



WOOLER ARTS

SAFEGUARDING POLICY STATEMENT AND PROCEDURES

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1. POLICY STATEMENT

This organisation, Wooler Arts and its members have a duty to ensure:

- That activities organised by Wooler Arts are safe and that working practices promote safety at all times.
- That appropriate support will be offered to all its members to implement this policy.

Wooler Arts has a duty of care to safeguard from harm all children, young people and vulnerable adults with whom it interacts. We strongly believe that all children, young people and vulnerable adults have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This policy details the organisational procedures and best practice as applicable to all Wooler Arts personnel. This includes employees, volunteers and those who work on a freelance basis and the Wooler Arts committee.

Our policy ensures that all staff and volunteers are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children and young people in their care. We aim to offer advice to Wooler Arts staff members and freelance artists with regards to good practice.

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

We have procedures in place to address poor practice, and to help any child/young person or vulnerable adult who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a child/young person tells us that they are affected by these issues. We will work with external agencies to ensure as far as possible that children and young people are protected.

The terms child, children, young person, young people are used to refer to anyone under the age of 18 years.

The term “vulnerable adult” is defined as anyone who is aged 18 years or over and is at risk of abuse or neglect because of their need for support and/or care.

See Contact Details (Appendix 1)

2. STAFF ROLES & RESPONSIBILITIES

2.1 The Safeguarding Officer (with support from Chair of Trustees and Committee) leads upon policy development and reporting, including:

- Reviewing and updating Wooler Arts' safeguarding policy on an annual basis or when necessary.
- Leading upon contact with Local Authority Services in the event that a child/young person is at risk of harm.
- Managing complaints about poor practice and allegations against staff/volunteers.
- Referring relevant issues of safeguarding to the Board of Trustees for consideration.
- Collecting and monitoring data on all safeguarding activities across Wooler Arts.
- Ensuring the Wooler Arts recruitment procedure covers safeguarding.
- Promoting safeguarding across Wooler Arts.
- Providing guidance to staff concerned about a child protection issue.
- Keeping accurate records of concerns about children and young people and actions taken.

All Wooler Arts Committee members, staff, volunteers and freelance workers have a responsibility to safeguard children and young people from harm, including:

- Being vigilant for the signs that may indicate a child/young person/vulnerable adult is experiencing harm or is at risk of harm.
- Reporting any disclosures or concerns as soon as possible to the Safeguarding Officer.

2.2 Wooler Arts Trustees

The Charity Commission will expect Wooler Arts Trustees to assess the risks that arise from the organisation's activities involving children, young people

and vulnerable adults and develop and put in place, safeguarding policies and procedures to protect them.

- Wooler Arts Trustees are expected to act responsibly in responding to allegations of abuse and to take steps to ensure they and the people working in the organisation know how to deal with incidents of abuse if they arise.
- Trustees must put systems in place to make the necessary checks to ensure individuals who are Trustees, staff, freelance workers and volunteers are legally able to act in positions involving children and vulnerable adults.
- Trustees are required to report serious incidents to the Charity Commission. This demonstrates that Trustees have identified a serious risk to their organisation and are taking appropriate action.

Everybody should be clear about their responsibilities. Clear roles help to provide a safe environment for all. If you are unsure you should contact the Safeguarding officer and or Chair for clarification.

2.3 The Code of Conduct

The Code of conduct applies to all members of Wooler Arts who may come into contact with children, young people and vulnerable adults during their work with the Wooler Arts. It describes ways of creating an environment which show that bullying, sexism, shouting, racism etc are not acceptable.

See Code of Conduct for Staff, Volunteers and Trustees (**Appendix 2**)

2.4. Family Events and Performances

For all family events run by Wooler Arts, there will be at least one member of Wooler Arts in attendance who has a DBS certificate, to supervise other staff who may not have been DBS checked.

The “duty of Care” for children and vulnerable adults lies with their parents/carers who are expected to remain in attendance at all times.

