

# ARCH – Arts, Creativity and Heritage – Building Bridges

## SAFEGUARDING POLICY FOR CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Draft (December 19<sup>th</sup>, 2014)

### 1. Policy Statement

ARCH is committed to creating and maintaining the safest possible environment for children, young people and vulnerable adults in the project services that it provides to member schools in the Stroud District of Gloucestershire.

This is a policy for trustees, staff (paid and voluntary) and employed professional artists working in connection with the ARCH programme, its partners and associates.

The ARCH programme involves children and young people participating in heritage and creative arts projects through the membership of schools in the Stroud District of Gloucestershire and its partner organisations. ARCH will therefore abide by the policy and guidelines adopted by member schools and partner organisations.

### 2. Objectives

- To ensure that all staff working with children, young people and vulnerable adults are carefully selected, and understand and accept responsibility for the safety of children, young people and vulnerable adults while in their care
- To ensure appropriate DBS checks are undertaken according to the following criteria:

All staff and artists working with children, young people and/or vulnerable adults to be enhanced DBS checked. NB. It is not expected that trustees will have direct or unsupervised contact with children, young people and vulnerable adults within their trustee role, and will therefore not be required to undertake a DBS check.

- To ensure that the welfare of the individual is of paramount importance, regardless of age, gender, ability or race, when planning, organising, advising on and delivering activities.
- To respond swiftly and appropriately to all suspicions of or allegations of possible abuse, and ensure that confidential information is restricted to the appropriate internal and external agencies.
- To ensure that all staff whether paid or voluntary are trained and aware of appropriate practice and procedures involved in this guide.
- The Chair and trustees to review the effectiveness and contents of this policy on an annual basis

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### **3. Good Practice Guidelines**

- a) REMEMBER – it is the responsibility of any staff member, artist or anyone else working on behalf of ARCH to report any suspected violation of the Safeguarding Policy to the relevant responsible person either in the school or partner organisation that they are working with.
- b) Temporary or casual staff (work experience students or front of house staff, for example) must always be made aware of the Safeguarding Policy and Good Practice Guidelines.
- c) Staff and artists should always plan and deliver sessions with the care and safety of children and/or young people as their primary concern, avoiding the use of inappropriate activities that are unnecessarily rough or demanding.
- d) Wherever possible, staff/volunteers and artists should avoid being alone with a child, young person and/or vulnerable adults, including offering lifts or taking children to their own home.
- e) The Project Manager or an identified member of staff working on behalf of the Project Manager must always consult with a participating member school to:
  - Identify any child or young person whose circumstances are particularly relevant to the Safeguarding Policy, and
  - Identify any child or young person whose circumstances (usually at the request of parents) prevent them from being photographed or filmed as part of the project
- f) The Project Manager or an identified member of staff working on behalf of the Project Manager must always ensure that the member school has issued a valid consent form to the parents of all participating children and/or young people in advance of a project beginning.
- g) The Project Manager or an identified member of staff working on behalf of the Project Manager must also ensure that the member school takes full responsibility for organising and supervising:
  - Appropriate transport arrangements where any part of the project takes place away from the school premises, and
  - Appropriate supervision in any venue or location where the project is taking place away from the school premises

## APPENDICIES

### 1. Recent Legislation

The Police Act 1997 makes it a criminal offence for an employer not to check an employee working with children or vulnerable adults and/or knowingly give a job to someone who is inappropriate to work with children or vulnerable adults

The Protection of Children Act 1999 was the Government's first step towards establishing a coherent framework for identifying those adults considered unsuitable to work with children. The Act requires childcare organisations to make use of the Disclosures Services in their recruitment and reporting processes (and strongly urges other organisations involved with children and young adults to do so). The Act was superseded by the Criminal Justice and Court Services Act 2000 which is specifically about disclosures and child protection issues.

New policies have been prompted through an increased awareness of child protection issues and since 2002 there have been significant developments and incidents that have placed the issue at the forefront. These include;

- The introduction of the Criminal Records Bureau Disclosures Service April 2002
- Establishment of the National Care Standards Commission to regulate 'social care', which includes any activity with children under the age of 8 that lasts for longer than 2 hours and happens on more than 5 occasions in a year.
- High profile cases of children and young people murdered or abused by adults known to them
- The Dept for Education and Skills requirement of increased vigilance regarding recruitment of staff and admittance of visitors to schools
- Growing public awareness of how the internet can be exploited for the purposes of child sexual abuse

### 2. Disclosure and Barring Service (DBS) checks (previously CRB checks)

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

A DBS check may be needed for: (i) certain jobs or voluntary work, eg working with children or in healthcare, and (ii) applying to foster or adopt a child.

Types of criminal record checks:

Standard. This checks for spent and unspent convictions, cautions, reprimands and final warnings.

Enhanced. This includes the same as the standard check plus any additional information held by local police that's reasonably considered relevant to the workforce being applied for.

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### **3. Other References**

ISRM, (2002) Child Protection Policy and Implementation Procedures Guidelines For Sport and Recreation Providers

Department of Public Health (2003) What To Do If You're Worried A Child Is Being Abused

NSPCC/Sport England (2003) Standards For Safeguarding and Protecting Children In Sport

NSPCC Westcott (1993) The Abuse of Children and Adults with Disabilities

NSPCC (2003) It doesn't Happen To Disabled Children

County Sports Partnership (2004) Child Protection Document

HM Gov (2006) Working Together To Safeguard Children

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