



Safeguarding Policy

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Statement of Intent

This policy is drawn up in recognition that there is an ever-present risk of harm happening to young people and adults. It is all of our duties to prevent harm and take effective action when harm is suspected or disclosed in a timely manner.

COHERE ARTS engages with the community in participatory and performance contexts. It is imperative that we ensure that everyone with whom we have contact is safe and free from harm. This policy outlines the steps we will take to safeguard children and adults engaging with our work. This policy sets out the roles and responsibilities of COHERE ARTS in working together with other professionals and agencies in promoting the welfare of children, young people and adults, and safeguarding them from abuse and neglect.

This policy is intended to support staff, volunteers (including trustees), and freelancers working within COHERE ARTS to understand their role and responsibilities in safeguarding children, young people and adults. The key objectives of this policy are for all parties to:

- have an overview of safeguarding responsibilities
- be clear about their responsibility to safeguard children, young people and adults
- ensure the necessary actions are taken where a child, young person or adult is deemed to be at risk

These safeguarding policy and related procedures are underpinned by English law and guidance:

- Care Act 2014
- Mental Capacity Act 2005
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015
- Sexual Offences Act 2003
- Modern Slavery 2015
- Safeguarding Vulnerable Groups Act 2006
- Deprivation of Liberty Safeguards
- Female Genital Mutilation Act 2003
- Charity Commission safeguarding guidance 2018
- Serious Crime Act 2015
- Data Protection Act 2018 (including GDPR)
- UN Convention on the Rights of the Child 1991
- Children Act 1989 and 2004
- Children (Performances and Activities) (England) Regulations 2014
- HM Government (2018) Working Together to Safeguard Children
- Child performance and activities licensing legislation in England, 2015

Child safeguarding

Organisations working with children and young people have a duty to share information with other agencies to safeguard children/young people at risk. Information may be shared without parental/carer consent if COHERE ARTS believes there is good reason to do so, as timely sharing of information may enhance the protection of a child/young person. Information should be shared on a need to know basis only. All staff, contractors and volunteers must be aware that they cannot promise any child/young person that they will keep information confidential when it's about safeguarding concerns or allegations. If a child or young person indicates they may be worried about abuse but are unwilling to

discuss it then give them the contact details for NSPCC Childline where they can talk in confidence. Always tell the Designated Safeguarding Officer what you have done so that they can make a record of it on a Safeguarding Concern Form.

Adult safeguarding

COHERE ARTS will ensure that any decisions made involving adults will allow them to make their own choices and be included in any decision making. The Care Act 2014 sets out the following principles that should underpin safeguarding of adults:

Empowerment - People being supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

Prevention – It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

Proportionality – The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

Protection – Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership – Local solutions through services working with their communities.

Communities have a part to play in preventing, detecting and reporting neglect and abuse “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability – Accountability and transparency in delivering safeguarding. “I understand the role of everyone involved in my life and so do they.”

Adult safeguarding should be person-led and outcome focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control, as well as improving quality of life, well-being and safety. Wherever possible safeguarding concerns should be discussed with the adult concerned to get their view of what they would like to happen and keep them involved in the safeguarding process. Consent to share information outside of the organisation should always be sought where possible.

Definitions

For the purposes of this policy and related procedures, the following terms and definitions apply:

Children and young people - means everyone under the age of 18.

Adult: anyone aged 18 or over.

Adult at risk: any person who is aged 18 years or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs): and;
- Is experiencing, or is at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adult in need of care and support: is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse.

In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors. In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

Safeguarding adults:

- Protecting the rights of adults to live in safety, free from abuse and neglect.
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect.
- People and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.
- Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or wellbeing.

Participant: an adult who takes part in activity led by COHERE ARTS staff, freelancers or volunteers.

Capacity: refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

Carer: a person who provides or intends to provide care for another adult. It is either a relative or friend who assists another person in their day-to-day life. This is different from someone who offers care professionally or through a voluntary organisation.