3 RECRUITMENT, SELECTION AND TRAINING OF STAFF

3.1 Safer recruitment and Selection of Staff

Safe recruitment and selection practice is vital in safeguarding and protecting children and young people and vulnerable adults. Wooler Arts recognises and takes seriously its responsibility to adopt practices which minimise risk to children and young people and vulnerable adults by ensuring that measures are in place to deter, reject or identify people who might abuse children and young people, and vulnerable adults or who are unsuitable to work with them.

The safety and well-being of children and young people is borne in mind at all times throughout the recruitment and selection process. Safe recruitment practices will be applied to all roles within Wooler Arts whether paid or voluntary.

3.1 Wooler Arts will ensure that:

- The safety of children and young people is explicitly stated in job descriptions and person specifications.
- Gaps in employment history will be queried.
- Wooler Arts has an open-door policy when rehearsing or during workshop activities. This means that, at any time, a trustee may enter the space to observe the session. This offers transparency and an opportunity to feedback and reflect on good practice.
- It is a basic requirement for any person working with Wooler Arts to confirm that they have read, understood and agreed to abide by this safeguarding policy prior to offering any activity for Wooler Arts.
- Any person working with Wooler Arts is required to have completed the Wooler Arts on-line safeguarding training package.

3.2 Freelance staff:

- Where relevant, written references will be obtained to confirm their suitability for working with children and young people.
- Staff will be monitored by the Safeguarding officer and the Chair who will offer appropriate advice/guidance on best safeguarding practice.
- Freelancers who are delivering a one-off session only, will not have unsupervised contact with young people or vulnerable adults as there

will always be at least one, DBS checked, member of Wooler Arts supervising the activity. In this case, following a thorough risk assessment, it may be decided that it is not necessary to subject them to all of the above checks although they must, like all other staff, agree to abide by the Wooler Arts Safeguarding policy.

3.3 Volunteers

- All volunteers are required to sign a self disclaimer agreement (See Appendix 6) which clarifies the nature and purpose of their role as volunteer, the conduct expected, the limits of their responsibility and confirms that they have read, understood and are prepared to abide by the Wooler Arts Safeguarding policy.
- Self-declaration requires an individual to give information about themselves that will be used to help determine their suitability for carrying out a role where they will come into contact with children and young people. It can also be used for people who will have no unsupervised contact or direct responsibility for children and young people. Self-declaration does not replace the need for a DBS disclosure check for eligible roles, but can provide additional information that a DBS check may not. Wooler Arts seeks to encourage members of the local community to be involved in our activities, both as participants and volunteers for the organisation. Only certain opportunities will be available to those people who are not willing or for whom it is not appropriate to be submitted to the full volunteer recruitment process. These volunteers will be limited to assisting at events and/or fulfilling tasks that are strictly understood NOT to be Regulated activities (Appendix 5.2) and that will not bring them into significant and/or sustained contact with children, young people and vulnerable adults.
- Where a volunteer is to be undertaking significant work for the organisation and/or where they are to be involved in Regulated activities or significant and sustained contact with children, young people and vulnerable adults then full safer recruitment guidelines will be followed to confirm their suitability for working with children, young people and vulnerable adults.
- Staff will be monitored by the Safeguarding officer and the Chair who will offer appropriate advice/guidance on best safeguarding practice.

- Where volunteers are involved in Wooler Arts events, they will be monitored and supervised during that event, by a person or persons designated by the SO, trustee or Wooler Arts committee member that has completed the safer recruitment process.

3.4 STAFF TRAINING

Police checks alone are not effective in preventing abuse and Wooler Arts is keen to ensure that all its members are fully aware of their individual responsibilities in respect of the Safeguarding policy.

- Safeguarding induction training is mandatory for all those who work directly with children and young people. Such training has been identified and accessed via the National Voluntary Association .
- Wooler Arts will keep a record of all safeguarding training undertaken by both freelance and permanent staff, volunteers and committee members and will remind them when they are due to attend further training.
- Wooler Arts asks all contracted staff to take responsibility for their own training and development and to seek further training as and when required.

Support is also available through the Chairperson, Designated Officer and committee members.

4. IDENTIFYING & RESPONDING TO CONCERNS ABOUT A CHILD/YOUNG PERSON

At times Wooler Arts personnel may have to respond to concerns about the welfare of children and young people. This could relate to the actual or alleged harm of a child/young person. Alternatively a child/young person or vulnerable adult with whom you are working may disclose abuse directly to you.

4.1 Recognising abuse

Recognising abuse is one of the first steps in protecting vulnerable people. However, it's important to remember that changes in behaviour or signs you may have noted do not necessarily mean that someone is being abused - there may be another reason, such as problems at home. On the other hand, there may not be any signs - you may just feel something is wrong.

Signs that might make you feel concerned that a child is at risk of harm:

- Unexplained bruising, injuries or burns
- Changes in behaviour
- Sexually explicit language or actions
- Being left outside the home for long periods without food/drink
- Showing aggressive behaviour
- Showing unexpected fear of an adult
- Refusal to attend school.

See also Appendix 3, Indicators of Abuse

4.2 Hearing a disclosure

If a child/young person/vulnerable adult says or indicates that they are being abused, or information is obtained which gives concern that a child/young person/vulnerable adult is being abused, the guidance given below **MUST** be followed:

RECEIVE:

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said and react calmly so as not to frighten the child/young person.
- Make a written note of what has been said as soon as practicable.

REASSURE:

- Reassure the child/young person, but only so far as is honest and reliable.
- Tell the child/young person they are not to blame and that it was right to tell.
- **It is important that you do not promise to keep it a secret as your professional responsibilities will require you to report the matter.**

REACT:

- React to the child/young person only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details. Do not try to investigate what is being said.
- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person.

Do not ask 'leading' questions.

Explain what you have to do next and whom you have to talk to.

RECORD:

- Make some brief notes at the time.
- Do not destroy your original notes in case they are required.
- Record the date, time, place, persons present and any noticeable non-verbal behaviour.
- Be specific when noting the words used by the child/young person.
- share your concerns with the Designated Safeguarding Officer. It is the responsibility of the Designated officer to pass on the concerns about a child or vulnerable adult to the relevant authorities (Child or Adult Safeguarding team) or police.

REMEMBER:

- Ensure that you record as accurately as possible. You should record things that have already been said rather than your assumptions or interpretations ie facts not opinions.
- Follow this policy and refer any issues to the Designated Safeguarding Officer as soon as possible. (See Appendix 1 for contact details)
- You may need support yourself; if so, please talk to the Designated Officer or Wooler Arts chairperson.
- A vulnerable person may similarly choose to confide in you about the state of their mental health and/or how they are feeling. If you are concerned about that person's safety or the safety of others, arising from what s/he has said to you, then you should follow the same steps as above and contact the Designated Safeguarding Officer to determine whether further action can or should be taken.

4.3 Confidentiality

Wooler Arts safeguarding policy is fully in-line with government guidance about confidentiality. We fully endorse the principal that the welfare of children and vulnerable adults should override any obligations of confidence that we may hold to others. No one working or involved in our organisation can promise absolute confidentiality.

But, in cases of suspected abuse, it is important to ensure as much confidentiality as possible. Allegations, of any kind, should not be openly discussed with others- this can be very harmful for the person against whom the allegation is made as well as the person who has made the allegation.

Any written reports must be passed to the Designated Officer and then on to the Chairperson at the first opportunity ensuring that they are kept safely in a secure place at all times. (eg a locked filing cabinet)

4.4 Whistleblowing policy

Abuse may occur in any organisation and there may well be someone who already has concerns about potentially abusive or unethical conduct but does not feel able to act on them. Wooler Arts actively encourages people to voice any concerns that they may have about the behaviour of a colleague or someone within the organisation to the Designated Safeguarding Officer in the first instance or, where this is not possible, to the Chair of Wooler Arts.

4.5 REPORTING ALLEGATIONS, SUSPICIONS OR CONCERNS

If you are worried about a child or vulnerable adult, remember that it is not your responsibility to decide if it is abuse – but it **IS** your responsibility to act on your concerns and do something about it so that appropriate agencies can then make enquiries and take any necessary action to protect the child/young person/vulnerable adult.

If you become aware of any issue or complaint relating to the welfare or wellbeing of children and young people, then you should raise these

with the Safeguarding Officer who will be responsible for documenting your concern on an Incident Report Form (see appendix 4).

The Designated Safeguarding Officer (see Appendix 1 for contact details) is responsible for consulting with the Chair of Wooler Arts, informing parents/carers (unless they are implicated in the complaint) and referring on to Social Services, NSPCC or the police as required. The NSPCC/Social Services will provide instruction in the event of an allegation of abuse or suspicious behaviour.

If you remain concerned after reporting your concern to the Designated Safeguarding Officer, then speak with Wooler Arts' Chair of Trustees.

Contact details for Wooler Arts staff / NSPCC – see Appendix 1

All Incident Report Forms (Appendix 4) are to be securely stored in a restricted and protected folder on the Wooler Arts server/filing cabinet.

As a Charitable Incorporated Organisation, Wooler Arts has a responsibility to report any serious incident or problem to the Charity Commission as soon as Wooler Arts is aware of it.

4.6 How Vulnerable People Can report Abuse.

Anyone taking part in a Wooler Arts activity who have a complaint or concern relating to safeguarding should report it immediately to the Designated Safeguarding Officer or Chair of Wooler Arts. If the staff member does not feel comfortable reporting to the Designated Safeguarding Officer or Chairperson (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other member of the Steering Group.

4.7 Making a referral to Child Protection Services

If a decision is made to raise a concern with the Child Protection Services, Northumberland County Council, it will be the responsibility of the Designated Safeguarding Officer to formally report this concern. If for any reason the Designated Safeguarding Officer is unable to lead on this process then the Chair of Trustees will make the referral. The referral will be made using the Incident report Form (Appendix 4)

Wooler Arts will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, Wooler Arts will record the name of the child and the Northumberland County Council member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral.

If a concern is delayed and a decision is made not to make a referral then Wooler Arts will still be required to record details of the concern and why a referral was not made. This information may become relevant later on if further concerns emerge.

5. ALLEGATIONS OF MISCONDUCT OR ABUSE BY STAFF

In the event of allegations being made against a staff member (employee, volunteer, trustee, committee member), Wooler Arts has a dual responsibility in respect of both the child/young person and staff member. The same person must not have responsibility for dealing with the welfare issues of the child/young person and the staff member.

Two separate procedures must be followed:

- In respect of the child/young person or vulnerable adult the Chair of Wooler Arts will lead the process relating to the ongoing support for the child/young person.
- In respect of the staff member against whom the allegation is made, the Designated Safeguarding Officer will lead the process relating to the staff member.

If an allegation is made against a member of Wooler Arts, the process below will be followed:

- i. The Designated Safeguarding officer of Wooler Arts is legally required to alert the Local Authority Designated Officer (previously known as the LADO) to all cases in which it is alleged that a person who works with children and young people has:
 - a.) Behaved in a way that has harmed, or may have harmed, a child/children, a young person/young people.
 - b.) Possibly committed a criminal offence against a child/children, a young person/young people.

c.) Behaved towards a child in a way that indicates s/he is unsuitable for such work.

ii. The LADO will instruct Wooler Arts on the procedure that will be followed and what information may be shared with the person who is the subject of an allegation. Wooler Arts and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.

iii. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, Wooler Arts will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances Wooler Arts will seek to ensure that any staff member is treated fairly and honestly and that they are supported to understand the concerns expressed and processes involved. They will be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

Contact details for the Local Authority designated Officer (LADO) – see Appendix 1.

6.COMMUNICATION WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Recent advances on the internet, mobile phones and other electronic technology has made access to information and communications easier for everyone but brings associated risks. These include

- Access or introduction to inappropriate or illegal websites;
- Potential to receive unwanted or upsetting texts, e mail messages or images
- Potential for grooming by adults with malign intention
- Viewing or receiving socially unacceptable or illegal material such as inciting hatred or violence; sending bullying messages or posting malicious details about others
- Overspending on gambling/shopping sites

- Potential for identity fraud
- Ignoring copyright law by down loading music; videos; “cheat” material

To avoid these risks, Wooler Arts require that all staff should observe the following principals:

6.1 Communication via Telephone

Only designated staff should make or receive calls or texts to or from children and young people using their personal mobile phones. Workers should, where possible call in an open environment where the conversation can be witnessed and will be expected to agree to present phone records at the request of the Safeguarding Officer.

6.2 Communication via e mail

Staff will on occasion be required to email children and young people using their personal email address. In all cases staff should use formal language to avoid any misunderstanding on the part of the recipient and the communication should be retained for scrutiny if required. Staff members who have concerns regarding the content of an email from a child/young person should consult the Safeguarding Officer for guidance.

6.3 Social media

Wooler Arts recognises that social media can be a legitimate and effective way to communicate with children and young people. Current social media applications frequently used by members include Twitter, Facebook, and Instagram. Contact with children and young people through such forums should only take place through Wooler Arts organisational accounts.

Wooler Arts staff or volunteers, permanent or freelance, must not do any of the following:

- Send or accept any friend requests from children or young people involved in or attached to any Wooler Arts project or initiative on Facebook or any other social media platform.

- Request to follow children or young people involved in or attached to any Wooler Arts project or initiative on any other social media platform.
- Join or accept invitations to contribute to any groups, private or otherwise, relating to a Wooler Arts course, production or child and young persons' activity on social media.
- Send or respond to any private messages from children or young people involved in or attached to any Wooler Arts project or initiative on any social media platform.

Wooler Arts asks all staff to respect their association with the organisation when tweeting and/or posting.

7. PHOTOGRAPHY & RECORDING

Where photography or filming may take place at an event, including for sharing on a Wooler Arts or partner organisation's social media, this will be made clear in the event information and via posters at the venue or via Zoom announcements when online.

Parental/guardian consent for photography or recording of any child needs to be obtained. Where children are specifically photographed enjoying an event such as a workshop then permission would be sought from the parents for permission to include this image on the website. Photographs or recordings of children/young people will be stored in a designated folder that is only accessible by designated Wooler Arts staff. Any camera owned by Wooler Arts and used by staff for the purpose of photographing children/young people engaged in Wooler Arts activity must have its memory wiped as soon as the content has been transferred to the designated Wooler Arts folder. Wooler Arts will ensure that any professional photographer or recorder contracted by Wooler Arts to take photographs/recordings of children/young people have an Enhanced Disclosure and Barring Service (DBS) check which is dated within the last 3 years, inclusive of their period of engagement.

8. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

8.1 CHECK LEVELS

Careful recruitment and selection of members reduces the risk to vulnerable people. Under the Rehabilitation of Offenders Act 1974 it is acceptable to ask for details of any convictions for criminal offences via the Disclosure and Barring Service.

The Disclosure and Barring Service (DBS) exists to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. A DBS check forms one part of the wider safeguarding process. It helps organisations to determine whether a person is a suitable candidate for a particular role by providing information about their criminal history.

Disclosure and Barring Service (DBS) disclosures are required for any staff member (paid or unpaid) who will be working in a regulated activity. (See Appendix 4 Disclosure and Barring Checks)

Wooler Arts' regulated activities may include unsupervised work with children and/or vulnerable adults; to teach, train, instruct, care for, or supervise children, or provide advice/guidance on well-being. This work is regulated activity only if done regularly or intensively, which means being carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period. A person who manages or supervises a regulated activity is also counted as undertaking a regulated activity. If the person is providing occasional or temporary services they are not in a regulated activity.

This safeguarding policy statement and procedures was adopted by Wooler Arts Steering Group on

Appendix 1

Contact details

Organisation	Contact details
Wooler Arts Safeguarding Officer Gill Brooks	Tel: 07834655593 E mail: gillbrk@btinternet.com
Chair of Wooler Arts John Casken	E mail: info@woolerarts.org.uk
LADO: Northumberland County Council	Louise Prudhoe Tel: 01670 623979 Email: LADO@northumberland.gov.uk or Louise.Prudhoe@northumberland.gov.uk
Referral to Children's Safeguarding services	<ul style="list-style-type: none"> • Onecall: 01670 536 400 • Text phone: 01670 536 844 • Email: onecall@northumbria.nhs.uk
Referral to adult services re vulnerable adult	<ul style="list-style-type: none"> • Onecall: 01670 536 400 • Text phone: 01670 536 844 • Email: onecall@northumbria.nhs.uk
NSPCC	tel: 0808 8005000

Appendix Two

Code of Conduct for Staff, Volunteers and Trustees

1. Activities promoted by the Wooler Arts programme will be, by nature, friendly and relaxed events. This can make it difficult for people to always know how to act appropriately. However a friendly and relaxed atmosphere must also guarantee a safe environment for vulnerable people.

Workers and/or volunteers, who represent Wooler Arts, may sometimes be concerned about how their contact with vulnerable people might be misinterpreted or seen as inappropriate. To minimise this, participants should consider how they should behave in advance and follow the steps set out below:

2. General Behaviour

- Minimise the chances of spending time alone with vulnerable people and where required, tell other members or adults in advance that you will be doing so.
- Where close contact is required (eg learning to use tools safely) ensure that it takes place in a group, so that all are involved in an appropriate situation.
- Avoid physical activity which is, or may be thought to be, sexually stimulating.
- Don't rely on your good name-rely on good, consistent work practices.
- Do not offer lifts to children, young people or vulnerable adults, whilst unaccompanied.
- Language should always be appropriate to the age and nature of the people with whom you are working.

3. Physical Contact

- Keep everything public. A hug in the context of a group is very different to a hug behind closed doors.
- Touch should be related to the needs of the vulnerable person, not the worker's.
- Touch should be age appropriate and should not be initiated by the worker except in exceptional circumstances such as where medical assistance is required.
- Adults should monitor one another regarding physical contact. They should be free to help one another by pointing out anything that could be misunderstood.

Appendix 3

INDICATORS OF ABUSE

Definitions for abuse

Abuse can take many forms. Some of the definitions, as interpreted by NSPCC, are as follows:

Physical abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a dependent whom they are looking after.

Emotional abuse

This is the persistent ill treatment of a person such as to cause severe and adverse effects on their emotional development and state. It may involve conveying to a person that they are worthless, unloved, inadequate or only valued in the context of another person's needs. It may involve frequently causing a person to feel frightened or in danger, or their exploitation or corruption.

Sexual abuse

This involves forcing or enticing a vulnerable person to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative sex (rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving vulnerable people in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

This is the persistent failure to meet a dependent's basic physical and or psychological needs. It may involve a parent or carer failing to protect a dependent from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, their basic emotional needs.

Bullying

Bullying is a form of abuse and in some cases has led to serious physical injury, mental torture, death or suicide. People of all ages can be affected in many different ways. If bullying is happening it is probably affecting many people, Some people might be directly involved, whilst others may be scared that it might happen to them, or may be told not to be friends with certain other

people. This behaviour must be stopped for the sake of the victim and the bullies. Childline has extensive experience of dealing with bullying and can offer appropriate strategies and support.

Financial Abuse

For vulnerable adults, ie over 18 years old, financial abuse is also recognized as a category of abuse. Financial Abuse/harm is another name for stealing or defrauding someone of goods and/or property.

APPENDIX 4 – INCIDENT REPORT TEMPLATE

YOUR DETAILS Your name: Your role:	
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CHILD'S DETAILS Child/young person's name: Child/young person's address: Child/young person's date of birth:	
INCIDENT/DISCLOSURE DETAILS Date/time of incident or disclosure: Your observations: What did the child/young person say? What did you say? (Record the exact wording) Action taken:	
EXTERNAL AGENCIES CONTACTED – - SAFEGUARDING OFFICER TO ACTION :	
Police – Name of contact and advice received: received:	
Child Protection Services – Name of contact and advice	
Other - Name of contact and advice received	
Date/time report completed:	

Appendix 5.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

1. CHECK LEVELS

The Disclosure and Barring Service (DBS) exists to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. A DBS check forms one part of the wider safeguarding process. It helps organisations to determine whether a person is a suitable

candidate for a particular role by providing information about their criminal history.

Disclosure and Barring Service (DBS) disclosures are required for any staff member (paid or unpaid) who will be working in a regulated activity.

