



Patrons: Helen McCrory OBE and Damian Lewis CBE

Sponsors: OM SYSTEM

## **SAFEGUARDING POLICY**

*Review date: MAY 2025*

*Signed by Chair of Trustees: Tal Lomnitzer 17.05.24*

HvH Arts acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all participants in activities organised by the charity. We recognise that children have a fundamental right to be protected from harm and that they cannot learn effectively unless they feel secure. We therefore aim to provide an environment which promotes self-confidence, a feeling of self-worth and the knowledge that children's concerns will be listened to and acted upon.

A child or young person is anyone under the age of 18 engaged in any activity organised by HvH ARTS.

The key principles of the HvH ARTS Safeguarding Policy are that:

The child's welfare is, and must always be, the paramount consideration. HvH ARTS will ensure that the welfare of children is given paramount consideration when developing and delivering all art and media workshops.

- All staff have an equal responsibility to act, in accordance with this guidance, on any suspicion, concern or disclosure that may suggest a

child is at risk of significant harm.

- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- A child's wishes or feelings will be taken into account when determining what action to take and what services to provide to protect them; children will be given the opportunity to express their views and give feedback wherever possible.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

Safeguarding means to:

- Protect children from abuse and maltreatment
- Prevent harm to children's health or development
- Ensure children grow up with the provision of safe and effective care Take action to enable all children and young people to have the best outcomes

HvH ARTS has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. We acknowledge that every child or young person who participates in our activities should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. HvH ARTS recognises that this is the responsibility of every adult involved in our organisation whether in a full time, part time, paid or voluntary capacity.

We aim to

- Have appropriate policies and procedures in place, which are followed by all trustees, volunteers, and beneficiaries
- Ensure consistent good practice across our courses and workshops.
- Make sure that their trustees, employees, volunteers and beneficiaries know about safeguarding and people protection
- Check that people are suitable to act in their roles
- Know to spot and handle concerns in a full and open manner
- Have a clear system of referring or reporting to relevant organisations as soon as they suspect or identify concerns
- Set out risks and how we will manage these in a risk register, which is

- regularly reviewed
- Follow statutory guidance, good practice guidance, and legislation relevant to their charity
- Be quick to respond to concerns and carry out appropriate investigations
- Not ignore harm or downplay failures
- Have enough resources, including trained staff/volunteers/trustees for safeguarding and protecting children
- Conduct periodic reviews of safeguarding policies, procedures and practice

Our policy has been developed with due regard of The Charity Commissions “Safeguarding and protecting people for charities” guidance<sup>1</sup>. In particular, during the COVID 19 pandemic, we adhered to the Coronavirus (COVID 19): safeguarding in schools, colleges and other providers guidance.

We are committed to taking action where a child is suffering significant harm or to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk. Staff should assess and identify any children that they believe require early help and discuss these concerns with the Designated Safeguarding Lead

### **Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead (“DSL”) with status and authority to take responsibility for child safeguarding matters is the Charity’s CEO Debbi Clark. It is her duty to make a referral to Social Services if there is a risk of immediate serious harm to a child. It is re-iterated though that anyone can make a referral although if they do so they should inform the DSL as soon as possible thereafter.

The DSL is responsible for:

- Ensuring that all staff are familiar with guidelines for identifying and reporting abuse, including allegations of abuse against staff.
- Ensuring that the charity operates an effective child safeguarding policy and that this is monitored and reviewed regularly. The Chairman should ensure that an evaluation of the effectiveness of the charity’s safeguarding arrangements is undertaken on an annual basis.
- Ensuring that all staff receive basic training in child safeguarding.
- Awareness of the “Working together to safeguard children 2023:

Statutory guidance document.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- Co-ordinating action and liaising with other agencies and support services over child safeguarding issues.
- Referring cases on appropriately to relevant agencies
- Assisting ESW (education social work) departments and social services departments in enquiring into allegations of abuse.
- Following as appropriate recommendations made by the three safeguarding partners and the London Child Protection Procedures.
- Supporting and advising staff on child safeguarding issues generally.
- Keeping accurate and secure child safeguarding records in chronological order.
- Ensuring that recruitment involves all checks required by statutory regulations.
- Ensuring that charity policies and procedures are made available to parents, children, volunteers and employees of the charity.

Our policy includes arrangements to deal with allegations of abuse against members of staff and volunteers. Concerns should be taken to the DSL in the first instance, except where allegations are made against the DSL. In these cases, concerns should be reported directly to the Chairman of the Board of Trustees of HvH ARTS (Email: [chairman@hvharts.org](mailto:chairman@hvharts.org))

### **Good Practice Guidelines**

To meet and maintain our responsibilities towards children, all members of the HvH ARTS community (trustees, staff, pupils, parents and volunteers) are expected to adhere to the following standards of good practice:

- Treating all children with respect
- Setting a good example by conducting ourselves appropriately
- Involving children in decision making which affects them
- Encouraging positive and safe behaviour among children
- Being a good listener
- Being alert to changes in children's behaviour
- Recognising that challenging behaviour may be an indicator of abuse
- Asking the child's permission before doing anything for them which is of a physical nature (except where there is an urgent need to take action to protect them or to prevent them from harming others), such as assisting

with dressing, or administering first aid.

- Maintaining appropriate standards of conversation and interaction with and between children and avoiding and discouraging the use of inappropriate sexualised or derogatory language.
- Being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and/or abuse.

**Recruitment** – Our recruitment process aims to

- 1) Identify and reject applicants who are unsuitable to work with children and young people.
- 2) Respond to concerns about the suitability of applicants during the recruitment process
- 3) Respond to the suitability of employees and volunteers once they have begun their role.

All new staff and volunteers who will be working with children are required to pass an Enhanced DBS check and complete a self-disclosure form. New staff are given the opportunity to ask questions so that they are able to understand and implement the policy. As a condition of their employment, all staff are required to have read and have agreed to implement this child safeguarding policy.

Trustees and management of HvH ARTS are required to complete a Trustee Eligibility Declaration annually and Senior Executives declaration annually.

### **Protecting volunteers, staff and beneficiaries**

We believe that every person who volunteers with, works for or comes into contact with our charity should be treated with dignity and respect, and feel that they are in a safe and supportive environment. We aim to provide an inclusive culture that does not tolerate inappropriate, discriminatory, offensive or harmful behaviour towards any person.

- 1) **Bullying and harassment** – we take a zero-tolerance approach to misconduct and will remove wrongdoers. Any concerns should be reported to the DSL.

2) **Whistle blowing** – we follow the Charity commission guidance on whistleblowing.

<https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer#:~:text=If%20you're%20a%20charity,the%20law%20will%20protect%20you.>

Issues that could seriously harm the beneficiaries, staff, volunteers or reputation of the charity can be reported to the charity commission by emailing [whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk).

Independent advice about whistleblowing can be obtained by calling the specialist 'Protect' whistleblowing free and confidential advice line

Telephone: 0800 055 7214

3) **Abuse of Trust and Inappropriate Relationships** – All employees and volunteers acknowledge that that inappropriate behaviour towards children is unacceptable and that their conduct towards all children must be beyond reproach.

4) **Secure premises** – HvH ARTS will take all practicable steps to ensure that premises are as secure as circumstances permit.

5) **Insurance** – it is HvH ARTS policy to have adequate insurance which covers the individuals and activities involved. Copy of this insurance can be obtained on request from the DSL.

## **Recognising signs of bullying, harm or abuse**

Our staff and volunteers are required to read the NSPCC definitions and signs of child abuse guidance and required to report concerns to the DSL

<https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/> (updated 31 December 2023)

As per the NSPCC guidelines abuse is defined as a form of maltreatment of a child or person. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to

cause severe and adverse effects on the child's emotional development.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

## **Protection Procedures**

It is important that a child at risk or in need, receives the right help at the right time to address risks and prevent issues escalating. It is therefore important that all staff and volunteers understand their responsibility to: identify, act on and refer the early signs of abuse and neglect; keep clear written records; listen to the views of the child; reassess concerns when situations do not improve and share information quickly.

There may be occasions when you suspect that a child may be at serious risk, but you have no 'real' evidence. The child's behaviour may have changed, their attitude could be concerning, or you may have noticed other physical but inconclusive signs. In these circumstances, try to give the child the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way. Remember people don't need to be certain before they speak up. If anyone is ever worried about someone, they should speak to the DSL.

## **If a child discloses information**

If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement.

During the conversation with the child:

- Allow them to speak freely
- Remain calm and do not overreact
- Give reassuring nods or words of comfort.
- Do not be afraid of silences – remember how hard this must be for the child.
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does

the child's mother thinks about all this.

- At an appropriate time tell the child that in order to help them you must pass the information on.
- Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- Avoid admonishing the child for not disclosing earlier.
- Tell the child what will happen next and follow the procedure below for reporting concerns.

## **Photography and images**

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children and young people we will:

- Seek their consent for photographs to be taken or published (for example, on our website, or in newspapers or publications)
- Seek parental consent
- When photographs of pupils are published, we use only the child's first name with an image unless parents have consented for the pupil's full name to appear next to the image
- Ensure that children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them.

## **Social Media, Information Technology and Digital Safety**

We are aware of the dangers posed by social media and information technology to our pupils. We recognise the three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views
- **Contact:** being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults.
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.



## Response s and procedures

- We will protect our young people from entering into any search engines and will be monitored at all times by a member of staff when researching for workshops and courses
- Young people should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding their background detail in a photograph which could identify the young person of his / her location e.g., house number, street name or school.
- Young people should be advised on security and encouraged to set passwords and deny access to unknown individuals.
- Young people should be encouraged to invite known friends only and deny access to others.
- Young people should be advised not to publish specific and detailed private thoughts
- Employees and volunteers must not put themselves in a position where they could be accused of improper behaviour by engaging in private online communications with our young people.
- Employees and volunteers must not use personal email addresses or mobile phones / devices to communicate
- Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.
- If a member of staff becomes aware of an incident involving sexting, they should follow the safeguarding procedures and refer to the DSL as soon as possible. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off.
- The DSL should hold an initial review meeting with appropriate staff and subsequent interviews with the children involved (if appropriate)
- Parents must be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm.
- Immediate referral at the initial review stage should be made to Children's Services Local Referral, Intervention and Assessment Services Team, or the police as appropriate and immediately if;
  - If there is a significant age difference between the sender / receiver
  - If there is any coercion or encouragement beyond the sender/receiver
  - If the child is more vulnerable than usual (i.e., at risk) there is a

- significant impact on the child involved
- The image is of a severe of extreme nature

## **Distance Learning and Safeguarding**

Should the Charity be required or need to move to the provision of education through distance learning, the safeguarding arrangements will remain in full force and effect. We expect our staff to adopt the following safe practices when implementing distance learning:

- To undertake lessons over Zoom or other form of electronic medium as directed by the CEO of HvH ARTS.
- To only use email, Zoom and authorised social media accounts.
- To contact any child or parents only through a charity provided email address and via their charity provided email account. Employees or volunteers should not share any personal information with children or parents.
- To dress appropriately and always use appropriate language and adopt the same practices as if the course was being held in person.
- To inform the DSL immediately of any safeguarding concerns in accordance with this policy.

HvH ARTS undertakes to support parents in making sure their children are safe online. It will encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious software.

For laptops and devices loaned to beneficiaries for use at home the following procedures are followed

- All laptops are wiped and cleaned before the loan
- The laptop has parental controls switched on
- Parents sign a loan form confirming that they are responsible at all times for the content their child view and their responsibility to make sure their child is safe at all times whilst the laptop is on loan.
- Tutors should be careful to comply with data protection rules when teaching online including
- Taking care not to share contact details when emailing multiple people
- Being careful when sharing usernames and other personal data for access to online resources

It is a duty of all members of staff to raise any concerns they may have

regarding social media and information technology with the DSL.

### **Reporting concerns about the welfare of a child or young person.**

Safeguarding is everyone's responsibility. If you are worried about a child it is important that you report your concerns – no action is not an option!

- If you are worried about a child then you need to report your concerns to the DSL who's responsibility it is to act quickly, ensuring any harm or damage is stopped or minimised and determine if relevant agencies and regulators need to be informed.
- If the issue is one of poor practice the DSL will either:
  - deal with the matter themselves or
  - seek advice from the local council
- If the concern is more serious – for example criminal behaviour or child abuse, where possible, contact the DSL, then immediately contact the Police or Children's Social Care.
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let the DSL know what action you have taken.
- If at any time you are not able to contact the DSL or the matter is clearly serious or involves the DSL then you can either:
  - Contact the Chairman of HvH ARTS (E: [chairman@hvhart.org](mailto:chairman@hvhart.org))
  - Contact the Police or Children's Social Care
  - Call the NSPCC 24 hour Helpline for advice on Telephone: 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Procedure to be followed in the event of an allegation against a member of staff or volunteer**

HvH ARTS procedures for dealing with allegations made against staff will be used where the member of staff or volunteer is alleged to have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm if they work regularly or closely with children.

If an allegation is made against a member of staff or volunteer, HvH ARTS priority will be to achieve a resolution of that allegation in a fair and consistent way that provides effective protection for any child involved and at the same time supports the person who is the subject of the allegation. Any unnecessary delay must be avoided.

The following definitions are to be used when determining the outcome of an allegation investigation:

- **Substantiated:** there is sufficient evidence to prove the allegation
- **False:** there is sufficient evidence to disprove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
- **Unsubstantiated:** this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

### **Ceasing to use staff**

If the HvH ARTS ceases to use the services of a member of staff or volunteer because they are unsuitable to work with children, a settlement/compromise agreement will not be used and a referral to the Disclosure and Barring Service will be made as soon as possible if the criteria are met in accordance with the definitions above, as per the guidance published by the DBS. If the accused person resigns or ceases to provide their services, this will not prevent child protection allegations being followed up in accordance with this policy and the statutory guidance.

### **Unsubstantiated or malicious allegations**

Where a complaint has been deliberately invented or in the event of a malicious allegation the DSL will consider whether to require that parent to withdraw their child or children from the workshops/courses on the basis that they have treated the art foundation or a member of staff unreasonably.

### **Record keeping and references**

HvH ARTS will provide information regarding a substantiated allegation for the purposes of future references and DBS disclosures in accordance with safer recruitment procedures. In cases where allegations are found to be malicious or unsubstantiated, reference will not be made in employer references.

## **Prevention of Extremism and radicalisation**

The charity recognises its safeguarding duty includes the duty to prevent young people from being radicalised and drawn into terrorism. Under the Counter-Terrorism and Security Act 2015, the charity has a duty to refer any child on to Camden's Channel Panel under the Prevent strategy where there are concerns that they are being radicalised.

The charity is committed to being a safe space for our children to explore new ideas and perspectives and develop their artistic skills. Where an employee of the charity has concerns that a child might be considering extremist ideologies and/or may be radicalised and would benefit from specialist support to challenge ideologies, we will discuss these concerns internally and we will consider whether to call in external advice and guidance.

The CEO as the DSL will decide whether to make a referral to the Channel and Prevent Multi-Agency Panel

<https://www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance>

and may speak to and get advice from Children & Families Contact Service, Camden's single access point

Email: *LBCMASHadmin@camden.gov.uk* or by calling 020 7974 3317 (9am to 5pm) Out of hours: 020 7974 4444

## **Local Contacts**

The Camden Safeguarding Children Partnership is involved in developing policies and procedures for, and co-ordinating local work on the safeguarding and promotion of the welfare of children in the borough. They can be contacted  
*Telephone: 020 7974 6658/1276, or see their website at <https://cscp.org.uk>*

If you are worried a child or young person is at risk of, or has suffered significant harm, please contact the Children and Families Contact service. Camden's single access point

*Telephone 020 7974 3317 (9am to 5pm) Out of hours: 020 7974 4444*

In cases of an emergency and immediate response, always contact the police on 999.

## References

The Charity Commission's "Safeguarding and protecting people for charities" guidance

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

Workplace Bullying in Charities

<https://www.acevo.org.uk/wp-content/uploads/2019/07/In-Plain-Sight.pdf>

Definitions and signs of abuse (updated 31 December 2023)

<https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/>

Radicalisation - Prevent Duty Guidance 2023

<https://www.gov.uk/government/publications/prevent-duty-guidance>

[www.hvharts.org](http://www.hvharts.org)

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