

Arts Council of Wales

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# Safeguarding Procedures

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Cyngor Celfyddydau Cymru  
Arts Council of Wales



Noddir gan  
**Lywodraeth Cymru**  
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# Arts Council of Wales' Safeguarding Procedures

This section describes the procedures that Arts Council of Wales staff should follow during the course of their work:

- organising large events where the public are present, for example Urdd
- monitoring workshops and performances
- monitoring the policies and procedures of funded bodies
- allegations against Arts Council of Wales staff
- allegations against staff from external organisations
- working in schools

## 1. Organising large events when the public are present

Arts Council of Wales organises large events where the public including children, young people and vulnerable adults are present. Safeguarding and Child Protection Procedures need to be considered and put in place for Arts Council of Wales staff as well as for children, young people and vulnerable adults. We will:

- undertake risk assessments so that the event is safe and accessible for Arts Council of Wales staff as well as children, young people and vulnerable adults
- familiarise ourselves with the Arts Council of Wales' safeguarding and child protection procedures
- display our Safeguarding and Child Protection Procedures
- designate a member of staff who will have responsibility for monitoring and reporting any child protection procedures for the event
- have an incident book in order that any incidents can be recorded and actioned appropriately

Whilst at an event Arts Council of Wales staff will need to take account of the following:

- never be left alone with a child, young person or vulnerable adult
- if a child approaches you, or if a child is lost, you must always make sure that you are in a public place where other people can see you
- never use foul or abusive language in front of children, young people and vulnerable adults
- when taking photographs make sure that you have parental/guardian consent and fill out the appropriate consent forms
- if you see something you believe is suspicious or of concern, report it to the designated member of staff with child protection responsibility

## 2. Monitoring Workshops and Performances

You should be aware of your responsibilities with regard to Safeguarding and Child Protection issues whilst attending workshops and performances as part of your work. As an audience member or participant, staff should adhere to the following:

- use of appropriate language and behaviour whilst in front of children and young people
- never be alone in a room with children and young people without the tutors
- always make sure that there is a sufficient number of tutors to children and young people. The recommended ratio is 1:8 but this depends on the age of the young people

As part of our ongoing monitoring of organisations that we fund, we should ask them to be Familiar with their own Safeguarding and Child Protection Policy. Arts Council of Wales staff can request to see an organisation's policy at any time.

Arts Council of Wales staff should note the following whilst monitoring or attending organisations workshops:

- lone working with children and young people and vulnerable adults
- initiating touch with children, young people and vulnerable adults – if contact is initiated by children, young people and vulnerable adults in an open space this is not a child protection issue. Consideration should be given to tutors working with drama and dance students, please refer to section 7
- staff working within organisations should never offer to give lifts to children, young people and vulnerable adults, if this is absolutely necessary then a senior member of staff will need to know where they are going, who they are with and when they are expected to arrive at their destination
- adults and children should never share the same dressing rooms. Children, young people and vulnerable adults of the same sex can share the same dressing room but should always be accompanied by their parents or a member of staff who has been DBS checked
- use of inappropriate or foul language in front of children, young people and vulnerable adults
- that there are sufficient numbers of tutors to children, young people and vulnerable adults.

Arts Council of Wales staff can request that a workshop be postponed if there is not a sufficient number of tutors for the number of children and young people. In the event of an Arts Council of Wales member of staff observing what they believe is inappropriate behaviour, it is the staff member's responsibility to report this to the person with legal responsibility for the child, young person or vulnerable adult (eg the teacher, youth or careworker). If they suspect that the person with legal responsibility (ie the teacher, youth or careworker) is actually the source of the problem, they should make their concerns known to another member of staff employed at the site. Make a note of what you witnessed as well as your response and make your line manager and the designated Child Protection Officer at Arts Council of Wales aware of the situation, in case there is follow-up in which you are involved.

In the event of a staff member observing blatant Child Abuse, it is the staff member's responsibility to report the incident immediately to the Director or the Chair of the organisation.

### 3. Monitoring Organisations' Policies and Procedures

The Annual Review Meeting is an opportunity for Arts Council of Wales staff to discuss safeguarding and child protection issues with their revenue clients. At the Annual Review meeting topics to raise may include:

- checking who has designated safeguarding and child protection responsibilities within the Organisation and on the Board of Management
- when the Safeguarding and Child Protection Policy and Procedures were last reviewed and updated. We suggest that policies should be reviewed on an annual basis and be sent to their Board of Management for approval
- asking what training the organisation has undertaken or is planning to undertake
- checking how organisations are keeping up to date with current legislation

We, as Arts Council of Wales staff, do not approve organisations' Safeguarding and Child Protection Policies and Procedures but can offer advice and guidance to organisations.

### 4. Guidance for staff dealing with work experience students

Occasionally Arts Council of Wales staff work with young people from 14-18 years who are on work experience placements. The work placement enables the young person to gain experience of working life. Whilst on work placement the welfare of the young person is of the utmost importance. If you are working with a work experience student always let another member of staff know your location and what the student will be doing.

### 5. Working with schools

We have responsibility for leading on the implementation of Creative Learning through the Arts - an action plan for Wales, joint programme with the Welsh Government. This five year programme (2015-2020) will involve working directly with schools. The Lead Creative Schools scheme is a major strand of this programme which will involve us in contracting individuals, known as Creative Agents working in schools.

In recruiting Creative Agents we will follow our guidelines and procedures as set out in this document and all Creative Agents selected to attend our training will undergo enhanced DBS checks prior to being matched with a school. Confirmation of their appointment as a Creative Agent will be dependent on a satisfactory DBS check. Creative agents will not be allowed to

commence work in schools until a check has been completed. We will not contract anyone we deem to a potential risk to pupil's safety.

