



South East London Arts Network also operates as Arts Network

Arts Network Safeguarding Policy

Updated January 2024

Review date October 2024

Overview

Arts Network makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. This policy is for all staff, volunteers, mentors, member artists (also known as members) and visitors undertaking activities for South East London Arts Network (trading as Arts Network), whilst at 8 - 12 Eltham Road, Lee, SE12 8TF as well as locations identified by the organisation as 'places of work'.

Arts Network encounters children and vulnerable adults through the following activities:

- Internal and external arts and crafts based workshops.
- Trips and excursions to relevant cultural spaces.
- One on One meetings to discuss the progress of member artists.
- Regular organisation wide meetings and in house social activities.

This policy seeks to ensure that Arts Network undertakes its responsibilities with regard to protection of children and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support staff and volunteers in their practices and clarifies the organisation's expectations.

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Further guidance can be found in the supplementary document 'Adults at Risk' Found in the Safeguarding folder.

Our policy assists us to:

- Identify signs of abuse
- Report possible abuse
- Prevent abuse in all forms, including physical abuse, sexual abuse, emotional abuse, bullying, neglect, financial (or material) abuse
- Uphold the six principles of safeguarding:
 - **Empowerment** - Presumption of person led decisions and informed consent.
 - **Prevention** - It is better to take action before harm occurs.
 - **Proportionality** – Proportionate and least intrusive response appropriate to the risk presented.
 - **Protection** - Support and representation for those in greatest need.

- **Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** - Accountability and transparency in delivering safeguarding.

Further guidance can be found in the supplementary document 'Adults at Risk' Found in the Safeguarding folder.

Legislation

- **Human Rights Act 1998** protects the right to life, affords freedom from degrading and inhumane treatment, guarantees the right to a private life, family life, and a home life. A person is able to seek legal recourse or have someone go through the law on their behalf, if these rights are violated.
- **Safeguarding Vulnerable Groups Act 2006** ensures the vetting and barring system defines the type of work that requires a check of the list, with regulated and controlled workplaces.
- **Health and Social Care Act 2012** protects adults within the health and social care systems from being abused, it also prevents restraints being used incorrectly and removing someone's liberty improperly.
- **Mental Capacity Act 2005**
Applying to anyone over the age of 16, the key principles of the Act are:
 - Presumption of capacity – Until you can determine otherwise, assume the adult is able to make their own choices
 - Support to make a decision – It's ok to offer support to someone to make their own choices, but it should be support and not coercion
 - Ability to make unwise decisions – Just because someone is making a poor or unwise decision doesn't automatically mean they lack mental capacity
 - Best interest – When someone has been deemed to not have mental capacity, anyone acting on their behalf must act in their best interests
 - Least restrictive – If you're making choices for someone without mental capacity, you should always choose the least restrictive, but safe, option.
- **Equality Act 2010**
- Under the Equality Act, there are nine protected characteristics, namely Age, Disability, Gender assignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual Orientation. When assessing whether a person is vulnerable, there can't be any discrimination based around these characteristics – all choices, assessments, and decisions must be consistent.
- **Care Act 2014** places emphasis on the overall well-being of the vulnerable adult, rather than basic safety and protection.

Responsibility

The overall and final responsibility for accident reporting is with the

Designated Safeguarding Lead:	Charlotte Wilson (Interim CEO)
Contact:	07727 159784
email:	charlotte@artsnetwork.org.uk

The day-to-day responsibility for accident reporting is with the Creative Programme Manager: Lucy Thomas
In the absence of the Creative Programme Manager, the day-to-day responsibility for accident reporting is with the most **senior manager**.

