

Prism Arts Safeguarding Policy

Prism Arts Mission

Prism Arts Mission is to create opportunities for people and artists facing barriers to engagement in the arts because of health, age or disability, to realise their full creative potential through active participation and exploration of the arts.

Statement: Prism Arts (PA) provides activities for young people and vulnerable adults which:

- are organised / coordinated by employees of the organisation
- facilitated by freelance artists who are employed on a contractual basis
- supported by volunteers.

Prism Arts (PA) aims to ensure that the young people and vulnerable adults who participate in activities managed by the organisation will feel physically, emotionally and intellectually safe.

Legislation and Guidance: PA has practices and procedures which comply with the relevant legislation:

- Enhanced Criminal Record Certificate Regulations 2002
- Protection of Vulnerable Adults Regulations 2002
- The Criminal Justice Act: 2000
- The Safeguarding Vulnerable Groups Act: 2006
- Protection of Freedoms Act 2012
- Computer Misuse Act 1990
- Charities Act 1992 (Section 59)
- Charities Act 2011
- Data Protection Act
- The Police Act; 1997
- Equality Act 2010
- PA Recruitment Policy
- PA Equality and Diversity Policy
- PA H&S Policy (Incident reporting)

A child is defined as up to and including the age of 18. Vulnerable adults are people who are in or may be in need of community care services because of mental or physical disability, age or illness. They may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation. For further reference see the Protection of Freedoms Act 2012:

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

The policy and its accompanying guidelines will be regularly reviewed to ensure that Prism Arts and its employees continue to meet legislative requirements and other recommendations.

Recruitment:

PA will appoint individuals with the appropriate experience and skills to provide a safe and positive experience for the children and vulnerable adults with whom it is working.

Prism Arts has recruitment procedures which:

- Require identity checks and Enhanced Disclosure and Barring Service (DBS) checks (excluding barred list check) for all employees, freelance artists, volunteers and board members before they are appointed to undertake work with children and vulnerable adults or have any unsupervised access to children/vulnerable adults.
- Require at least two written references from people who can comment on the recent applicant's work with children/ vulnerable adults.
- Review the artists' experience, training and qualifications in relation to the specific project for which they are seeking employment to make sure that it is adequate and relevant.

Training:

Employees, freelance artists and volunteers and trustees will receive guidance and training to:

- Ensure that they are aware of their professional responsibilities and the procedures that they should take to maintain the safety of the children, young people and vulnerable adults who are participating in PA sessions.
- Raise their awareness of child / vulnerable adults protection issues
- Enable them to recognise abuse which might be occurring
- Inform them about disclosure and reporting procedures
- Assess and report health and safety hazards in order to maintain the safety of the children, vulnerable adults and other participants/ observers who are attending their sessions.
- To achieve this all Employees, freelance artists, volunteers and trustees will complete Safeguarding training and provide documentation to Jill Jones, Operations and Finance Manager. ([Cumbria LSCB self-registration](#)).
- On completion of the training session attendees will sign to acknowledge their awareness and understanding of the policy.

Data Protection:

- Names of artists, arts facilitators will only be provided to other educational or care institutions or appear on a data bank compiled by PA which can be accessed by the public, once a DBS clearance has been obtained.
- PA will minimise the opportunities for images of young people and vulnerable adults being used by those who wish to exploit or harm them.
- Permission to use photographs or videos will be obtained through the school, college parent, guardian or adult participant as appropriate. The purpose to which the images will be used will be clearly identified.

- Identification of individuals in photographs or videos will be avoided.

Online Safety (including mobile phones)

- Vulnerable adults and children will be expected to turn off mobile phones when participating in Prism Arts sessions.
- Computers have virus and monitoring protection and any computer based activities are supervised closely by staff and volunteers.
- Participants will not use social media sites during sessions and any incidents of cyberbullying or inappropriate content will be discussed with the person and their parent/guardian. They may also be referred to support agencies as appropriate such as NSPCC, Childnet International, Parents Online, NCH Action for Children, CEOP (Child Exploitation Online Protection Service).

Responding to allegations of abuse:

Subsequent to their appointment, if there is evidence to suggest that abuse by a person/s working under the auspices of Prism Arts has taken place with a child or vulnerable adult, participating in PA activities:

- The incident/incidents will be reported to the Charity Commission, for full details on reporting see <https://www.gov.uk/how-to-report-a-serious-incident-in-your-charity>
- Their work with the organisation will be suspended. They will not be re-instated until the evidence has been fully investigated and their conduct cleared.

Further reference:

In addition to the requirements of current legislation, the development of this policy and its associated guidelines has been informed by the following publication:

'Keeping Arts Safe: the protection of children, young people and vulnerable adults involved with arts activities' (Arts Council England 2003.)

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Appendices

Appendix 1: Guidelines for staff, freelance artists, volunteers and board members undertaking work with children and vulnerable adults.

Appropriate behaviour when working with Children and Vulnerable Adults

Duty of Care

- All workshops and activities are planned in consultation with the school, college or host organisation.
- When supervising an activity, workers must ensure that the activity, equipment and working environment is safe and appropriate for the group.
- Children and vulnerable adults will not use mobile phones or the internet during PA sessions. In the event that internet use may be required it must be closely supervised.
- In the event of a young person or vulnerable adult absenting themselves, or wandering off during a session, you should immediately notify the relevant person in authority at the school, college or organisation. If Prism Arts is in sole charge the parent or guardian must be notified.
- All staff, volunteers and freelance artists who are awaiting the completion of a DBS check will not be given sole responsibility of supervising a session or group.

