

# **Strand Arts Centre (SAC)**

## **Children and Young People Safeguarding Policy**

# Safeguarding Policy for the Strand Arts Centre

The Strand Arts Centre (SAC) welcomes and works with people of all ages and takes the duty of care that the organisation has to all individuals who access our services and programmes, seriously. Detailed below is the SAC's policy commitment to Safeguarding for Children and Young People.

**Designated Safeguarding Officer:** SAC Chief Executive – Mimi Turtle

**Deputy Designated Safeguarding Officer:** Currently Vacant

SAC abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children and young people 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.

## Purpose:

SAC will:

- Protect children and young people who receive [name of group/organisation]'s services from harm. This includes the children of adults who use our services
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of SAC including senior managers, the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## Definitions:

**The Children Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

### Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Child and Adult Abuse:** Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main

categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

**Safeguarding children:** Safeguarding children is defined as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

### **Legal Framework:**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Northern Ireland. A summary of the key legislation is available from the Safeguarding Board Northern Ireland.

SAC should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

### **Training and Awareness:**

SAC will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors). For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. For more information about adults safeguarding, refer to SAC's Adults Safeguarding Policy.

### **Confidentiality and Information Sharing:**

SAC expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

### **Recording and Record Keeping:**

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

### **Safe Recruitment & Selection:**

SAC is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

SAC has policies and procedures that that cover the recruitment of all Trustees, employees and volunteers.

### **Social Media:**

All employees and volunteers should be aware of SAC's social media policy and procedures and the code of conduct for behaviour towards the children we support.

### **Use of Mobile Phones and other Digital Technology:**

All employees, trustees and volunteers should be aware of SAC's policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities

### **Whistleblowing:**

It is important that people within SAC have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by SAC to protect whistleblowers.

### **SAC Safeguarding Procedures:**

The procedures are as follows:

- Relevant staff/volunteers must be cleared through the Access NI register before commencing employment with Strand Arts Centre
- All relevant staff/volunteers must undergo annual Safeguarding Children and Adults Training
- All information will be treated with the utmost respect and regard

## Strand Arts Centre

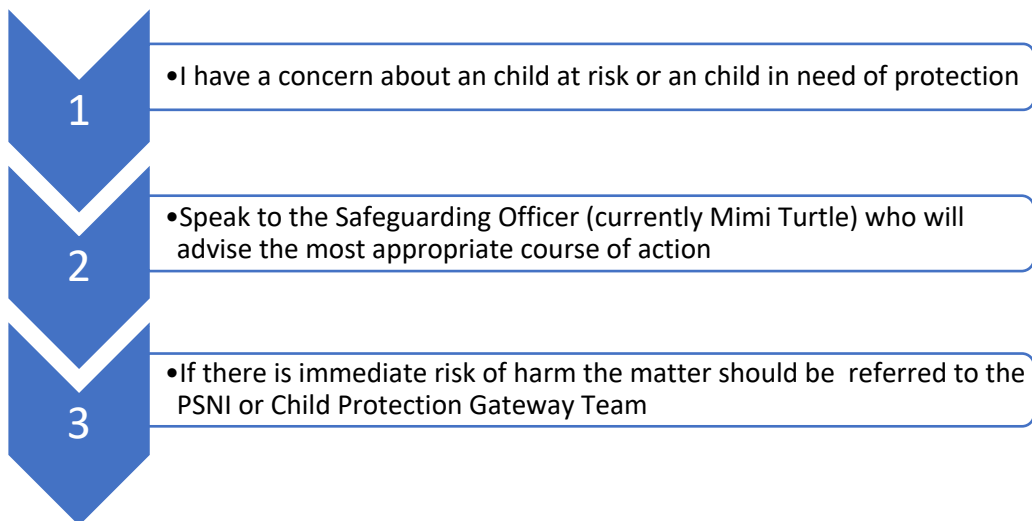
- In incidences of harm or suspected harm, the Child Protection Officer will deal with information after incidents are reported to them
- The Safeguarding Officer will make referrals to the appropriate agency
- Strand Arts Centre are committed to the supervision and support of all staff/volunteers concerning Safeguarding issues
- No member of staff/volunteer is permitted to enter into an intimate relationship with any young person or adult at risk using Strand Arts Centre services and should be aware of the implications of personal relationships in the delivery of service
- Strand Arts Centre, for the protection of all concerned, (staff, volunteers, young people and vulnerable adults) have guidelines on what is acceptable and unacceptable with respect to their behaviour (see guidelines below)
- All incidents to be documented as soon as possible and disclosures from young people or vulnerable adult reported to the Designated Officer, who will advise accordingly

### **Safeguarding Children and Adults Guidelines**

***All staff must follow the procedures and guidelines set out in below (Responsibilities to Young People and Vulnerable Adults)***

- Staff and volunteers should not spend excessive amounts of time alone with children / young people and adults at risk/or with a care or support need, away from others. Meetings with individual children, young people or adults at risk should take place as openly as possible. If privacy is needed, the door should be left open and other staff or volunteers informed of the meeting
- Staff and volunteers are advised not to make unnecessary physical contact with children/young people and adults at risk. However, there may be occasions where physical contact is unavoidable, such as providing comfort and reassurance for a distressed child / young person, or physical support, for example, in contact sports such as gymnastics. In all cases, physical contact should only take place with the consent of the child /young person or adult concerned
- Staff and volunteers should not meet with children/ young people or adults at risk/with a care or support need outside organised activities, unless it is with the knowledge and consent of parents /guardians and person in charge of the organisation
- Staff and volunteers should follow the guidelines set out in responsibilities to the Safeguarding Children and Adults policies

## Reporting A Concern Regarding A Child At Risk Or A Child In Need Of Protection:



### Useful Contacts

Safeguarding Gateway Teams (NI only)	
<p><b>Belfast Trust</b></p> <p>Tel: 028 9020 4550</p>	<p><b>South and East Belfast</b></p> <p>Duty Social Worker</p> <p>Tel: 028 9020 4550 (Ormeau Road)</p> <p>Out-of-hours emergency duty team</p> <p><b>Tel: 028 9056 5444</b></p>
<p><b>South Eastern Trust</b></p> <p>Tel: 0300 1000 300</p> <p>Out-of-hours: 028 9056 5444</p>	<p><b>Western Trust</b></p> <p>Tel: 028 7131 4090</p>
<p><b>Southern Trust</b></p> <p>Gateway Team, Craigavon</p> <p>Tel: 028 3834 3011</p> <p>Gateway Team, Newry</p> <p>Tel: 028 3082 5152</p>	<p><b>Northern Trust</b></p> <p>Gateway Service (0300 1234 333)</p> <p>gives options to contact appropriate Team.</p> <p><b>Out-of-hours Emergency Social Work Service (028 9446 8833)</b></p>

<b>PSNI</b>	<b>Police</b> Emergency – 999 Non-emergency – 101
<b>NSPCC</b>	<b>NSPCC Helpline</b> 0808 800 5000

Further information can be found on the Safeguarding Board NI website: <https://www.safeguardingni.org/>

## Important Contacts:

### Designated Safeguarding Officer

Name: Mimi Turtle  
Email address: mimi@strandartscentre.com  
Telephone number: 07919 387012

### Deputy Designated Safeguarding Officer

Name: Linda Smyth  
Email address: linda@strandartscentre.com  
Telephone number: 07980 969373

### Trustee for Safeguarding

Name: David Price  
Email address: dj\_price@live.co.uk  
Telephone number: 07756 396005

# **Strand Arts Centre (SAC)**

## **Adult Safeguarding Policy**



## Safeguarding

The Strand Arts Centre (SAC) welcomes and works with people of all ages and takes the duty of care that the organisation has to all individuals who access our services and programmes, seriously. Detailed below is the SAC's policy commitment to Safeguarding for Adults.

**Designated Child and Adult Safeguarding Officer:** SAC Chief Executive – Mimi Turtle

**Deputy Designated Child and Adult Safeguarding Officer:** Currently Vacant

Safeguarding is based on a fundamental human right for all individuals to be treated with respect and dignity and given the right to choose. All adults at risk of harm or in need of protection should be central to any actions and decisions affecting their lives and there should always be a presumption of capacity to make/ inform decisions unless there is evidence to suggest otherwise. However, there are also some circumstances when it may be necessary to consider the protection and rights of others and overriding the withholding of consent may be necessary to ensure the protection of others.

The purpose of this policy is to protect individuals and groups who are at risk of, or in need of protection from, all forms of abuse to ensure that they receive a safe, sound and supportive service, through the process of identifying, investigating, managing and preventing such abuse.

**This policy makes it clear that we must not tolerate the harm to adults caused by abuse, exploitation or neglect and seeks to keep individuals safe wherever they live and where they come into contact with the Strand Arts Centre.**

This policy should:

- Protect adults from abuse, neglect and exploitation
- Recognise every individual's right to respect, dignity, honesty and compassion in every aspect of their life
- Prevent and reduce the risk of harm to children and adults, while supporting people's right to maintain control over their lives and make informed choices free from coercion
- Establish clear guidance for reporting concerns an individual is, or may be, at risk of being harmed or in need of protection.