To ensure accident reporting procedures are maintained/improved, the following people have responsibility in the following areas:

- **All staff must report accidents/incidents/concerns/risks to the CEO via email (in person if email is not suitable due to urgency)**
- **Creative Programme Co-ordinator to communicate any safeguarding concerns highlighted in referral process to the Creative Programme Manager via email (in person if email is not suitable due to urgency)**

- The CEO must ensure any safeguarding accidents/incidents/concerns/risks are communicated to the team where it deemed essential to do so. All matters should be responded to all seriously, swiftly and appropriately

Senior Managers

Interim CEO:

Charlotte Wilson

Contact:

07727 159784 / 0208 522 849

email:

charlotte@artsnetwork.org.uk

Creative Programme Manager:

Lucy Thomas

Contact:

07727 169353 / 0208 522 849

email:

lucy@artsnetwork.org.uk

Additional specific responsibilities

All staff and volunteers have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff and volunteers to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

- Trustees have responsibility to ensure:
 - The Safeguarding Policy is in place and appropriate.
 - The Safeguarding Policy is accessible to all member artists, volunteers, trustees and staff.
 - Liaison with and monitoring of the CEO is undertaken regularly and appropriately
 - Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented, in liaison with Senior Management Team.
- Arts Network management have responsibility to ensure:
 - The Policy is implemented
 - The Policy is monitored and reviewed
 - The promotion of the welfare of children and vulnerable adults
 - That staff and volunteers have access to appropriate training/information.
 - Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
 - Keep up to date with local arrangements for safeguarding and DBS
 - Develop and maintain effective links with relevant agencies.
 - Take forward concerns about responses.

Arrangements

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. Further information can be found in the Safeguarding folder: Adults at risk (safeguarding supplement).

Risk Assessment

- We will complete relevant risk assessments and take action
- We will review procedures and risk assessments every year, or when working habits or conditions change.
- We will assess new equipment and implement risk assessments where needed.
- We will review policies every year.

Training

- Trustees will identify appropriate training given by external organisations and support staff to write internal training (where appropriate to do so)
- We will give staff appropriate training to take action in the event of incident or accident including how to manage conflict, support individuals in distress, apply first aid and how to log/report any incidents to relevant staff or external bodies.
- Staff receive Mental Health First Aid training every 3 years
- Staff receive Emergency First Aid at Work training every 3 years
- Staff receive Suicide Prevention Training every 3 years

Consultation

We will consult staff routinely on any matters or training relating to safeguarding (including concerns) as they arise and formally review.

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Safeguarding Procedures (risk assessment)
- Adults at risk (safeguarding supplement)
- Referral form and procedure
- Staff Supervision (1-2-1's)
- Member artist updates
- Disciplinary and Grievance Procedure
- Complaints Procedure
- Volunteer Handbook
- Employee Handbook
- Equality, diversity and inclusion (EDI) Policy
- Health and Safety Policy
- Workroom Code of Conduct (both staff and member artists)
- Data Protection Policy
- Recruitment and Remuneration Policy
- Social Media Policy
- Sharps Policy
- Members Agreements/Contract of Participation
- Online Safeguarding Policy and Risk Assessment
- Conflict of interest Policy

Additional and Links

- **Statement of Government Policy on Safeguarding:** This document outlines the Governments policy on safeguarding adults vulnerable to abuse and neglect. It includes the statement of principles for Local Authority Social Services and housing, health, the police and other agencies to use, for both developing and assessing the effectiveness of their local safeguarding arrangements. It also describes, in broad terms, the outcomes for adult safeguarding, for both individuals and organisations.

[Statement of Government Policy on Safeguarding - http://www.hampshiresab.org.uk/wp-content/uploads/Statement-of-Government-Policy-on-Safeguarding-DH-May-2013.pdf](http://www.hampshiresab.org.uk/wp-content/uploads/Statement-of-Government-Policy-on-Safeguarding-DH-May-2013.pdf)

- **No Secrets:** Government guidance that sets out how commissioners and providers of care services should protect vulnerable adults
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets_guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_abuse.pdf
- [Safeguarding Procedures](#)

- [Adults at risk \(safeguarding supplement\)](#)
- [Referral form and procedure](#)
- [Online Safeguarding Risk Assessment](#)