Abuse: Abuse and neglect can take many forms. Organisations and individuals should not be constrained in their view of what constitutes abuse or neglect and should always consider the circumstances of the individual case. Abuse includes:

Physical abuse: including assault hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual abuse: including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse: including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern Slavery: encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Domestic Abuse and coercive control: including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

Neglect and acts of omission: including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or mobility assistance, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self – Neglect: this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.

Discriminatory abuse: including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

Organisational abuse: including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment.

Cyber Bullying: cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage: forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

Mate Crime: a 'mate crime' as defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation: the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Safeguarding allegation: This is where a person has:

- a) Behaved in a way that has harmed a child, young person or adult, may have harmed them, or might lead to them being harmed;
- b) Possibly committed or is planning to commit a criminal offence against a child, young person or adult; or
- c) Behaved towards a child, young person or vulnerable adult in a way that indicates they are or would be unsuitable to work with people at risk.

Responsibilities

The law requires that the best interests of the participant are paramount in all considerations about their welfare and protection, including when to maintain confidentiality and when to share information about them.

At COHERE ARTS we believe that:

- All people have an equal right to protection from abuse and neglect, regardless of their age, ability, gender, disability, nationality, racial heritage, faith, sexual orientation, identity or any other additional vulnerability.
- The entire staff contingent, volunteers (including board members), partners and freelancers all have a role to play in safeguarding.
- Concerns or allegations that COHERE ARTS staff, or volunteers or freelancers have abused or neglected another person will be managed fairly in accordance with our safeguarding policy and procedures and the safeguarding requirements.
- Working together with other relevant authorities is essential in promoting welfare and ensuring the protection of adults at risk.
- As part of working together, COHERE ARTS expect the relevant authorities and organisations to act on our concerns. If ever we have reason to believe that this has not been done satisfactorily, we will escalate the matter further.

All staff and volunteers, including those working for our providers, must:

- be familiar with this safeguarding policy and the Prevent duty
- be subject to safer recruitment processes and checks
- take part in regular safeguarding and Prevent training
- give highest priority to their safety and welfare
- recognise, identify and respond to signs of abuse, neglect, radicalisation or extremism, and other safeguarding concerns
- respond appropriately to a disclosure by an adult, child, or young person, of abuse or risk of abuse, and notify the Designated Safeguarding Officer
- respond appropriately to allegations against staff and/or other adults
- understand and implement safe practice in carrying out their duties
- be alert to the risks which abusers, or potential abusers, may pose

Designated Safeguarding Officer

All Designated Safeguarding Officers (DSO)s acting for COHERE ARTS have been trained in Safeguarding.

The responsibilities of the DSO are as follows, but not limited to:

- First point of contact for any safeguarding issues and co-ordinating action accordingly
- Liaising with external agencies on individual cases of suspected or identified abuse
- Ensuring all staff & volunteers know the Safeguarding policy and procedures
- Ensuring a safer recruitment process is followed for new staff
- Ensuring Disclosure and Barring Service (DBS) checks are completed for new staff and kept up to date for all staff.
- Ensuring any contractors or freelancers that will be working with children or adults at risk have current DBS certificates.
- Ensuring that robust safeguarding policies, practices and training are in place and that they are reviewed annually
- Attending Safeguarding meetings for both strategic and practitioners
- Reviewing and revising safeguarding policies
- Ensuring that effective procedures in relation to reporting, recording and referrals are fully communicated and implemented
- Communicate information and provide reports regarding safeguarding and Prevent for governance and scrutiny
- Gaining feedback from participants and staff regarding if they feel safe and know who to report to if they need help or have a concern

Concerns

A concern about the safety of a child, young person or adult may arise because:

- A person says that they are being abused or is telling you about something that has happened to them that you think would be harmful
- You see possible signs of abuse or neglect
- Somebody says that a person is being harmed or is at risk of harm
- Their behaviour towards others gives cause for concern
- A person shares their experience of abuse in their past - this may be referred to as 'historical or non-recent abuse'.

What to do

Staff, contractors and volunteers should not investigate concerns themselves, as this is the role of the statutory agencies. However, if an adult or child does talk to you, it is vital that you listen carefully:

Listen – do not ask closed or leading questions, interrogate or give opinions

Do not promise the individual you will keep secrets but thank and congratulate them for coming forward

If a child or young person – make it clear that you have a duty of care to pass on any information they tell you to others that could help them

If an adult - Seek consent from them to take action and to report the concern, considering whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing

Remain calm – be sensitive and sympathetic. You may feel shocked, angry or upset by what you have been told but if the vulnerable adult or child senses this, it may prevent them from disclosing

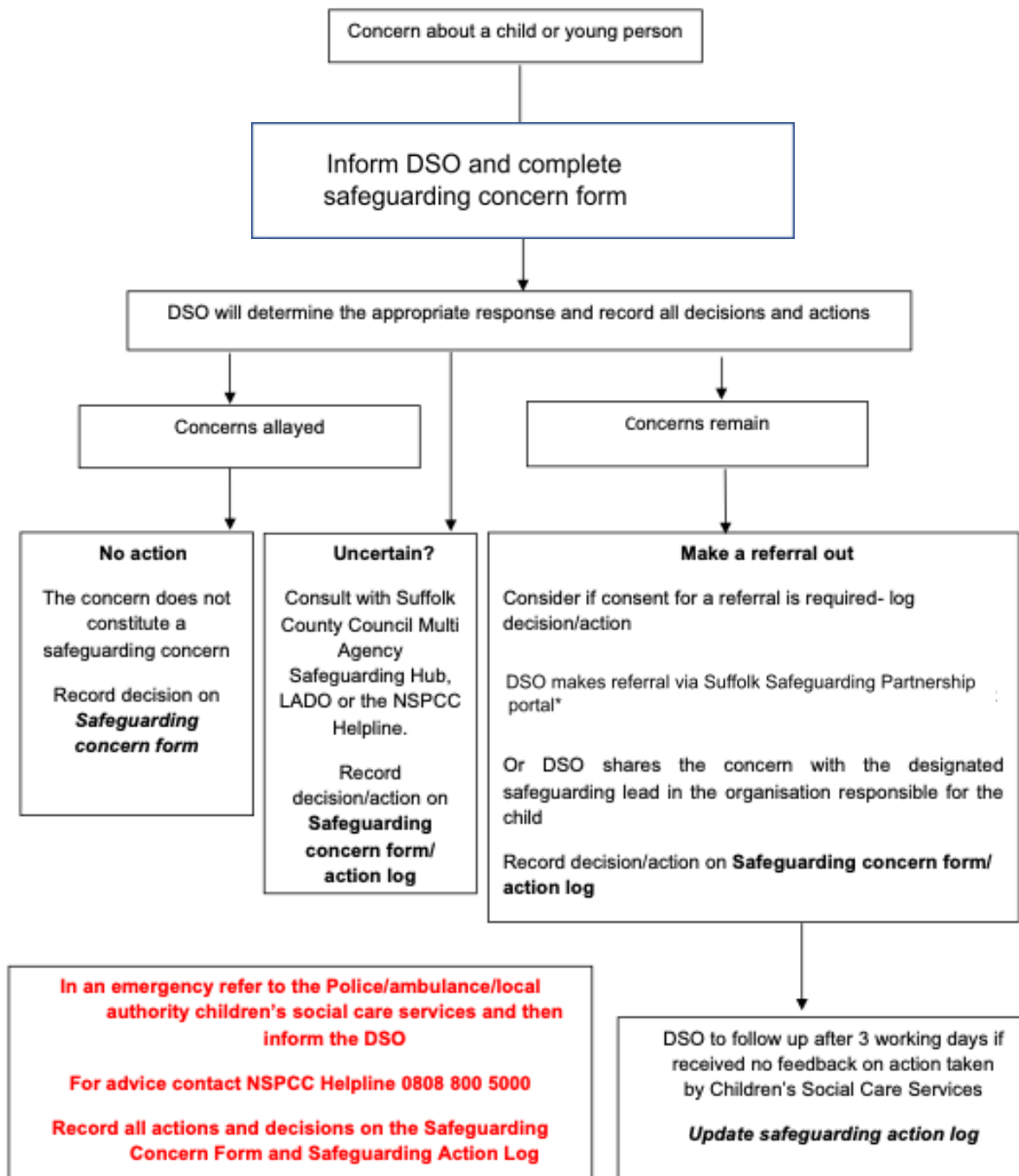
Re-assure the individual that they have done nothing wrong. Talk to the adult or child in appropriate language

