Safeguarding Children and Adults at Risk

Contents

Safeguarding Quick guide

1. **Policy Statement**
2. **Definitions and Core Knowledge**
    1. Definitions
    2. Types of Abuse
3. **Guidelines and Procedures**
    1. Key Safeguarding Contacts
    2. South East Dance and Local Contacts
    3. Recruitment and Training
    4. Code of Conduct
4. **Reporting Abuse**
    1. Disclosures
    2. Reporting a Disclosure
    3. Confidentiality
5. **Photography, Filming and Social Media**
    1. Consent and Handling of Images and Film Footage
    2. Filming and Taking Photographs
6. **Online Safety**
7. **Acknowledgements and review**

Appendices

Appendix 1Reporting Flowchart

Appendix 2South East Dance Safeguarding Report Form

Appendix 3Types of Abuse and Recognising Abuse

Appendix 4Media Consent Form Templates

Appendix 5Online Safety Agreement

Appendix 6 Safe Recruitment

Is the person in immediate danger?
Call 999 in an emergency- if you are unsure, speak to the Safeguarding Lead – Cath James
If you cannot reach a designated safeguarding staff member and need immediate guidance, the NSPCC helpline is 0808 800 5000 for children under 18 or if you think a crime has taken place but it's not an emergency, phone Sussex Police on 101 for adults.
Designated Safeguarding Officer: cath.james@southeastdance.org.uk +44 (0) 7979 751377
Deputy Safeguarding Officers: sian.willett@southeastdance.org.uk +44 (0)7483 098841 Linzi.whitton@southerastdance.org.uk +44 (0)7483 098841 Mark.Fleming@southeastdance.org.uk +44 (0)7483 098841
Executive Director: Rachel.gibson@southeastdance.org.uk +44 (0) 7985 543264

You have concern about the behaviour of a member of staff, contracted artist, volunteer or someone involved with South East

You have concerns that a child or adult at risk of harm is or may be subject to abuse or harm.

You are approached by a child or adult at risk of harm who tells you that they are being harmed or

Safeguarding quick guide







If the behaviour of a member of staff or other person (including other young people and adults at risk of harm) is potentially threatening the well-being of a child or adult at risk, you must report your concerns to one of the designated safeguarding staff. Any allegations concerning a member of staff will be passed to the Executive Director who has

Make a written and dated note of any observations. Inform one of the designated safeguarding staff as soon as possible and within 24 hours, who will investigate and make

Stay calm and keep an open mind. Don't promise to keep information secret. Make it clear that you have a duty to pass it on. Record the information you are provided with and pass on to one of the designated Safeguarding staff (within 24 hours) who will decide what further action is needed. This information may be passed on to an external agency and should include a record of the time, date and persons

Where possible report to a Designated Safeguarding Staff member within 24 hours.

1. Policy Statement

South East Dance's vision is *a world where every body is empowered to create, take part in and enjoy dance in all its forms.*

South East Dance is committed to practices promoting safe environments and supporting the health, well-being, safety and positive development of children and adults at risk.

This policy applies to all staff, the board of trustees, freelancers, volunteers, students or anyone working paid or unpaid on behalf of the organisation. The policy is approved by our board of Trustees.

A child is someone under 18, and an adult at risk of harm is defined by the Care Act (2014) as someone who experiences or is at risk of abuse and has needs for care and support, which means they cannot protect themselves against neglect or abuse.

South East Dance believes that:

- The welfare of a child or adult at risk is paramount, they must always be protected from harm.
- Every child and adult at risk has the right to protection from abuse, harassment or any kind of harm regardless of their age, culture, disability, gender reassignment, race, religious belief, gender, sexual identity, or socio-economic background.
- Everyone working with children and adults at risk of harm is responsible for the safety and well-being of each person in our care. They should feel safe and able to speak out if this is not the case.
- All staff, freelancers and volunteers should have the appropriate knowledge of Safeguarding and online safety to carry out their responsibilities effectively and be able to respond to concerns.
- All concerns and allegations of abuse must be taken seriously and responded to swiftly and appropriately.

South East Dance meets its responsibility towards Safeguarding through:

- Adopting the NSPCC 2019 Edition Voluntary and Community Sector Standards Six Standards
- Ensuring proper recruitment and training for all staff and volunteers, including checking references and requesting the appropriate level DBS certificate checks.
- Sharing information regarding policies and protocols with freelancers and volunteers.
- Ensuring all staff, freelancers and volunteers agree to the Safeguarding Code of Conduct.

- Ensuring that all documentation and sensitive information is treated confidentially, held, and used in line with the Data Protection Act and General Data Protection Regulation.
- Ensuring that the relevant consent procedures are carried out for filming and photography
- Ensuring, within our programming, that there is sensitivity to the content, taking into account the age, gender and abilities of the participants

It is the responsibility of all staff, freelancers and volunteers, to ensure they always understand and follow this policy. If anything is unclear or does not make sense, they must ask the Designated Safeguarding Officer.

2. Definitions and Core Knowledge

2.1 Definitions

Child - a person up until their 18th birthday

Young person - not a legal term, but widely used to include older children, teenagers and those into their early 20s

Adult at Risk of Harm (adult at risk) – a person aged 18 years or over who may require community care services due to mental health, disability, age or illness; and who is or may be unable to care for or protect themselves against significant harm or exploitation.

Child Protection - protecting children from abuse and neglect through adhering to legislation

Safeguarding - recognised as the wider practice of supporting the needs of children, young people and adults at risk of harm, which also includes preventing impairment to health or development and where their welfare is actively promoted.

2.2 What is Abuse?

Abuse and neglect are forms of maltreatment. Someone may abuse or neglect by inflicting harm or by failing to act to prevent harm.

Children and Adults at risk may be abused in a family, an institution or a community setting by those known to them or by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. An adult or adults, or a child or children, can commit abuse. For definitions of Types of Abuse and Recognising Abuse, see Appendix 3

3. Guidelines and Procedures

3.1 Safeguarding Key People

The Safeguarding Lead at South East Dance leads on child protection and safeguarding issues and concerns relating directly to South East Dance led activity and will be responsible for liaising with the relevant external safeguarding services. The Executive Director and Board of Trustees takes on overall organisational responsibilities for safeguarding.

South East Dance Safeguarding contact details:

Safeguarding Lead: Cath James – Artistic Director

cath.james@southeastdance.org.uk 07979751377

Online Safety Officer: Sarah Kearney, Children and Young People Programme Manager

+44 (0)7483 098841. Email sarah.kearney@southeastdance.org.uk

Deputy Safeguarding Officers: Sian Willett, Head of Venue Hires

+44 (0)7483 098841 sian.willett@southeastdance.org.uk

Linzi Whitton, Head of Programme

+44 (0)7483 098841 linzi.whitton@southeastdance.org.uk

Mark Fleming, Building & Sustainability Manager

+44 (0)7483 098841 mark.fleming@southeastdance.org.uk

HR and Executive Lead: Rachel Gibson, Executive Director

+44 (0) 7958 543264. Email rachel.gibson@southeastdance.org.uk

Lead Trustee for Safeguarding: Subathra Subramaniam

3.3 Local Contacts

Children and Young People

- Front Door for Families, Brighton & Hove, provides support and guidance for parents, carers, members of the public, young people and professionals. Phone: (01273) 290400, Email: FrontDoorForFamilies@brighton-hove.gov.uk or Online Referral Form
- To contact Children's Services outside working hours, call 01273 335905. If a child is in immediate danger or left alone, you should contact the police or ambulance service on 999
- Local Area Designated Officer in Brighton & Hove, the Local Authority Designated Officer (LADO) is Darrel Clews. Contact Darrel on 01273 295643 or Mobile 07795 335879

Adults at Risk of Harm

Brighton & Hove City Council - If you or someone you know is at risk of or experiencing abuse or neglect, complete the online report abuse form.

If you're a professional, complete the safeguarding adults at risk form.

Find out about the type of people who might be at risk and how to recognise and report abuse and neglect in the Sussex Safeguarding Adults Policy and Procedures.

How to report abuse or neglect

- In an emergency, phone the police on 999. If you think a crime has taken place, but it's not an emergency, phone Sussex Police on 101.
- Monday to Friday, 8.30 am to 4.30 pm, phone Access Point on 01273 29 55 55 or email hascsafeguardinghub@brighton-hove.gov.uk.
- Outside of Brighton & Hove, please contact your Local Area Designated Officer or Adult Services in your local authority area.

