

SNAPE MALTINGS

Safeguarding Children and Young People Policy

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1. Safeguarding Children and Young People Policy

1.1 Purpose and Scope

Involving, nurturing creativity and new talent as well as bringing music to wide audiences is at the heart of what Snape Maltings seeks to achieve. We also provide retail facilities and holiday lets as part of our trading arm so that people can enjoy our rural location and activities. In so doing we engage with children and young people both in teaching and performance and as audience and visitors to our site. It is imperative that Snape Maltings, both in its charitable and trading work, does all it can to ensure that the experience of children and young people with whom we have contact is safe and free from harm. This is also a requirement of the bodies that fund us as well as a requirement of the Charity Commission and the Arts Council England.

Child abuse can have severe consequences including serious injury, disability, threats to survival or even death. It can affect a person's development, mental health, ability to form relationships including parenting, confidence or achievements. It has huge personal and economic consequences for the individual, their family, community and society.

Snape Maltings has a duty of care to those that work for the organisation or on its behalf. The safeguarding policy, procedures and code of conduct all will serve to protect staff, volunteers and freelancers as well as preserve our reputation and brand.

It is the responsibility of staff, volunteers (including trustees) and freelancers to act if there is cause for concern about the welfare of a child or young person. It is not the responsibility of staff members or volunteers or freelancers to determine if abuse has occurred or what protective action is required, rather responsibility for deciding whether to escalate a concern to the appropriate authority sits with Snape Maltings' designated safeguarding staff or the designated safeguarding staff in organisations where we are working in a partnership or hire arrangement.

Snape Maltings has a separate policy and procedures for safeguarding adults at risk. This policy is located here: (insert web address).

1.2 Definitions

For the purposes of this policy and related procedures, the following terms and definitions apply:

Child: means anyone up to the age of 18 years and this includes children who work for us in retail or who do work experience or volunteer for us. Legally, a child includes babies, children and young people from pre-birth up to 18 years. The fact that a young person has reached the age of 16, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody does not change their entitlement to protection. In the document, the terms 'child', 'children' and 'young people' will be used interchangeably.

Abuse: a form of maltreatment of a child or young person. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children or young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by

others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults, or another child or children.

Safeguarding and promoting the welfare of children: This means taking steps to prevent children and young people from maltreatment; harm to children's health or development; and taking action to help children and young people grow up with the provision of safe and effective care; and taking action to enable children and young people to have the best outcomes.

Child protection: This is part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children and young people who are suffering, or at risk of suffering, significant harm. Different types of abuse (e.g. physical, emotional, sexual or neglect) may constitute significant harm. More details about these forms of abuse are presented in Appendix 2.

Safeguarding allegation: - This is where a person who works with children or young people has:

- Behaved in a way that has harmed a child, or may have harmed a child or young person;
- Possibly committed a criminal offence against or related to a child or young person; or
- Behaved towards a child or children (young person or young people) in a way that indicates they pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

- Enquiries and assessment by Children and Young People's Service about whether a child is in need of protection or in need of services
- A police investigation of a possible criminal offence
- Consideration by an employer of disciplinary action in respect of the individual.

Early identification and help: Statutory guidance¹ stresses the importance of children and young people having the opportunity of early help and support to avoid child protection intervention later. Early identification and help or intervention may consist of one or more professionals supporting a child or young person or family once an assessment of needs has been made.

1.3 Our commitment

The law requires that the best interests of the child or young person are paramount in all considerations about their welfare and protection, including when to maintain confidentiality and when to share information about them.

We believe that:

- Safeguarding is everyone's responsibility
- All children and young people have an equal right to protection from abuse and neglect, regardless of their age, ability, gender, disability, nationality, racial heritage, faith, sexual orientation, identity or any other additional vulnerability.

¹ HM Government (2018) *Working Together to Safeguard Children*

- The entire staff contingent, volunteers (including trustees), partners and freelancers all have a role to play in safeguarding children and young people.
- Concerns or allegations that Snape Maltings staff, volunteers, freelancers or anyone else have abused or neglected a child or young person will be managed fairly in accordance with our safeguarding policy and procedures and the safeguarding requirements as defined by Suffolk Safeguarding Partnership.
- Working together with Suffolk County Council and others, other relevant authorities and organisations is essential in promoting welfare and ensuring the protection of children and young people.
- As part of working together, Snape Maltings expect the relevant authorities and organisations to act on our concerns. If ever we have reason to believe that this has not been done satisfactorily, we will escalate the matter further in partnership with the authorities.

1.4 Responsibilities

Whilst Snape Maltings trustees are ultimately responsible for safeguarding arrangements, with the support of the senior management team (SMT), we have identified specific staff to embed this policy and procedures and their roles and responsibilities are outlined in Appendix 1. They include:

- A Designated Safeguarding Manager (DSM) who takes a lead responsibility for safeguarding implementation assisted by the other heads of department and who chairs the Snape Maltings Safeguarding Working Group
- Designated Safeguarding Officers (DSOs) to whom any safeguarding concerns or allegations should be reported to and who will make referrals out to the authorities when necessary

We expect all staff, volunteers, freelancers and anyone else working on our behalf to take safeguarding seriously, know who to report concerns to, uphold the code of conduct, follow the safeguarding procedures when necessary and follow best practice recruitment and vetting procedures for staff and volunteers where this is part of their role. This policy and procedure applies both within the United Kingdom and abroad, and as needed, the event leaders will consider the cultural perspectives of the place(s) being visited and determine if any additional actions are required.

1.5 Our approach

We will create an environment that seeks to prevent and deter any actions or omissions, whether deliberate or inadvertent, that places children or young people at risk of any kind of abuse while in our care. Therefore, we will:

- Value, listen to and respect children and young people in all our activities
- Provide a code of conduct which links to our capability and disciplinary procedures and volunteer issue resolution policy and procedures
- Provide safeguarding reporting procedures

- Use best practice for safer recruitment, selection and vetting processes to ensure suitable staff, volunteers and freelancers are recruited to work in premises and activities with children and young people
- Establish a safeguarding governance structure and a Safeguarding Working Group to implement safeguarding arrangements across the entire organisation
- Provide staff and volunteers with induction, regular training and support appropriate to their safeguarding role and responsibilities
- Risk assess venues, events and activities with respect to safeguarding
- Ensure our online work is conducted safely with appropriate controls in place
- Ensure compliance with the child performance licensing
- Prevent children or young people being exposed to inappropriate material in concerts, events or workshops
- Communicate our safeguarding policy and procedures to all relevant stakeholders and beneficiaries
- Ensure safeguarding requirements are in contractual arrangements for those that work with us including our partners, hirers and freelancers
- Capture, use and store images consistent with safeguarding and data protection law
- Provide a safe and trusted culture so that everyone can express any concerns they have about the conduct of others or unsafe working practices
- Quality assure our safeguarding practice to draw out lessons learnt
- Ensure all relevant staff and volunteers have an appropriate level of DBS check and review the DBS status annually for each individual. Snape Maltings will pay for the first DBS check and then the individual may decide to register for the update service. If not, the individual will be responsible for paying for the DBS check for any future work they may undertake.
- Review the safeguarding policy, procedures and code of conduct every year (or sooner if required due to legal changes or learning from safeguarding incidents) and ensure trustees approve any updated safeguarding policy or procedures.

1.6 Related policies and procedures

Safeguarding and promoting the welfare of children and young people is a broad concept. Other Snape Maltings policies and procedures which contribute to safeguarding and must be followed by those to whom they apply:

Recruitment and vetting policy
Whistleblowing policy
Equality & Diversity policy
Performance licensing requirements
IT policy
Bullying and harassment policy
Health and safety
Disciplinary procedure
Privacy policy
Complaints statement
Child performance licensing requirements

1.7 Law and guidance

The safeguarding policy and related procedures are underpinned by English law and guidance:

UN Convention on the Rights of the Child 1991	Protection of Freedoms Act 2012
Data Protection Act 2018 and the GDPR 2018	HM Government (2018) Working Together to Safeguard Children
Children Act 1989 and 2004	Counter Terrorism and Security Act 2015
Care Act 2014	Female Genital Mutilation Act 2003
Mental Capacity Act 2005	Charity Commission safeguarding guidance 2018
Sexual Offences Act 2003	Serious Crime Act 2015
Modern Slavery 2015	Safeguarding Vulnerable Groups Act 2006
Children (Performances and Activities) (England) Regulations 2014	Child performance and activities licensing legislation in England, 2015

2. Safeguarding Code of Conduct

2.1 Safeguarding

The Safeguarding Code of Conduct clarifies the behaviour that is expected of everyone within the Snape Maltings organisation which includes all staff and those working on our behalf such as volunteers and freelancers. The Code will serve to protect children and adults at risk from harm. It will help everyone at Snape Maltings to maintain appropriate standards of behaviour, reduce the possibility of false allegations of abuse being made against them and preserve our organisation's reputation.

2.2 The Code

Do:

- ✓ Always put the welfare of a child, young person or adult at risk first
- ✓ Report on all suspicions, concerns, allegations or disclosures of abuse made by a child or young person or adult at risk, including any allegations made against you. Follow our safeguarding procedures for this purpose
- ✓ Demonstrate commitment to ensure safety in all areas of organisation life, acting to safeguard and reduce risk to children and young people and adults at risk of harm.
- ✓ Treat everyone with dignity and respect. All children, young people and adults at risk have a right to equal protection regardless of their race, culture, age, gender, disability, religion, sexuality, sexual orientation, pregnancy and maternity or political persuasion.
- ✓ Be friendly and approachable but professional in your interactions.

- ✓ Work openly, avoiding private or unobserved situations and working in isolation. Try to ensure that you are not the only adult present and are at least within sight or hearing of others. Leave the door open if you find yourself in a room alone with a child, young person or an adult at risk.
- ✓ Any physical contact with children, young people or adults at risk can be potentially subject to misinterpretation or even malicious allegations and therefore avoid all such physical contact unless it is an emergency, or it is pre-planned and a necessary part of the work that you are doing.
- ✓ Ensure your behaviour and appearance is appropriate to the work or activity that you are undertaking.
- ✓ Allow children, young people and adults at risk to change their clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- ✓ Ensure that consent is gained from the guardian (for those under 16) or the individual directly (for those over 16), for all photographs or films of children, young people and adults.
- ✓ Any photographs or films of children and young people must be taken on Snape Maltings' own devices and can only be posted on websites managed and maintained by Snape Maltings.
- ✓ Respect the right to personal privacy but never agree to keep any information relating to the harm of a child or adult confidential.

Contact:

Snape Maltings permits physical contact with a child, young person or adult at risk only if:

The individual is at risk of harm or harming others

A verbal or written instruction is not sufficient for the individual

The individual initiates contact

The individual is in emotional distress

In all circumstances contact should be minimal, open and transparent.

Do not:

✗ Give out your personal contact details (personal phone or mobile number, email, home address or social networking links).

✗ Befriend children, young people or adults at risk that you meet through their work or

volunteering either face to face or on social networking sites such as Facebook and Twitter.

- ✘ Establish on-line networking, group or blog forums which are not regulated with controls relating to Snape Maltings governance and scrutiny.
- ✘ Engage in sexually provocative behaviour, use inappropriate or sexually suggestive language or gestures either in person, verbally or via texting/emails.
- ✘ Use any form of physical punishment as a means of discipline.
- ✘ Conduct a sexual relationship with a child, young person or adult at risk or take part in any form of sexual contact with a child or adult at risk regardless of the age of consent.
- ✘ Swear or make sarcastic, insensitive, derogatory or discriminatory comments or gestures to or in front of children, young people or adults at risk.
- ✘ Transport children or adults with whom you are working in your own vehicle.
- ✘ Rely on your reputation, position or the organisation to protect you.
- ✘ Work under the influence of alcohol or drugs.
- ✘ Smoke or vape in front of children or young people.
- ✘ Discuss your own personal/sexual relationships with children, young people or adults at risk.
- ✘ Give or receive gifts and/or substances such as drugs, alcohol, cigarettes, e-cigarettes from or to a child/adult at risk or their family.
- ✘ Broadcast or share any audio and/or visual material (CDs, DVDs, videos, photos, films, computer, blogs or games etc.) during work hours that has inappropriate or obscene content.
- ✘ Invite, or allow, a child, young person or adult at risk whom you have met through your work to your home.
- ✘ Arrange to meet a child, young person or adult at risk outside of your work/volunteering role at all.
- ✘ Provide any child, young person or adult at risk with support, such as personal care, unless this is a specified part of your job or volunteering role.

2.3 What to do if there is a breach of the Code of Conduct

If anyone is concerned that a staff member, volunteer or freelancer has breached the code of conduct they should consider first if they feel able to raise the matter with the person concerned but only if this is safe and appropriate to do so and this will depend on the nature of the concern. Otherwise they should alert their line manager in the first instance. If the concern is about their line manager then inform the second line manager. The line manager will need to consider the nature of the breach and the most appropriate action to take which might involve addressing poor practice, or using the relevant internal procedures e.g. disciplinary and/or safeguarding procedures and/or volunteer resolution.

If the breach concerns a member of the board of trustees then inform the chair of the board of trustees. If the breach concerns the CEO then inform the chair of the trustees. If the breach concerns the chair of the board of trustees, inform the deputy chair.

Advice can always be sought from the Designated Safeguarding Manager or a Designated Safeguarding Officer or HR Manager.

3. Recognition of child abuse and neglect

3.1 Introduction

The Safeguarding Procedures are a key element of how Snape Maltings seeks to safeguard and protect all those with whom we engage as well as our staff, volunteers, freelancers and third parties.

If you have any comments or concerns about these procedures please notify the Designated Safeguarding Manager or Designated Safeguarding Officer [see Appendix 8 for contact details].

3.2 Principles of the procedures

The '5Rs' underpin these reporting procedures as follows:

- **Recognise** concerns that a child/young person is being harmed or might be at risk of harm
- **Respond appropriately** to a child/young person who is telling you what is happening to them
- **Refer** the concerns on to your designated safeguarding officer, the Customer First helpline (0808 800 4005), [Suffolk Children and Young People's Portal](#), or straight to the emergency services (if the incident warrants this)
- **Record** the concerns appropriately and any subsequent action taken
- **Resolution** and escalation are the responsibility of the DSOs or DSM to follow up referrals made to the authorities and if necessary, escalate concerns if identified risks remain.

3.3 Recognition of abuse

There are different types of abuse and more than one type of abuse may be occurring simultaneously or sequentially. You are not expected to know if abuse has occurred, rather you

need to be alert to possible indicators and share any concerns as outlined in these safeguarding procedures.

See Appendices 2 - 5 for further information on recognition:

- Appendix 2: Defining child abuse and neglect
- Appendix 3: Types and indicators of child abuse and neglect
- Appendix 4: Grooming behaviour
- Appendix 5: Children abused in specific circumstances

3.4 A concern about the safety of a child might arise because:

- A child/young person says that they are being abused or is telling you about something that has happened to them that you think would be harmful
- You see possible signs of abuse or neglect
- Somebody says that a child/young person is being harmed or is at risk of harm
- The behaviour of an adult or child towards a child/young person or a child/young person towards an adult give cause for concern
- A child/young person or adult shares their experience of abuse in their past - this may be referred to as 'historical or non-recent abuse'.

3.5 Non-recent historic allegations of abuse

Any concerns that relate to abuse that happened in the past, whether involving anyone working for Snape Maltings or outside of it, must be taken seriously and acted upon in line with these procedures. Often victims of abuse take many years to come forward due to shame and a fear of being disbelieved however the alleged perpetrator may remain a risk to others. Snape Maltings should report such cases and concerns to the local authority and/or the police following the procedures laid out in Sections 4 -6 even if the person is no longer at risk of harm.

3.6 Additional vulnerabilities including safeguarding disabled children

Some groups of children are more vulnerable to abuse either due to a disability and/or life experiences. For example, research shows that children or young people with disabilities are more likely to be a target for abuse. Equally children or young people who are in the looked after system or those that have already experienced harm may be more vulnerable.

3.7 Fairness, inclusion and equality

Everyone must share safeguarding concerns regardless of a person's cultural or religious beliefs, and not fear that their action might be interpreted as being prejudiced. Everyone is entitled to equal protection.

4. What to do if you have a safeguarding concern about a child or young person

What to do if you have a concern: respond - refer - record

4.1 Responding to a safeguarding concern about a child

If you identify a safeguarding concern which is **not** immediately life-threatening or does not immediately present a high risk of serious harm, you must:

Step 1 Speak to the DSO about your concern and determine together if it meets the threshold for a referral. This should be done on the same day that you identify the concern.

Step 2 A record of what was seen, said and done needs to be made on the Safeguarding Concern Form (Appendix 6). If you have this form to hand then complete it otherwise the DSO will complete it when you speak with them.

Step 3 The DSO will determine what action is necessary. The options for the DSO are:

- no action is required as it does not constitute a safeguarding concern as there is an alternative explanation
- it is a safeguarding concern and needs to be reported on to the designated safeguarding lead in the organisation responsible for the child (e.g. in a school, care home, prison)
- monitor the situation and arrange to speak with the person concerned again
- seek advice from one or more of the following: Suffolk's Multi-Agency Safeguarding Hub on 03456 061 499, Customer First on 0808 800 4005, NSPCC helpline or the Snape Maltings designated safeguarding manager (DSM)
- make a formal child protection referral via the [Suffolk Children and Young People's Portal](#) and/or the police.

Step 4 The DSO must record whatever decision is taken on the Safeguarding Concern Form (Appendix 6) with a rationale even if no further action is to be taken. A decision to take no further action or monitor a situation is as serious as a decision to make a referral out.

Step 5 The DSO must consider if consent is required from the parents/carers of the child in order to share the concern with the local authority and/or police. It is unlikely that the DSO will be in a position to gain consent to share information, but this should be considered, and the decision recorded.

Step 6 If the DSO decides to make a referral to the local authority or police (unless it is an emergency, or the DSO considers it better for the person with the concern to make the referral and report back) then the DSO must:

- put the referral in writing within 24 hours via the [Suffolk Children and Young People's Portal](#) or via Customer First on 0808 800 4005

- seek feedback within an appropriate timescale after having made the referral to check it has been received, and action taken

Step 7 Sometimes the children or young people visiting or doing work experience at Snape Maltings are the responsibility of another organisation (e.g. school) or another organisation who is putting on a performance. In these cases, the DSO must alert the designated safeguarding officer in the other organisation for them to act. In such cases the Snape Maltings DSO must also:

- put the information in writing, marking it 'personal and confidential' within 24 hours of speaking with the other organisation about the concern
- seek written report after 3 working days to check the information has been received and is being acted upon appropriately by the other organisation
- put their own referral in writing within 24 hours via the [Suffolk Children and Young People's Portal](#) or via Customer First on 0808 800 4005

Step 8 The DSO must keep a record of all the actions taken, decisions made and any outcomes in accordance with good practice on recording and information storage and retention (see Section 7)

Step 9 The DSO must consider if the person who first raised the concern needs any support and who can provide it.

Step 10 The DSO should also notify the relevant Head of Department that they are dealing with a safeguarding concern. Details should be limited to the core information necessary.

4.2 Reporting procedures for residential activities

Follow the same procedures in 4.1. There will be an on-duty number for the DSO during out of office hours. If any chaperones have concerns about a child then they should contact the DSO that evening unless it's an emergency.

See **Appendix 9: Flowchart - What to do if you have a Safeguarding Concern**

4.3 Responding to a direct disclosure of abuse

Sometimes a child/young person will tell someone about their experience of abuse or the way they are being treated by someone else. You should respond in the following ways and then follow the procedures in paragraph 4.1:

Do:

- Be accessible and receptive
- Listen carefully
- Take it seriously
- Reassure them that they were right to tell
- Explain what will happen next in terms of the process within Snape Maltings

Do not:

- React strongly – for instance saying, ‘that’s terrible’
- Jump to conclusions especially about the abuser
- Tell them you will keep this a secret
- Ask leading questions
- Make promises you cannot keep
- Stop them from speaking freely
- Tell them to stop talking so that you can fetch a DSO

4.4 Responding to a child protection emergency

In an emergency where a child or young person has been seriously hurt or is in imminent danger of being harmed you should:

- Ring 999 and ask for the emergency service required - police and/or ambulance;
- Inform the DSO and the designated safeguarding officer onsite if you are working offsite or in the premises of another organisation (e.g. school) where this role is in place
- If the DSO is not available then inform another DSO or DSM
- The procedures in 4.1 must then be followed by the DSO

4.5 Child is worried but not willing to speak

If a child or young person indicates they may be worried about abuse but are unwilling to discuss it then give them the contact details for NSPCC Childline where they can talk in confidence. Tell the DSO what you have done so that they can make a record of it on the Safeguarding Concern Form (Appendix 6). If you have enough information, you can refer.

4.6 Resolution and escalation

If, after reporting on a concern, it is evident that the local authority or police have not taken appropriate action in relation to the safeguarding concern or allegation, then the DSO must discuss this with the DSM to determine if the matter needs escalating with the local authority. There are specific procedures to be followed in such instances as defined by the [Suffolk Safeguarding Partnership](#).

Similarly, if the safeguarding lead in a partner organisation has not taken appropriate action then the DSO should discuss this with the DSM to determine whether to make a referral out to the local authority or police or if advice needs to be sought about the matter from an external body.

A record of any decisions and outcomes must be kept by the DSO or DSM using the Safeguarding Action Log (Appendix 7).

4.7 Information Sharing and Confidentiality

Organisations working with children and young people have a duty to share information with other agencies to safeguard children/young people at risk. Information may be shared without parental/carer consent if Snape Maltings believes there is good reason to do so, and that the sharing of information will enhance the protection of a child/young person in a timely manner. Information should be shared on a need to know basis only, as judged by the DSO and/or DSM. All staff, volunteers and freelancers must be aware that they cannot promise any child/young person that they will keep information confidential when it's about safeguarding concerns or allegations.

4.8 Consent

The following principles apply:

- Ideally information should be shared where there is consent for so doing
- Data protection law and regulations are not a barrier to sharing information about safeguarding
- Be open and honest about what you will do with the information
- Always consider the safety of the child (for instance would telling a child's parents put that child at further risk?). If so, do not tell the parents.
- Ensure what is shared is necessary, proportionate, relevant, accurate, timely and secure.
- Don't assume that someone else will pass on information that they think may be critical to keeping a child/young person safe.
- Keep a record of what information has been shared and the reason for seeking consent or not using the Safeguarding Concern Form (Appendix 6) or Safeguarding Recording Log (Appendix 7)

4.9 The need for support services

Where you think that a child/young person needs support services for their welfare rather than a need for protection, then you should speak to your line manager about what to do. No referral can be made to any support service without the consent of the parent/carer therefore a discussion with them would be necessary. Use the Safeguarding Concerns Form (Appendix 6) to jot down what action, if any, has been taken and send it to the DSO.

5. Safeguarding in the Online Environment

5.1 Children

Children can be subject to abuse online as well as offline. Abusive images of children or young people may be distributed via the internet. Such images should not be referred to as 'child pornography' rather, they are permanent records of children being sexually exploited and as such should be referred to as 'child sexual abuse images'. Sexting is also an illegal activity.

5.2 Exposure to child sexual abuse images

If a member of staff, volunteer or freelancer is inadvertently exposed to child sexual abuse images of children whilst using the internet:

- The URLs (webpage addresses) which contain the suspect images should be reported to the Internet Watch Foundation via www.iwf.org.uk. You should refer to the DSO who will carry out the report. Snape Maltings must not send copies of the images to the Internet Watch Foundation.
- Any copies that exist of the image, for example in emails, should be deleted. The DSO should speak to the IT Manager to ensure the deletion process is complete.

5.3 Abusive Images

What to do if abusive images of children are found on Snape Maltings' devices but it's not clear who was responsible for uploading them:

- You must report what you have seen to your DSO within 24 hours and if unavailable contact another DSO
- If relevant, the URLs (webpage addresses) which contain the suspect images should be reported on to the Internet Watch Foundation via www.iwf.org.uk by your DSO. You must not send copies of the images to the Internet Watch Foundation.
- The police should be informed and the Safeguarding Concern Form (Appendix 7) completed.
- If any copies of images need to be stored at the request of the police, then they should be stored securely where no one else has access to them. The DSO should speak to the IT Manager to agree a plan for storage, as advised by the police.
- All other copies must be deleted by the IT Manager, in consultation with the DSO
- DSO to discuss with the DSM and police what further investigative action might be necessary

5.4 Snape Maltings' Devices

What to do if a member of staff/volunteer/freelancer is found in possession of child sexual abuse images on any electronic device provided by Snape Maltings:

- You must inform your DSO and if unavailable contact another DSO
- If there is a doubt about whether the images are criminal, then the DSO should contact their Local Authority Designated officer (LADO) by calling 0300 1232044 who will advise.
- If a referral is required, the DSO should complete the LADO referral form which can be found on the Suffolk Safeguarding Children Board website: <http://www.suffolkscb.org.uk/working-with-children/local-authority-designated-officers-lado/>
- DSO to agree with the LADO what to do about the device that the images are on.
- Quarantine the device in question and discuss with the LADO about checking for any other images on that device or any others.
- Instigate the Arrangements for Managing Allegations against a member of staff, volunteer or freelancer (See Section 6)

5.4.1 Snape Maltings' Networks

As per Snape Maltings IT policies, all activity taking place upon any of the company networks is monitored, recorded and restricted as appropriate to business need.

- Access to illegal/unsuitable material is prohibited and blocked
- Software or services designed to circumvent these measures are prohibited and blocked

5.5 Personal Devices

Where staff use their own device for work please refer to Bring Your Own Device IT Policy.

Any photographs or films of children and young people must be taken on Snape Maltings' own devices and can only be posted on websites managed and maintained by Snape Maltings. This will be made clear within all relevant contractual arrangements.

5.6 If a child /young person discloses that they are being groomed/abused/bullied online:

- Follow the procedures as outlined in Section 4. The DSO should contact the police. Advice and a report can also be made to CEOP which is a specialist police command dealing with inappropriate online behaviour (see Appendix 8 for the contact details).
- If the adult committing grooming is a staff member, volunteer or freelancer then the DSO should also follow the safeguarding allegations procedures too (Section 6).

6. Arrangements for managing allegations against a member of staff, volunteer or freelancer

6.1 Definition of a safeguarding allegation

This is where a person has:

- a) Behaved in a way that has harmed a child/young person, may have harmed a child/young person or might lead to a child/young person being harmed;
- b) Possibly committed or is planning to commit a criminal offence against a child/young person or related to a child/young person or;
- c) Behaved towards a child/young person in a way that indicates they are or would be unsuitable to work with children/young people.

Whilst some behaviours may not constitute a criminal offence, and some may not reach the threshold of harm, consideration will need to be given as to whether they may indicate unsuitability to work with children. These include concerns relating to inappropriate relationships between staff and children and young people such as:

- Having a sexual relationship with a child under the age of 18 if in a position of trust in respect of that child, even if consensual.
- Becoming involved in a relationship with a child under 18 with whom there was, but is no longer, a position of trust, e.g. School leaver.
- 'Grooming' behaviour giving rise to concerns as to intent - e.g. inappropriate text/email/social media, inappropriate images, gifts, socialising (see Sexual Offences Act 2003 sections 15-19).
- Possession of indecent images of children.

The allegation may:

- Involve a child/ren, or adults(s) or both
- Not directly have a 'known child' victim as such. For example, if someone is looking at abusive images of children online or using the internet to groom children with the intent to harm in future;
- Be about any type of abuse;
- Concern a breach of the Snape Maltings safeguarding code of conduct;
- Relate to a person who no longer works or volunteers for Snape Maltings (known as a 'historical non-recent allegation')
- Concern the child of a staff member, volunteer or freelancer

A safeguarding allegation may arise when:

- A child, or parent/carer makes an allegation against member of staff, volunteer or freelancer
- Harmful behaviour is observed
- Snape Maltings receives a safeguarding allegation from any individual during another internal procedure, for example in respect of a misconduct enquiry or complaint
- Snape Maltings is informed by the police or local authority or an individual that they are the subject of a child protection and/or criminal investigation
- New information is contained in a Disclosure and Barring List (DBS) renewal check.

6.2 Consideration

There may be three strands in the consideration of an allegation:

- Enquiries and assessment by Directorate of Health, Wellbeing and Children's Services about whether a child is in need of protection or in need of services.
- A police investigation of a possible criminal offence.
- Consideration by an employer of disciplinary action in respect of the individual.

All of which will inform final decisions as to whether the individual is safe and suitable to continue working with children.

6.3 Whistleblowing & Complaints

If a member of staff/volunteer/freelancer is concerned about the behaviour of another member of staff/volunteer/freelancer then they should not worry about the confidentiality of this information. Even if it turns out to be mistaken, it is better to discuss it and enable a proper investigation and assessment to happen than not report it at all. Do not:

- Ignore concerns
- Confront the person
- Discuss the matter with anyone else apart from those identified in this procedure.

The complaints statement for Snape Maltings is located on the website here:

<https://snapemaltings.co.uk/contact-us/>

6.4 What to do when there is a safeguarding allegation

Step 1 The person should contact the DSO and complete the Safeguarding Concern Form (Appendix 6).

Step 2 If it is considered that a child is subject to life threatening concerns or risk of immediate harm, or needs emergency medical attention, then the emergency services must be contacted straightaway and the parents/carers of the child be told that immediate steps are being taken to get help. The procedures in Section 4 should also be followed.

Step 3 The DSO must inform the DSM within 24 hours about the safeguarding allegation and in turn they will consult with the HR Manager to consider if the allegation is a safeguarding one (ie it meets one or more of the criteria in 6.1. The DSM will oversee the management of any safeguarding allegation together with the HR Manager².

- If the DSM is on leave or not available, then the DSO will contact the DSM Deputy.
- If the DSM Deputy is on leave, the DSO will contact the HR Manager
- If the HR manager is on leave then the DSM will work with the Chief Executive or Trustee to manage the allegation

Step 4 If, after the initial consideration, the DSM and HR Manager do not consider the matter constitutes a safeguarding allegation then they must decide if an internal investigation is required to determine if the behaviour/incident was related to poor practice or misconduct and follow the appropriate procedure to address this. All decisions and the reasons for them, including there being no need to take safeguarding action, must be recorded and kept separate from the individual's file but with a cross reference to it.

² Arrangements for managing an allegation will vary in the following circumstances if the allegation is made against:

DSO - the DSM and HR Manager will manage the allegation process
DSM / Deputy DSM - the HR Manager and CEO will manage the allegation
HR Manager – the DSM and a nominated member of the board
CEO – a board member and HR Manager

Step 5 If the DSM and HR Manager wish to consult with the Local Authority Designated Officer (LADO) about whether a concern reaches the threshold for referral, or any other immediate action, they should contact the LADO on 0300 1232044.

Where a LADO referral is deemed appropriate, the referral should be made within **one working day** of the matter being brought to the DSM and HR Manager's attention. This should be done by completing the LADO referral form which can be found on the Suffolk Safeguarding Children Board website: <http://www.suffolkscb.org.uk/working-with-children/local-authority-designated-officers-lado/>. Alternatively, a form can be requested via an email to: LADO@suffolk.gov.uk

Where it is believed that an identifiable child may have suffered harm or be at risk of suffering harm, a safeguarding referral should also be made by completing a Multi-Agency Referral Form (MARF) using the secure Suffolk Children and Young People's Portal. A link to this Portal can be found on the Suffolk Safeguarding Children Board website: <http://www.suffolkscb.org.uk/working-with-children/how-to-make-a-referral/>

Following referral being received, the LADO will then establish, in discussion with the DSM and HR Manager, if the allegation is within the scope of these criteria in Section 6.1. If, following LADO initial consideration, the concern does not meet the LADO threshold it is the responsibility of the DSM and HR Manager to decide appropriate action. However, as part of the initial consideration the LADO may provide a view on next steps.

Step 6 If the referral progresses, the LADO will provide advice and guidance to Snape Maltings throughout the process. Their role is to liaise with the police and other agencies and monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistently with a thorough, fair and proportionate process.

The LADO is responsible for:

- Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers
- Giving guidance to employers and voluntary organisations concerning their role in ensuring adults accused of allegations have access to a fair and thorough process with consistent support
- Providing recommendations on progressing referrals and chairing strategy meetings where necessary
- Managing and overseeing individual cases from all partner agencies
- Ensuring the child's voice is heard and that they are safeguarded
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible

The LADO is involved from the initial phase of the allegation through to the conclusion of the case working closely with other agencies, employing organisations and voluntary organisations.

Step 7 If the allegation is considered to meet the criteria for referral to the LADO, then any child protection investigation and/or police investigation must take priority over any internal Snape Maltings HR processes.

Step 8 The DSM and HR Director will be guided by the LADO in determining if the allegation warrants Snape Maltings to suspend the member of staff who is the subject of the allegation or cease to use the services of a freelancer or volunteer. The act of suspension does not indicate a person's guilt. An individual must not be suspended automatically when there has been an allegation or without careful consideration about other alternative arrangements. Suspension should be considered in any case where:

- there is cause to suspect a child/young person is at risk of significant harm
- or, the allegation warrants investigation by the police
- or, is so serious that it might be grounds for dismissal
- or, there are concerns that the person about whom the allegations are made may put pressure on or interfere with potential witnesses.

The power to suspend the accused member of staff or dispense with the services of the freelancer or volunteer is vested in the employer alone. However, in making these decisions the DSM in consultation with the HR Manager will need to take into consideration the views of the police and the local authority.

6.5 Action following the conclusion of the investigative process

6.5.1 At the conclusion of any external investigations, the DSM in conjunction with the HR Manager and the LADO will formally review the outcome and determine if any further action is required. The range of options open will depend on the circumstances of the case and will need to consider the result of any police investigation or trial, any investigations in respect of the child/young person, as well as the different standard of proof required in disciplinary and criminal proceedings. Options include:

- reintegration of the member of staff
- using the services again of the volunteer or freelancer
- instigating the disciplinary process in respect of staff or the volunteer resolution process in respect of volunteers
- alerting other known employers of the individual concerned (which is a responsibility of the LADO to do if necessary)
- making a referral to the Disclosure and Barring Service (DBS) for consideration to bar the person from working with children if they were working in 'regulated activity'. The referral process is outlined on the DBS website and they can be contacted for advice if there is uncertainty as to what to do. The DSM or HR Director are responsible for making such a referral.
- alerting the Charity Commission of the outcome as per their serious incident reporting requirements

6.5.2 The following definitions should be used when recording the outcome of allegation:

- **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 that there has been a deliberate act to deceive

- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation.

Every effort should be made to reach a conclusion in all cases even if:

- the individual refuses to cooperate, although they should be given a full opportunity to answer the allegation and make representations
- it is difficult to reach a conclusion
- the member of staff has resigned or the freelancer or volunteer withdraws their services
- the person is deceased.

6.5.3 Snape Maltings **never** agrees to the use of a 'settlement agreement' or non-disclosure agreement with a member of staff in the context of a safeguarding matter. This is where the member of staff subject to the allegation agrees to resign, the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in future references. Nor can it be used to override Snape Maltings' duty to make a referral to the DBS where they meet the criteria for consideration to bar them from working with children.

6.5.4 The DSM and HR Manager must determine who needs feedback following the conclusion of any investigations and the nature of that feedback in accordance with the principles of data protection and confidentiality.

6.5.5 If an allegation is determined to be false or malicious, the DSM with the HR Director must consider if any further action is required which includes:

- if the safeguarding allegation was deliberately invented or malicious then this should be discussed with the police and advice sought
- whether disciplinary action is required (in respect of staff) or volunteer issue resolution (in respect of volunteers)
- the support needs of the person that was the subject of the safeguarding allegation or the person that was harmed.

6.5.6 At the end of the process of managing an allegation and its conclusions, the DSM and HR Director are responsible for the identification of any lessons learned. This learning may need to feed into policy and procedural revisions and/or safeguarding training.

6.5.7 The DSM must provide in writing feedback to the person who has been subject to the investigation, clarifying the outcome and any implications for their employment. This must be provided within five working days of the conclusion of the investigation.

6.6 Poor Practice

There may be circumstances where allegations are about poor practice rather than abuse, for example the member of staff, volunteer or freelancer has not adhered to an aspect of the Code of Conduct, but this has not resulted in any harm. If enquiries indicate that the allegation is about poor practice, then Snape Maltings will determine how best to remedy this e.g. using misconduct procedures and/or training.

6.7 Support

Snape Maltings will fully support and protect any member of staff, freelancer or volunteer who, in good faith, reports his or her concern that a colleague is, or may be abusing a child. If an allegation is made that is found to be malicious or fraudulent Snape Maltings retains the right to take appropriate action against the individual responsible for making the claim.

Snape Maltings has a duty of care to its staff, volunteers and freelancers and will therefore act to manage and minimise the stress inherent in the allegations process. In managing any allegation there is a need for the DSM and HR Manager to consider the support needs of individuals involved. The support they require depends on the circumstances of the case and will have to be negotiated and agreed on a case-by-case basis. Support may include responding to the impacts of shock, anger or being a risk to self, for example. It may include support for the:

- person who raised the concern at the outset
- person who is the subject of the allegation
- the DSM and HR Manager

The person who is the subject of the allegation can also ask for support.

6.8 DSM & HR Manager

The DSM and HR Manager are responsible for ensuring that the staff member, volunteer or freelancer who is the subject of an allegation is:

- informed of the allegation against them (once agreed by the local authority/police), notified of the processes that will follow and signposted to independent support should they require it
- kept up to date about any progress in relation to their case
- advised to contact their union or professional association at the outset, if applicable
- kept up to date about what is happening in the workplace in cases where the person is suspended, or Snape Maltings cease to use their services. This is to enable their reintegration should they return to work/volunteering
- sent correspondence confirming all of the above including the arrangements for support.

6.9 References

Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references.

7. Recording, records retention and destruction

7.1 Recording

It is essential that Snape Maltings keep clear and comprehensive records of any safeguarding concern or allegation including details of how they were followed up and resolved, and details of the decisions reached, and any action taken. The purpose of the record is to:

- enable accurate information to be given in response to any request for a reference
- provide clarification in cases where a future DBS disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction
- prevent unnecessary re-investigation should an allegation resurface after time
- provide evidence and information if a decision is made to refer the person for consideration to be barred from working with children
- enable Snape Maltings to review and improve policies, procedures and practice

7.2 Creation and Maintaining

The DSO and DSM are responsible for creating and maintaining the record while managing a safeguarding concern or allegation.

7.3 Additional Records

Additional records e.g. email, hard copy documents etc. must also be retained. Summaries of the content of these will be recorded on the Safeguarding Action Log (Appendix 7). At the end of the case the DSOs or DSM will create a file of all emails including scanned copies of all hard copy documents. The file must be linked to the Safeguarding Concern Form (Appendix 6). All original hard copy documents should be immediately destroyed (post scanning) using the shredder/secure paper collection.

7.4 Records of Safeguarding Allegations

Records of safeguarding allegations and any subsequent processes against members of staff, freelancers and volunteers must be retained by Snape Maltings, including for people who leave the organisation, for fifty years. The records must be stored securely in a password protected folder in a shared drive and with restricted access by the DSO and DSM and anyone else authorised by them. Details of allegations that are found to be malicious should be removed from personnel records.

7.5 Safeguarding Concern Form

All the information relating to a safeguarding concern about a child/young person and subsequent action taken must be recorded using the Safeguarding Concern Form (Appendix 6) and the Safeguarding Action Log (Appendix 7). These records must be stored securely in a password

protected folder in a shared drive and with restricted access by the DSO and DSM and anyone else authorised by them. These records should be retained for a period of 15 years. The period of retention may need to be longer if there has been a complaint in respect of the case or legal proceedings. The reason for keeping a record for longer than 15 years must be documented to be in line with the principles of the Data Protection Act.

7.6 Retention

Once the requisite retention period has been reached all records should be destroyed using shredding and confidential waste or be electronically purged.

8. Safeguarding arrangements when Snape Maltings works with partners, freelancers, with those that hire our premises and organised groups of visitors

8.1 Duty of Care

Snape Maltings aims to ensure that the same duty of care is applied to children/young people in our venues who are working with someone hiring and/or partners who are delivering in our venues, as those to whom we work directly. This should be reflected in any Contractual Agreements/Terms and Conditions as part of any hiring arrangements or partnership agreements.

8.2 Working with partners

Snape Maltings does work in partnership with other organisations either onsite or on the premises of our partner. When this happens, it is essential that there is a written agreement (e.g. a memorandum of understanding) about the safeguarding arrangements between us and our partner which details:

- who is the 'lead' partner taking primary responsibility for responding to any safeguarding concerns or allegations
- the name and contact details for the designated safeguarding officer in the partner organisation and at Snape Maltings
- who conducts the risk assessment(s) for the activity/project and implements the controls necessary to make it safe
- any additional elements regarding the Safeguarding Code of Conduct because of the specific nature of the activity/project
- responsibility for getting consent to participate in the activity/project and for the use of images if applicable
- information sharing and storage of confidential data e.g. registration forms and medical information
- any safeguarding training requirements
- arrangements for monitoring safeguarding for the duration of the partnership arrangement

- arrangements for ensuring staff, volunteers or freelancers are suitable, appropriately qualified and safe to work with children/young person

The DSO at Snape Maltings should be involved in making any such arrangements even if they are not directly working with the partner.

8.3 Hirers

8.3.1 We expect hirers who are involving children and young people to meet our safeguarding requirements and these will be included in the hirer's contract. Hirers are expected to:

- have a safeguarding policy and procedures and code of conduct
- ensure their staff or volunteers are suitable to work with children and that they hold the requisite qualification related to the activity that they are delivering in our premises where this is necessary
- risk assess their activities at our site
- ensure compliance with the child performance licensing regulations
- hold the appropriate level of public liability insurance

8.3.2 Hirers will be sent a summary copy of our Safeguarding Policy and Procedures and the full Safeguarding Code of Conduct. The hirers should be told to inform the DSO if the hirer has any concerns about the behaviour of our staff, volunteers or freelancers or if a safeguarding concern or allegation arises in the course of them being onsite.

8.3.3 Hirers are required to complete a booking form and to complete the safeguarding checklist (Appendix 12) if they intend to involve children in their activity/performance.

The artistic planning co-ordinator will review these documents. If the hirer does not meet all our safeguarding requirements, then the artistic planning co-ordinator should escalate the matter to the DSO in order to determine whether the hire arrangement can proceed or not.

8.4 Organised Groups

Snape Maltings venues and events receive a range of organised groups (e.g. schools, or youth groups, orchestras). If any staff member, freelancer or volunteer has a concern about a child in such a party they should follow the procedures in Section 4. The DSO will advise as to what action to take. Normally this will be for staff or freelancer to discuss the concern with the leader of the party and it will then be for them to manage the concern. However, if the concern is about the behaviour of the leader of the party then the DSO will have to contact a more senior person in their organisation to alert them and/or the police if no such person exists. It will be for that organisation to manage the allegation. The DSO must record the information about actions and decisions made.

9. Lost or missing children on and offsite

9.1 Lost children/young people onsite

Children may become lost from a parent, carer or group when (a) visiting our site or (b) when they are participating in activities that either Snape Maltings or a hirer is responsible for. This can be highly distressing for the child and adults involved.

9.1.1 If a staff member, freelancer or volunteer notices a child is lost anywhere onsite they should:

- Check out if the child is lost and get details of their name, age and who they were with and/or what activity they are participating in
- If possible, tell a colleague you are taking the child to the Visitor Centre
- Take the child to the Visitor Centre and ensure you are never alone by staying in public places only whilst walking to the Visitor Centre
- Put out a message on the radio about the lost child, using established codes to avoid panic
- Alert the DSO if there is one on site
- Wait with the child until the responsible adult is located
- Check that the child and adult know each other
- Record the incident and outcome on an Accident Report Form

9.1.2 Children/young people being away from an agreed secure activity location to participate in any activity should be given an emergency contact card or wristband with the relevant contact details at Snape Maltings.

When activity takes place on Snape Maltings premises or accommodation booked through Snape Maltings, no wristband or emergency contact card is needed. When children/young people are being transported to an agreed secure activity location by Snape Maltings staff, no wristband or emergency contact card is needed.

9.2 Missing children/young people

On site: If a child/young person turns up for an event/activity onsite but subsequently goes missing from it without letting anyone know then it's important to act quickly to ensure the child/young person is safe. If a staff member, volunteer or freelancer identifies that a child/young person has gone missing then they should:

- Alert the manager of the building in order that they can co-ordinate an immediate search of the building and outside areas
- Contact the parent/carers to alert them and to find out if they know why the child/young person has gone missing
- Contact the child/young person if we have their details and check what any other children/young people know about the situation
- If the child/young person cannot be found or located elsewhere then the police should be contacted. Clearly there is a judgment call to be made here about the level of risk to the

child/young person which will depend on their age and ability but this call must be done within a maximum of one hour of the child/young person going missing

- Record the incident and outcome with the DSO

If a group leader/hirer informs you that a child/young person from their party has gone missing then this needs to be managed, as above, in conjunction with the group leader/hirer and a record made of the incident and outcome with the DSO

Off site: If a child/young person goes missing from an activity without letting anyone know then it's important to act quickly to ensure the child/young person is safe. If a staff member, volunteer or freelancer identifies that a child/young person has gone missing then they should:

- Alert the rest of the team
- Agree with the team a search plan, ensuring the safety of other participants is maintained
- Contact the child/young person if we have their details and check what any other children/young people know about the situation
 - If other participants have the relevant contact details, ask them to contact the young person or contact them yourself, depending on the situation
- Contact the parent/carer to alert them and to find out if they know why the child/young person has gone missing
- If the child/young person cannot be found or located elsewhere then the police should be contacted. Clearly there is a judgment call to be made here about the level of risk to the child/young person which will depend on their age and ability but this call must be done within a maximum of one hour of the child/young person going missing
- Record the incident and outcome with the DSO

If a group leader/hirer informs you that a child/young person from their party has gone missing then this needs to be managed, as above, in conjunction with the group leader/hirer and a record made of the incident and outcome with the DSO

10. Children in performance or audience or participating in activities

10.1 Age restrictions and appropriate content

All staff, freelancers and volunteers delivering any type of activity or performance or exhibition must consider the appropriateness of the content for the audience in terms of taste and decency. They will need to assess the appropriateness of their events/performance or exhibition for children and young people and communicate this clearly in advance in publicity material and at the site. There will be a range of considerations including: location of event, content of the performance, nudity, language, subject matter, availability of alcohol etc that will determine whether there will be any age restrictions to admittance.

10.2 Unaccompanied children

10.2.1 Attending public events, performances or exhibitions unaccompanied

Snape Maltings will only permit those young people aged 16 and over to attend performances or events unaccompanied by an adult providing the content is age-appropriate for them. Anyone under 16 years will not be allowed to attend a performance or event without an adult who is responsible for supervising them.

10.2.2 Attending workshops or groups

Those aged 16 years and over are permitted to sign up for activities which also admit adults providing the content is suitable for them. However, because those aged 16-18 are still legally children then it is necessary that the tutor or event organiser collects sufficient registration information from the young person to ensure that their needs can be met and so that Snape Maltings has an emergency contact number. These young people also need to be informed about whom they can speak to if they have any concern about any other members of the group/class.

10.2.3 Minimum age of child unaccompanied at supervised workshops and events

For workshops/events which are supervised, for example facilitated by a Snape Maltings tutor, children aged 6 years and over may attend unaccompanied provided that: the registration form has been completed; the adult to child supervision ratio is adhered to; all the considerations about site security and safety have been addressed and communicated e.g. drop off and pick up points for parents/carers collecting children; children being unable to leave the building alone during the session; appropriate arrangements for going to the toilet; protection from other adults that may also be in the building at the same time etc.

10.3 Licencing children to take part in performances and activities

10.3.1 There is a legal requirement to obtain a licence before a child (from babies to compulsory school leaving age) can take part in certain types of performance (including the recording of performances for use on internet sites) and activities.

Rather than provide full details here of when a licence or body of persons approval (BOPA) is required, Snape Maltings staff involved in putting on a performance or allowing others to hire a Snape Maltings' venue for a performance, should check the regulations³ and the local child employment office⁴ to see if a licence or BOPA is required. This should also be considered when a hirer is making a booking for the purpose of putting on a performance. The hirer is responsible for ensuring they have met the performance regulations.

³ *Department for Education (2015) Child performance and activities licencing legislation in England; The Children (Performances and Activities) (England) Regulations 2014*

⁴ *Child Employment Office for Suffolk County Council: 01473 265195 or childemployment@suffolk.gov.uk*

10.3.2 A Body of Persons Approval (BOPA) can be issued by a local authority in such cases where large numbers of children are taking part in a performance. It is issued for performances which would normally come under the licensing regulations. A BOPA will only be issued if the local authority is satisfied that the group has rigorous safeguarding policies in place. Where a performance is taking place under a BOPA, the legislation does not require that the child be supervised by a chaperone approved by the local authority. A BOPA cannot be issued if payment is made to the children or absence from school is required.

10.3.3 There will be occasions where performances are taking place that are exempt from the licensing regulations but individual children may need a performance licence due to the number of days they have previously performed. It is the responsibility of the organiser to obtain this information and apply for individual performance licences if they are required.

10.3.4 A performance licence application needs to be made 21 days before the actual performance date to the local child employment office.

10.4 Children in the audience

If any staff, freelancers or volunteers identify a safeguarding concern about a child who is attending a performance or event then they should follow the safeguarding procedures outlined in Section 4.

11. Use of Images – photographs and film

11.1 Marketing

Snape Maltings may take photographs and films to use for marketing and promotional purposes. However, such images are people's personal data and therefore should be taken and stored in a way that is safe and complies with data protection law. The following procedures and principles apply to the taking of images of children:

- No images should be taken of children or young without parental/carer consent
- Children aged 16 years and above should also give their consent in addition to that of a parent/carer
- Consent needs to detail the specific use of any image, its retention and destruction period
- Names and addresses of children/young people in images will not be stored alongside the actual images; rather a coding system will be used

11.2 Consent

- Snape Maltings staff, volunteers and freelancers can only take photographs or film of people when there is a record of informed consent having been given.
- Clear instructions relating to photography restrictions will be provided in the form of announcements, signage and printed programme (if relevant). In the event of people

taking photographs and videos when not permitted, ushers and staff will use reasonable endeavours to stop them.

- Informed consent means that we need to explain: how the images will be used; for what purpose, it will be used; when and where it will be used (including the impact of publishing material online) and for how long it will be used.
- Signed consent forms must be dated. Ordinarily images will be used on an ongoing basis to promote the work of Snape Maltings but in some instances it might be appropriate to include an expiry date if the images have only been agreed for a specific campaign or period in this instance, when the consent period is up – or if Snape Maltings decides to use the material in a different way to what was originally agreed we must make reasonable efforts to track down the subject (and parents/guardians if they're still under 18) and ask them to renew their consent.
- Everyone featured in an image used by Snape Maltings (including staff, volunteers, freelancers) should have given informed consent for the photograph to be taken. Best practice is to make a written note of the consent with a standard consent form. This is essential for anyone under 18.
- Consent is not required for crowd shots in public places where it would be impractical to ask everyone pictured – but everyone who's identifiable in the foreground – especially children/young people – should have given consent.
- Hard copies of consent forms will be retained and stored in the related venue or project folder in a locked cabinet or will be scanned and securely kept within the electronic project file.

11.3 Anonymity

- Our standard practice is to protect the identities of all children/young people in any images we take (unless specific consent has been gained to publish their name). This means that all names in any case study and/or photographs/films should be changed. This will be done by the marketing department and approved by the relevant programme team before publishing
- We should always consider the potential impact on a child/young person in allowing us to use their information or their image.

11.4 Use of images - photography and filming

Images taken must not be:

- harmful to anyone in the future
- show anyone inappropriately clothed
- perpetuate negative stereotypes about children or young people

Images taken must be:

- appropriate, dignified and for a defined work purpose only
- taken and stored on Snape Maltings equipment and not personal devices

- destroyed once used for a specific purpose unless new permission has been sought to use them for a different purpose
- used only in Snape Maltings publications or on company social media sites and not for personal use or posts

11.5 Professional Photographer/Film Maker

Where Snape Maltings uses professional photographer or film maker then requirements about Taking, storing and using the images will form part of the contractual arrangement.

See **Appendix 13: Film and Photography Consent Forms (under 18)**

12. Safeguarding induction and training

Snape Maltings are committed to ensuring all staff, volunteers and freelancers receive information about the safeguarding policy, procedures and code of conduct as part of their induction appropriate to their role and responsibilities.

The HR Manager with input from Heads of Department will ensure training plans for staff and volunteers include safeguarding at all levels across the organisation and that it is monitored for compliance.

Bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). The damage inflicted by bullying (including bullying via the internet or mobile devices) can frequently be underestimated. It can cause considerable distress to children and adults at risk, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

The extent and seriousness of the bullying will determine your response to it. Staff, volunteers or freelancers should aim to address it as it arises and parents/carers may need to be spoken to. A record should be made on a comments sheet kept with the relevant paperwork for the project or activity.

Appendix 1: Safeguarding roles and responsibilities

Board of Trustees

- Hold ultimate responsibility for safeguarding across Snape Maltings
- Appoint a lead trustee for safeguarding
- Ensure the safeguarding policy, procedures and a code of conduct are in place and understood
- Ensure the necessary checks are done on staff, freelancers, volunteers and trustees
- Set out any safeguarding risks and their management in a risk register which is regularly reviewed
- Promote a culture and environment whereby staff, volunteers and freelancers are empowered to raise concerns and feel supported in their safeguarding role
- Ensure that due diligence arrangements are in place when Snape Maltings works with other bodies to achieve its aims
- Comply with the Charity Commission serious incident notification requirements⁵
- Receive and review regular feedback on safeguarding activity, issues and remedial action from the SMT

Chief Executive and Senior Management Team (SMT)

- Take overall responsibility for ensuring that robust safeguarding policy and procedures are in place and implemented
- Monitor effectiveness and compliance with the safeguarding policy and procedures
- Take account of safeguarding risks in any new business ventures and projects

HR Manager

- Ensure best practice around safer recruitment and vetting policies and procedures are in place for relevant staff, volunteers and freelancers
- Assist in the management of safeguarding allegations and disciplinarys involving

⁵ Trustees should make a report to the Charity Commission if any of the following occur:

- beneficiaries of Snape Maltings have been, or alleged to have been, abused or mistreated while under the care of the Snape Maltings, or by someone connected with it, for example a trustee, staff member or volunteer
- there has been an incident where someone has been abused or mistreated (alleged or actual) and this relates to the activities of Snape Maltings
- there has been a breach of procedures or policies at Snape Maltings which has put beneficiaries at risk, including failure to carry out checks which would have identified that a person is disqualified in law, under safeguarding legislation, from working with children or adults.

- Safeguarding matters
- Ensure internal procedures such as disciplinary, complaints and whistleblowing link to the safeguarding policy, procedures and code of conduct
- Ensure that there is provision for safeguarding being incorporated into inductions and training for staff and volunteers appropriate to their roles and responsibilities

Designated Safeguarding Manager (DSM)

- Take responsibility for the overall implementation of the safeguarding policy and procedures and its review
- Provide support and advice to the Designated Safeguarding Officers
- Oversee the management of safeguarding allegations against staff, volunteers and freelancers
- Brief the board of trustees on safeguarding activity and issues on a regular basis and produces an annual report on safeguarding
- Keep abreast of changes in safeguarding law and best practice
- Chairs the Safeguarding Working Group

This role will be undertaken by Phillipa Reive, Director Creative Campus 01728 687128 | 07872 184430. In their absence, the role is undertaken by Harry Young, Chief Operating Officer 01728 687100 | 07866 748916

Designated Safeguarding Officers (DSOs)

- Provide advice and support on safeguarding matters for staff, volunteers and freelancers
- Make referrals to police or children's social care when necessary
- Receive any safeguarding allegations and pass them on to the DSM
- Liaise with parents/carers when necessary and appropriate if there has been a safeguarding concern or allegation
- Represent Snape Maltings in any multi agency meetings that might be called to safeguard a child's welfare and co-ordinate the implementation of any aspects of any plan to ensure a child's protection
- Ensure that all partnership arrangements/contracts/projects have the necessary safeguarding requirements and arrangements in place
- Alert the HR Manager to identified safeguarding training needs
- Keep abreast of changes in safeguarding law and best practice
- Undertakes other tasks delegated to them by the Designated Safeguarding Manager in respect of managing a safeguarding allegation

The DSOs are as follows: Stacey Kurtz Campkin, Head of Aldeburgh Young Musicians; Amy Mallett, Programme Development Manager, Creative Campus, Anna Matthew, Artist Accommodation Manager, and Jon Gay, Head of Hospitality and Events. The on-duty DSO can be contacted on: 07851 246 376

Head of Communications

- Ensure that there is a policy and procedures, known and understood, for taking and using images of children, young people and adults at risk which applies to staff, volunteers and freelancers and for those contracted to do this work on our behalf.
- Ensure box office staff and volunteers know and understand the safeguarding policy, procedures and code of conduct.

Retail Director & Head of Hospitality and Events

- Ensure that their staff know and understand the safeguarding policy, procedures and code of conduct and this includes their application to any under 18s that are employed in our trading activities.

Artistic Planning Co-ordinator

- Communicate the Snape Maltings safeguarding policy, procedures and code of conduct to those who hire our venues and facilities
- Ensure that Snape Maltings' safeguarding requirements are built into all contractual arrangements for hire and performance

Appendix 2: Defining Child Abuse and Neglect

There are four categories of harm⁶ although often children may suffer more than one type of harm.

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.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include:

- not giving the child opportunities to express their views;
- deliberately silencing them, 'making fun' of what they say or how they communicate;
- age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- seeing or hearing the ill-treatment of another;
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse and exploitation 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. The activities may involve:

- physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing and touching outside of clothing.
- non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.

Neglect is 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. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment);
- protect a child from physical harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

Neglect can also include neglect of, or unresponsiveness to, a child's basic emotional needs.

⁶ HM Government (2018) *Working Together to Safeguard Children*

Appendix 3: Types and Indicators of Child Abuse and Neglect

There are four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse and neglect. Each has its own specific indicators, which you should be alert to.

<p>Physical abuse Possible indicators are children who have:</p> <ul style="list-style-type: none"> • frequent injuries • unexplained or unusual fractures or broken bones • unexplained: bruises, cuts, burns, scalds, bite marks. • pre-mobile babies 	<p>Sexual Abuse and Exploitation Possible indicators of sexual abuse are children who:</p> <ul style="list-style-type: none"> • display knowledge or interest in sexual acts inappropriate to their age • use sexual language or have sexual knowledge beyond their years • ask others to behave sexually or play sexual games • have problems with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy. <p>Possible indicators of child sexual exploitation are children who:</p> <ul style="list-style-type: none"> • appear with unexplained gifts or new possessions • associate with other young people involved in exploitation • have older boyfriends or girlfriends • suffer from sexually transmitted infections or become pregnant • suffer from changes in emotional well-being • misuse drugs and alcohol • go missing for periods of time or regularly come home late • regularly miss school or education
<p>Emotional abuse Possible indicators are:</p> <ul style="list-style-type: none"> • Children who are excessively withdrawn, fearful, or anxious about doing something wrong • Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder' • Parents or carers always blaming their problems on their child • Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons. 	<p>Neglect Possible indicators are:</p> <ul style="list-style-type: none"> • Children who are living in a home that is persistently dirty or unsafe • Children who are frequently left hungry or dirty • Children who are left without adequate clothing for the weather conditions • Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence • Children who are often angry, aggressive or self-harm • Children who fail to receive basic health care • Parents who fail to seek medical treatment when their children are ill or are injured • Children who are left alone when they are young or left in the care of unsuitable adults or dangerous adults.

Appendix 4: Grooming Behaviour

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking.

Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional.

Groomers may be any gender. They could be any age.

Many children and young people don't understand that they have been groomed or that what has happened is abuse. 'Grooming' is the process through which a person attempts to befriend a child with the intention of later developing an exploitative and/or sexual relationship with them. It involves making the child feel comfortable through a variety of methods thus developing trust, before initiating physical contact and abusing that trust. Some argue that the term *entrapment* or *control* better describes this process.

An offender is likely to look to groom the adults as well as the child to gain their trust. This process can happen within any setting. Those who sexually abuse children are often experts at gaining confidence and can look for situations where they can have unsupervised access to children.

Signs that an individual may be grooming a child include:

- Being dressed inappropriately around the child
- Spends most of their spare time with children and has little interest in spending time with someone of their own age
- Giving special attention to a child
- Isolating a child or young person from other people
- Hugging, touching, kissing, tickling, wrestling with or holding a child
- Giving gifts (including cigarettes/alcohol/drugs) or money for no apparent reason
- Treating a child as a peer or like a spouse
- Finding ways to be alone with a child when other adults are not likely to interrupt, e.g. taking the child for a car ride, arranging a special trip, etc.
- Not respecting the privacy of a child
- Discussing their own sex life or asking a child to discuss sexual experiences or feelings;
- Viewing indecent images of children
- Abusing alcohol or drugs and/or encourages children to use them.
- Allowing children to consistently 'get away' with inappropriate behaviours
- Encouraging silence or secrets
- Makes fun of a child's body parts – uses sexualised names for the child or young person
- Not adhering to the rules, authority or code of practice in the setting, organisation or within an activity

Appendix 5: Children Abused in Specific Circumstances

Abuse by peers/sexually harmful behaviour

Young people, particularly those living away from home, are vulnerable to physical, sexual and emotional bullying and abuse by their peers. Such abuse should always be taken as seriously as abuse perpetrated by an adult. It is subject to the same safeguarding children procedures as apply in respect of any young person who is suffering or at risk of suffering significant harm from an adverse source.

Child abuse and social media

The internet has become a significant tool in the distribution of abusive images of children as well as a means of contacting young people with a view to grooming them for inappropriate or abusive relationships. Contacts made initially in a chat room can be carried on via email, instant messaging services, mobile phones or text messaging. Cyberbullying, including sexting (which is illegal), is now widespread and can be very harmful. For further information on this topic see NSPCC Learning, CEOP, Internet Watch Foundation and the UK Safer Internet Centre websites.

Child trafficking and slavery

Child trafficking is child abuse. This is where children are recruited, moved or transported and then exploited e.g. for sexual exploitation or domestic servitude. They are often subject to multiple forms of abuse. Children may be trafficked into the UK from abroad but can also be trafficked from one part of the UK to another. Advice can be sought from the Child Trafficking Advice Centre (CTAC) on: 0808 800 5000.

Child criminal exploitation

It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for financial advantage or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur using technology.

County Lines

This term is used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Disabled children

Children with a disability or additional health needs are a particularly vulnerable group as signs of abuse and neglect may be masked or misinterpreted as being due to underlying impairments. Disabled young people are three times more likely than non-disabled children to experience abuse as:

- they have fewer outside contacts than other young people;
- may receive personal care, possibly from several carers;
- have limited capacity to resist or avoid abuse;
- have communication difficulties that may make it difficult to tell others what is happening
- be inhibited about complaining because of a fear of losing services;
- be especially vulnerable to bullying and intimidation and/or, abuse by their peers.

Domestic violence

Children living in families where they are exposed to domestic violence have been shown to be at risk of behavioural, emotional, physical and long term developmental problems. Everyone interacting with children and families should be alert to the frequent inter-relationship between domestic violence and the abuse and neglect of young people.

Female genital mutilation (FGM)

FGM has significant physical and mental health consequences both in the short and long term and, therefore, must not be excused, condoned or accepted. FGM cannot be left to personal preference or cultural custom as it is an extremely harmful practice that violates basic human rights. Girls are at risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. FGM is illegal in the UK and where it is suspected it must be referred onto children's social care.

Forced marriage

A forced marriage is a marriage conducted without the full consent of both parties and where duress is a factor. It is an entirely different from an arranged marriage, and the two should not be confused. In an arranged or assisted marriage, the families take a role in choosing and introducing the marriage partners, but the marriage is entered freely by both people, without pressure. In a forced marriage, this consent does not exist. If this form of harm is suspected, advice should be sought from the Forced Marriage Unit prior to any discussion with the young person or family on 0207 008 0151 or out of office hours contact: 0207 008 1500 (ask for Global Response Centre).

Parental adversity

Parental drug misuse can cause harm from conception to adulthood, including physical and emotional abuse and neglect. Where drug misuse co exists with domestic violence and mental illness the risk of harm to a child is even greater.

Race and racism

Young people from black and minority ethnic groups may have experienced harassment, racial discrimination and institutional racism. The experience of racism is likely to affect the responses of the young person and parents/carers to other intervention in their lives. There is also a danger that professionals working with children and young people may not intervene soon enough for fear of being racist and in so doing, offer the child less protection.

Unaccompanied asylum-seeking children (UASC)

A UASC is an asylum-seeking child under the age of 18 who is not living with their parent, relative or guardian in the UK. They can be more vulnerable to abuse and exploitation because they lack the necessary support networks, protection and communication skills.

Safeguarding teenagers

The nature of abuse and neglect for teenagers is different from that of younger children. Behaviours by parents/adults that might be deemed abusive or neglectful for a very young child may be considered appropriate for teenagers. They may face a wider range of risks due to the peer relationships, social media, drugs and alcohol use, lifestyles that they lead and with their increasing independence. Risk taking and experimentation is a normal part of growing up but also can place young people in harm's way.

Young people and gang activity

Overall, young people can be particularly vulnerable to suffering harm in the gang context are those who are:

- not involved in gangs, but living in an area where gangs are active
- not involved in gangs, but at risk of becoming victims of gangs;
- not involved in gangs but at risk of becoming drawn in, for example, siblings or children of known gang members; *or*
- gang-involved and at risk of harm through their gang-related activities e.g. drug supply, weapon use, sexual exploitation and risk of attack from own or rival gang members.

Young carers

A young carer is a person under 18 who provides or intends to provide care for another person (of any age apart from where that care is provided for payment or as voluntary work). Young carers may require support services either for them or for the person they care for to ensure that their health and welfare does not

suffer. In some instances, young carers may need protection due to the adverse circumstances they may be experiencing or where the behaviour of the person that they are caring for is abusive towards them.

Radicalisation and violent extremism

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Children or adults may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals.

Indicators of radicalisation and violent extremism may include:

- showing sympathy for extremist causes, attempts to impose extremist views on others
- contact with extremist recruiters;
- justifying the use of violence to solve societal issues;
- joining or seeking to join extremist organisations;
- glorifying violence, especially to other faiths or cultures
- possessing illegal or extremist literature
- out of character changes in dress, behaviour, peer relationships, secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, artwork or writing that displays extremist themes
- verbalising strong views against countries, societies, faiths, political parties etc

Children who are showing signs of radicalisation and violent extremism will need to be considered as at risk of harm to themselves or others and therefore such concerns should be acted upon by following the safeguarding procedures.

Appendix 6: Safeguarding Concern Form

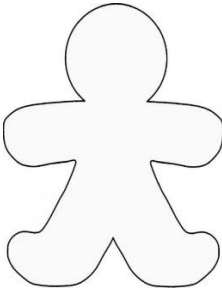
Complete as much detail as you are able. Don't delay making a referral if there is information missing.

Part 1 Details of the person of concern:		
Name:		
Gender:	Age:	Date of Birth:
Religion	Ethnicity	Any additional needs (e.g. disability, language spoken, interpreter required)
Parent's/Carer's name(s) (if appropriate):		
Home address:		
Place where the concern was identified:		
Part 2 Details of a safeguarding allegation against staff and all others named in this document		
Name and role of person:		
Age and/or Date of Birth:		
Place where the concern came to light:		
Part 3 Your Details:		
Your Name:	Your Position:	Your contact details

Part 4 Report:		
Are you reporting your own concerns or responding to concerns raised by someone else?		
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name, role and contact details (if known):	

Please provide details of the concerns you have for the child safety and/or welfare, including times, dates or other relevant information. Please make it clear whether you are giving a fact, expressing your opinion or expressing the opinion of someone else. Please add any other relevant information known. If you are reporting on concerns about a safeguarding allegation against a member of staff, contractor or supplier please provide full details here.

The person's account of what happened (e.g. of any incident, injury, disclosure, behaviour), using the template if helpful to mark any mentioned injuries:



Please provide details of the person alleged to have caused the incident/injury if known (e.g. names(s) /address/ incident address /relationship to child:

Please provide details (name, role contact details if known) of any witnesses to the incident/concerns:

Part 5: Actions Taken	
State any risk of immediate danger:	
Identify any action taken already e.g. contact with police, manager, LADO, MASH helpline	
If under 18, are the child's parents/carers or accused person aware that a report has been made:	
If over 18, does the person you are concerned about give consent for you to progress this matter?:	
If over 18, does the person you are concerned about have full mental capacity?:	
Any known previous history of concerns or abuse or allegations:	
Any further information or comments:	

Date and time of report being submitted.....

Part 6: Immediate action and decisions by DSO

Appendix 7: Safeguarding Action Log

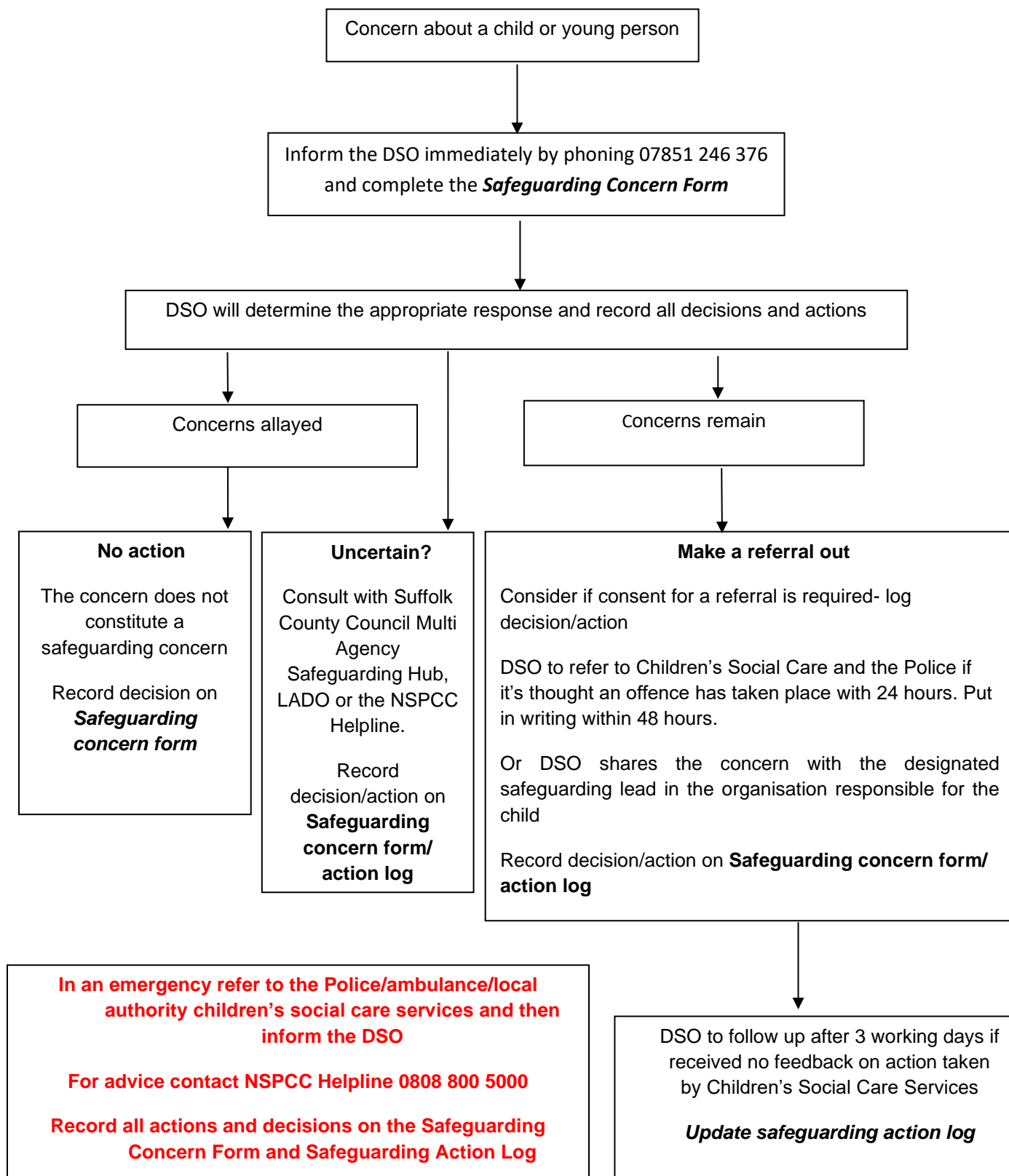
Date & time of entry	Your Name	Notes	Action required and by whom and by when

Appendix 8: Contacts for Safeguarding

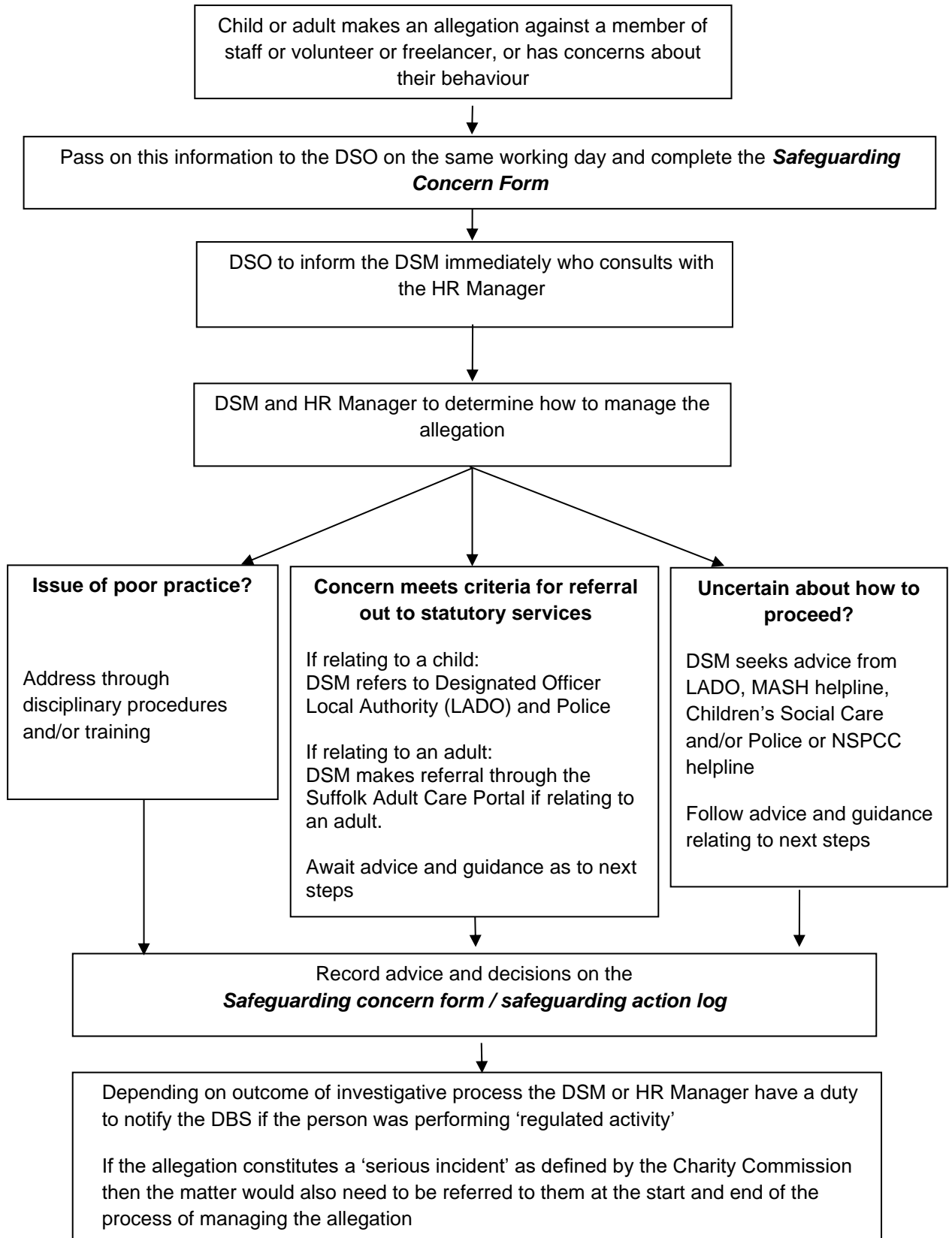
Name and job title	Safeguarding Role	Contact details
Phillipa Reive, Director Creative Campus	Designated Safeguarding Manager	01728 687128 or 07872 184430 preive@snapemaltings.co.uk
Stacey Kurtz Campkin, Head of Aldeburgh Young Musicians	Designated Safeguarding Officer	07851 246 376 skurtzcampkin@snapemaltings.co.uk
Dr. Amy Mallett, Programme Development Manager, Creative Campus	Designated Safeguarding Officer	07851 246 376 amallett@snapemaltings.co.uk
Anna Matthew, Artist Accommodation Manager	Designated Safeguarding Officer	07851 246 376 amatthew@snapemaltings.co.uk
Jon Gay, Head of Hospitality and Events.	Designated Safeguarding Officer	07851 246 376 jgay@snapemaltings.co.uk
Helen Fletcher	HR Manager	01728 687153 hletcher@snapemaltings.co.uk
Suffolk County Council MASH (Multi-Agency Safeguarding Hub) Professional Consultation Line	For seeking advice about whether to make a safeguarding referral about a child or adult at risk	03456 061 499 in office hours
Suffolk County Council Customer First	To make a safeguarding referral about at child or to call if you cannot access the Suffolk Adult Care Portal	0808 800 4005
Suffolk County Council LADO	For making referrals about an allegation of abuse against member of staff, volunteer, freelancers etc.	0300 123 2044 LADO@suffolk.gov.uk
Suffolk Adult Care Portal	To make a referral about an adult at risk where you believe that abuse has happened or is likely to happen	Online portal: https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/adultsa#h1

Adult Protection Team Duty Line	For enquiries about ongoing cases involving adults at risk	01449 724593
NSPCC Helpline	24-hour helpline for advice on child protection matters for professionals and adults	0808 800 5000
Childline	24-hour helpline for children and young people	0800 1111
Whistle blowing advice line (external)	Advice can be sought from NSPCC if using the HCT whistleblowing procedure has not resolved a concern satisfactorily	0800 028 0285
The UK Safer Internet Centre	Provides advice for professionals and responds to reports about sexual abuse images of children online	0844 381 4772
Child Exploitation and Online Protection Centre(CEOP)	Investigates inappropriate online behaviour such as grooming online or sexual exploitation	0870 000 3344
Internet Watch Foundation	Remove images of child sexual abuse content and criminally obscene content online	01223 203030
Disclosure and Barring Service (DBS)	Advice line for criminal records checks and barring people from working with children or adults at risk	03000 200 190
Local authority Children's Social Care (England)	Use the following website to find out the details: https://www.gov.uk/report-child-abuse-to-local-council	

Appendix 9: Flowchart – What to do if you have a safeguarding concern about a child or young person



Appendix 10: Flow chart - what to do if you have a safeguarding allegation about a staff member, volunteer or freelancer



Appendix 11: Safeguarding checklist for hirers of Snape Maltings' premises

Snape Maltings is committed to promoting the safety and welfare of all children, young people and adults at risk as a part of its duty of care. To this end Snape Maltings needs to be satisfied that any hirers meets our safeguarding requirements.

Therefore, please complete this form and return to Sharon Goddard, Artistic Administration, 01728 687100, sgoddard@snapemaltings.co.uk

Please note that Snape Maltings is not responsible for quality assuring your safeguarding policies and procedures.

By completing and signing this document you are confirming that what you have in place is suitable and fit for purpose, complying with relevant law, guidance and best practice.

Name of organisation

.....

Name of person completing this form

Role/job title.....

Section 1: Suitable staff and volunteers - recruitment, induction and supervision

	Yes or No	Additional information
Your organisation has in place:		
A written recruitment and induction policy and procedure which includes:		
An application form		
A face to face interview		
A request for 2 references, 2 pieces of identification and original copies of necessary qualifications before appointment or commencement as a volunteer		
Enhanced DBS check are undertaken for every member of staff or volunteer engaged in <i>regulated</i> activity		

Section 2: Safeguarding

You have in place:	Yes or No	Additional information
A written statement of your organisation's commitment to protecting all children, young people and adults at risk from harm. Such a policy should ensure nobody discriminated against on the grounds of race, gender, beliefs, culture, sexual orientation or ability.		
Written procedures for dealing with child protection and safeguarding concerns.		
Written procedures for dealing with situations where allegations of abuse are made against someone (either an adult or child) in your club/group/organisation		
Staff / volunteers know and understand the child protection policy and safeguarding procedures.		
A code of conduct/behaviour for staff and volunteers which identifies the expected behaviours of responsible adults when supervising, teaching, coaching or providing support to children or adults at risk		
A nominated/designated person in your organisation with a responsibility for safeguarding		

Section 4: Avoiding accidents and running safe events

You have in place:	Yes or No	Additional information
Adult to child ratios which are appropriate and safe		
Adequate volunteer support (where appropriate)		
Information about each child or participant's medical and dietary needs, allergies and specific individual requirements		
Parent/carer/emergency contact details		
A procedure for recording accidents and dealing with illness		
Public liability insurance with no exclusions for child abuse		
A child performance license or BOPA in place if a child/ren are to be involved in a performance which meets the licensing requirements		

Signature. *I confirm that the measures listed above are in place. I also understand that if a child or adult is at risk of harm or is actually harmed or there is a serious concern about the behaviour of an adult in the course of events on Snape Maltings' premises that I will notify the Snape Maltings designated safeguarding officer within one working day of the concern being identified.*

Name

Signature and date.....

Appendix 12: Snape Maltings Photography and Film Consent Forms (Under 18s)

Individual Consent Form

Event/Activity	
Date	
Purpose for taking photographs/film	
Photographs/film will be published in these ways	
Photographs or film will be stored for	Three years

Snape Maltings wishes to take, use and store photographs or films of children and young people under the age of 18 years as details above. However, we will only do this if we have obtained written permission from a parent or guardian and from a young person aged 16 years and upwards.

We will process and store any photographs or film of your child safely and securely.

We appreciate that not everyone will want to be photographed or filmed and we will ensure that this does not exclude anyone from participating in our events or activities.

Please take time to complete your details and sign if you give us your permission.

If you wish to withdraw your permissions at any future point or if you have any questions, then please contact the project manager.

Find out more about our safeguarding policy and procedures by speaking to designated safeguarding manager, Phillipa Reive, 01728 687 128 or 07872 184430 or preive@snapemaltings.co.uk

Please complete the boxes below if you give your permission:

Full name of child or young person	
Date of Birth	

Parent/Guardian information

Parent/Guardian Name	
Parent/Guardian email address and contact number	

Consent

Please circle your response to these questions

I give my permission for the above-named child or young person or children to be photographed by Snape Maltings as outlined in this form. **YES/NO**

I give my permission for the above-named child or young person or children to be filmed by Snape Maltings as outlined in this form. **YES/NO**

I give permission for my child's name and age to be published with the photograph/film **YES/NO**

I understand that by signing this form that Snape Maltings is obliged to keep a copy of it to comply with our wishes and data protection law.

For child or young person

Please sign here if you agree to being photographed or filmed*	
Date	

***this must be signed by the young person if they are aged 16 years and above**

For the parent/guardian

Please sign & note your relationship to the child/young person/children	
Date	

Group Consent Form

Event/Activity	
Date	
Purpose for taking photographs/film	
Photographs/film will be published in these ways	
Photographs or film will be stored for	Three years

Snape Maltings wishes to take, use and store photographs or films of children and young people under the age of 18 years as details above. However, we will only do this if we have obtained written permission from a parent or guardian and from a young person aged 16 years and upwards.

We will process and store and photographs or film of your child safely and securely.

We appreciate that not everyone will want to be photographed or filmed and we will ensure that this does not excluded anyone from participating in our events or activities.

Please turnover to complete your details and sign if you give us your permission.

If you wish to withdraw your permissions at any future point or if you have any questions, then please contact the project manager.

Find out more about our safeguarding policy and procedures by speaking to designated safeguarding manager, Phillipa Reive, 01728 687 128 or 07872 184430 or preive@snapemaltings.co.uk

Please complete the boxes below if you give your permission:

Name of Group	
Group leader/teacher signature	
Group leader/teacher name	
Group leader/teacher email address and contact number	

Consent

Please circle your response to these questions

I give my permission for the above-named group of children to be photographed by Snape Maltings as outlined in this form. **YES/NO**

I give my permission for the above-named group of children to be filmed by Snape Maltings as outlined in this form. **YES/NO**

I understand that by signing this form that Snape Maltings is obliged to keep a copy of it to comply with our wishes and data protection law.

If your group includes young people aged 16 years and above, please ask the individuals to complete the sections below:

Name of young person	
Please sign here if you agree to being photographed or filmed*	
Date	

Name of young person	
Please sign here if you agree to being photographed or filmed*	
Date	

Name of young person	
-----------------------------	--

Please sign here if you agree to being photographed or filmed*	
Date	

If you require more space, please continue on a separate sheet.