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Policy for Safeguarding Children & Adults at risk

General Statement of Policy

- Literati Arts is committed to safeguarding the welfare of children and adults at risk and recognises that it has a duty of care for the children and adults at risk that it works with.
- The Company complies with existing legislation and national guidance including The Police Act 1997, Children Act 1989, The Protection of Children Act 1999, Criminal Justice and Court Services Act 2000, The Children Act 2004, Safeguarding Vulnerable Groups Act (SVGA) 2006, Working Together to Safeguard Children 2018, Data Protection Act 2018, The Equality Act 2010, UN Convention of the Rights of the Child 1991, Human Rights Act 1998, Sexual Offences Act 2003, Safeguarding Vulnerable Groups Act 2006, The Children and Families Act 2014, the Care Act 2014 and the Children and Social Work Act 2017.

This policy should be read in line with our other policies and codes of conduct:

Anti Bullying & Harassment; Behaviour code for children and young people, Code of Conduct for adults working with children, Equal Opportunities & Diversity, and Data Management & Media Use Policies.

- As outlined in this policy, LA takes every reasonable step to ensure that children and adults at risk are protected and that we create safe environments for children, adults at risk and our staff, freelancers and volunteers to engage in our work.
- LA believes that all children and adults at risk have the same right to protection regardless of their age, disability, gender, nationality, race, marital status, maternity or pregnancy status, immigration status, religious belief, sexual orientation or identity.
- The term children applies to 0-17 yr. olds, and the term adults at risk is defined as someone over the age of 18 who has needs for care and support, is experiencing, or is at risk of abuse or neglect, and as a result of those needs is unable to protect him or herself against the abuse or risk of it.
- This policy applies to children and adults at risk, although the values that underpin it apply to everyone we work with.
- Responsibility for monitoring this policy lies with LA's Board of Directors.

Designated Safeguarding Officer

LA's Designated Safeguarding Officer (DSO) is the Executive Director and Project Manager. They are responsible for dealing with any concerns about the protection of an individual that have

been raised. If they are unavailable, concerns are raised to the Appointed Safeguarding Trustee, who as acting DSO, is empowered to take any necessary action.

As of 5th October 2023 this is:

DSO- Finley Townsend, literatiarts@gmail.com

Safeguarding Trustee- Yasmin Clarke, yasmin@circleof.org

The responsibilities of the DSO or Acting DSO are to:

- Review the Safeguarding policy & procedure (minimum annually) and disseminate within the organisation.
- Receive information from staff and others who have concerns about safeguarding issues. ▪ Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Inform and consult with the NSPCC, Leicester Safeguarding Children Partnership or Leicester's Safeguarding Adults Board or other local authorities' Safeguarding Boards or Multi- Agency Safeguarding Hubs when appropriate; discussing concerns or testing out doubts or uncertainty as soon as possible after an allegation is reported.
- Ensure that the Safeguarding policy and procedures are followed & accurate information recorded in password-protected formats.
- Keep relevant people in the organisation informed about action taken, further action required, for example disciplinary action against a member of staff.
- Ensure appropriate support and advice is given to members of staff who have been disclosed to, or involved with a particular matter.

Literati Arts Staff

- All LA core staff working with young people or at risk adults have Enhanced DBS Disclosures (up to 3 years old).
- All freelancers working with children or adults at risk have Enhanced DBS Disclosures (up to 3 years old).
- All volunteers are closely supervised and where appropriate require Enhanced DBS Disclosures (up to 3 years old).
- All artists and volunteers working with children or adults at risk are given this policy & safeguarding procedures and relevant project checklists.
- At the start of each project, a core staff member talks through the procedures with freelancers and volunteers ensuring the project team understand how to facilitate a safe working environment (including where working online), they are aware of what constitutes appropriate and inappropriate behaviour with and towards children and adults at risk, and they know what to do in the event that they suspect abuse or have it disclosed to them.
- LA provide additional information to staff on safeguarding adults at risk or children, such as LA template risk assessments and checklists, and referencing Leicester Safeguarding Adult's Board's Blue Booklet

<https://www.leicester.gov.uk/health-and-social-care/adult-social-care/what-support-do-you-need/safeguarding-adults-board/>) and Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children' was published on 1 July 2018.

- All staff, freelancers and volunteers must adhere to LA's **Project Delivery – Good Practice Guidance** and **E-Safety Policy** as outlined within this policy.
 - All staff, freelancers and volunteers are familiar with our **Complaints Procedure** and **Whistle blowing Policy** which is included with new contracts and Volunteer Agreements. Core staff are recruited and selected by formal application process that includes two referees, a declaration of any criminal convictions, ID checks and Enhanced DBS checks. Freelancers and volunteers are selected by a publicised call out or recommendation followed by an interview or open audition.
- All LA core staff will undertake Safeguarding Training yearly. Board members will also be invited to attend or offered alternative online training, 3-yearly. Project staff & volunteers will have access to training before project delivery starts; either attending LA annual bespoke training or accessing an online course.

Project Planning

- All projects with children or adults at risk – both in-person and online – have a minimum of 2 adults working together at any time. In all cases there are a minimum of two project staff in the space when working with young people, in some cases where there is a small group there might be one artist plus a host member of staff.
- At all schools, centres and residential settings, at least one member of their staff must be present at all times during our visit. On these occasions, it is the responsibility of the setting to monitor attendance.
- With out-of-hours or holiday projects where schools and centres cannot provide staff, or that have been set up independently by the company, LA will increase its staff ratios and have a staff member with a designated 'pastoral' role. On these occasions, LA will maintain a record of all participants, their names, contact details for parents/carers including their consent and any additional relevant information.
- From the outset of partnership projects, it will be agreed which organisation is the Safeguarding Lead and therefore which DSO is the first point of contact for raising concerns. This will be fully communicated to the project team and contact details shared.
- Projects and activities will undergo a risk assessment following LA's **Risk Assessment** procedure
- Any accidents and injuries will be recorded in the accident book, whether it occurred during a project or a participant arrived injured. Accidents occurring at external venues are recorded in the venue's accident book, and LA make a note for its records.
- All project participants are requested to provide information relating to any additional requirements, allergies and emergency contacts. Depending on the nature of the project we may also require participants to advise LA of specified risks. All information is retained & stored in line with **LA's Data Management Policy** compliant with GDPR.
- Formal permission will be obtained for the photographing or filming or audio recording of a child from a parent or guardian, and the specific use of the images/ footage explained. Permission for the photographing or filming or audio recording of an adult at risk will be sought from the adult in question, where appropriate, or -from a guardian or link worker.

Project Delivery – Good Practice Guidance

LA staff, artists, freelancers and volunteers will at all times show respect and understanding for the rights, safety and welfare of the children or adults at risk they are working with. They will

ensure that they:

- Recognise that all children and adults at risk, regardless of their age, disability, gender, nationality, race, marital status, maternity or pregnancy status, immigration status, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Treat all children and adults at risk equally, and with respect and dignity.
- Recognise that some children and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues, avoiding triggering material.
- At the start of the project, work with the group to establish a code of conduct / group contract, which reflects, embeds, and communicates Safeguarding principles.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Make our activities fun and promote equality.
- Are a good role model for participants.
- Maintain a safe and appropriate distance from participants, only touching participants when it is absolutely necessary in relation to the particular activity and seeking agreement of participants prior to any physical contact. Where a participant initiates physical contact, staff will respond appropriately for example, responding to a physically affectionate participant in a friendly way yet maintaining appropriate boundaries and ensuring other staff members are present.
- Establish an atmosphere where children and adults at risk feel comfortable and caring enough to point out attitudes and behaviours they do not like.
- Remember that actions can be misinterpreted, no matter how well intended.
- Recognise that sensitivity is required when dealing with bullying, bereavement or abuse.
- Always work with at least one other artist, plus a member of staff for projects in schools etc.
- Ensuring safe physical environments for children and adults at risk by applying measures in accordance with the **LA Health and Safety Policy**.
- Ensure safe online environments for children and adults at risk by applying measures in accordance with the **LA E-Safety Policy**. In the event of an incident or any concerns, follow all procedures outlined in the Safeguarding Procedures.

E-Safety Policy

The use of information technology is an essential part of all our lives; it is involved in how we gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of children and adults, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a child, can be actually or potentially harmful to them.

This policy aims to ensure that LA staff, artists, freelancers and volunteers operate in line with our values and within the law in terms of how we use information technology.

LA seek to promote e-safety by:

- Appointing an e-safety coordinator to projects with significant use of ICT from amongst the project team.
- Risk Assessing in advance, the use of ICT (such as Zoom, mobile phones, games consoles and the Internet) in any aspect of project delivery involving children or adults at risk.
- Developing clear and specific directions to staff and volunteers on the appropriate use of ICT on different projects (see online delivery guidance).
- Encouraging children & adults at risk to use mobile phone technology and the internet in a

way that keeps themselves safe and shows respect for others.

- Incorporating statements about safe and appropriate ICT use into the codes of conduct for staff, volunteers and participants.
- Dealing firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child (these may include breaches of filtering, illegal use, cyber-bullying, or use of ICT to groom a child or to perpetrate abuse);
- Reviewing and updating the security of our information systems regularly and providing adequate physical security for ICT equipment.
- Using only official email accounts and LA mobile phones (with password pins) provided via the organisation, and monitoring these as necessary. All of which are accessed regularly by different members of staff to monitor activity.
- Ensuring wherever possible, staff use their LA laptops for online delivery and when home working. Where using personal computers, no child or adult at risk's details or images will be downloaded or saved onto personal computers. Staff will access details and documents on LA's shared G drive – which is accessible via password protected Gmail accounts.
- Ensuring staff log out of LA Gmail accounts when away from their computers, do not share their accounts or log-ins with anyone else and only log into their own accounts. ▪ In the Office or elsewhere, ensuring staff always lock computers or close documents with sensitive information when they are away from their laptops / computers.
- Ensuring that if children or adults at risk's images need to be downloaded for photo or video editing by a staff member or freelancer, then they will be deleted once the edit has taken place and the edited film is uploaded to the LA's server. Other artists who need access to creative content including videos are given links which enable them to watch videos online but not download. Ensuring that the personal information of participants are not published on our website.
- Ensuring that images of children, adults at risk and their families are used only after their written permission has been obtained, and only for the purpose for which consent has been given; ▪ Providing effective management for staff and volunteers on ICT issues, through supervision, support and training;
- Examining and risk assessing any emerging new technologies before they are used within the organisation.

Online Delivery

LA sometimes delivers online participatory projects using online meeting platforms such as Zoom. LA recognises that this context requires particular guidelines and considerations:

- LA will ensure that all sessions take place using one of LA's licenced Zoom Accounts. ▪ All sessions will be password protected, with links never shared in public spaces and the waiting room function always enabled – meaning the host lets individuals in. We will disable 'join before host', screen sharing, streaming, recording for participants and private chat functions during sessions.
- Children attending sessions must use a parent/ carer's account (16+ requirement on Zoom) and parents/carers must agree to relevant Terms & Conditions.
- We will encourage all staff, freelancers, volunteers and participants to just have their first name on their screens, and to consider in advance what can be seen in their backgrounds.
- We will treat the main Zoom room and any breakout room as we would a physical room, requiring minimum 2 members of the project team (e.g. 1 staff & 1 volunteer) to be in a room with any group or individual.

- We will ensure we have emergency contact details for all participants and will contact individuals if they lose connection/ go missing mid-session.
- Where we want to view films on YouTube, these will be shared by the host using 'screen-sharing' rather than requiring participants to go onto YouTube themselves.
- We will share a **Code of conduct for Zoom sessions** which all workers and participants will adhere to; this will include practical rules and also rules against the taking of photos/ films and any offline communications via text/snapchat/ other means between participants.
- Children will require parental/guardian permission to take part in Zoom sessions. As part of risk assessments, we will explicitly ask about online risks. In order to maximise opportunity for freedom of expression, we will recommend that participants are not supervised during sessions unless there is a safeguarding concern.

Social media

LA recognises that social media provides opportunities to effectively engage with a wide range of audiences, particularly children. Social media refers to Twitter, Facebook, YouTube, Instagram and Tik Tok. There are a wide range of platforms but these are the ones currently adopted by LA.

LA also recognises the potential risks associated with social media usage, e.g. bullying by peers, posting personal information that can identify children and adults at risk offline, sexual grooming and exposure to inappropriate material, and exposure to racist or hate material.

LA will seek to promote safe and appropriate use of social media by ensuring:

- Any social media engagement with individuals occurs via LA profiles.
- Staff should not interact with any participant on their private social media profiles – including accepting friend or follower requests, ensuring profiles are private where possible and for staff to be conscious of their own personal information accessible online. LA recognises that by its nature Twitter is a more public platform, in which any user can follow another, however staff understand they should only engage with participants through LA profiles.
- LA or project staff will **not** mention or tag local authorities or similar bodies, in any photographs of work that took place with looked after children that could put children at risk of identification.
- Where photographs are taken for use on social media by staff appropriate permissions must be obtained after appropriate media consent procedures have been followed. All photographs for looked after children are only to be taken where the appropriate approval has been made by the relevant local authority and the looked after children media consent form and procedure has been followed.

Review by DSO

Name: Finley Townsend

Date: 05/01/2024

Signed: 