Openness

- Avoid situations where you are working alone with a young person or vulnerable adult completely unobserved.
- Always ensure that the relevant support workers, teachers or supervisors are present, as agreed, throughout your session.
- Do not share personal contact details unless completely necessary with a young person or vulnerable adult.

Physical Contact

- Any form of physical punishment of a young person or vulnerable person is strictly forbidden.
- Do not engage in unnecessary physical contact which could be open to misinterpretation.
- If physical contact is absolutely necessary (i.e. physically directing an individual during a drama session) permission must be obtained from the individual before any contact is made.
- Physical restraint of any kind is used only when the young person or vulnerable adult's behaviour presents a danger to himself or herself or another person. Staff must have received specific training in the appropriate holds for therapeutic crisis intervention before carrying out restraint.

Personal Care

- If a young person requires help with toileting, request the assistance of the teacher or relevant person who cares for the young person's personal needs.
- If a vulnerable adult requires help with toileting, call upon the services of the appropriate support or care worker or Prism Arts' support worker for Direct Payment Courses.
- Members of staff, freelance artists or volunteers should use the staff/visitor toilet facilities when working in schools or colleges. If this is not possible they should ensure that children are not present.

Behaviour towards Young People and Vulnerable Adults

- Positive behaviour should be praised and criticism should always be constructive.
- Do not make sexually suggestive comments.
- If you accidentally hurt, distress or offend a young person or vulnerable adult; notify the relevant person in authority at the school, college or host organisation, complete an incident form (see appendices) and notify Prism Art's Director.
- Provide a positive role model with regards to friendliness, care, courtesy and valuing others.
- If a young person or vulnerable adult makes an approach towards you of a sexual or provocative nature during your work, then sensitively discourage this action. Report any instances of this nature to the relevant person in authority at the school, college or host organisation.

What to do if Abuse is suspected

- All information must remain confidential and data protection legislation adhered to.
- If there is some suspicion or concern staff, freelance artists or volunteers should contact the appropriate person at the school, college or host organisation and Prism Art's Director.

Dealing with Abuse that has been Discovered, Disclosed or Alleged

Staff, artists or volunteers may find occasionally that young person or vulnerable adults share with them their unhappiness from being abused, may discover that abuse has taken place, or see what they consider to be abuse happening during a workshop or activity. It is essential that action is taken in all cases.

- Agree to help the person who wants to share the information with you.
- Never agree to full confidentiality and avoid making promises you will be unable to keep.
- Only question the person to confirm what they have told you, and do not investigate any further. Leave that to the relevant agencies.
- The session leader and Prism Art's Director must be informed of the situation. Prism Arts Director will be responsible for reporting the issue to:

Children

- The police urgently on 999 for an emergency situation.
- Cumbria Safeguarding Hub on 0333 240 1727.

Adults

- Adult Social Care Team details at <http://www.cumbria.gov.uk/healthandsocialcare/adultsocialcare/safe/default.asp>
- If the abuse has taken place during a Prism Arts activity remove the alleged person from the activity immediately. Reassure them that this removal does not imply any guilt, but is to protect them as much as the person making the allegation.
- A report of the incident should be made on the Child/Vulnerable Persons Protection Incident report form (see appendices), and this should be witnessed. Details of any comments made by the young/vulnerable should be noted and any evidence attached.
- Staff and volunteers may access counselling from the NSPCC Child Protection helpline, available 24 hours a day for support; the service is primarily for adults who may need to talk. Contact 0800 800500.

Appendix 2: Guidelines for listening to individuals who are disclosing abuse

Do not:

- Panic
- Express anger or shock
- Interrupt
- Ask detailed or leading questions or press for information
- Make judgements

Do:

- Believe what you are being told and acknowledge this.
- Recognise how difficult this situation may be for the individual and say so.
- Reassure the person that what has happened is not their fault and you are pleased they shared it with you
- Explain that abuse happens to many other people - not to minimise, but to reassure.
- Remember that any body language of yours that expresses distaste may have to be explained to the young person
- Involve a witness if possible
- If at all possible, you should consult with the parents or guardian of the young person or vulnerable adult, making them aware of your intentions to contact Social Services. However, your responsibility to the child or vulnerable adult is paramount and their well-being will always be your first concern.

Appendix 3

Safeguarding Incident Report Form

This form should be used if a case of abuse has been discovered disclosed or alleged. The form should be witnessed by the relevant person in authority at the school, college or organisation or alternatively another responsible adult. Details of any comments made by the young/vulnerable person should be noted and any evidence attached. Additional pages can be used.

Reported To:

Reported By:

Date:

Location:

Details:

Signature of Individual Reported To:

Signature of Witness/:

Signature of Director

Agency Reported to & Date (if required)

A copy of this document to be held by Prism Arts in a secure and confidential file.

Appendix 4

Prism Arts Safeguarding Policy

Confirmation of Policy Awareness and Understanding

I the undersigned have received a copy of Prism Arts Safeguarding Policy.

I understand and agree to abide by code of conduct as outlined in the appendices under the following sections:

- Duty of Care
- Openness
- Physical Contact
- Personal Care
- Behaviour towards Young People and Vulnerable Adults
- What to do if Abuse is suspected
- Dealing with Abuse that has been Discovered, Disclosed or Alleged
- Guidelines for listening to individuals who are disclosing abuse

I confirm that I have completed safeguarding training (date).

Signature

Date: