



# Dundee Contemporary Arts

## Child and Protected Adult Protection and Safeguarding Policy

### Policy Statement

DCA wants to ensure that all visitors and participants experience an inclusive, enjoyable and safe environment, in which they feel respected and valued. DCA is committed to the protection and safeguarding of children and protected adults.

DCA is fully committed to promoting children's and protected adults' rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. DCA has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and protected adults.

To achieve this, DCA will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore, DCA will endeavour to keep up to date with national developments relating to the care and protection of children and protected adults.

DCA will:

1. Ensure that all staff understand their legal and moral obligations to protect children and protected adults from harm, abuse and exploitation
2. Develop best practice in relation to the recruitment of all workers (paid staff, freelancers and volunteers)
3. Provide opportunities for all newly appointed workers (paid and unpaid) through the provision of training, which gives an overview of the organisation's purpose, values, structure and services
4. Ensure that all workers understand their responsibility to work to the standards and procedures detailed in this policy
5. Ensure that all workers understand their obligations to report care or protection concerns about a child or protected adult, or a worker's conduct towards a child or protected adult, to the organisation's DCPO or Deputy DCPO
6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner
7. Ensure that the DCPO understands their responsibility to refer any safeguarding concerns to the relevant statutory agencies (i.e. police and/or social work)
8. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Protection of Vulnerable Groups (PVG) Act 2007
9. Provide opportunities for all workers to develop their skills and knowledge particularly in relation to the care and protection of children and protected adults
10. Ensure that children and protected adults are enabled to express their ideas and views on a wide range of issues relating to their experience at DCA and will have access to the organisation's complaints procedures
11. Endeavour to keep up to date with national developments relating to the care and protection of children and protected adults

### What are the essentials to know?

- You need to be alert to and aware of issues of abuse, neglect or exploitation.
- If you have any concerns, you need to know how and when to report them.
- You need to complete the DCA Mandatory training on iHASCO platform.
- You need to know how to respond if someone tells you about abuse and who to report it to.
- **In the first instance, all members of DCA should report any safeguarding concerns to**

DCPO Lead - Sarah Derrick, Head of Learning  
[sarah.derrick@dca.org.uk](mailto:sarah.derrick@dca.org.uk) 07903704300  
or

DCPO Deputy Jessica Reid, Deputy Director and Head of External Relations  
[jessica.reid@dca.org.uk](mailto:jessica.reid@dca.org.uk) 07793 765903

- **If the matter is an emergency and could result in death or serious injury phone 999.**

### If an individual poses a potential risk to children or protected adults

If you are made aware that an individual at DCA, whether a staff member, freelancer or audience member, may pose a risk to children or protected adults, you must raise this with the DCPO or Deputy DCPO immediately, outlining your concerns. They will log the details and determine what action should be taken.

### What is not covered by this policy

Queries about DCA's artistic programme are not covered by this policy.

To raise a question or concern about our programme, members of staff should speak to their line manager or relevant head of department.

Members of the public should follow our Complaints Policy.

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## **Overview**

This policy provides a framework within which DCA staff, trustees, freelancers, volunteers and associated relevant parties can, individually and collectively, understand their responsibilities in relation to child protection, safeguarding and promoting the welfare of protected children and protected adults.

Differing legal definitions of the age of a 'child' can vary. Our priority is to ensure that any vulnerable young person who is or may be at risk of harm is offered support and protection. References within this policy to children are intended to refer to children and young people up to the age of 18 years.

A protected adult is defined as an individual aged 16 or over who is provided with (and thus receives) a type of care, support, or welfare service. Protected adult is therefore a service-based definition and avoids labelling adults on the basis of them having a specific condition or disability. This can be a short- or long-term condition.

### **'Safeguarding is everyone's responsibility' – What do we mean by Child Protection/Safeguarding?**

**Child Protection** - The processes involved in consideration, assessment, and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm from abuse, neglect or exploitation.

**Safeguarding** - This is a much wider concept than child protection and refers to promoting the welfare of children, young people and protected adults. It encompasses protecting from maltreatment, preventing impairment of their health or development, ensuring that they are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children, young people and protected adults to have the best outcomes. Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or likely to suffer, significant harm.

This policy provides clear guidelines regarding safeguarding at DCA, is shared with all staff, trustees, freelancers, volunteers and associated relevant parties and includes practical documents in the appendices.

The aim of this policy and related procedures are to:

- Promote the welfare of children, young people and protected adults and protect them from harm
- Prevent harm occurring through early identification of risk and appropriate timely intervention
- Identify staff responsibilities in dealing with reports or suspicions of abuse
- Provide clear and robust guidance on how to handle these concerns
- Encourage good practice in all aspects of promotion and protection of children, young people and vulnerable adults

The Children (Scotland) Act 1995; The Adult Support and Protection (Scotland) Act 2007 and The Disclosure (Scotland) Act 2020 are the key pieces of legislation relating to adult and child protection that underpin this policy. Further information can be accessed at [www.legislation.gov.uk](http://www.legislation.gov.uk).

### **Roles and Responsibilities**

#### **1. Child Protection and Safeguarding – Designated Child Protection Officer (DCPO)**

DCA has a designated Child Protection officer (DCPO) through whom all child protection or safeguarding concerns must be raised. Any concerns must be taken directly to the DCPO and not discussed with anyone else in the organisation.

**DCA Designated Child Protection/Safeguarding Officer (DCPO): Sarah Derrick, Head of Learning**  
**Contact: [sarah.derrick@dca.org.uk](mailto:sarah.derrick@dca.org.uk) 07903704300**

**Deputy DCA Child Protection/Safeguarding Officer (DCPO) – Jess Reid, Deputy Director and Head of External Relations**

**Contact: [jessica.reid@dca.org.uk](mailto:jessica.reid@dca.org.uk) 07793 765903**

The Designated Child Protection /Safeguarding Officers will ensure:

- That this policy is up to date and reviewed regularly.
- All staff and volunteers are aware of the procedures, how to follow them and receive appropriate training
- Specific concerns are discussed, and appropriate action is taken
- Accurate records relating to individual incidents and disclosures are kept in a secure place
- Policy updates are undertaken every 3 years
- Young volunteers and work experience placements are well planned and safe.
- Schools, children and young people and protected adults are safe whilst on site
- Volunteer and staff roles are monitored to ensure that appropriate checks are done in accordance with government advice and regulations.
- That children and protected adults only undertake age/ability appropriate tasks.

#### **2. Senior Management Team (SMT)**

- All SMT must have a safeguarding induction and be familiar with this policy.
- It is the responsibility of SMT to ensure appropriate action is taken when a disclosure or safeguarding incidents occurs. The Director should appoint and support the Designated Child Protection Officer (DCPO) or Deputy to enable incidents and disclosures to be dealt with promptly and properly, and communicate this to the SMT. DCPO is Sarah Derrick, Head of Learning; the Deputy DCPO is Jessica Reid, Deputy Director/Head of External Relations
- SMT must ensure that a review of the effectiveness of the Safeguarding Policy is undertaken every three years and ensure that all aspects of the policy are closely followed.
- SMT must review the policy when activity changes, for example at the start of a specific project involving young people or protected adults, or when the organisation and its staffing changes significantly.
- Faith McDonald, People Manager, is the person responsible for supporting the DCPO with administration safeguarding incidents, is the person who keeps a register of who has received safeguarding inductions and training and is the named person for Disclosure Scotland.

- SMT should ensure that the DCPO receives training to an appropriate standard and that the DCPO is chosen for their suitability/availability. At DCA this is the Head of Learning, a full-time permanent role, that oversees the majority of the organisation's contact with children, young people and protected adults.

### **3. All other staff, freelancers and volunteers**

- All other staff, freelancers and volunteers will have access to the Child and Protected Adult Protection and Safeguarding policy and procedures through the staff handbook which is also available on SharePoint.
- It is not the role of staff or volunteers to solve problems by themselves but they must be able to report problems to another (unless a specific learning difficulty makes this demanding).
- **In the first instance, all members of DCA should report their concerns to the DCPO – Sarah Derrick or Deputy Jessica Reid.**
- **If the matter is an emergency and could result in death or serious injury phone 999.**

### **4. Young volunteers and/or children undertaking work experience placements**

- Young volunteers and work experience students will understand that they have a part to play in safeguarding themselves. They will receive information on what to expect and who to talk to (in the event of safeguarding concerns) during their induction. The role of the DCPO will be explained, along with the need to report any concerns.

### **5. Recruitment & Supervision of Staff, Freelancers and Volunteers**

- New members of staff/volunteers will have at least one reference checked by appropriate staff
- Staff and volunteers who are undertaking regulated and unsupervised activity with children and protected adults will be required to undergo an enhanced PVG (Protecting Vulnerable Groups) check via Disclosure Scotland.
- Each new member of staff, trustee, freelancer or volunteer will have introductory child protection/safeguarding training during an induction and will have annual updates as well as access to the policy.
- Volunteers engaged with DCA will receive additional support and further training.
- The individual also plays a part in identifying areas they feel they require training in and may make requests to the team.

### **6. What are the essentials to know?**

- You need to be alert to and aware of issues of abuse, neglect or exploitation.
- If you have any concerns, you need to know how and when to report them.
- You need to know how to respond if someone tells you about abuse and who to report it to.
- **In the first instance, all members of DCA should report any safeguarding concerns to the DCPO – Sarah Derrick or Deputy Jessica Reid.**
- **If the matter is an emergency and could result in death or serious injury phone 999.**

## Child and Vulnerable Adult Protection and Safeguarding Procedures

### 1: Introduction

DCA is committed to providing a safe environment for children, and protected adults. This Child and Protected Adult Protection and Safeguarding Policy reflects this commitment and aims to ensure that all concerns about the care and protection of children and protected adults are effectively managed.

The Designated Child Protection Officer (DCPO), Head of Learning Sarah Derrick, is responsible for developing and reviewing this policy and other care and protection policies and guidelines, supported by the Deputy DCPO, Deputy Director/Head of External Relations Jessica Reid, and SMT. However, all staff at DCA are required to abide by this policy.

Section 5 of the Children (Scotland) Act 1995 states that "it shall be the responsibility of a person who is 16 or over and who has care and control of a child under 16, to do what is reasonable to safeguard the child's health, development and welfare". This places on DCA a Duty of Care for the children and young people we work with. DCA also recognises that all children and young people have the right to freedom from abuse as outlined in the UN Convention of Rights of the Child. DCA will constantly strive to provide a safe environment, free from any forms of abuse, for all the young people in its care. DCA's understanding of abuse can be found in Appendix 2.

DCA has a commitment to children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions which directly affect them.

### 2. Recruitment

DCA recognises that appropriate recruitment and selection procedures are a vital part in developing and maintaining a safe environment for children and protected adults. The following procedures are in place to ensure that only suitable applicants are accepted as staff, volunteers, or freelancers engaged to work for DCA:

1. All applicants (staff and volunteers) will be asked to complete an application form
2. The application form will include a self-declaration statement for applicants to complete.
3. All successful applicants (paid and unpaid positions) will be asked to provide suitable references
4. All suitable applicants (paid and unpaid positions) will be asked to attend an interview
5. A self-declaration form will be used so that interviewed applicants can declare and discuss any convictions (and their context) with the organisation

All successful applicants appointed into a 'regulated work' position, as defined by the PVG Act, will be required to become members of the PVG Scheme or, if already a member, provide their PVG Scheme Record and permit access to a PVG Scheme Record Update.

It is illegal for someone placed on the children's list to do regulated work, or attempt to do regulated work, with children. **It is illegal for any organisation to offer regulated work to any individual who has been barred from doing it, whether that work is paid or unpaid.**

### 3. Dissemination, Education and Training

All newly appointed staff, trustees, freelancers, and volunteers at DCA will receive training, support, information and guidance to ensure they understand their role and responsibilities regarding this policy. This will include:

- Details of the structure of the organisation will be provided, including the details of overall responsibility for child and protected adult protection within the organisation
- Details of the organisations aims, and objectives will be provided
- Training and development needs will be discussed at appointment via induction and through the appraisal (PDR) process
- The roles and responsibilities of staff and volunteers within the organisation will be clarified
- Clear details of the expectations, roles and responsibilities of all newly appointed staff, freelancers and volunteers will be provided
- All staff and volunteers must agree and sign up to this policy and procedures
- Training, information and a copy of the organisations' Handbook will be provided
- The contact details and roles and responsibilities of the organisation's Designated Child Protection Officer will be provided
- Periodic training will be provided to the relevant individuals within the organisation.
- This policy is available in SharePoint for staff to access and disseminate to children or protected adults as necessary.

### 4. Responding to suspicion or allegation of abuse

Members of staff have a duty to report any suspicions, allegations, or disclosures to the **DCPO - (Sarah Derrick, Head of Learning) or Deputy DCPO - (Jessica Reid – Deputy Director – Head of External Relations)**. However, the first concern must be the reassurance of the child or protected adult and their protection from any potential risk. If the allegation refers to a member of staff within the institution, during the reporting process the young person or protected adult should be protected from further contact with the individual involved in the allegation.

**As a worker, freelancer or volunteer your role in child protection is not to investigate or decide if abuse has taken place. Your role is to observe, record and report. The following steps should be followed in response to suspicion or allegation of abuse:**

**For example, if:**

- A child/young person has alleged that they are being abused
- You see or suspect abuse
- The organisation has received a third-party report that a child/young person is being abused/ neglected
- There are signs and indicators which could point to abuse/neglect



### **ACT IMMEDIATELY**

Discuss your concerns with the DCPO, Sarah Derrick as soon as possible. If the allegation is about the DCPO contact the deputy DCPO, Jessica Reid, Deputy Director and Head of External Relations. These steps should be taken as soon as possible unless the child or protected adult is in immediate danger, in which case you should call the police.

#### **Discussions should focus on:**

Nature of concerns; Risks to the child or young person; Action and next steps to be taken

#### **In following the procedures below please bear in mind:**

**DO NOT INVESTIGATE** – Staff, freelancers and volunteers should not attempt to investigate the situation any further or interview the child or protected adult regarding the situation.

**CONFIDENTIALITY** - Details of suspicion, allegations or disclosures should only be passed on to the Head of Learning. If responding to an allegation from a child or vulnerable adult, you must not promise to keep the information they disclose confidential.

### **RECORD INFORMATION**

Detailed written records should be made of all events and what the child, protected adult or other individuals have said (where this applies). **A form is supplied in Appendix 1 to help structure this.**

It can also be used to inform Social Work/Police of the events that have occurred. Above and beyond the facts, we would ask individuals to record exactly what is said and ensure that they record exact wording the child or protected adult uses as this could jeopardise a court case. Do NOT record your own speculations or interpretations. Records should be signed and stored in a secure place to comply with GDPR (2018).

### **SEEK ADVICE and REFER TO APPROPRIATE AGENCY**

The DCPO should contact the Social Work Department and/or the Police and ask to speak to the Duty Officer about a child protection issue. If the report is received during an evening, then the Social Work department Emergency Duty team and/or the Police should be contacted. Any further action should only be taken in line with the advice given by the Social Work Department. This includes whether the parent or carer of the young person should be informed of the child protection concerns.

#### **Contact Details**

Dundee child protection line	01382 307999
Dundee City Council Social Work Department	01382 433960
Children's Services Social Work	01382 436000
Police Scotland	101
Crimestoppers	0800 555 111
NSPCC	0808 800 5000
Social Work Emergency Out of Hours (Outwith 9.30am – 4.30pm)	01382 307964

Where an allegation is made against a DCA member of staff (paid or unpaid), the above process still applies.