SAC is guided by current best practice, the law and Human Rights legislation as set out by the European Convention and the Human Rights Act 1998.

Any practice which aims to safeguard children and adults should be proportionate to the level of risk perceived, carried out appropriately, and be the least restrictive of the individual's rights and freedoms. All individuals should be offered the same services on an equal basis.

There are five principles which underpin good practice adult safeguarding activity:

### **1. A rights-based approach**

'To promote and respect any adult's right to be safe and secure, to freedom from harm and coercion, to equality treatment, to the protection of the law, to privacy, to confidentiality and freedom from discrimination'.

## 2. An empowering approach

‘To empower adults to make informed choices about their lives to maximise their opportunities, to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk’.

## 3. A person-centred approach

‘To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings, where appropriate, the views of others who have an interest in his or her safety and well-being’.

## 4. A consent driven approach

‘To make a presumption that the adult has the ability to give or withhold consent, to make informed choices, to help inform choice through the provision of information, and the identification of options and alternatives, to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent, and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law’.

## 5. A collaborative approach

‘To acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand in hand’.

### Definition of Risk

The definition of an ‘adult at risk of harm’ takes account of a complex range of interconnected personal characteristics and/or life circumstances, which may increase exposure to harm either because a person may be unable to protect him/herself or their situation may provide opportunities for others to neglect, exploit or abuse them.

It is not possible to definitively state when an adult is at risk of harm, as this will vary on a case by case basis. The following definition is intended to provide guidance as to when an adult may be at risk of harm, in order that further professional assessment can be sought

**Adult at risk of harm** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) Personal characteristics

**Personal characteristics** may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.

**And/or**

- b) Life circumstances.

**Life circumstances** may include, but are not limited to, isolation, socio-economic factors and environmental living conditions

**Adult in need of protection** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) Personal characteristics **and/or**

- b) Life circumstances **and**

- c) Who is unable to protect their own well-being, property, assets, rights or other interests **and**

- d) Where the action or inaction of another person or persons is causing or likely to cause, him/her to be harmed.

**Harm** is the impact on the victim of abuse, exploitation or neglect. It is the result of any action whether by commission or omission, deliberate, or as the result of a lack of knowledge or awareness which may result in the impairment of physical, intellectual, emotional, or mental health or well-being.

The full impact of harm is not always clear from the outset, or even at the time it is first reported. Consideration must be given not only to the immediate impact of harm and risk to the victim, but also the potential longer term impact and the risk of future harm.

**Abuse** is 'a single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to another individual or violates their human or civil rights'.

Abuse is the misuse of power and control that one person has over another.

**The main forms of abuse are:**

**a) Physical abuse**

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.

**b) Sexual violence and abuse**

Sexual abuse is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, grooming, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities.

**c) Psychological / emotional abuse**

Psychological / emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.

**d) Financial abuse**

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

**e) Institutional abuse**

Institutional abuse is the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use.

**Neglect** occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time.

**Exploitation** is the deliberate maltreatment, manipulation or abuse of power and control over another person; to take advantage of another person or situation usually, but not always, for personal gain from using them as a commodity.

▪ **Domestic violence and abuse**

Domestic violence and abuse is threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

▪ **Human trafficking**

Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be male or female, children or adults, and they may come from migrant or indigenous communities.

▪ **Hate crime**

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

*These categories of abuse are not mutually exclusive and many situations will involve a combination of types of abuse.*

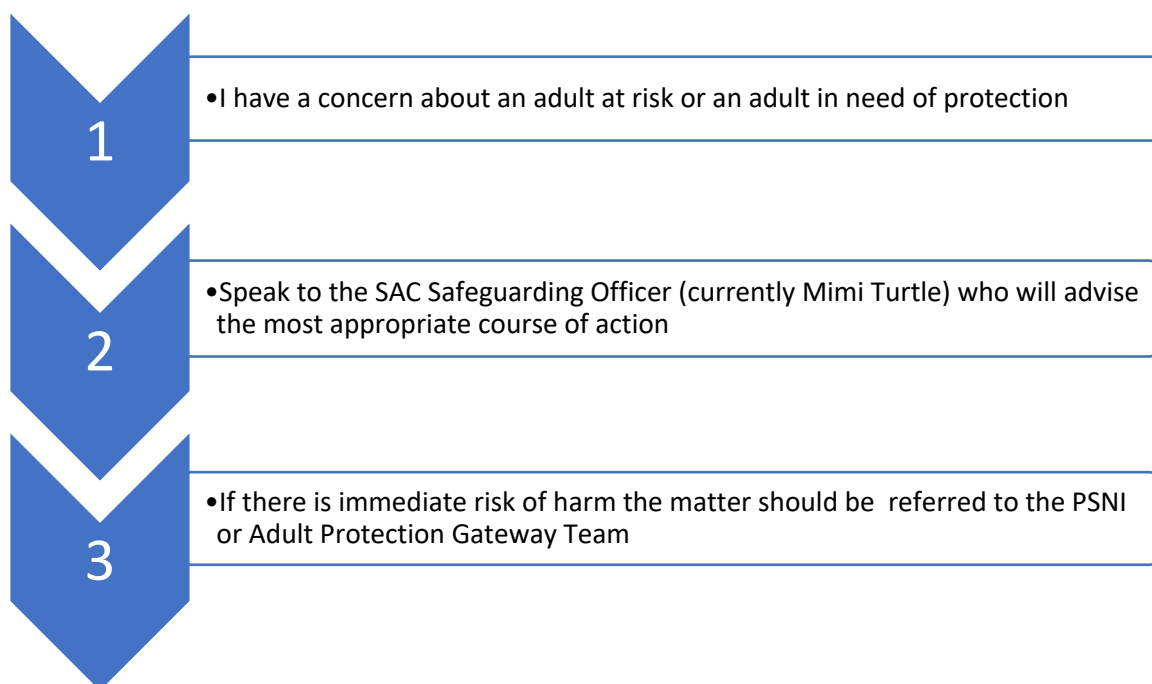
## The Rights Of An Adult At Risk Or In Need Of Protection

A person's right to live a life free from neglect, exploitation and abuse are protected by the Human Rights legislation.

The challenges of dealing with abuse, exploitation or neglect should never arise, but they can and they do. The harm caused can have a devastating and long-lasting impact on victims, their families and carers. Unfortunately, some adults are more at risk of harm than others.

SAC is committed to keeping adults safe and from harm and exploitation and upholding their rights.

## Reporting A Concern Regarding An Adult At Risk Or An Adult In Need Of Protection



### Contact details for SAC Safeguarding Officer:

**Mimi Turle, Chief Executive**

**Mobile: 07919 387012**

**Email: [mimi@strandartscentre.com](mailto:mimi@strandartscentre.com)**

If there is a clear and immediate risk of harm or a crime is alleged or suspected, the matter should be referred directly to the PSNI or HSC Trust Adult Protection Gateway Service

However in most circumstances there will be an emerging safeguarding concern which should normally be referred to the HSC Trust Adult Protection Gateway Service for a professional assessment. It will be their responsibility to judge whether the threshold for an adult protection intervention has been met, or whether alternative responses are more appropriate.

### The Role Of The Safeguarding Officer

- Ensure the SAC Safeguarding policy is disseminated and implemented throughout the organisation, promoting an adult safeguarding ethos within the organisation;
- Provide information and support for SAC volunteers on adult safeguarding;
- To advise SAC Chief Executive regarding adult safeguarding training needs and/or concerns;

- Making referrals to the PSNI Public Protection Units or HSC Trust Adult Protection Gateway Service. Liaising with PSNI/ Gateway Services when appropriate;
- Responsibility for the development and updating of the SAC Adult Safeguarding Policy
- Reporting (at least annually, or more frequently if concerns arise) to SAC Chief Executive regarding adult safeguarding
- Maintaining all records pertaining to adult safeguarding in a secure location (accessed only by the SAC Safeguarding Officer) and making records available for inspection as required
- Compiling and analysing records of reported concerns to determine whether a number of low-level concerns are accumulating to become significant. Update SAC Chief Executive accordingly.

If you are not satisfied with the way in which an adult safeguarding complaint has been dealt with by the SAC Safeguarding Officer, Chief Executive Mimi Turtle.

### Useful Contacts

<b>Safeguarding Gateway Teams (NI only)</b>	
<b>Belfast Trust</b>  <b>Tel: 028 9020 4550</b>	<b>South and East Belfast</b>  Duty Social Worker  Tel: 028 9020 4550 (Ormeau Road)  Out-of-hours emergency duty team  <b>Tel: 028 9056 5444</b>
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Approved by SAC board of trustees 25/11/20