3.4 Recruitment and Training

All staff, freelancers and volunteers undergo a thorough recruitment process, including application submission, interview and reference checks. Staff recruited to work with South East Dance have the necessary skills to fulfil their role and attend relevant training to ensure their role is performed well. They are given an induction to take them through South East Dance's policies and procedures and are provided with the necessary support and supervision in their role.

All who work with South East Dance are required to read, understand and agree to the Safeguarding policy and procedures and work in line with the Code of Conduct.

Those working with children or adults at risk undertaking regulated activity are required to go through the necessary DBS certificate checks at the appropriate level.

South East Dance understands that gaining the required level of suitability check from partners and artists not resident in the UK may not be possible. Those without a DBS certificate at the appropriate level will not work with children or adults at risk of harm nor have access to sensitive information, including images. Therefore, those international freelancers must provide the equivalent of their countries' certification at the level required by the DBS.

All South East Dance staff will refresh, review changes and read updates to this policy biennially and as and when appropriate.

3.5 Roles and Responsibilities

Definitions

Project lead: SED staff member leading the activity or project

Project deliverer: in most circumstances a freelance artist(s)/company. Any freelance artist working with children, young people or adults at risk of harm must have an appropriate DBS check in place.

Staffing requirements for activities involving children, young people or adults at risk of harm

The Project lead must ensure that all freelancers engaged to deliver activity receive a Letter of Agreement or contract and the appropriate induction pack outlining the relevant policies, including Safeguarding. The staff member contracting the freelancer is responsible for ensuring that they have read and understood the relevant policies, have signed the code of conduct and know who to contact if an incident occurs.

There should be two adults present for any work involving children, young people or adults at risk of harm. Both adults must be DBS checked. In most instances one of the adults will be the artist or other practitioner leading the activity. Depending on the circumstances the second adult could be:

- a second teacher or assistant teacher if the activity requires it
- a DBS-checked member of the SED team
- a freelance Project lead contracted by SED and DBS checked
- a teacher, if the work is taking place in a school/nursery
- a DBS checked member of the host organisation's staff, if the work is taking place in a community, other off-site setting or with a partner organisation

If for any reason a second adult is not available then the Project lead should carry out a risk assessment to determine whether the activity can safely go ahead with only one adult present.

Partnership projects: Project leads should establish that project partners should have their own safeguarding policy and that they have also have read and signed ours.

Hirers: the Head of Business Development should establish whether hirers require and have their own safeguarding policy and ensure they have read and signed ours.

It is the responsibility of the Designated Safeguarding Officer to ensure that there is at least one annual session for ALL STAFF to refresh and update their safeguarding knowledge.

3.6 Code of Conduct

South East Dance believes that participants' safety is paramount. Participants should not be put at risk at any time while they are involved in our projects and activity. All staff, volunteers and external contractors should ensure that their standards of personal behaviour, conduct and language are professional, that there is sensitivity to the content of workshop sessions, taking into account age, gender, and disability and protected characteristics of participants and

adaptions made where necessary.

This Code of Conduct outlines the behaviours expected. It is set out to help protect children, young people and adults at risk of harm from abuse, promotes good practice and challenges inappropriate behaviour. It serves to maintain professional and respectful standards and reduce the possibility of unfounded allegations of abuse being made.

All members of staff, volunteers and external contractors are expected to report any concerns or breaches of this Code of Conduct to the Designated Safeguarding Officer. A serious breach may result in a referral to the police, the Local Children's or Adult's Safeguarding Board, Social Services and/ or the Disclosure and Baring Service (DBS).

It is important to model behaviour that participants will adopt, and to report inappropriate or abusive behaviour from participants to the Designated Safeguarding contact or secondary contact.

When working with children, young people and adults at risk of harm it is important to:

- Read in full and follow South East Dance's Safeguarding Policy at all times.
- Treat all children (those aged under 18) and adults at risk of harm with respect and provide examples of good conduct you wish others to follow
- Ensure that there are at least two adults present during activities with children, young people and adults at risk. If for any reason a second adult it not available then the Project lead must carry out a risk assessment to determine whether the activity can go ahead with only one adult present
- Know at all times where children and adults at risk of harm are and what they are doing
- Respect children, young people and adults at risk of harm's right to personal privacy
- Challenge inappropriate language and behaviour
- Encourage children, young people and adults at risk of harm to feel comfortable and feel able to point out attitudes or behaviour they do not like
- Avoid physical contact where possible, unless it is clearly set out within a physical activity and ensure any contact with children, young people and adults at risk of harm is appropriate and relevant to the work of the project (see below)
- Recognise that special caution is required when you are discussing sensitive issues with children, young people and adults at risk of harm
- Choose music with lyrics that are not insulting or abusive and which are appropriate to the age and ability of participants
- Operate within South East Dance's policies and guidance and any particular procedures
- Report all allegations/suspicions of abuse to SED's Designated Safeguarding Officer and/or partner organisation's Designated Safeguarding Officer immediately or as soon as possible.
- Ensure that children, young people and adults at risk of harm are not left unsupervised at any time during the project activity whether it be indoors, outside or online.
- At all times staff, volunteers, freelancers and external contractors should avoid being alone with an individual child, young person or adult at risk of harm
- Understand that indulging in 'horseplay', tickling or fun fights is not permitted
- Ensure that you do not allow yourself to be drawn into any inappropriate or attention-seeking behaviours or make suggestive or derogatory remarks or gestures in front of children, young people or adults at risk of harm
- Avoid jumping to conclusions about others without checking facts
- Avoid favouritism to any individual

You must not:

- Socialise with children, young people or adults at risk of harm alone outside project hours
- Offer money, or lifts home from the project
- Exaggerate or trivialise any abuse issues
- Conduct a sexual relationship with a child or adult at risk of harm or indulge in any form of sexual contact with participants. This includes showing suggestive images on electronic devices, sending online images or engaging in discussions of a sexual nature
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or adults at risk of harm in person or online
- Act in a way that can be perceived as threatening or intrusive
- Rely on your good name or that of the South East Dance to protect you
- Believe 'it could never happen to me'
- Take a chance when good sense, policy or practice suggests another more prudent approach

Physical Contact/ Safe Touch

It is recognised that because dance is a physical and creative activity, physical contact may be an appropriate part of certain project and workshop activities. All physical contact must be appropriate to the activity and should never compromise the physical or emotional safety of participants.

- Be aware that every physical contact with a child and adult at risk of harm, however well-intentioned, may be misinterpreted
- Consider if physical contact is necessary. Use your skills in demonstration, clear instruction, imagery and intonation of voice to support participants to access activity and develop their technical and creative skills
- Where physical contact may be useful or necessary, ensure that permission is given, that clear explanation of the nature of the contact is given, and that the contact results in understanding or learning that could not have been conveyed in another way
- No participant should be forced into physical contact against their will. It is sometimes necessary to look at body language to check comfort and safety, and respond appropriately to meet the needs of the participant
- Any weight bearing activities should be assessed and alterations made to ensure physical safety of participants
- 'Social' physical contact beyond handshakes should be avoided

Film and photos

If the project you are involved in requires you to watch non-public footage or to view photos of children or adults at risk on a computer that does not belong to South East Dance then you agree to storing those images and footage securely on a password protected device for your use only. All images and photos must be deleted once the project is complete unless agreed otherwise and must not be shared with anyone else without permission from South East Dance.

Digital and Social Media and the use of phones

When working with children or adults at risk you must not:

- Exchange personal contact details or engage in private messaging with a child or adult at risk of harm from a personal social media account. If needed for the running of the project, you can set up a professional social media account separate from your personal account
- Take film footage, photographs or screen shots on any personal devices
- Send suggestive images on electronic devices, online images or links
- Engage in discussions of a sexual nature.

South East Dance Safeguarding contact details

If you have any concerns then please call: +44 (0)7483 098841 or email:

Safeguarding Lead: cath.james@southeastdance.org.uk

Executive Director: rachel.gibson@southeastdance.org.uk

Signed in agreement to abide by this code of conduct:

Name:

Signature: Date:

This is part of the South East Dance safeguarding children and adults at risk of harm policy. There is a policy statement and key contact details available in the policy on our website Safeguarding of Children and adult at risk of harm Statement | South East Dance

4. Reporting Abuse

4.1 Disclosures

A 'disclosure' is when a person shares information about abuse. Disclosures can be verbal, written or physical. It is sometimes the case that a disclosure occurs during more creative or emotionally engaging activities and to an adult who is less well known to the participant. Staff need to be well equipped to deal with disclosures and know the procedures necessary to support the child, young person or adult at risk of harm.

Although each project, workshop or event will be supervised by a member of staff who has received safeguarding training and has an Enhanced DBS certificate, a child, young person or adult at risk of harm may disclose abuse to another member of staff or a freelancer. It is imperative that this person knows how to respond to and report this disclosure. Please see Appendix 1 Reporting Flowchart.

Every concern must be acted upon. It is not the responsibility of the staff member or the Designated Safeguarding Officer to judge whether the information is true. Appropriate action will be taken following a consultation between the Designated Safeguarding Officer and a professional or professionals from child protection agencies. These include the police, NSPCC and Social Services.

Barriers to Disclosure

A child, young person or adult at risk of harm, may not tell anyone that they are being abused for a number of different reasons. They may be scared to do so and receive threats from their abusers. They often believe it is their fault that they are being mistreated and are frightened that they may be taken away from their home if anyone finds out. It is often embarrassing for a child, young person or adult at risk of harm to disclose such personal details.

Some children, young people and adults at risk of harm may not be able to disclose information due to communication or learning difficulties, or they may simply be too young or vulnerable to understand what is happening to them.

Fear of not being believed is also a common reason for keeping quiet and it may be that they have tried on previous occasions to seek help but been ignored.

Adults also face difficult decisions when they discover that abuse may be taking place. It can be very stressful and time consuming to become involved in allegation processes of this type. Some people fear that they may have got it wrong and don't want to cause unnecessary upheaval for the child, young person, adults at risk of harm or their family.

The person to whom the disclosure has been made may not know who to contact or what to do

with the information they hold. It may be that the allegation is against someone they know and they cannot face the consequences of becoming involved. By ensuring that all staff, volunteers and external contractors have read and understood this policy, South East Dance can mitigate against this.

4.2 Reporting and Responding to a Disclosure

If a child, young person or adult at risk of harm discloses to you it is important to follow these guidelines:

- Stay calm
- Actively listen to the participant, allowing them to speak at their own pace
- You **must** tell the participant that you **cannot promise** to keep it a secret
- Where possible ensure that you are not alone during the disclosure
- Only ask questions to clarify what is being said, **do not ask leading questions**
- Reassure the participant that they have done the right thing by telling you
- Tell the participant what will happen next and who will need to know the information
- Record in writing what was said using the **participant's own words**. Include the date, time, child/young person/ adult at risk of harm's name, your name and job title, location disclosure took place, what was happening immediately before the disclosure was made (the activity), any other witnesses
- Report the disclosure to the Designated Safeguarding Officer as soon as is possible on the report form (see Appendix 2- Report Form)

If you believe that the child, young person or adult at risk of harm is in immediate danger or that a crime has been committed, **call the police.**

You must not share the information about the disclosure to other colleagues, though it is recommended that you inform your line manager that a disclosure has taken place so that you can be given the support that you need.

The Designated Safeguarding Officer will discuss concerns with the Executive Director, the Local Area Designated Officer, Local Area Children's board (MASH) Social Services or NSPCC and will take the recommended action.

If you have concerns about a participant, other staff member or volunteer, please discuss your concerns with the Designated Safeguarding Officer or Executive Director at South East Dance or appropriate staff at the hosting or partner organisation. You will be informed of who this person is before you start work on the project.

4.3 Confidentiality

The legal principle is that the "welfare of the child is paramount"

- The right of a child, young person or adult at risk of harm to protection takes precedence

over their right to confidentiality. All concerns will be reported

- Names of children and adults at risk of harm or staff members about whom there are concerns or who have breached the code of conduct are not shared around the organisation
- Information will be stored in a secure place with limited access to designated people, and destroyed safely after a designated amount of time, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure)

1. Photography, Filming and Social Media

5.1 Consent and Handling of Images and Film Footage

South East Dance uses photos and film footage to document and promote its work. Images and footage will only be used when written consent is given by the parent or guardian of participants or by a relevant school or carers authority.

South East Dance recognises that some people (parents, guardians and participants) may be happy for images or footage to appear in documentation which is not widely distributed but do not want these to appear through social media or online.

- South East Dance will make explicit where images or footage will be uploaded onto the official South East Dance website, Facebook page or other social media site and ensure that the Media Consent Form includes an opt out from these.
- South East Dance will take reasonable steps to ensure that reproduction of a participant's image does not put any participant at risk.
- South East Dance will not attach names of participants to any photography or film material.
- All images and footage will be stored safely in line with Data Protection legislation
- for large scale open air/public events South East Dance will put up signage to communicate when activity is subject to filming and photography and whether this will be shared online via South East Dance websites
- See Appendix 4 for a pro forma of the Media Consent Forms.

5.2 Filming and Taking Photographs

Filming and the taking of photographs will be done by professional photographers, staff photographers or film makers engaged by South East Dance or the participating partner organisations.

The taking of photographs or filming footage or online screen shots of children, young people or adults at risk of harm on personal devices is not permitted. Doing so is a breach of confidentiality and can jeopardise the good name of South East Dance and its partner organisations and open those filming or taking the photographs to serious allegations of abuse.

Should South East Dance or the participating partner organisation decide that, for the benefit of the project, film or photographic evidence can be taken, guidelines on how, on what device and safe transfer of images to the partner organisation or South East Dance will be prescribed.

1. Online Safety

Working in partnership with children and adults at risk of harm, their parents, carers, contracted artists and other agencies is essential in promoting our participants' welfare and in helping them to be responsible in their approach to online safety

The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and adults at risk of harm, and is beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by a child or adult at risk of harm, can be actually or potentially harmful to them.

We seek to promote online safety by:

- appointing an Online Safety Coordinator, Children & Young People's Programme Manager to oversee the online safety policy and procedures
- developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of Information Communication Technology (ICT); (please see Staying safe online | Childline
- developing an online safety policy which will be made available to all staff and contractors or partners that require it due to the nature of their work. Please contact South East Dance to request this policy
- supporting and encouraging the children and adults at risk of harm using our service to use the opportunities offered by mobile phone and tablet technology and the internet in a way that keeps themselves safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their devices such as mobile phones, laptops, tablets and game consoles
- incorporating statements about safe and appropriate ICT use into the codes of conduct for staff, volunteers and external contractors and for children and adults at risk of harm
- developing an online safety agreement for use with young people and their carers (see Appendix 5)
- use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/ adult at risk of harm (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse)
- informing parents and carers of incidents of concern as appropriate
- reviewing and updating the security of our information systems regularly
- providing adequate physical security for ICT equipment
- ensuring that user names, logins and passwords are used effectively
- using only official email accounts provided via the organisation, and monitoring these as necessary
- ensuring that the personal information of staff, volunteers, external contractors and

participants (including service users' names) are not published on our website
- ensuring that images of children and adults at risk of harm and their families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- any social media tools used in the course of our work with children and adults at risk of harm and their families must be risk assessed in advance by the member of staff wishing to use them, and cleared with the Safeguarding lead
- providing effective management for staff, volunteers and external contractors on ICT issues, through supervision, support and training.
- examining and risk assessing any emerging new technologies before they are used within the organisation
- This document will be reviewed as a minimum biennially or when appropriate in response to technological developments and Online Safety policy and procedures

1. Acknowledgements and Review

AcknowledgementsSouth East Dance created this policy with reference to the Safe Network and First Check guidelines produced by the NSPCC and Keeping Arts Safe, Arts Council England guidelines. Some information has been adapted from the EduCare Child Protection Awareness Programme (modules one and two) and training on Safeguarding Children and Adults at risk by Artswork.

These policies and procedures have been written in line with the following government legislation and guidance:

- Children's Act 1989, Children's Act 2004, and Children and Social Work Act 2017
- Working Together to Safeguard Children (July 2018)
- Protection of Children Act 1999
- Police Act 1997
- Care Act 2014
- Data Protection Act 2018
- Mandatory reporting of female genital mutilation (FGM) (Serious Crime Act 2015)
- Counter-Terrorism and Security Act 2015 (Prevent Act)
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Disclosure and Barring Service
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006, amended 2010
- Children (Performances and Activities) (England) Regulations 2014
- Mental Health Act 1983
- Public Interest Disclosure Act 1998

Reviewing this policy

This policy and related procedures will be reviewed biennially as a minimum and reviewed and approved by the Board of Trustees biennially. The Safeguarding lead will regularly check for updates to safeguarding guidelines and undertake training as and when appropriate. The policy will be updated as soon as possible after new information or guidance becomes available.