Record what you know - as soon as possible write down what you been told, but not during the disclosure. Ensure you record the facts as soon as the person has left – use the Safeguarding Concern Form if you can

Report to the DSO as soon as possible after the disclosure. If required, referrals will be made by the DSO. However, there is an urgent and obvious threat to the health or life of a person, call the emergency services.

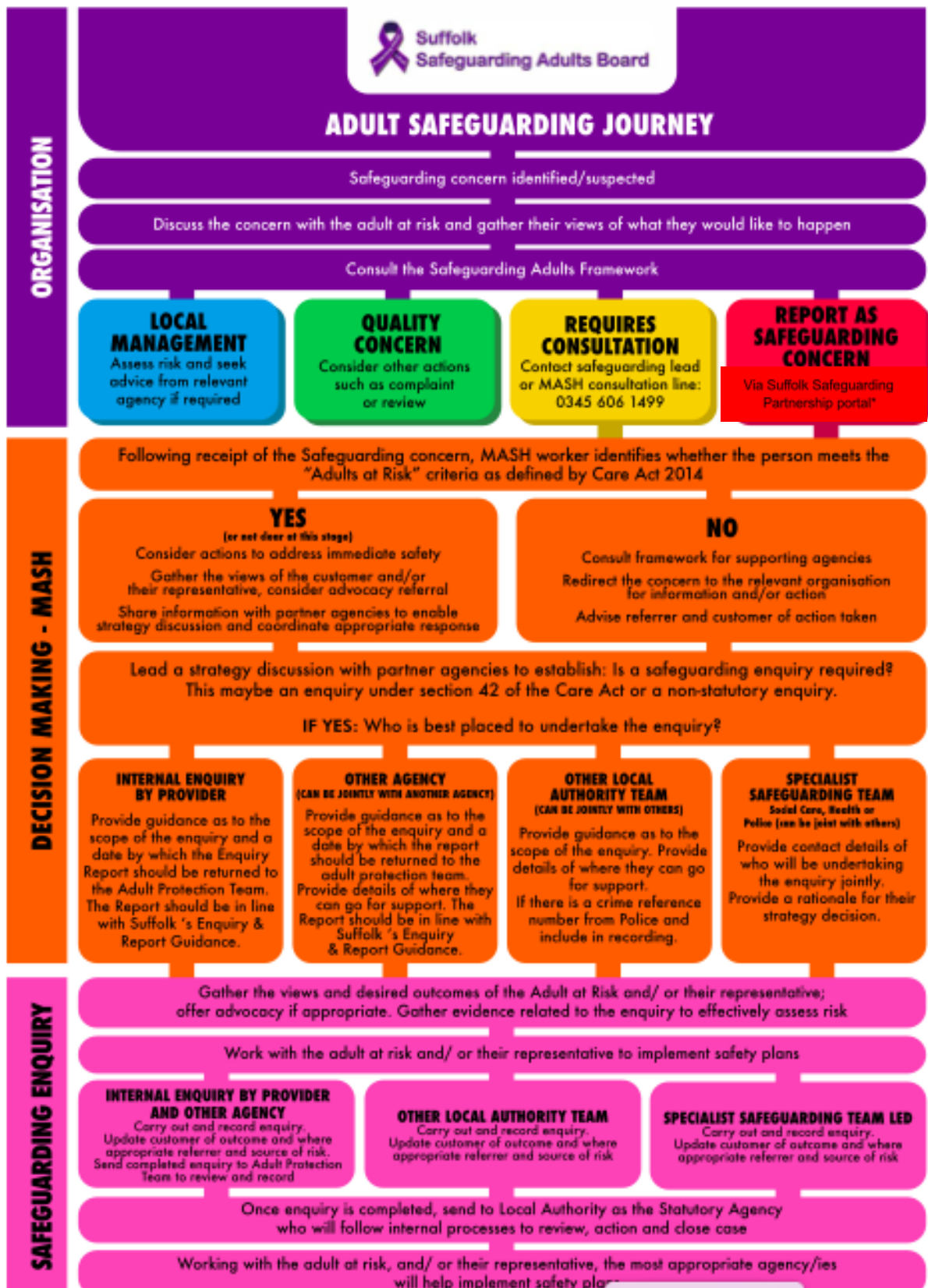
The following flow charts detail the steps that will be taken on the safeguarding journey:

What to do if you have a concern about a child or young person



* Make a referral via the Suffolk Safeguarding Partnership Portal which can be found at: <https://suffolksp.org.uk/concerned/>

What to do if you have a concern about an adult



* Make a referral via the Suffolk Safeguarding Partnership Portal which can be found at: <https://suffolksp.org.uk/concerned/>

Safer Recruitment

COHERE ARTS has a Safer Recruitment policy in place, and requires all providers to also have a policy and process in place that meets our requirements. COHERE ARTS will scrutinise all new applicants, verifying Right to Work in the UK and qualifications, obtaining suitable references and checking previous employment history. All subcontracted providers will be asked to confirm this process exists in their organisation as part of the quality assurance and contracting process.

Relevant staff must be DBS checked when starting work with us or a subcontracted provider. If an employee or contractor is going to teach groups of vulnerable adults, young people or children or work in a regulated place, a satisfactory clearance must be obtained in advance. Volunteers and support workers must be DBS checked if working 1:1 with children or vulnerable adults.

Staff waiting for DBS checks to be cleared cannot undertake any unsupervised face-to-face work with vulnerable adults or children. COHERE ARTS will keep a centralised list of all DBS and safeguarding training information. This will be monitored as part of our quality assurance process and reviewed on a regular basis.

Concerns or allegations about staff, contractors or volunteers

Allegations or concerns about a member of staff, contractor or volunteer must be reported to the DSO immediately. This could be that the person has:

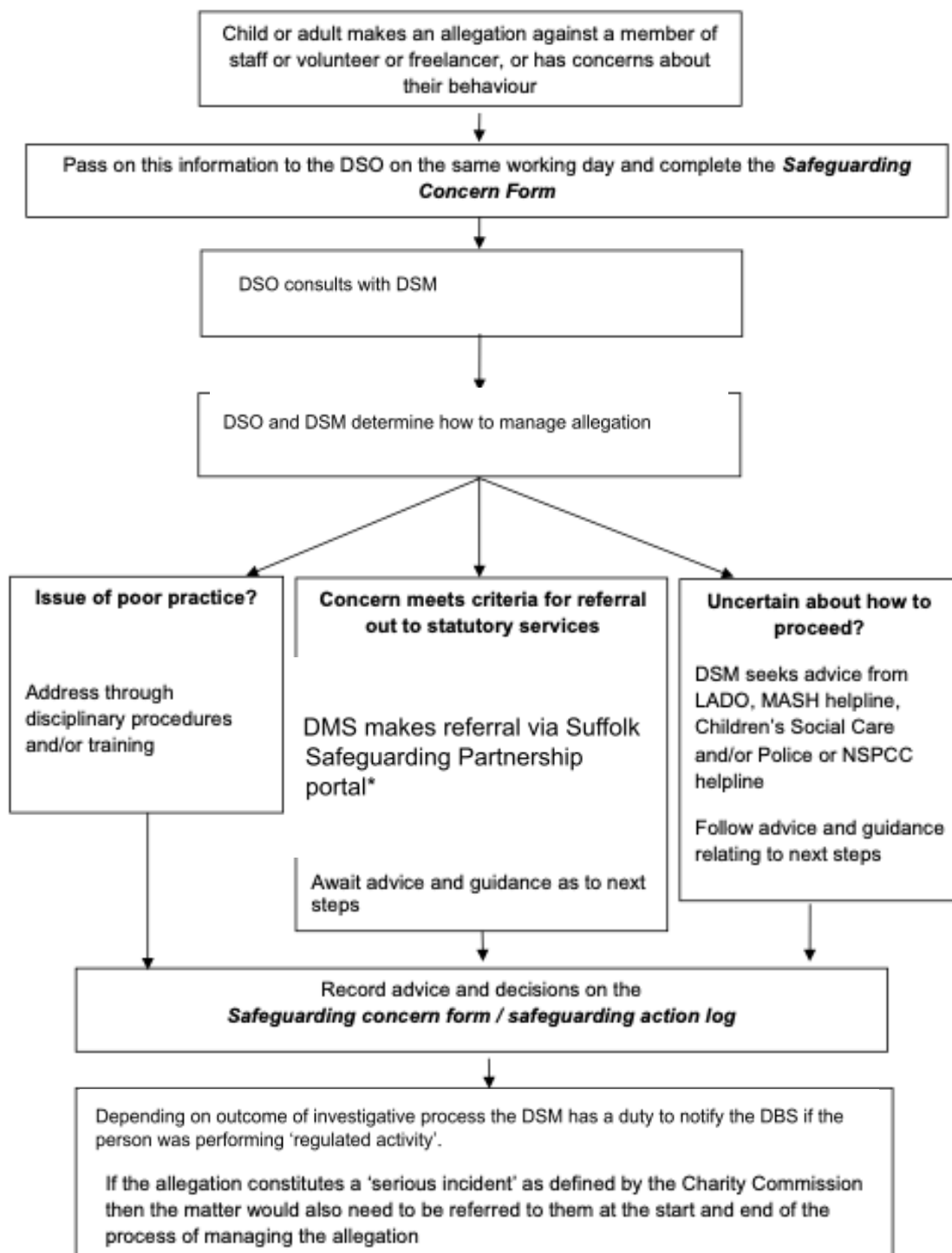
- Behaved in a way that has harmed a child, young person or adult
- Possibly committed a criminal offence against or related to a child, young person or adult
- Behaved in a way that is inappropriate or indicates that they are unsuitable to work with children, young people or adults at risk

If a member of staff/volunteer/freelancer is concerned about the behaviour of another member of staff/volunteer/freelancer then they should not worry about the confidentiality of this information. Even if it turns out to be mistaken, it is better to discuss it and enable a proper investigation and assessment to happen than not report it at all. Do not:

- Ignore concerns
- Confront the person
- Discuss the matter with anyone else apart from those identified in this procedure

If the concern is about the DSO, the staff/volunteer/freelancer should contact the COHERE ARTS board member responsible for Safeguarding.

