

## **Children, Young People and Vulnerable Adults Safeguarding Policy**

Thursday, 23 August 2018

*Safeguarding is at the heart of all our work with children, young people and vulnerable adults. The Production Exchange [hereinafter the Company] believes that a child, young person or vulnerable adult should never experience abuse or discrimination of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practise in a way that protects them.*

### **1. Purpose and scope**

The purpose of this Safeguarding Policy is to communicate our commitment to the following statements:

1. To protect children, young people and vulnerable adults who participate in any way in the delivery of the Company's services.
2. To provide trustees, staff, contractors, volunteers, students and all others associated with the Company with the overarching principles that guide our approach to safeguarding and child protection.
3. The policy applies to anyone with whom we are in contact in the course of our work, who is a child, a young person, or vulnerable adult. Where the policy or procedure refers to a 'child' or 'young person' we mean anyone who has not yet reached the age of 18 years. Where the policy refers to a 'vulnerable adult', we mean anyone who is 18 years or older and who is or may be for any reason unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

### **2. Legal Framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable members of society, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational needs and disability [SEND] code of practice: 0 – 25 years. Statutory guidance for Companies which work with and support children and young people who have special educational needs or disabilities HM Government 2014

- Information sharing: Advice for practitioners providing safeguarding services to children young people and carers: HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children. HM Government 2015

For the purposes of the currency of this policy all subsequent revisions to the Acts and Conventions listed above are considered part of the Policy and will be reviewed to ensure that the Company continues to offer best practice.

This policy should be read alongside our policies and procedures on:

- Health and Safety
- Equal Opportunities
- Data Protection Privacy Statement

The absence of relevant policies in the above list does not indicate that the Company will allow or tolerate any action that can be construed as being counter to the tenets of any such policies approved and adopted by our benchmark Company in these matters - the NSPCC

### **3. Procedures**

This procedure sets out how the Company implements safeguarding for children, young people, and vulnerable adults with whom they come into contact in the course of their work.

The Company is committed to devising and implementing policies so that everyone within the Company accepts their responsibilities for safeguarding children, young people and vulnerable adults from abuse and neglect. This means following procedures to protect them and reporting any concerns about their welfare to the appropriate authorities.

This policy and procedure helps us to achieve this by:

- Supporting us to safeguard children, young people and vulnerable adults in practice, by defining abuse and informing us what to do
- Ensuring we all work to the same policy and procedure
- Making sure we are accountable for what we do
- Being clear what roles and responsibilities we all have in safeguarding
- Saying what staff can expect from the Company to help them work effectively

### **4. Definition of Abuse**

This policy adopts to the definitions of Abuse of Children and Adults at Risk as identified in the Safeguarding policy of Safe & Sounds. The policy can be found at <https://safeandsoundgroup.org.uk/safeguarding-policy/>

### **5. Objectives**

We will achieve the outcome by having these things in place:

- Safe Company ethos
- Safe environment
- Safe processes for working
- Safe collection and use of information, and ways of communicating

- Safe staff

## 6. Principles

In support of these objectives, we are committed to the following principles.

- To achieve a safe ethos, we will:
  - promote the safety of children, young people and adults at risk in all our work, both directly and indirectly through our partnerships
  - support the spirit and practice of the Company's safeguarding ethos in all that we personally do
  - treat all children, young people and adults fairly in being able to work with us regardless of gender, ethnicity, disability, sexuality or beliefs
- To achieve a safe environment, we will:
  - ensure the welfare and safety of children, young people and vulnerable adults is paramount in all our activities
  - take all reasonable steps to protect all children, young people and vulnerable adults with whom we come in contact from harm, discrimination, and degrading treatment
  - practice with respect for children's rights, wishes and feelings
  - regularly assess and review safety risks which arise from premises, activities, equipment and travel arrangements, as outlined in the Company's Health and Safety Policy
- To achieve safe processes, we will:
  - take all suspicions and allegations of abuse, from inside or outside the Company, seriously, and respond to them promptly and appropriately
  - be clear about everyone's roles and responsibilities
  - implement safeguarding procedures that are compliant with the expectations of the relevant Local Authority safeguarding arrangements
  - have in place clear arrangements for how we would respond to concerns about how we implement safeguarding in practice within the Company
- To achieve safe information, we will:
  - be clear with everyone how the things they tell us will be used
  - communicate promptly and clearly within the Company and with external agencies
  - keep good records of our work with children, young people and vulnerable adults and also of our management of staff's work
  - hold information with care and within the protocols established in our GDPR Privacy Statement.
- To achieve safe staff, we will:
  - recruit trustees, staff, contractors and volunteers with regard to their suitability for work with children, including use of enhanced Disclosure and Barring Service checks where necessary
  - provide trustees, staff, contractors and volunteers with guidance and training in their safeguarding role, and ensure they have access to our policies and procedures
  - make sure everyone has access to advice on safeguarding at all times in the course of their work
  - be clear with everyone what their individual role and responsibility is in safeguarding
  - support staff, contractors and volunteers to carry out their job with appropriate supervision
- Additionally we will:

- Appoint a Project Designated Safeguarding Officer where children, young people or vulnerable adults are involved.
- Develop and implement an e-safety briefing document for use by anyone involved in our work.
- Create and maintain an anti-bullying environment and ensure that we have a procedure to help us deal effectively with any bullying that does arise.
- Ensure that we have effective complaints and whistleblowing measures in place.
- Ensure that everyone connected with the Company is briefed on the opportunities to take concerns and complaints outside of the Company itself to recognised institutions including but not limited to NSPCC, Childline, BullyingUK, Safeline and/or the Police.
- Ensure that we provide a safe physical environment for any child, young person or vulnerable adult involved in our work by applying all measures in accordance with the law and regulatory guidance.

## **7. Conclusion**

The Officer responsible for this policy is – the Artistic Director Colin Blumenau  
The Board Member responsible for monitoring the policy is – Chris Grady

This policy was adopted by the Board on 5<sup>th</sup> September 2018] and will be reviewed, endorsed and approved by the board of trustees annually, or when legislation changes.

Wednesday, September 5, 2018