

Safeguarding Policy

Introduction

Safeguarding and the safety of children and vulnerable adults are of paramount importance to Black Swan Arts (BSA). We aim to create environments in which all people are safe. This policy covers anyone under the age of 18 years old and any adult in a vulnerable group. The aim of this policy is to outline the processes through which everyone in a position of trust at BSA (members of staff, volunteers, tenants, visiting artists and freelance contractors) can keep children and vulnerable people safe.

Areas of Responsibility

1. BSA will take all reasonable measures to ensure that risks of harm to children's and vulnerable people's welfare are minimised.
2. BSA will take all appropriate actions to address concerns about the welfare of a child or vulnerable adult. This includes responding to any complaint made using a clear, agreed process adopted by trustees and included in this policy as Appendix 1.

Terms and Definitions

1. The phrase 'children, young people and vulnerable adults' refers to: a) Anyone under the age of 18 years b) Anyone who is over the age of 18 and may be in need of community care services for reasons including mental health or another disability, age or illness and is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.
2. **Abuse** covers any form of physical, emotional, mental, and sexual abuse including bullying and lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial. Further information on types and indicators of abuse is provided in Appendix 2.
3. **Neglect** is where people fail to meet a child's or vulnerable person's basic physical or psychological needs and is likely to result in the serious impairment of their health or development, e.g., failure to ensure that a child is protected from unnecessary risk of injury or exposing them to undue cold.
4. **Physical Abuse** is where physical pain or injury is caused, e.g., hitting, shaking, biting, etc. Sexual Abuse is where children, young people or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.

5. **Emotional or Mental Abuse** is where there is emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g., bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

6. It is important to recognise that **children with disabilities** may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g., feeding and clothing may make a person feel powerless to report abusive treatment. This policy is inclusive of all children, young people, and vulnerable adults irrespective of their age, gender, race or ethnicity, religion, disability, or sexual preference

Measures to Create a Safe Environment

1. Anyone associated with BSA will treat all visitors with respect and will act as an example of good conduct.
2. Unacceptable behaviour, e.g. bullying, will be challenged and reported.
3. BSA will ensure health and safety procedures are followed and that appropriate insurance cover is in place.
4. BSA will follow safe recruitment practice for staff, tenants, trustees and volunteers.
5. Up to date lists of all persons associated with BSA will be kept. Any person acting with authority at BSA will wear a lanyard and badge with BSA logo issued by the BSA office. It will be a requirement of working or volunteering at BSA that a lanyard will be worn and will be clearly visible to members of the public. Lanyards will only be issued on the signing of the Code of Conduct. All volunteers will sign in at the shop to indicate they attended a volunteering session.
6. CCTV covering the Long Gallery will be maintained and monitored. Recordings will be held for one calendar month.
7. Children must be accompanied by a responsible adult at all times when in BSA public spaces.
8. The Long Gallery door will always remain open when an exhibition is open to the public. The stewards' desk will always be in sight of the open door.
9. The use of photographs and images of children and young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians (opt in) that images can be used as appropriate for each event or activity. This includes any images used for marketing or promotional purposes.

10.. An accident book will be kept to record any injuries that occur on any on-site visits to BSA.

11. The Safeguarding Lead for BSA is the Buildings Manager.

12. BSA reserves the right to refuse admittance to any person or persons considered to be a threat to children or vulnerable adults.

Safeguarding by means of good practice

1. All staff members, freelance contractors, trustees, volunteers and interns will be made familiar with Safeguarding issues and procedures and will be notified of any significant changes to these. Briefings will be held at least every six months and more frequently, if required.

2. Individual members of staff, freelance contractors, trustees, volunteers and interns will not be left alone with individual children or with small groups. Visiting school or youth groups will be under the supervision of staff. In the event of a safeguarding concern, procedures of visiting organisations will be followed by the relevant accompanying adults but BSA staff and volunteers must follow the relevant BSA procedures so that BSA records are complete.

3. All members of staff, freelance contractors, trustees, volunteers and interns have a duty to report any concerns relating to the welfare of children and young people. These may include:

- Disclosures from children or young people
- Observations or suspicions of inappropriate conduct towards children or young people
- If there has not been a disclosure from a child but you are worried about behaviour

4. Copies of forms for reporting concerns will be kept in the office and on the steward's desk. Notes submitted in any other form must be collected and held with an official BSA form.

Responding to Allegations

If there are any concerns that a child or vulnerable adult may be at risk of immediate harm, the police should be contacted by dialling 999.

If a person discloses abuse by someone else:

- Stay calm and take the allegation seriously
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate
- Only ask questions for clarification, do not ask leading questions
- Alleviate feelings of guilt and isolation, while passing no judgement

- Reassure them that they did the right thing by talking to you
- Advise that you will try to offer support, but that you **MUST** pass the information on, do not offer to keep secrets
- Record the facts as you know them
- Refer the allegation immediately and directly to the named safeguarding lead. If the accusation concerns the Safeguarding lead, refer to the Chair of Trustees.
- All allegations must be referred, no matter how insignificant they seem to be, or when they occur. This report may be verbal in the first instance but a written report should be completed within 24 hours.
- Try to ensure that no-one is placed in a position which could cause further compromise by making sure the person who has made the allegation is not left alone with the accused abuser.

As soon as possible after the incident or disclosure has occurred:

- Write down notes, dates, times, facts, observations, and verbatim speech. Use the BSA form if possible but do not
- Ensure the correct details are available, the young person or vulnerable adult's name and address, and the name and address of their parent or guardian

The Safeguarding lead will:

- Prepare a confidential file. Record and collect all notes, conversations and advice from social workers
- Maintain confidentiality for all concerned
- Store information in a secure place with limited access to designated people, in line with data protection legislation
- Follow the advice from social workers; take no other action unless advised to do so by Somerset Council
- Records relating to child protection should be kept for 7 years after BSA last contact with the child and their family

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APPENDIX 1: REPORTING CONCERNS

REPORTS SHOULD BE HANDWRITTEN, SIGNED, DATED AND HANDED TO THE SAFEGUARDING LEAD.
DO NOT STORE INFORMATION ON A PERSONAL COMPUTER OR DEVICE.

FULL SIZE COPIES OF THIS FORM ARE AVAILABLE FROM THE OFFICE AND THE STEWARDS' DESK IN
THE LONG GALLERY.

Information Required	Enter Information Here
Full name of person affected	
Date of birth (if available)	
Status (e.g. visitor, workshop participant, artist, etc)	
Your name and position within BSA	
Nature of concern/disclosure <i>Please include where you were when the disclosure was made, what you saw, who else was there, what did the person say or do and what you said.</i>	
Time & date of incident:	
Name and position of the person you passing this information to?	
Your Signature	
Time and date form completed	
Date/Time form received by Designated Safeguarding Lead	
Please attach to this form any relevant notes, dated and signed.	

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APPENDIX 2: INDICATORS OF ABUSE

Abuse of children:

Children may be abused by an adult or adults, or another child or children. The government guidelines "Working Together to Safeguard Children" identify the following types of abuse. The NSPCC identifies possible indicators of abuse (detailed below).

Physical Abuse This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Indications of possible physical abuse include: bruising on the head, ear, neck, abdomen, back, buttocks, upper arm, back of leg, hands or feet; bums and scalds; bite marks; scarring; broken bones (including those in different stages of healing); effects of poisoning such as vomiting and drowsiness; respiratory problems.

Emotional Abuse This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, unloved or inadequate. It may involve bullying, causing children to feel frightened or in danger, humiliating them, or ignoring them. It may also involve a child witnessing domestic abuse.

Babies and younger children who are experiencing emotional abuse may:

- be overly affectionate towards strangers or people they haven't known for very long
- lack confidence or become wary or anxious
- not appear to have a close relationship with their parent, e.g. when being taken to or collected from nursery etc.
- be aggressive or nasty towards other children and animals.

Older children may:

- use language, act in a way or know about things that you wouldn't expect them to know for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents lack social skills or have few, if any, friends.

Sexual Abuse This type of abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Examples of physical contact include: sexual touching of any part of the body whether the child's wearing clothes or not; rape or penetration by putting an object or body part inside a child's mouth, vagina or anus; forcing or encouraging a child to take part in sexual activity; making a child take their clothes off, touch someone else's genitals or masturbate. Examples of non-contact abuse include: encouraging a child to watch or hear sexual acts; not taking proper measures to prevent a child being exposed to sexual activities by others; meeting a

child following sexual grooming with the intent of abusing them; online abuse including making, viewing or distributing child abuse images; allowing someone else to make, view or distribute child abuse images; showing pornography to a child; sexually exploiting a child for money, power or status (child exploitation).

Children who are being sexually abused may: avoid being alone with people, such as family members or friends; seem frightened of a person or reluctant to socialise with them; become sexually active at a young age; be promiscuous; use sexual language or know information that you wouldn't expect them to; have physical symptoms such as anal or vaginal soreness, unusual discharge, STIs or pregnancy.

Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need. Neglect is dangerous and can cause serious long-term damage. It can be just as damaging as other types of abuse.

Children who are being neglected may: have poor appearance and hygiene (e.g. be smelly and dirty); be hungry; have untreated medical conditions; be tired; be underweight; not have appropriate clothing (e.g. no warm coat in winter); be caring for other family members.

Abuse of adults:

Adult abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it. The Social Care Institute for Excellence (SCIE) identifies the following types of abuse and possible indicators.

Physical Abuse including hitting, slapping, pushing, kicking, pushing, rough handling, force feeding, misuse of medication, restraint, or inappropriate sanctions (e.g. deprivation of food, clothing, warmth and healthcare).

Possible indicators of physical abuse include: no explanation for injuries or inconsistency with the account of what happened; injuries inconsistent with the person's lifestyle; bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps; frequent injuries; unexplained falls; subdued or changed behaviour in the presence of a particular person; signs of malnutrition; failure to seek medical treatment.

Domestic abuse Domestic violence and abuse include any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Possible indicators of domestic abuse include: low self-esteem; feeling that the abuse is their fault when it is not; physical evidence of violence such as bruising, cuts, broken bones; verbal abuse and humiliation in front of others; fear of outside intervention; damage to home or property; isolation - not seeing friends and family; limited access to money

Sexual Abuse including rape and sexual assault or sexual acts to which the adult at risk has not consented or could not consent or was pressured into consenting.

Possible indicators of sexual abuse include: bruising, particularly to the thighs, buttocks and upper arms and marks on the neck; bleeding, pain or itching in the genital area; unusual difficulty in walking or sitting; infections, unexplained genital discharge, or sexually transmitted diseases; pregnancy in a woman who is unable to consent to sexual intercourse; the uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude; incontinence not related to any medical diagnosis; self-harming; poor concentration, withdrawal, sleep disturbance; excessive fear/apprehension of, or withdrawal from, relationships; fear of receiving help with personal care; reluctance to be alone with a particular person.

Psychological and Emotional Abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, enforced social isolation or withdrawal from services or supportive networks.

Possible indicators of psychological and emotional abuse include: an air of silence when a particular person is present; withdrawal or change in the psychological state of the person; insomnia; low self-esteem; uncooperative and aggressive behaviour; change of appetite, weight loss/gain; signs of distress: tearfulness, anger.

Financial or Material Abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Possible indicators of financial or material abuse include: missing personal possessions; unexplained lack of money or inability to maintain lifestyle; unexplained withdrawal of funds from accounts; the person allocated to manage financial affairs is evasive or uncooperative; the family or others show unusual interest in the assets of the person; recent changes in deeds or title to property; rent arrears and eviction notices; disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house; unnecessary property repairs.

Neglect and Acts of Omission including failure to meet medical or physical care needs, failure to provide access to appropriate health, social-care or educational services, withholding of necessities of life, such as medication, clothing, adequate nutrition and heating, failure to give privacy and dignity.

Possible indicators of neglect or acts of omission include: poor environment - dirty or unhygienic; poor physical condition and/or personal hygiene; pressure sores or ulcers; malnutrition or unexplained weight loss; untreated injuries and medical problems; inconsistent or reluctant contact with medical and social care organisations; accumulation of untaken medication; uncharacteristic failure to engage in social interaction; inappropriate or inadequate clothing.

Modern slavery Types of modern slavery include: human trafficking; forced labour; domestic servitude; sexual exploitation; debt bondage - being forced to work to pay off debts that realistically they never will be able to.

Possible indicators of modern slavery include: signs of physical or emotional abuse; appearing to be malnourished, unkempt or withdrawn; isolation from the community, seeming under the control or influence of others; living in dirty, cramped or overcrowded accommodation and or living and working at the same address; lack of personal effects or identification documents; always wearing the same clothes; avoidance of eye contact, appearing frightened or hesitant to talk to strangers; fear of law enforcers.

Discriminatory Abuse including racist or sexist abuse and abuse based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment.

Possible indicators of discriminatory abuse include: the person appears withdrawn and isolated; expressions of anger, frustration, fear or anxiety; the support on offer does not take account of the person's individual needs in terms of a protected characteristic.

Organisational and institutional abuse This is systematic abuse by an organisation to service-users who are at risk. It includes failure to meet physical, medical, emotional and social needs.

Indicators of organisational or institutional abuse include: people being hungry, cold, dirty or inappropriately dressed; people not receiving suitable medical care; absence of visitors; lack of social activities.

Self-neglect Self-neglect may require intervention if the person is unable to take care of themselves. Types of self-neglect include: lack of self-care to an extent that it threatens personal health and safety; neglecting to care for one's personal hygiene, health or surroundings; inability to avoid self-harm; failure to seek help or access services to meet health and social care needs; inability or unwillingness to manage one's personal affairs.

Possible indicators of self-neglect include: very poor personal hygiene; unkempt appearance; lack of essential food, clothing or shelter; malnutrition and/or dehydration; living in squalid or unsanitary conditions; neglecting household maintenance; hoarding; collecting a large number of animals in inappropriate conditions; non-compliance with health or care services; inability or unwillingness to take medication or treat illness or injury.