What to do if you have a safeguarding allegation about a staff member, contractor, or volunteer



* Make a referral via the Suffolk Safeguarding Partnership Portal which can be found at: <https://suffolksp.org.uk/concerned/>

Further information and key contacts

DESIGNATED SAFEGUARDING OFFICER:

Amy Mallett amyvmallett@aol.com 07748070647

DESIGNATED SAFEGUARDING MANAGER & BOARD MEMBER RESPONSIBLE FOR SAFEGUARDING:

Penny Rooney rooney.penny@yahoo.co.uk 07704 091844

Adult Protection Team Duty Line	For enquiries about ongoing cases involving adults at risk	01449 724593
NSPCC Helpline	24-hour helpline for advice on child protection matters for professionals and adults	0808 800 5000
Childline	24-hour helpline for children and young people	0800 1111
Whistle blowing advice line (external)	Advice can be sought from NSPCC if using the HCT whistleblowing procedure has not resolved a concern satisfactorily	0800 028 0285
The UK Safer Internet Centre	Provides advice for professionals and responds to reports about sexual abuse images of children online	0844 381 4772
Child Exploitation and Online Protection Centre(CEOP)	Investigates inappropriate online behaviour such as grooming online or sexual exploitation	0870 000 3344
Internet Watch Foundation	Remove images of child sexual abuse content and criminally obscene content online	01223 203030
Disclosure and Barring Service (DBS)	Advice line for criminal records checks and barring people from working with children or adults at risk	03000 200 190
Local authority Children's Social Care (England)	Use the following website to find out the details: https://www.gov.uk/report-child-abuse-to-local-council	

Suffolk County Council Customer First	If you are concerned about a child or an adult and cannot access the Suffolk Safeguarding Partnership Portal	0808 800 4005
Professional Consultation Line	For professionals to discuss whether or not a child or adult referral is required with a MASH social worker	03456 061 499
Suffolk Safeguarding Partnership Portal	To make a referral about a child or adult at risk, or access the Multi Agency Safeguarding Hub Webchat Service	https://suffolksp.org.uk/concerned/
Suffolk County Council LADO	If you have concerns about an adult working with a child under the age of 18 that you would like to report	Email on LADO@suffolk.gov.uk or LADO central telephone number 0300 123 2044

SAFEGUARDING CONCERN FORM

Complete as much detail as you are able. Don't delay making a referral if there is information missing.

Part 1 Details of the person of concern:		
Name:		
Gender:	Age:	Date of Birth:
Religion	Ethnicity	Any additional needs (e.g. disability, language spoken, interpreter required)
Parent's/Carer's name(s) (if appropriate):		
Home address:		
Place where the concern was identified:		
Part 2 Details of a safeguarding allegation against staff and all others named in this document		
Name and role of person:		
Age and/or Date of Birth:		
Place where the concern came to light:		
Part 3 Your Details:		
Your Name:	Your Position:	Your contact details

Part 4 Report:	
Are you reporting your own concerns or responding to concerns raised by someone else?	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name, role and contact details (if known):

Please provide details of the concerns you have for the child safety and/or welfare, including times, dates or other relevant information. Please make it clear whether you are giving a fact, expressing your opinion or expressing the opinion of someone else. Please add any other relevant information known. If you are reporting on concerns about a safeguarding allegation against a member of staff, contractor or supplier please provide full details here.

The person's account of what happened (e.g. of any incident, injury, disclosure, behaviour), using the template if helpful to mark any mentioned injuries:



Please provide details of the person alleged to have caused the incident/injury if known (e.g. names(s) /address/ incident address /relationship to child):

Please provide details (name, role contact details if known) of any witnesses to the incident/concerns:

Part 5: Actions Taken	
State any risk of immediate danger:	
Identify any action taken already e.g. contact with police, manager, LADO, MASH helpline	
If under 18, are the child's parents/carers or accused person aware that a report has been made:	
If over 18, does the person you are concerned about give consent for you to progress this matter?:	
If over 18, does the person you are concerned about have full mental capacity?:	
Any known previous history of concerns or abuse or allegations:	
Any further information or comments:	

Date and time of report being submitted.....

Part 6: Immediate action and decisions by DSO