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. There are currently three levels of check:

- **Standard checks** reveal information relating to spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC). To be eligible for a Standard Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974.
- **Enhanced checks** reveal the same information as Standard Checks but also check against information held by local police forces. To be eligible for an Enhanced Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974 AND regulations made under the Police Act 1997, which includes work with children.
- **Enhanced checks (with barred list)** are used to check against lists of people prohibited from working with children and vulnerable adults. To be eligible for an Enhanced Check with Children's and/or Adults Barred list check the position must meet the above criteria and fall within the DBS definition of 'Regulated Activity'.

The minimum age at which someone can apply for a DBS check is 16.

Organisations wishing to undertake a check should choose between the three options depending on the nature of the role.

2. REGULATED ACTIVITY DEFINITION

Regulated activity is work a person who appears on the DBS barred lists is prohibited from doing. This includes work that involves close and unsupervised contact with vulnerable groups, including children/young people.

The DBS has recently reduced the scope of regulated activities, so that some roles that previously needed a barred list check no longer do so. However,

those posts taken out of Regulated Activity remain eligible for Enhanced Checks. In reducing the scope there is now a greater role for organisations in deciding whether a person is a suitable candidate for a particular role. To do this effectively they must also use other safeguarding measures rather than rely on legal provisions alone.

Activities that place a staff member in regulated activity with children are:

- I. Unsupervised activities; teaching, training, instructing, caring for or supervising children/young people, or providing advice/guidance on well-being, or driving a vehicle only for children/young people.
- II. Work for a limited range of establishments with opportunity for contact; eg. schools, children's homes, child care premises.
- III. Relevant personal care; eg. washing or dressing, or health care by or supervised by a professional, even if done once.

Wooler Arts' regulated activities may include unsupervised work with children; to teach, train, instruct, care for, or supervise children, or provide advice/guidance on well-being. This work is regulated activity only if done regularly or intensively, which means being carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period. A person who manages or supervises a regulated activity is also counted as undertaking a regulated activity. **If the person is providing occasional or temporary services they are not in a regulated activity.**

Appendix 6. Self-declaration and disclosure form for volunteers.

Self-Declaration Form

Name	
Date of Birth	
Contact number	
Email	
The position I am applying for / currently hold is	

	Please circle	
Do you have any convictions, cautions, reprimands or final warnings which would not be 'filtered' in line with current DBS guidance? (https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)	Yes	No
Have you been subject to a police or social care investigation even if it did not result in a criminal conviction?	Yes	No

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment (paid or voluntary) may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

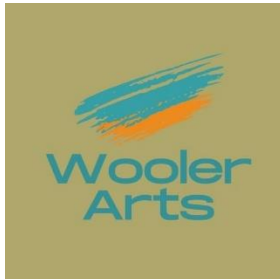
Signature _____

Print Name _____

Date _____

Appendix 7

Role Description; Volunteer Steward



Wooler Arts

Volunteer Steward Role

About the Role

To enhance and enrich the event experience for our patrons, provide frontline support to the Steering Group, ensure the safety and welfare of our patrons, encourage positive word of mouth for the shows staged and thus have a positive impact on ticket sales, and to act as ambassadors for Wooler Arts.

Reports to

Members of the Steering Group who are present at the event.

Summary of Duties:

- To check customers have the correct ticket for that performance.
- To direct customers in/out of the theatre, to their assigned seats, and to the appropriate facilities before, during and after each performance in a friendly and efficient manner.
- To assist disabled patrons to their seats.
- To assist in delivering excellent customer service to all patrons.
- To sell Programmes before performances and during intervals as required.

- To ensure the venue operates within the boundaries of health & safety during each performance
- To supervise the audience during a performance taking appropriate action where necessary, e.g. asking patrons to quieten down or stop taking photos.
- To act as an evacuation steward as and when required, to ensure that patrons vacate the building in a safe and timely fashion.
- To undertake any other appropriate tasks.
- Post-show checking of the auditorium for lost property and rubbish pick.
- To maintain good working relationships with all persons associated with Wooler Arts and its operations, demonstrating high standards of professionalism at all times.
- To be vigilant at all times, with regard to the safety and security of customers, volunteers and staff. Alerting the venue's Management of any issues quickly and clearly.
- To help with marketing and positive promotion of Wooler Arts.