

Applying Safeguarding to work at High Peak Community Arts

What are the safeguarding risks involved in our work?

The purpose of this document is to give real life examples of the kind of safeguarding incidents and concerns which can or have arisen in work at High Peak Community Arts. Many of the situations can be applied to both our youth and adult programmes, although our responsibilities for recording and reporting are more robust to protect our young participants.

These notes are intended to inform all workers paid, or unpaid and trustees.

Background

All our activities are risk assessed and staffed with paid and unpaid workers to minimise the chance of harm coming to our young or adult participants.

All workers are chosen for their skills and personal qualities. They are supportive and respectful facilitators and they work to our Worker Code of Conduct in their interactions with young and adult participants and our Safeguarding Policy and Guidelines when responding to concerns. In addition youth projects establish shared ground rules at the beginning of projects.

A safeguarding incident or concern will arise in any area of our work from time to time, in new circumstances each time.

When faced with an incident or concern take into account:

- The needs of the person experiencing risk or harm
- The needs of the person carrying out risk or harm
- The needs of those around the situation (bystanders such as other participants, workers and volunteers)
- The needs and responsibilities of HPCA.

These are some examples of the kind of situations to be aware of:

Example	Action
Bullying within the group, or other inappropriate behaviour. This could be subtle or open, but repeat undermining or bullying of one participant or group of participants can have a very detrimental effect on wellbeing.	Challenge witnessed bullying calmly and firmly. Try to find out any reasons and re-inforce the groundrules. Support the target of bullying to feel they are in a safe space. Share observations with other workers to track patterns. If bullying persists the approach will be agreed by the team and perpetrators must either change their behaviour or not attend the project.
A participant discloses risks to their safety or wellbeing outside the project.	DO NOT promise to keep a secret, don't ask leading questions and be open about who you are going to share information with. Follow the Safeguarding reporting procedure – See 'Keeping a Record of Concern' below and full details in Safeguarding Policy and Guidelines.
A participant discloses risks to their safety or wellbeing inside the project – from another participant.	DO NOT promise to keep a secret, don't ask leading questions and be open about who you are going to share information with. The lead worker at the time will find out: Were there any witnesses? If not, why were the two people alone at the time? Has a crime been committed? Follow the Safeguarding reporting procedure – See 'Keeping a Record of Concern' below and full details in Safeguarding Policy and Guidelines.

A participant discloses risks to their safety or wellbeing inside the project – from a worker.	DO NOT promise to keep a secret, don't ask leading questions and be open about who you are going to share information with – but agree who this will be with the participant, according to who is involved in the incident. Follow the Safeguarding reporting procedure – See 'Keeping a Record of Concern' below and full details in Safeguarding Policy and Guidelines.	
Participant acts out emotional distress through harming or excessive risk taking in the project.	Work in the team to minimise the effect on the rest of the group by taking the participant to a separate quiet space, and find out what support they have for their distress. DO NOT ask leading questions or promise to keep a secret, but listen respectfully to what they have to say. Keep a mental note of key information to record later. Agree with them that someone will talk to their support network (for a young person, their parent or carer; for an adult, as appropriate). Agree actions with the team and fill in a Safeguarding Incident Report, as necessary.	
A worker or volunteer expresses frustration in an aggressive or unpredictable way. This could be anger expressed towards one participant or more general volatile behaviour which could be detrimental to wellbeing.	Use agreed actions in Code of Behaviour Management to calm the situation. Use code words as pre-agreed with the team; e.g. "Can I help you?" as a warning to worker they have crossed a line.	
Parent or other contact of participant discloses worries over wellbeing.	Share conversation with other workers, so all can keep an eye out for distress. Notify the Safeguarding Coordinator so follow up can be done to find out if they need to access further support.	

Keeping a Record of Concern

When a safeguarding concern arises, it is essential you record what is said or seen and what action was taken.

Report your initial concerns or disclosures as soon as possible to the Safeguarding Co-ordinator.

However, if the latter is implicated or unavailable, report to the staff project lead, Trustee Safeguarding Lead or Chair of Trustees, in that order. If both are implicated or unavailable, report to Social Care via **Call Derbyshire: 01629 533 190**

If it is felt the young person is in danger the police should be contacted immediately:

Derbyshire Police: 0845 123 33 33

You should not discuss your suspicions or allegations with anyone other than those nominated above.

Once a child has disclosed abuse the worker and Safeguarding Co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Care and/or police to discuss putting into effect safety measures for the child so that they do not return home.

An example 'Incident / Record of Concern Form' is available, but any document may be used to make an accurate note of:

- Date & Time of the incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Any further action, e.g. suspension of a worker
- Referral to a statutory agency, or reasons why none was made
- Names of person reporting and to whom reported

This record may be shown to the police or social services and could possibly be used in court.