

**Child and Vulnerable Adult
Protection Policy & Procedure**

Outline Guidance Notes for Staff and Artists

Full Policy Available for Further Reference

Updated Oct 2011

Contents

1. Introduction
2. Purpose
3. Principles
4. Recruitment and training of staff and volunteers
5. Implementation
6. Minimising Opportunities for Abuse
7. Good Practices in Contact with Children and Vulnerable Adults
8. First Aid
9. Use of Photographic and Filming Equipment
10. Responding to Disclosure, Suspicions and Allegations
11. Dealing with Allegations Against Project Workers
12. Confidentiality

Appendix A:

Key Guidance and Questions for Artists and AHA Staff

Appendix B:

Definitions of Child Abuse

Appendix C:

AHA Child/Vulnerable Adult Incident Form

1. Introduction

- 1.1 At Aune Head Arts (AHA) we understand the Arts can have a very powerful and positive influence on people and in particular young people and vulnerable adults.
- 1.2 For the Arts to have a positive effect project workers must place the welfare of children, young people and vulnerable adults first, adopting practices that support, protect and empower them.
- 1.3 This Outline Guidance Policy is designed to give a working overview of AHA's full CVA policy for artists and project workers and applies to all activities of AHA involving children and young people under 18 years of age and vulnerable adults, and to everyone working in these activities, whether paid or unpaid.
- 1.4 This document is only an **outline** and provides general common sense guidance in line with AHA's full policy – in ALL cases an artist or project worker should immediately contact the Project Manager should he have any concerns relating to this guidance in working practice and the Project Manager will take responsibility for making sure the matter is dealt with in the correct manner.

2. Purpose

- 2.1 These guidance notes aim to:
 - Protect children/young people and vulnerable adults from harm, abuse or exploitation
 - Ensure children/young people and vulnerable adults are respected, taken seriously and listened to
 - Promote good practice and safeguard the company, its partners, and project workers either paid or unpaid
 - Provide an environment that enables parents and guardians to raise their concerns regarding the welfare of their children/wards

3. Principles

- 3.1 Key principles to be aware of:
 - Children/ young people and vulnerable adults have a right to enjoy arts activity free from all forms of abuse and exploitation and to be protected from harm
 - Children/ young people and vulnerable adults should be encouraged to fulfil their potential and that inequalities should be challenged
 - Abuse can take different forms – if you have any concerns (no matter how small) report these to your project manager straight away

Definitions of abuse and guidance on recognising it are in Appendix C. of the Full CVA Policy.

4. Recruitment and training of staff and volunteers

4.1 Aune Head Arts recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

4.2 Interview and induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified.
- They should sign up to the organisation's Code of Ethics and Conduct and Child Protection policy.

4.3 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

5. Implementation

5.1 It is the project workers' responsibility to inform AHA if recommendations outlined here are not being adhered to, and to **stop work** in any situation that seems uncomfortable, unsafe, or inappropriate. In this instance the first point of reference would be the Project Manager who will act in line with the full CVA

policy.

6. Minimising Opportunities for Abuse

- 6.1 Where possible apply the following:
- Never work or perform without the presence of appropriate staff from the host organisation
 - Leave discipline issues to the staff at the host organisation, never reprimand a child/young person/vulnerable adult yourself
 - Leave first aid to qualified staff at the host organisation
 - Ensure you have a visitors badge if available
- 6.2 There may be some occasions where AHA runs a project which children and vulnerable adults attend without the support of a partner or host organisation. In these cases, project workers will not be able to defer responsibilities for discipline or first aid to a member of staff from that organisation. AHA must collect consent forms before any child/young person or vulnerable adult can begin participating in the activity. AHA will ensure that staffing levels are sufficient to protect the safety of its workers.
- 6.3 AHA is responsible for ensuring adequate staffing to meet the required health and safety standards throughout the project - the current recommendations are:
- 1 workshop leader to 8 children/young people/vulnerable adults
 - 1:10 may be used for older children (depending on activity)
 - A minimum of two staff must be present at all times
 - Children under 8 years old must be supervised all the time
 - Sessions must not have more than 26 participants
- 6.4 Risk Assessments should be undertaken for project activity before it commences; ensure you know details of evacuation procedures and safety of equipment.
- 6.5 All AHA project workers receive a copy of the 'Child & Vulnerable Adult Protection Policy & Procedures Guidance Notes' (full CVA policy available on request), and should be familiar with the Arts Council England document: 'Keeping Arts Safe: Guidance for artists and arts organisations on safeguarding children, young people and vulnerable adults', which can be downloaded free from:
http://www.artscouncil.org.uk/publications/publication_detail.php?rid=0&sid=&browse=recent&id=489
- Signing your contract will indicate you have received and read this policy – this will be checked by your project manager.**

7. Good Practice in Contact with Children and Vulnerable Adults

- 7.1 Good practice means:
- Always working in an open environment (e.g. avoiding private or unobserved situations or secrets).

- Treating people equally, with respect and dignity.
- Not automatically laughing at something a child/young person or vulnerable adult says, as they might not have intended it to be funny.
- Always putting the welfare of each young person/vulnerable adult first.
- Maintaining a safe and appropriate distance (e.g. it is not appropriate to have an intimate relationship with a child/young person/vulnerable adult or to share a room/cubicle with them).
- Always using staff toilets if you are working in a school. Avoid going to the toilet at the same time as children/young people/vulnerable adults if you have to share facilities.
- Do not initiate any physical contact with children/young people or vulnerable adults. If the nature of the workshop requires any physical contact this should be discussed with staff at the host organisation in advance, and if there is no host organisation, a description of the activity should be incorporated into the consent form.
- Record any injuries sustained accurately according to the host organisation's accident policy, and if there is no host organisation, according to Aune Head Arts' accident policy.

8. First Aid

- 8.1 Where possible there should be someone appointed for first aid from the host/partner organisation. If you think you are going to be responsible for administering first aid at a workshop or on a project please inform your project manager so they can give you the full CVA policy guidance for this. To be responsible for this you must carry a recent first aid qualification.

9. Use of Photographic, Audio and Filming Equipment

- 9.1 Please ensure consent forms are in place where appropriate –please consult your Project Manager who will ensure the correct forms are available.
- 9.2 Please ensure any group you are working is reminded not to record any one without their prior consent.
- 9.3 Please do not allow members of the public to record your event without prior consultation and agreement referring to the full CVA policy with your Project Manager.

10. Responding to Disclosure, Suspicions and Allegations

- 10.1 Research has shown that the great majority of victims of abuse make at least a yearly attempt to tell someone that they are being abused. This will always be to a person they trust and who they feel has sufficient power to rescue them from their abuse situation. Once a child/young person/vulnerable adult has been rebuffed when trying to tell their story, they will rarely attempt again, so it is vital that those likely to be in a position to be confided in are well briefed and prepared for such eventualities.

10.2 False allegations of abuse do occur, but they are rare. **Disclosures, suspicions and allegations should always be taken seriously and reported immediately to the Project Manager**

10.3 If you feel you are being confided in try and do the following:

- Remain calm and listen quietly
- Keep questions to a minimum
- Make brief notes after to retain accuracy of the conversation
- At the first opportunity report to your Project Manager who will put proper procedures in place.

11. Dealing with Allegations Against Project Workers

11.1 If you become aware of an allegation (against a colleague) of an incident of abuse taking place, or having taken place, it is vital that the following procedures are adhered to:

- Take the allegation seriously. It is your duty to consider any allegation to be potentially dangerous to the child/young person/vulnerable adult and therefore report it. There is also a possibility that the allegation is false, so maintain confidentiality — *do not tell others who have no need to know.*
- Report the allegation to your Project Manager immediately who will put proper procedures in place.

