

Wysing Arts Centre: Children and Vulnerable Adults Policy 2023

1. Policy Statement

1.1 Wysing believes that art and artists have a vital role to play in society. Working closely with artists, of all ages, and in response to their needs, we develop programmes that offer time and space for artistic experimentation, enquiry and production. We are committed to establishing partnerships and collaborations that support innovative art to be created and experienced by new audiences.

1.2 Artists and visitors to Wysing include *children and vulnerable adults*. Wysing is committed to providing a safe environment for all *children and vulnerable adults* regardless of age, disability, gender, racial heritage, religious belief or sexual orientation or identity and their safety and welfare is paramount to the organisation when they visit. Wysing is committed to anti-discriminatory practice and recognises the needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication. This policy has been drawn up on the basis of law and guidance that seeks to protect children.

2. Why Wysing Arts Centre is implementing a *Child & Vulnerable Adult Protection Policy*?

- Wysing respects every *child and vulnerable adult's* need for and right to an environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- To ensure children *and vulnerable adults* are protected from abuse whilst visiting, or participating in activity organised by Wysing
- Wysing provides activities for *children and vulnerable adults* where they may be placed to form close and trusting relationships with staff (includes all employees, paid and unpaid, freelancers, volunteers, work experience placements and workshop coordinators).
- Staff awareness of good practice can minimise the risk of abuse to children and protect themselves against false allegations of abuse.

3. This policy supports the Wysing Arts Centre programme by providing:

- A framework for the organisation.
- Codes of conduct for all staff, including senior managers and the board of trustees, paid staff, volunteers, contributors, studio artists or anyone working on behalf of Wysing Arts Centre.
- Procedures for Staff and Senior Management.
- Reassurance for parents and carers of children and vulnerable adults, who attend Wysing activities that their health and safety is important to the organisation.
- Information and support for staff to maintain an environment based on trust and respect for the individual.
- A designated Safeguarding Officer for children and vulnerable adults, a deputy and a lead board member.

4. How Wysing Arts Centre will fulfil this Policy:

- Adopting *child and vulnerable adult* protection guidelines through procedures and a code of conduct for staff.
- Sharing information about child protection and good practice with children, parents and carers and staff.

- Sharing concerns with agencies who need to know and involving parents and carers, staff and volunteers where appropriate.
- Following procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through induction, supervision, support and training.
- Reviewing our policy and good practice at regular intervals.

6. Definitions

Definition of Child: a person under the age of 18.

Definition of Vulnerable Adult: a person over the age of 18 who is or may be in need of Community Care Services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of him/herself against significant harm or serious exploitation (Law Commission).

Staff: all employees and unpaid volunteers, Freelance Staff, Artists, Workshop Facilitators, Leaders, Trustees, Work Experience Placements and Tutors.

Child: a person under the age of 18.

Vulnerable Adult: a person over the age of 18 who is or may be in need of Community Care Services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of him/herself against significant harm or serious exploitation.

Bullying can include:

- Physical pushing, kicking, hitting, pinching etc
- Name calling, sarcasm, spreading rumours, persistent teasing, and emotional torment through ridicule, humiliation and the continual ignoring of individuals.
- Racial taunts, graffiti, gestures
- Sexual comments and/or suggestions
- Unwanted physical contact

1. Child Protection - Code of Conduct

7.1 The following code must be adhered at all times:

Working with children and vulnerable adults

- The relationship between staff working with *children and vulnerable adults* must be based on trust and respect for the individual.
- Staff working with *children and vulnerable adults* must complete an enhanced DBS check or hold a valid certificate.
- Do not allow any situation to develop where you are alone with or in a secluded, unobserved area with a *child or vulnerable adult*.
- Activities should not include any unnecessarily physical contact. If physical contact is appropriate as part of an activity (e.g. game of tag) then it should be clearly and openly explained. If physical contact is needed to assist with or demonstrate an activity, permission should be asked for and gained first e.g. asking a child if you can lift them up to reach something. Physical contact should never be made in unsupervised situations.
- Never swear in front of *children or vulnerable adults* or use sexualised language.

- Never make sexually suggestive comments to a *child or vulnerable adult*, even in fun.
- Never reduce a *child or vulnerable adult* to tears as a form of control.
- Never allow allegations made by a *child or vulnerable adult* to go unrecorded or not acted upon.
- Always inform the Designated Safeguarding Officer immediately if a *child or vulnerable adult* makes inappropriate comments or actions towards you.
- Always make sure there is another member of staff present if you are dealing with a first aid/welfare incident.
- Never give out or exchange personal contact details to *children or vulnerable adults* present at Wysing activities including personal social networking details.
- Bullying will not be accepted or condoned and all forms of bullying will be addressed. Where a *child or vulnerable adult* is found to be exhibiting severe forms of bullying, such as sexually harmful behaviour to another, it is paramount to involve the designated guardian for the group as well as the Designated Safeguarding Officer (Director) as soon as possible.
- Never engage in rough physical contact and never engage in sexually provocative games.
- Never allow or engage in touching a *child or vulnerable adult* in a sexually suggestive manner.
- Never form intimate emotional or physical relationships with *children or vulnerable adults*.
- Following a DBS check if a member of staff is not deemed appropriate to working with children or vulnerable adults they will be barred from these activities.
- Images of children and vulnerable adults must not be taken on personal devices.
- Images of children and vulnerable adults must only be taken and stored when appropriate permissions have been granted. Images must be stored safely and securely and only used for the purposes outlined in the permission form.

Wysing Arts Centre will ensure:

- *Children and vulnerable adults* must not be left in the sole care of one member of staff. Wysing will endeavour to employ two adults per activity, one of whom should have a DBS check. Staff without a DBS check must never be alone or unsupervised with *children or vulnerable adults*.
- Staff without an enhanced DBS will not be left unsupervised with a *child or vulnerable adult*.
- All staff must sign the Child Protection Policy, and those involved in delivering education activity must attend a Child Protection Training session run by a member of staff.
- Food brought into workshop situations must be monitored. Briefing sheets for workshops will warn parents not to put nuts into packed lunches and parental consent forms will contain a question asking about allergies.
- Wysing has written and displayed standards of personal behaviour, conduct and language that children should display to other children and to adults for workshops.
- Staff will be enabled to discuss, and exchange experience at regular staff meetings and briefing/debriefing sessions. There will be opportunities for individual supervision by line managers.
- All exhibited artworks of a sexual or violent nature that could be deemed unfit for under 18's or as unsuitable material for children will be clearly marked to warn visitors accessing the premises. Events that are not suitable for children will be clearly marketed as aimed adults.

Organisation of activities:

- Wysing will not plan one to one educational sessions for *children and vulnerable adults*.
- Activities that require *children and vulnerable adults* to be left in the care of Wysing require at least one adult experienced in the supervision of children and with an enhanced DBS check supervising the group at all times.

- A trained first aider will be on site when running activities. A parent/ guardian or member of staff with a DBS check will be present when first aid is administered to a child or vulnerable adult.
- A register with emergency contact details should be completed before any *child or vulnerable adult* is left in the care of Wysing.
- Staff will be required to manage and monitor Health & Safety procedures.
- Staff must make sure they know who is collecting a child from an activity. Use the following the procedure for collection of *children and vulnerable adults*. Passwords are used when collected by different people. If there is an unforeseen early closure of the class, the *children and vulnerable adults* must be supervised by staff until they are collected by the designated parent/ carer. Staff must call emergency contact numbers if necessary to arrange early collection.
- Staff employed to supervise workshops must have an enhanced DBS check, to be updated every two years.
- Activities must take place in an open environment avoiding unobserved secluded situations.
- Staff must prepare a risk assessment for their specific activity and submit this to the Education Manager at least one week before the workshop.
- All classes and workshops have access to a telephone at reception. Next to the telephone is a list of relevant staff contact numbers who may be able to offer immediate help. Both internal extensions and full phone numbers are displayed.
- *Children or vulnerable adults* with additional needs whether they are physical, psychological or educational can be accompanied by an assistant (the individual's helper) who may assist in the class or event. The Education Manager is responsible for obtaining information regarding access requirements prior to the event, and sharing relevant information with staff as relevant.

General on site family activities:

- Children under 14 years old are not allowed on the premises/site without a parent/ carer in attendance, unless they are registered onto a specific event.
- Where appropriate activities should be organized to accommodate *children and vulnerable adults* being accompanied by a supervising adult (carer, family member, teacher etc).
- Wysing's photograph, video and image policy requires that a parent and the child should give consent before any images are taken and or used by the organisation. A form should be completed at registration for an activity.
- Staff must highlight any risks involved in activities. A registration form will be provided for each event.
- Activities must take place in an open environment avoiding unobserved secluded situations.

Organisation of specific workshops, tours and schools activities:

- Adult to child ratios for school visits are as follows:
 - 1:5 under 8 years
 - 1:8 8-10 years
 - 1:12 11-16 years
- School visits must be accompanied by an appropriate number of teachers (or school support staff) to enable each group to be supervised by a school representative as well as Wysing staff.
- When Staff are visiting outside organisations (i.e. schools or community groups) they should always be supported by a qualified member of staff from that organization (i.e. teacher, group leader). Wysing must agree this with the host organisation.

- Wysing’s photograph, video and image policy requires that a school/ parent and the child should give consent before any images are taken and or used by the organisation. A form should be completed at registration for an activity.
- School or youth group visiting Wysing must carry out their own risk assessment.
- All exhibited artworks of a sexual or violent nature that could be deemed unfit for under 18’s or as unsuitable material for children will be clearly displayed and announced to all youth groups accessing the premises.

Failure to comply with this Code will result in disciplinary proceedings, and/or the possibility of information being passed to the authorities for investigation

We are committed to reviewing our policy and good practice annually and updates will be reviewed by the board annually.

Designated Safeguarding Officer:

Rosie Cooper, Director
 Direct Line: 01954 717 102
 Email: rosie.cooper@wysingartscentre.org
 Emergency Contact Number: 07782 172936

Responsible for dealing with allegations or suspicions of abuse. In the first instance this is the Director or any other senior member of staff.

Alternative Contact:

Michaela D’Agati, Young People’s Programme Coordinator
 Direct Line: 01954 717 108
 Email: michaela.dagati@wysingartscentre.org
 Emergency Contact Number: 01954 717 100

Safeguarding Advice and Phone Numbers

CEOP www.ceop.police.uk

NSPCC Helpline 0808 800 5000

Cambridgeshire & Peterborough MASH (Cambridgeshire & Peterborough Multi-Agency Safeguarding Hub).

MASH Golden Number: 0345 045 1362, and the EDT telephone number is 01733 234724.

The Golden Number is used 8 – 5.30pm Monday to Thursday, 8 – 4.30 Friday. EDT will be taking all calls outside of those hours so from 5.30pm – 8am the following morning Monday to Thursday and then Friday 4.30pm – Monday morning at 8am.

Supporting Information

Disciplinary Procedure

If a staff member is reported to have acted in an unethical, abusive or inappropriate manner with a child or vulnerable adult, or his/her behaviour or attitude may lead to a complaint, an investigation

will follow and the disciplinary procedure will be applied if there is evidence. The Director or any other manager in their absence will investigate and take appropriate action. It may be necessary to alert the Local Safeguarding Children Board if the incident warrants this.

Grievance Procedure

The grievance relating to Child and Vulnerable Adults Protection will be investigated and may lead to outside authorities being alerted, disciplinary action being taken or may lead to a review of procedures. If it is a staff member complaining about inappropriate behaviour by a child or vulnerable adult towards them, then the Director and a designated Trustee will be alerted and will deal with the case sensitively according to procedures.