Arts Council of Wales also recognises that sometimes, when working in partnership it may be appropriate to follow our partners' procedures or arrangements if they provide greater protection.

In the Lead Creative School Scheme it is the school who will contract the creative practitioners to deliver the project with pupils, with the help and guidance of the Arts Council contracted Creative Agent. It is therefore the schools' responsibility to follow its own safeguarding and child protection policy and procedures, or those of the local authority or Regional Education Consortia.

As the contractor of Creative Practitioners, Lead Creative Schools are responsible for carrying out Enhanced Disclosure and Baring Service Checks on Creative Practitioners before they are contracted and in line with their normal procedures.

If a problem arises with a Creative practitioner's DBS check (eg an offence is recorded on it), we advise schools to discuss this with the Lead Creative Schools Team Regional Lead immediately to collectively agree the best course of action. This discussion will take place only with the Regional Lead who is authorised to see DBS certificates in the course of their duties, and will remain confidential. Please ensure you inform Creative Practitioners of this process during initial planning stages

Creative Agents and Creative Practitioners should never be left alone with individual pupils. We recommend that in line with the aims of the scheme that teachers are involved in the practical sessions and all meetings between the creative professionals and pupils. This should include the evaluation discussions at the end of the project, although, to allow for open discussion this may need to involve a different member of staff to those involved in the delivery of the project. If, however, the school and pupils prefer for the evaluation meeting to involve just pupils and the Creative Agents, we suggest the following guidelines be adhered to:

- ensure you have documented this as a way of working and that other staff members know when and where the conversation is taking place;
- make sure the pupils are happy for the conversation to take place with no adults present other than the Creative Agent;
- ensure there is always more than one child in the room;
- agree with the Creative Agent how long the conversation will last and return to the group at the agreed time; and
- encourage the Creative Agent to think about how their practice could be misinterpreted by others; for example, avoid working in remote corners or with window blinds down unnecessarily.

## **Reporting and referring**

If a teacher or other staff member has a concern about a Creative Practitioner, Creative Agent or a member of Lead Creative Schools Team, they should follow the school or local authority procedures for reporting. However, we would advise the school also report their concern to the Arts and Creative Learning Plan Programme Manager at Arts Council of Wales.

## **Photographs and permissions**

If still or moving images of pupils participating in Lead Creative Schools projects are to be taken, permission from parents or legal carers must be obtained. The school's policies and procedures for doing this should be followed.

We, at Arts Council of Wales may wish to use these images to promote the work and we will also require permission from the school to do this. We have developed a simple permissions form which must be completed by each school. Broadly speaking the form will state that the school has:

- been given permission to take the images by the parents or legal carers; and
- grants Arts Council of Wales permission to use the images for their purposes.

We may want to use the images for more than one purpose and/or to keep a copy of the images for a length of time. This information will need to be recorded on any forms schools are required to sign. It is good practice for the consent to last for no longer than two years. We can only use the images for the purposes which the school has given consent.

Creative Agents and Creative Practitioners who have taken images of pupils as part of the project must ensure that the school and the Arts Council of Wales staff are aware of these, be clear about how these images are to be used and should not retain these images on personal cameras, etc, beyond the life of the project.

## **Allegations made against Arts Council of Wales staff**

An allegation is an assertion made by someone about suspected abuse perpetrated by a member of Arts Council of Wales staff. It must be referred to Social Services or the Police as a request for investigation under safeguarding and child protection procedures. If the behaviour of a colleague or any other adult towards children or young people gives cause for concern:

- do not dismiss your concerns
- do not confront the person about whom you have concerns
- discuss your concerns with your line manager and the Designated Child Protection Officer or the Personnel Manager
- never delay in passing on your concerns to somebody who is in a position to take them forward and ensure that a proper investigation takes place. You will always be taken seriously
- do not worry that you may be mistaken. It is better to have discussed it with somebody with the experience and responsibility to make an assessment

When the threshold of significant harm is reached (the designated child protection officer will be able to give advice on this), an investigation will be undertaken by the agencies with statutory powers.

Arts Council of Wales staff, about whom there are concerns, should be given information and support to help them understand the concerns expressed. They should be told about the processes being operated, be informed of the outcome of any investigation, and the implications for disciplinary processes. The investigation should be completed as quickly as possible. Parents and carers should be given information on any concerns, advised on the processes to be followed, advised on the outcomes, and informed about the Complaints process.

It is important that each aspect is thoroughly assessed and a definite conclusion reached. The risk of harm to children, young people and vulnerable adults posed by the person under investigation should be effectively evaluated and managed. Consideration must be given to the child, young person or vulnerable adult involved in the allegations, and any other children in the individual's home, work or community life.

Arts Council of Wales Disciplinary Procedures will be used if it appears that the allegations may amount to misconduct, or gross misconduct (see Disciplinary Procedures in staff handbook).

In the event that a prosecution may not be possible, Arts Council of Wales may wish to invoke its own safeguarding children, or employee discipline procedures.

All enquiries into allegations will be overseen by the Designated Child Protection Officer who will liaise with Police, Social Services and other interested parties and will attend relevant meetings as required and keep staff informed as appropriate. This person will act as the point of contact for Arts Council of Wales with external organisations.

### Allegations made against staff from external organisations

Concerns about abusive practice by Arts Council of Wales staff from external agencies should be discussed with their line manager and / or Arts Council of Wales Designated Child Protection Person and appropriate action decided. It may be that the concerns are below the threshold of significant harm but the appropriate action must be to report those concerns to a person of seniority within the organisations.

If the concerns are above the level of significant harm the Arts Council of Wales' Designated Child Protection Person should be informed. They will liaise with the appropriate Arts Council of Wales Director and/or Chief Executive to agree an immediate course of action.