Director, Clare Purcell ([clare@meadowarts.org](mailto:clare@meadowarts.org))
3. Chair of the Board of Trustees, Daniel Pryde-Jarman ([D.Pryde-Jarman@hca.ac.uk](mailto:D.Pryde-Jarman@hca.ac.uk))

Public Concern at Work Helpline: 020 7404 6609

NSPCC Whistle blowing advice line: 0800028 0285

### **Further information and resources:**

The Government guidance for DBS eligibility can be found here:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

A Government overview of the Disclosure and Barring service can be found here:

<https://www.gov.uk/disclosure-barring-service-check/overview>

The Government definition of regulated activity for children and adults can be found here:

<https://www.gov.uk/government/publications/dbs-regulated-activity>

Care act- <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Safer recruitment: [www.islingtonscb.org.uk/SiteCollectionDocuments/Safer%20recruitment%20-%20safeguarding%20children%20and%20adults%205%20August%2013.pdf](http://www.islingtonscb.org.uk/SiteCollectionDocuments/Safer%20recruitment%20-%20safeguarding%20children%20and%20adults%205%20August%2013.pdf)

Carer and support statutory guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/506202/23902777\\_Care\\_Act\\_Book.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/23902777_Care_Act_Book.pdf)

Prevent: <https://www.gov.uk/government/publications/prevent-duty-guidance>

Information sharing: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharinginformation/keymessages.asp>