12. Confidentiality

12.1 In dealing with any case/allegation/suspicion relating to abuse, all project workers should be aware that any breaches in confidentiality can be very damaging to the child/vulnerable adult and family and any investigations that may take place. Allegations may be false. The suspected abuser may be totally innocent, so repeating the allegation other than to the proper authorities could be slanderous.

12.2 Report the allegation to your Project Manager immediately who will put proper procedures in place.

ENDS

PLEASE NOTE

- This document is provided as a working guide to best practice, a full Child and Vulnerable Adult Policy is available from AHA and in all cases AHA will adhere to the code of conduct outlined therein.

- This guide outlines to the project worker key points to adhere to, and where further clarification or procedure is sought the full policy should be referred to and will be made available on request.
- When the project worker refers a matter to the Project Manager as outlined in these guidance notes the Project Manager will ensure the correct procedure as outlined in the full policy are adhered to.

Appendix A

Key Guidance and Questions for Artists and AHA Staff

What is a 'child'?

In law a child is defined as anyone up to the age of 18. (Extensions of this exist for children who are disabled and for those in local authority care settings.)

What is a 'young person'?

There is no legal definition for this term. In this document, 'young person' refers to the upper age ranges of the official definition of a child. The term acknowledges that individuals, for instance, those who are 16 or 17 years old, may not think of themselves as 'children' and are often called 'young people' by youth workers.

What is a 'vulnerable adult'?

There is no legal definition of this term. In this document, 'vulnerable adults' are people who are or may be in need of community care services because of mental disability or other disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

How do I know if I am working with a vulnerable adult?

AHA will determine in advance if any of the participants are likely to be considered 'vulnerable', and will inform any project workers engaging with these groups or individuals, and ensure that project workers have received appropriate training. However, project workers should also monitor, as part of the project delivery, whether any of the participants show signs that indicate a particular vulnerability that needs to be accommodated, and report back to AHA.

What do I need to do if I am working with vulnerable adults?

An arts project may be a new experience for a vulnerable adult, placing them in unfamiliar surroundings. Project workers should make every attempt to create an environment in which a vulnerable person feels comfortable and effective, physically, emotionally and intellectually. *AHA and/or the host organisation will ensure that the*

project workers have been appropriately recruited and have enough training and experience to provide a safe and positive experience.

If I'm working with children, young people or vulnerable adults, am I considered their 'carer'?

No, during regular school hours, schools/educational settings act in loco parentis (*in the place of a parent*). Outside school hours, parents/carers retain their responsibilities for their children, whether the parents/carers are present or not. This applies in the case of arts activities taking place outside school hours.

Appendix B

Definitions of Child Abuse

This appendix refers specifically to Child Abuse, however AHA chooses to implement the same protection for any vulnerable adult that suffers the same abuse as described below.

Child abuse is generally divided into four main categories

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

These categories very often overlap and a child may be subject to abuse in a mixture of any or all of these categories. There are some generally agreed definitions of how abuse in each of these categories can be defined and practical examples:

1. Physical Abuse

- 1.1 A physical injury or suffering to a child, or failure to prevent physical injury or suffering to a child (including deliberate poisoning or suffocation) where there is a definite knowledge or reasonable suspicion that the injury has been or may be inflicted by another person.
- 1.2 Practical examples would include where adults physically hurt or injure a child by hitting, shaking, squeezing, burning and biting or by the giving of alcohol, inappropriate drugs / substances or poison.

2. Sexual Abuse

- 2.1 The involvement of a child in a sexual activity which is unlawful or to which the child is unable to give informed consent. This includes direct sexual exploitation and abuse of a child by adults or other children whether inside the home or outside. It includes acts of indecency perpetrated upon a child, or their involvement in acts of indecency upon others, or their involvement in prostitution or pornography. In England, Scotland and Wales, the age of consent is 16 for both heterosexual and homosexual sex. In Northern Ireland, both people have to be over 17.

- 2.2 Practical examples would include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material is also a form of sexual abuse.

3. Emotional Abuse

- 3.1 Significant harm to the emotional and psychological well-being or development of a child, caused by persistent emotional ill-treatment or rejection by parents / carers.
- 3.2 Practical examples would include a persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted. This may make the child very nervous and withdrawn. Emotional abuse may also occur when there is constant overprotection or where children are subjected to excessive criticism, inappropriate personal or sexual remarks, bullying, being exposed to undue or inappropriate pressure or exposed to danger.

4. Neglect

- 4.1 A severe or persistent lack of attention to a child's basic needs resulting in significant impairment of health or development or the avoidable exposure of a child to serious dangers including cold or starvation.
- 4.2 Practical examples would include a lack of food, warm clothing or failing / refusing to give children love, affection and attention.

5. Recognising Abuse

- 5.1 Recognising abuse is not always easy, even for the experts. It should be stressed that the role of anyone working on an Aune Head Arts project to report when a concern arises or where an allegation has been made, in order to protect the child/vulnerable adult. It is not the role of any project worker to decide whether or not abuse is taking place.
- 5.2 Indications that a child/vulnerable adult is being abused include:
- Unexplained or suspicious injuries such as bruising, bites or burns, particularly if situated on a part of the body not normally prone to such injuries.
 - The child/vulnerable adult says that she or he is being abused or another person says they believe (or actually know) that abuse is occurring.
 - The child/vulnerable adult has an injury for which the explanation seems inconsistent or which has not been adequately treated.
 - The child's/vulnerable adult's behaviour changes, either over time or quite suddenly and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
 - Refusal to remove clothing for normal activities or keeping covered up in warm weather.
 - The child/vulnerable adult appears not to trust adults e.g. a parent or coach with whom she or he would be expected to have, or once had, a close relationship and does not seem to be able to make friends.

- He or she appears increasingly neglected or loses or puts on weight for no apparent reason.
- Pain or itching, bruising or bleeding in or near the genital area.
- A child shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.

The above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

Child Protection in Devon who to contact:

If you are worried about the safety of a child and want to know more about child protection in Devon visit www.devon.gov.uk/childprotection

If you would like to know more about safeguarding procedures and the Devon Safeguarding Children Board visit www.dscb.info

Appendix C

Confidential

AHA Child/Vulnerable Adult Protection Incident Report Form

Please fill in this form as accurately and completely as you can. If there is not enough space write *continued* and continue on the reverse including the section number.

1. Details of when you became aware of the incident	
Your name and project name:	Venue:
Date:	Time:
2. Who raised the concern?	
Myself/child/vulnerable adult (delete as necessary)	
3. Details of the informant if not the child/vulnerable adult concerned	
Name:	Address:
Tel:	
4. Details of the child/vulnerable adult	
Name:	Address:
Sex: M/F D.O.B:	
Tel:	
5. Details of the next of kin	

Name:	Address:	
Relationship:		
Tel.No:		
6. State the nature of the concern (i.e. physical, behavioural, other)		
7.If the informant was not the child/vulnerable adult, what was said by you both		
8. Has the child/vulnerable adult been spoken to?		
Yes (please tick)	No	
If yes, by whom and what was said?		
9. If there is an alleged abuser give name, description and address if known		
10. If the person has been approached, by whom and what was said by both		
11. Who else has been consulted? Give position/s, name/s and contact details		
Name and Position:	Contact details:	
Name and Position:	Contact details:	
12. Your contact details		

Name:	Position:
Date:	Contact details:
Signature:	

Please remember to reserve the confidentiality of this form and the information you have gained, once you have completed it please hand it to your project manager.

For use by AHA staff only:

Date received:	
Immediate action taken:	
Signed:	
Date:	