If any worker or volunteer has allegedly harmed a child, they could be referred to Disclosure Scotland. This is the case regardless of whether the organisation takes the decision to remove them, they leave of their own accord, come to the end of a contract, retire or have been made redundant. The form for referral to Disclosure Scotland is available on the Government website [www.scotland.gov.uk](http://www.scotland.gov.uk)

### **5. Responding when a child or protected adult discloses abuse**

It is likely that a child or protected adult who has been abused will have given a lot of thought as to whether they should disclose the abuse. It is highly likely that they will be nervous and afraid that they might be rejected, blamed, or not believed. It is important that staff and volunteers follow the steps outlined below:

Stay calm

Remain calm and natural. You have been approached because you are trusted, not because you are an expert counsellor. Do not promise to keep the information secret; you may have to inform an appropriate person. You must take any disclosure seriously and reassure the child or protected adult that you believe them.

Listen and take the allegation seriously

Listen to what the child or protected adult is saying. Give them the time and opportunity to tell you as much as they are able and willing to. Do not pressurise them and allow them to disclose information at their own pace. You should not investigate, ask leading questions, or ask specific or explicit questions.

You should only clarify what they are willing to tell you in their own words. Try to do this in an appropriate place, such as a room where other people can see in through an open door or window. Whilst it is important to respect privacy it should not be at the expense of other child protection measures.

#### Reassure

Reassure them that you have listened to what they have said and that it is important. Let them know that you are writing some of the information down and give them some indication of what you will do next with the information that they have given you and what the next steps are.

#### Confidentiality

Reiterate that you cannot promise to keep the information secret. You must take any disclosure seriously. Details of the disclosure should only be passed on to the Designated Child Protection Officer (DCPO), Sarah Derrick, who should refer the case to the appropriate authorities. In the event of the DCPO not being available the matter should be referred to the Deputy DCPO, Jessica Reid.

#### Record

If you are able, make brief notes during the initial disclosure, explaining to the child or protected adult why you are doing it. If it is not possible to do so at the time, record the details as soon as possible after the disclosure with as many facts as possible (dates, times, actual words used).

#### Look after yourself

Being trusted with a disclosure of abuse directly from a child or protected adult can be emotionally draining, worrying and stressful. Whilst it is essential that confidentiality is maintained at all times, it is important that you consider your own emotions and feelings and discuss any anxieties you have with the DCPO, Head of Learning Sarah Derrick. If appropriate, the DCPO will arrange additional support for you.

## Summary Flowchart

### DCA Child and Protected Adult Protection and Safeguarding Policy Summary Flowchart

You have concerns regarding a child or vulnerable person. You now decide which course of action to take.

Reassure the child or protected adult and protection from further risk. **Trust your gut to act.**

**This is a Protection Concern ACT NOW**

Reassure the child or protected adult that there will be some protection from further risk and **contact Child Protection Officer, Sarah Derrick** [sarah.derrick@dca.org.uk](mailto:sarah.derrick@dca.org.uk)

Action from appropriate response agencies

Concerns and actions always recorded onto DCA Internal recording system.

**Immediate Danger - call 999**

**Alert Child Protection Officer that 999 Police informed**

There is a cause for concern

**Alert Child Protection Officer of cause for concern**

DCPO Lead - Sarah Derrick, Head of Learning  
[sarah.derrick@dca.org.uk](mailto:sarah.derrick@dca.org.uk) 07903704300  
or

DCPO Deputy Jessica Reid, Deputy Director and Head of External Relations [jessica.reid@dca.org.uk](mailto:jessica.reid@dca.org.uk) 07793 765903

## **6. Protection of Workers**

All staff and volunteers are required to follow the **CODE OF CONDUCT FOR SAFEGUARDING AND WORKING WITH CHILDREN AND PROTECTED ADULTS (Appendix 1)**

Deciding to report a colleague, freelancer or volunteer you suspect of abusing or otherwise harming a child can be stressful and difficult and you may be worried about the person concerned taking action against you. The law does give you protection if you raise concerns or report a colleague as long as the report was not malicious or vexatious. People can report any concerns anonymously by calling 01382 307999.

Staff and volunteer rights:

- If an accusation is made against a member of staff or volunteer, the member of staff or volunteer will be informed of the accusation in writing.
- They will be given an opportunity to respond to accusation(s) in person but will be asked to remain off site during any investigation.
- The accuser will be able to enter the site and use the services of the organisation as normal.
- The organisation acknowledges that this process may be led by police and/or social services and the organisation will comply with all requests or procedures made by those institutions.

## **7. Data Protection (GDPR) and management of confidential information**

DCA is committed to the safe and secure management of confidential information. All personnel information, including volunteer information, is kept secure and can only be accessed by those that require it to carry out their role. Only relevant information will be kept and will be regularly reviewed. Outdated information will be destroyed appropriately.

DCA is also committed to the rights of children and protected adults to confidentiality, and this will be respected by all workers. However, when a worker reports information disclosed by a child or protected adult, they should be referred to the Designated Child Protection Officer (DCPO), Sarah Derrick, for investigation by an appropriate agency, the child or protected adult should be told that confidentiality cannot be kept.

Confidentiality and trust should be maintained as far as possible but staff must act on the basis that the safety and welfare of the child or protected adult is the overriding concern. The degree of confidentiality will be governed by the need to protect the individual and therefore complete confidentiality cannot be guaranteed.

In general, the following guidelines should be used:

- The individual should be informed at the earliest possible stage of the disclosure that the information may be passed on and where possible their permission to disclose sought
- All conversations regarding a safeguarding concern should always be held in a person sensitive environment. Staff must not discuss the case with anyone other than those involved in the case
- If staff have any concerns about the progress of the case or have any other concerns these must be discussed with the DCPO

DCA complies with the requirements of GDPR, which allows for disclosure of personal data where this is necessary to protect their vital interests. Other statutory provisions may also be relevant, but in general, legislation does not prevent sharing of information if:

- those likely to be affected consent; or
- the public interest in safeguarding the person's welfare overrides the need to keep the information confidential; or
- it is considered the person is a danger to themselves or others; or
- disclosure is required under court or other legal obligation

## **8. Review of Child and Protected Adult Protection and Safeguarding policy and procedures**

- This policy and procedures document will be reviewed every three years by the DCPO, supported by the SMT and Depute DCPO, and all staff will be notified of any changes.

## **9. Monitoring**

DCA will show every attention to the requirements of the Protection of Children (Scotland) Act 2003; The Children & Young People (Scotland) Act 2014 and have regards to "The Charter" (Protecting Children and Young People: The Charter). DCA will show every attention to the requirements of the Adult Support and Protection (Scotland) Act 2007 and have regard to the Tayside Multi-Agency Adult Support and Protection Protocol. DCA will also show every attention to the Protecting Vulnerable Groups Scheme. DCA will also utilise the [Inter-Agency CPI Instructions.pdf](#) ([dundeeprotectschildren.co.uk](http://dundeeprotectschildren.co.uk)) for guidance and support

DCA has clear policy statements and procedures that cover:

- Rigorous recruitment and employment practices for paid staff and Volunteers.
- A clear and precise statement of intent and commitment to protect children and vulnerable adults
- A plan on the implementation, monitoring and review of the policies and procedures.
- A program of training for all staff and managers in both child and protected adult protection.
- It should be noted that where doubt exists as to the appropriate interpretation or action in connection with such information the DCPO must be consulted.

## **10. Guidelines on Risk Assessment in relation to safeguarding vulnerable groups**

Before embarking on any activity where there may be a possibility that you will be working with members of a vulnerable group, it is advisable for a risk assessment to be conducted, part of which should cover safeguarding issues. This should be repeated annually. The member of staff responsible for the activity should undertake the risk assessment which, as well as identifying risks to be mitigated or removed, also provides an opportunity to consider and identify alternative working practices. There are no fixed rules on how a risk assessment should be carried out, although the following general principles should apply:

- A risk assessment is a careful examination of what, in your area of work, could cause harm to people so that you can assess whether you have taken enough precautions or should do more to prevent harm.

- Identify the nature, length, frequency, intensity, and time of any contact with vulnerable groups. This is designed to help you identify the context within which the risks should be managed, within the museum. Identifying the different types of contact that staff may have with these groups should lead to consideration of where you might seek to minimise occasions where a single adult is in the company of a lone child or protected adult and where there is little, or no possibility of the activity being supervised or observed by others.
- Identify any potential risk areas and detail action to prevent the risk occurring. Once you have identified the risks you should consider how they might be mitigated or removed. For example, situations where there is only one member of staff present with a lone child or protected adult should be avoided where practicable. This part of the process may involve consideration of alternative working practice.
- Identify any situations where a PVG check might be required. This would apply to staff where their normal duties fall within the definition of Regulated Activity

A copy of the risk assessment form will be kept on file for future reference or use and a copy provided to the DCPO. This assessment will be reviewed annually as per good practice. The assessment will be initialled and dated at each review.

## **11. Child-Safe Media/Communication Guidelines**

All images and videos of participants are securely stored in DCA's files, which are password protected. The images do not have any personal information attached with them, and media consent must always be in place prior to any pictures are taken or used.

## **Appendices**

### **APPENDIX 1: CODE OF CONDUCT FOR SAFEGUARDING AND WORKING WITH CHILDREN AND PROTECTED ADULTS**

The following are a guide to helping create a safe and protective culture for children, protected adults, employees, workers, volunteers and tutors.

Practice to be encouraged:

- In accordance with DCA's Equality, Diversity and Inclusion policy, challenge or take action in relation to any inappropriate behaviour
- Treat all children and protected adults with respect and dignity
- Involve children and protected adults in the decisions that affect them
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe an appropriate distance with children and protected adults
- When organising events and meetings for unaccompanied children and protected adults, or their attendance at events and meetings, the following information and documentation should be requested by DCA staff in relation to each child or protected adult attendee:
  - A consent form for participation in all events or specific activities
  - Contact details for the family/guardians, including emergency contact numbers

- Information relating to any special issues, needs or requirements (e.g. medical, health, diet, language assistance, access)
- Use a reporting form to keep a clear note of any incidents or concerns
- If physical contact is necessary (e.g. in an emergency), tell the child or vulnerable adult clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another worker present
- Every such activity, event or session with unaccompanied children or protected adults must be risk assessed to maintain their safety
- When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities wherever practicable

#### Practice to be discouraged:

- Staff and volunteers should not give lifts in their car or travel alone with individual children or protected adults. Where not doing so would compromise the safety of the individual, you should attempt to phone the parent/guardian/emergency contact of the child or protected adult to confirm what you are doing. You should ask the child or protected adult to sit in the back seat
- Staff and volunteers should not take children or protected adults to their home or that of another worker
- Staff and volunteers should avoid situations where they are alone with children and protected adults. Where a private meeting with a lone child or protected adult is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting
- Staff and volunteers should not use their own 'personal' electronic communications (e.g. mobile phones, social networking sites) for contacting children and protected adults, unless agreed by DCA's Designated Child Protection Officer Lead, Sarah Derrick, and consent is given in writing by parent/guardian/carer

#### Unacceptable Practice

- Invading the privacy of children and protected adults
- Inappropriate physical or sexually provocative games
- Making sexually suggestive comments about or to a child or protected adult even in fun
- Inappropriate and intrusive touching of any form
- Scape-goating or ridiculing a child or protected adult
- Allowing inappropriate, foul, sexualised or discriminatory language to remain unchallenged
- Any form of physical punishment
- Illegal use of drugs
- Bullying of any form, including name calling or constant criticism
- 'Picking on' a child or protected adult because of their family background, manner of dress or physical characteristics
- Racism or sectarianism of any form
- Favouritism and exclusion – all children and protected adults should be equally supported and encouraged
- Abusive language or gestures

If any of the following occur you must report it to the Designated Child Protection Officer (DCPO), Sarah Derrick or Deputy DCPO Jessica Reid (see page 2)

- A child or protected adult is hurt



- They see distressed in any manner
- A child or protected adult appears to be sexually aroused by your actions
- A child or protected adult misunderstand or misinterprets something you have done that has, or may have caused them discomfort or perceived harm
- An allegation is made about you or a colleague

## APPENDIX 2: UNDERSTANDING OF ABUSE

Abuse to children or vulnerable young people is described under the following headings:

### Neglect

The persistent or severe neglect of a child or young person, whether wilful or unintentional, which results in serious impairment to physical health and development. For example:

- exposing a child to extreme weather conditions e.g. heat and cold.
- failing to seek medical attention for injuries.
- exposing a child to risk of injury through the use of unsafe equipment.
- exposing a child to a hazardous environment without a proper risk assessment of the activity.
- failing to provide adequate nutrition and water.

Signs which **may** raise concerns about physical neglect include:

- constant hunger
- poor personal hygiene and/or poor state of clothing
- constant tiredness
- frequent lateness or unexplained non-attendance (particularly at school)
- untreated medical problems
- low self-esteem
- poor peer relationships
- stealing

### Physical Injury

Actual or attempted physical injury to a child or young person where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. For example:

Deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child.

Signs which **may** raise concerns about physical abuse include:

- refusal to discuss injuries
- aggression towards others
- improbable excuses given to explain injuries
- fear of parents being approached for an explanation
- running away
- untreated injuries
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- unexplained injuries, particularly if recurrent

## Emotional Abuse

The adverse effect on the behaviour and emotional development of a child or young person, caused by failure to provide for their basic emotional needs. For example:

- Persistent failure to show any respect to a child (e.g. continually ignoring a child)
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child, making them feel frightened.
- Acting in a way which is detrimental to the child's self-esteem (e.g. name calling, sarcasm, constant criticism)

Signs which **may** raise concerns about emotional abuse include:

- low self-esteem
- significant decline in concentration
- running away
- indiscriminate friendliness and neediness
- extremes of passivity or aggression
- self-harm or mutilation

## Sexual Abuse

Any child or young person below the age of 18 may be deemed to have been sexually abused when any person, by design or neglect, exploits the child or young person directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person including organised networks. This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening.

Sexual abuse may involve physical contact, and non-contact acts such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways. For example:

- exposure to sexually explicit inappropriate language or jokes.
- showing a child pornographic material or using a child to produce such material.
- inappropriate touching.

The following signs **may** raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- social isolation - being withdrawn or introverted, poor peer relationship
- sleep disturbance (nightmares, bedwetting, fear of sleeping alone)
- running away from home
- drug, alcohol or solvent abuse
- display of sexual knowledge beyond the child's age

Other abusive behaviour towards children and young people

Staff, freelancers, volunteers and board members should also be aware of other, perhaps less obvious, forms of abuse. These may be dismissed by perpetrators as 'just fun' or 'having a laugh' with young people but can have a serious impact and cannot be allowed or go unchallenged:

- Bullying of any form, including name calling or constant criticism
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism in any form
- Favouritism and exclusion - all young people should be equally supported and encouraged

**APPENDIX 3: CHILD OR PROTECTED ADULT WELFARE REPORT FORM**

A report should be made by the person who has had the initial concerns about a child or protected adult’s welfare using this pro forma.

The report should be sent to the Designated Child Protection Officer (DCPO), Sarah Derrick, by email or handed to her in a sealed envelope. In the DCPO’s absence it should be sent to the deputy DCPO, Jessica Reid.

The DCPO or Deputy DCPO should contact the appropriate Social Work Department/Police.

Name:

Date:

Who is putting the child/protected adult at risk? (e.g. staff member, family member)?

Name and contact details of child/protected adult you concern relates to:

Outline your reasons for concern:

Key points:

Brief outline of any action you have already taken to protect the child/protected adult:

Signature:  
Designation:  
Date:

Action taken by the DCPO:

Signature:  
Designation:  
Date: