

OT creative

SPACE

Safeguarding Policy

OT Creative Space Mission

The mission of OT Creative Space is to be a creative hub bringing together both the community of Old Trafford and socially engaged Artists. OT Creative Space aims to inspire, support and encourage creative practices, with a bias towards the visual arts. This is done through shared space, collaborative work, and opportunities that reflect the diversity and environment we are situated in.

Statement:

OT Creative Space provides activities for children, young people and vulnerable adults which: -are organised / coordinated by directors of the organisation, facilitated by freelance artists and supported by volunteers.

OT Creative Space aims to ensure that the young people and vulnerable adults who participate in activities managed by the organisation will be physically, emotionally and intellectually safe.

Legislation and Guidance:

Our Other Policies

Recruitment Policy

Equality and Diversity Policy

H&S Policy

Child protection lead Director:

Phone/email:

Deputy child protection lead Director:

Phone/email:

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: 8/7/19

Signed:.....Date:

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- developing child protection and safeguarding policies and procedures which reflect best practice
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- developing and implementing an effective online safety policy and related procedures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely.

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> Approved
28/03/2017

Recruitment: OTCS 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. OT Creative Space has recruitment procedures which: Require identity checks and Enhanced Disclosure and Barring Service (DBS) checks (excluding barred list check) for all directors, freelance artists and volunteers 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 to be involved with 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 OTCS 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 freelance artists, volunteers and directors will complete Safeguarding training and provide documentation to the Safeguarding Officer, Malcolm Sterling. On completion of the training session attendees will sign to acknowledge their awareness and understanding of the policy.

Data Protection: OTCS 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 OT Creative Space sessions. Any computers will 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 OT Creative Space has taken place with a child or vulnerable adult, participating in OTCS activities: The incident will be reported to the Safeguarding Lead and their work with the organisation will be suspended. They will not be reinstated 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.)

Appendix 1:

Guidelines for freelance artists, volunteers and directors 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 directors. 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 OTCS 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 the relevant person in authority at the school, college or organisation. If OT Creative Space 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 OT Creative Space' 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 the Safeguarding lead. 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 Safeguarding lead.

What to do if Abuse is suspected

If there is some suspicion or concern freelance artists, volunteers or directors should contact the safeguarding lead. All information must remain confidential and data protection legislation adhered to.

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 safeguarding lead must be informed of the situation. They safeguarding lead will be responsible for reporting the issue to the Police on 999 if the matter is urgent, or Trafford Council Duty Social Worker Number: 0161 912 2020

Adults

If the abuse has taken place during a OT Creative Space 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 by 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:

A copy of this document to be held by OT Creative Space in a secure and confidential file.

Appendix 4

OT Creative Space Safeguarding Policy Confirmation of Policy Awareness and Understanding I the undersigned have received a copy of OT Creative Space Safeguarding Policy. I understand and agree to abide by the 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, Good practice guidelines.

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

Signature

Date:

Appendix 5

Good practice guidelines for OT creative SPACE events 30/07/2019

- A minimum of 2 adults to be present at any event. No child should ever be in a room with an adult alone. One has to be core team leader signified by a Green lanyard.
- No children to be assisted with toileting. This is always the parents responsibility if the child is unable to go by themselves. The only exception is on the request of a carer to assist them with a person with additional needs i.e. 2 adults present.
- Any person wanting to regularly help at events will need to complete an application form, have an interview and pass a DBS check. Until this is complete they are identified by a Red lanyard. During this process they can work under the direct supervision of a core team leader .

Once they have completed this they are known as core team volunteers who are signified by an orange lanyard.

- Any event / activity will have at least 1 person who has passed all the relevant checks and completed safeguarding training. (team or leader training)
- Child ratios for an activity is 1:8 for reception to year 6, 1:10 for ages 12+
- A safeguarding event risk assessment will be completed for all new events or in new spaces to determine the impact of the physical space and the proximity of other users / visitors.
- At one off events children do not need written permission to take part, if this is a regular event the child can attend for only 1 session and will be issued with a consent form that must be completed for future attendance of regular events.