

Child and Vulnerable Adults Protection Policy

Contents

- 1.0 Purpose and Scope
- 2.0 Principles, Rights and Responsibilities
 - 2.1 Recruiting and Selecting Personnel working with Children
 - 2.2 Controlling Access to Children and Vulnerable Adults
- 3.0 Procedure
 - 3.1 Guidelines on Photographs and Videos
 - 3.2 Responding to Suspicions and Allegations
 - 3.4 Allegations Of Physical Injury, Emotional Abuse Or Neglect, or Sexual Abuse
 - 3.5 Confidentiality
 - 3.6 Training
 - 3.7 Reviewing the Policy and Procedure
- APPENDIX A
- APPENDIX B
- APPENDIX C
- APPENDIX D
- APPENDIX E

1.0 Purpose and Scope

Create Arts Development Ltd is a not-for-profit arts and cultural development agency based in Scarborough but active across the Borough and North Yorkshire.

Create aims to promote and advocate for high quality arts and cultural provision through development work, research, project delivery and promotion of models of good practice.

Create organises various arts projects, events and workshops where families, young people, children and vulnerable adults could be involved. Artists, performers, crew, volunteers and facilitators etc are engaged as and when required in the running of these projects and events. On some occasions members of the Create team also have contact with families, young people, children and vulnerable adults as part of project work carried out. In the majority of occasions, the young people and children and vulnerable adults are in a situation of supervision by others such as school teachers or parents. Whenever young people, children and vulnerable adults are involved in projects, events or workshops, Create only employs those with the appropriate checks in place, in accordance with child protection procedures (outlined below).

Create recognises that many children and young people and vulnerable adults today are the victims of neglect and physical, sexual and emotional abuse. Create recognises that all children and vulnerable adults have a right to protection from abuse. Create takes seriously its responsibility to protect and safeguard the welfare of children and vulnerable adults while taking part in its projects and workshops. This Child and Vulnerable Adults Protection Policy provides information and guidelines on child and vulnerable adults protection procedures pertinent to this organisation. As such, all freelance workers and volunteers will be informed of child protection and vulnerable adults procedures and given a copy of the organisation's Child and Vulnerable Adults Protection policy, which they will read and sign.

The policy applies to all freelance workers and volunteers who act on behalf of the organisation and who come directly into contact with children and vulnerable adults. Every individual has a responsibility to inform the designated representative in respect of child and vulnerable adults protection, or their deputy, of concerns relating to safeguarding children. The designated representative must decide if the concerns should be communicated to social services or the police.

These guidelines have been prepared in accordance with the North Yorkshire Area Child Protection Procedures.

As adults and/or professionals or volunteers, everyone has a responsibility to safeguard children and promote their welfare.

2.0 Principles, Rights and Responsibilities

Create recognises that:

- the welfare of the child or vulnerable adult is paramount; and
- all children and vulnerable adults, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate equally in activities in a fun and safe environment.

In support of this, Create will:

- be alert to potential indicators of abuse or neglect;
- be alert to the risks that individual abusers, or potential abusers, may pose to children and vulnerable adults;
- provide children (and parents) and vulnerable adults with the opportunity to voice their concerns;
- take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings;
- respond swiftly and appropriately to all suspicions or allegations of abuse by contacting the appropriate authority;
- record and share information with the appropriate agencies;
- contribute to whatever actions are needed to safeguard and promote the child's or vulnerable adult's welfare; and
- work co-operatively with parents/carers unless this is inconsistent with ensuring the child's or vulnerable adult's safety.

2.1 Recruiting and Selecting Personnel working with Children

Create is committed to checking that all freelance workers and volunteers are safe to work with children and young people and vulnerable adults and that all reasonable steps are taken to prevent unsuitable people from working with children and vulnerable adults. This applies equally to paid freelance workers and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children and vulnerable adults the following steps will be taken when recruiting:

2.2 Controlling Access to Children and Vulnerable Adults

Create requires all freelance workers and volunteers who have access to children and vulnerable adults to:

- complete a form which will elicit information about the applicant's past and a self-disclosure about any criminal record;
- provide name and contact details of two referees;
- hold an enhanced CRB certificate that is no more than 3 years old; and
- provide evidence of identity (passport or driving licence with photo).

'Definitions of Abuse' are given in Appendix A [page 7]

'Indicators of Abuse' are given in Appendix B [page 8]

'Guidelines for Working with Children' are given in Appendix C [page 9]

3.0 Procedure

When a case arises where it is impractical/impossible to avoid certain situations, e.g. transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer and the young person involved.

If, during your care, you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the designated representative or another colleague, if close to hand, and make a written note of it. Parents should also be informed of the incident.

3.1 Guidelines on Photographs and Videos

Parental consent must be obtained before any child or young person can be photographed or videoed during projects, events or workshops organised by Create. Consent must include acknowledgment that photographs and videos may be used for marketing and PR purposes, including dissemination on the internet. Create will only give children's names to the media with permission from a parent/carer.

3.2 Responding to Suspicions and Allegations

It is not the responsibility of anyone working for Create, in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility for the designated representative to act on any voiced/reported concerns through contact with the appropriate authorities so that they can make enquiries and take necessary action to protect the young person or vulnerable adults. This applies BOTH to allegations/suspicions of abuse occurring within activities organised by Create and to allegations/suspicions that abuse is taking place elsewhere.

'What to do if you have concerns about a child or vulnerable adults' are given in Appendix D [page 10]

Create expects its freelance workers and volunteers to discuss any concerns they may have about the welfare of a child or vulnerable adult immediately with Create's **designated representative** or **deputy designated representative**.

If you still have concerns, you should refer to Children's Social Care Services for further advice

All Contact Details and Contact Numbers are given in Appendix E [page 11]

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused, particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgment about any action to take.

If Create's designated representative is not available you should take responsibility and seek advice from the NSPCC helpline, the duty officer at your local social services department or the police. Telephone numbers can be found at the end of this document.

3.4 Allegations of Physical Injury, Emotional Abuse or Neglect, or Sexual Abuse

If a child or vulnerable adult has an injury which may be a non-accidental injury, or symptoms of neglect, or in the event of allegations of sexual abuse, then:

- the designated representative will contact the appropriate or relevant authority;
- where emergency medical attention is necessary it should be sought immediately. The designated representative will inform the doctor of any suspicion of abuse; and
- under no circumstances will the designated representative, or any other member of the organisation, attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the designated representative is to collect the exact details of the allegations or suspicion and to provide this information to the child protection agencies that will investigate the matter under the Children Act 1989.

Where there is a complaint against a member of the team or volunteer, there may be three types of investigation:

- criminal – in which case the police are immediately involved;
- child protection – in which case the social services (and possibly) the police will be involved; and/or
- misconduct – in which case Create will be involved.

Any suspicion that a child or vulnerable adult has been abused by a freelance worker or a volunteer should be reported to Create who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Create will refer the matter to social services department;
- the parent/carer of the child or vulnerable adult will be contacted as soon as possible following advice from the social services department; and
- the Chair of Create will be notified to decide who will deal with any media enquiries.

Allegations of abuse are occasionally made some time after the event. Where such an allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children or vulnerable adults may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children or vulnerable adults is automatically excluded from working with children.

3.5 Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned and Create personnel will discuss allegations or incidents only with the designated authorities. All information will be stored in a secure place with access limited to the designated authorities (social services, the police), in line with data protection laws.

3.6 Training

If relevant training is required by regular Create workers, they will be informed and encouraged to attend.

3.7 Reviewing the Policy and Procedure

This policy and procedure will be reviewed and updated every 2 years or in response to changes to legislation. This will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national requirements.

December 2020

APPENDIX A

Definitions of abuse and neglect

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children or vulnerable adult .

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child or vulnerable adult.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's or vulnerable adult's emotional development. It may involve conveying to children or vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adults. These may include interactions that are beyond the child's or vulnerable adult's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or vulnerable adult participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adult, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person or vulnerable adult to take part in sexual activities, including prostitution, whether or not the child or vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's or vulnerable adult's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Working Together to Safeguard Children, 2006)

APPENDIX B

Indicators of Abuse

Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child or vulnerable adult is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which an explanation seems inconsistent;
- the young person or vulnerable adult describes what appears to be an abusive act involving them;
- another young person or adult or vulnerable adult expresses concern about the welfare of a young person or vulnerable adult;
- unexplained changes in a young person's or vulnerable adult's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper;
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- distrust of adults, particularly those with whom a close relationship would normally be expected;
- difficulty in making friends;
- being prevented from socialising with others;
- displaying variations in eating patterns including over eating or loss of appetite;
- losing weight for no apparent reason; and
- becoming increasingly dirty or unkempt.

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down;
- an unexplained drop off in performance;
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes; and
- a shortage of money or frequent loss of possessions.

It must be recognised that the above list is not exhaustive, and also that the presence of one or more of the indications is not proof that abuse is taking place. It is NOT the responsibility of those working for Create to decide that abuse is occurring. It IS their responsibility to act on any concerns.

APPENDIX C

Guidelines for Working with Children and Vulnerable Adults

All people working on behalf of Create (paid or voluntary) should adhere to the following principles and action:

- make the experiences and activities fun and enjoyable; promote fairness, cooperative working and encourage open communication;
- keep the work area as open an environment as possible (ie. avoid private or unobserved situations);
- treat all young people and vulnerable adults equally and with respect and dignity;
- always safeguard and put the welfare of the young person or vulnerable adult first;
- avoid unnecessary physical contact with young people or vulnerable adults. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person or vulnerable adult (or, for children under 7, with the consent of a parent/carer). Physical contact can be appropriate so long as it is neither intrusive nor disturbing and consent has been obtained;
- prevent a child or vulnerable adult being threatened/made to feel uncomfortable by an other/others in the group by requesting those involved to stop or separating them from the child or vulnerable adult;
- involve parents/carers wherever possible and encourage them to take responsibility for their own child or vulnerable adult;
- ensure children under the age of 7 are accompanied by a person 16 years or over ;
- seek written permission for children aged 7 to 11 to be left unaccompanied;
- request written parental/carer's consent if it is necessary to transport young people or vulnerable adults in cars and make sure certain drivers are appropriately insured;
- be an excellent role model: this includes not smoking or drinking alcohol in the company of young people or vulnerable adults;
- always give enthusiastic and constructive feedback rather than negative criticism;
- identify the designated first aider in your work setting;
- obtain written parental/carer's consent for permission to administer emergency first aid or other medical treatment, if the need arises, by the designated first aider;
- keep a written record of any injury that occurs, along with details of any treatment given; and
- gain written parental/carer's consent for any significant travel arrangements, e.g. overnight stays.

The following are regarded as **poor practice** and should be avoided:

- unnecessarily spending excessive amounts of time alone with young people or vulnerable adults away from others;
- taking young people or vulnerable adults alone in a car on journeys, however short;
- engaging in rough, physical or sexually provocative games, including rowdy/boisterous activities;
- allow or engage in inappropriate touching of any form;
- allowing young people or vulnerable adults to use inappropriate language unchallenged;
- making sexually suggestive comments to a young person or vulnerable adults, even in fun;
- reducing a young person or vulnerable adult to tears; and
- allowing allegations made by a young person or vulnerable adults to go unchallenged, unrecorded or not acted upon.

APPENDIX D

What to do if you have Concerns about a Child or Vulnerable Adult

You may have concerns about a child or vulnerable adult because of something you have seen or heard, or a child or vulnerable adult may choose to disclose something to you. If a child or vulnerable adult discloses information to you:

- stay calm so as not to frighten the young person or vulnerable adult;
- reassure the child or vulnerable adult that it was right to tell;
- do not promise confidentiality, you have a duty to record this information and refer to the designated organiser of the event;
- listen to what is being said, without displaying shock or disbelief;
- accept what is said;
- reassure the child or vulnerable adult, but only as far as is honest, don't make promises you may not be able to keep, e.g. 'everything will be alright now', 'you'll never have to see that person again';
- do reassure and alleviate guilt, if the child or vulnerable adult refers to it. For example, you could say 'you're not to blame';
- do not interrogate the child or vulnerable adult; it is not your responsibility to investigate;
- do not ask leading questions (e.g. did he touch your private parts?), ask open questions such as 'anything else to tell me?';
- keep questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify;
- do not ask the child or vulnerable adult to repeat the information for another member of the team;
- explain what you have to do next and who you have to talk to. Tell the child or vulnerable adult this is to help stop the abuse continuing;
- safety of the child or vulnerable adult is paramount. If the child or vulnerable adult needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue;
- take notes if possible or write up your conversation as soon as possible afterwards;
- record the date, time, place of any non-verbal behaviour and the words used by the child or vulnerable adult (do not paraphrase); and
- record statements and observable things rather than interpretations or assumptions.

Written information should include the following:

- the child's or vulnerable adult's name, age and date of birth;
- the child's or vulnerable adult's home address and telephone number;
- whether or not the person making the report is expressing their concern or someone else's;
- the nature of the allegation, including dates, times and any other relevant information;
- a description of any visible bruising or injury, location, size etc. Also any indirect signs, i.e. behavioural changes;
- details of witnesses to the incidents;
- the child's or vulnerable adult's account, if it can be given, of what has happened and how any bruising/injuries occurred;
- whether the parents/carers have been contacted and, if so, what has been said;
- whether anyone else has been consulted and, if so, record details; and

- whether anyone has been alleged to be the abuser and, if so, record details.

APPENDIX E

Create's Designated Representative:

Colin Barnes
Create Board

Useful Numbers

NSPCC Child Protection Helpline Tel. 0808 800 5000

Childline Tel. 0800 1111

North Yorkshire County Council Social Services

For help and advice on all social care services, please contact the customer services centre. The opening times for telephone calls are:

Monday to Friday (except Bank Holidays): 8am to 8pm

Saturday: 9am to 5pm

Tel:	01609 534527
Fax:	01609 532009

If you are deaf or hard of hearing and use a text phone, call 0845 603 6391.

For social care **emergencies outside these hours**, call **01609 534527**