

SAFEGUARDING POLICY - Policy Statement

What the Safeguarding Policy is for	<p>This Safeguarding Policy sets our High Peak Community Arts' commitment to ensuring the protection of all children, young people and vulnerable adults who are involved in our work. We seek to protect everyone regardless of gender, ethnicity, disability, sexuality, religion, economic status or any other personal circumstance. We act to create an atmosphere where everyone feels valued and safe, by following the best practice guidelines set out in our Workers' Code of Conduct.</p> <p>This policy sets out the duty of all staff, workers and volunteers to prevent the physical, sexual or emotional abuse or neglect of children, young people and vulnerable adults.</p>		
Who the Safeguarding Policy is for and who it should be used by	<p>This policy seeks to protect all children, young people and vulnerable adults who are involved in our work.</p> <p>It should be followed by all trustees, staff, workers and volunteers who help to deliver our work.</p>		
Last reviewed	17 Feb 2020	Next review	Feb 2021
Important contacts	<p>HPCA Safeguarding Coordinator Sophie Mackreth 01663 744 516 07881 905 459</p> <p>HPCA Nominated Safeguarding Trustee Maia Preston 07969 392 526</p> <p>HPCA Chair of Trustees Ann Lyon 01663 741 776</p> <p>Other HPCA Staff Alison Bowry (Programme Manager) 07528 159 283 Susie Bennett (Finance & Admin Manager) 01663 744 516</p> <p>If no officer from HPCA is available, report to Starting Point via Call Derbyshire: Call Derbyshire: 01629 533 190</p> <p>If it is felt the young person is in immediate danger the police should be contacted immediately: Derbyshire Police: 0845 123 33 33</p>		
Related HPCA policies	<p>The policy should be read in conjunction with our Safeguarding Guidelines, which set out our procedures for responding to safeguarding concerns.</p> <p>These documents also relate to the:</p> <ul style="list-style-type: none">• Workers' Code of Conduct• Applying Safeguarding to work at High Peak Community Arts• Equal Opportunities Policy• Privacy Policy• Recruitment Policy• Recruitment of Ex-offenders Policy• Disciplinary Procedure• Complaints Procedure		

<p>Training</p>	<p>Our nominated Safeguarding Coordinator (Sophie Mackreth) has Advanced Safeguarding training and Prevent training, which is renewed every 2 years. She is on the NSPCC mailing list for updates to safeguarding legislation and guidelines.</p> <p>All trustees, staff, freelance workers and volunteers are provided with the Safeguarding Policy & Guidelines, Worker’s Code of Conduct and Equal Opportunities Policy when they start working with us. They are taken through the document ‘Applying Safeguarding to work at High Peak Community Arts’ in conversation to assess their confidence in responding to safeguarding concerns.</p> <p>All staff at HPCA have introductory safeguarding training within 3 months of starting and advanced level safeguarding training within 12 months, which is updated every 2 years.</p> <p>All trustees at HPCA have introductory safeguarding training within 6 months of joining the board and our nominated trustee has Charity Trustee Safeguarding Training. Those most involved in decision making and volunteers update this training every 2 years.</p> <p>Safeguarding training will be offered to freelance workers, including an annual Safeguarding Surgery, and all workers on youth projects have received this training within 2 years, perhaps through another employer. All project sessions in the youth programme have at least one fully trained worker present.</p>
<p>Partnerships</p>	<p>High Peak Community Arts is committed to following current Derbyshire Safeguarding Children Board’s ‘Information Sharing Guidance for Practitioners’ with regard to partnership working, and our Safeguarding Coordinator is on the NSPCC mailing list for updates to safeguarding legislation and guidelines.</p>
<p>Recruitment</p>	<p>All trustees, staff, freelance workers and volunteers will be subject to a careful selection process and identity and references will be checked.</p> <p>All people working with children, young people and vulnerable adults will be asked to provide a Data and Barring Service (DBS) enhanced disclosure dated within 3 years, which we will check against photo ID. DBS certificates to be repeated every 3 years.</p> <p>Trustees and staff not working directly with children, young people and vulnerable adults will have a DBS Basic Check.</p> <p>Those working directly with children, young people or vulnerable adults will be observed in early sessions to assess their suitability, and offered supervision to develop their practice.</p> <p>All staff posts require the completion of an application form and interview panels will have at least two members unconnected to the applicant.</p> <p>Advice will be sought if recruiting someone with a Criminal Record.</p> <p>All staff will complete a six month probationary period, and during the first three months they will receive introductory safeguarding training.</p> <p>All staff will receive regular supervision/appraisal.</p>

<p>Safe & productive sessions</p>	<p>High Peak Community Arts is committed to carefully planning activities that are appropriate for the groups we are working with. Every session is risk assessed and staffing ratios planned carefully (see below).</p> <p>Additional consideration is given to certain activities such as working with children with disabilities and projects involving dangerous equipment or children and young people using the internet.</p> <p>Projects involving children and young people begin by discussing Ground Rules which set out a code of conduct for participants and who to tell if they are worried or upset about something.</p> <p>Children and young people will be informed of our policies and procedures as necessary and our child friendly safeguarding notice is displayed on the front of all project files which are left clearly visible in project sessions.</p> <p>Written information is posted home or handed to parents when new participants join a project.</p> <hr/> <p>Staffing ratios in the youth programme will not fall below the following (and will usually be far higher):</p> <table data-bbox="272 824 542 969"> <tr> <td>0 – 5</td> <td>1:2-3</td> </tr> <tr> <td>5 – 8</td> <td>1:4</td> </tr> <tr> <td>8 – 13</td> <td>1:6</td> </tr> <tr> <td>13 – 18</td> <td>1:10</td> </tr> </table>	0 – 5	1:2-3	5 – 8	1:4	8 – 13	1:6	13 – 18	1:10
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5 – 8	1:4								
8 – 13	1:6								
13 – 18	1:10								
<p>Online Safety</p>	<p>Social Media</p> <p>High Peak Community Arts uses Facebook, Twitter and Instagram alongside our own website and YouTube Channel to promote our work and host content from projects. Social media has been a powerful tool in deepening relationships with participants and increasing the impact of our project work in their lives. All workers are aware of the additional risks young people are exposed to online, such as:</p> <ul data-bbox="331 1200 1418 1767" style="list-style-type: none"> • bullying by peers and people they consider 'friends' • posting personal information that can identify and locate a child, young person and vulnerable adult offline • sexual grooming, luring, exploitation and abuse contact with strangers • exposure to inappropriate content • involvement in making or distributing illegal or inappropriate content • theft of personal information • exposure to information and interaction with others who encourage self harm • exposure to racist or hate material • encouragement of violent behaviour, such as 'happy slapping' • glorifying activities such as drug taking or excessive drinking • physical harm to people in making video content, such as enacting and imitating stunts • risk taking activities, leaving and running away from home as a result of contacts made online. 								

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AGREED by Management Committee