



## **Arts Uplift CIC Child Protection and Safeguarding Policy**

**Arts Uplift CIC believes that children and young people have the right to be completely secure from both the fear and reality of abuse of any kind. We have a responsibility to promote the welfare of all children and young people. We are committed to working in a way that protects children and young people from harm and keeps them safe.**

The purpose of this policy is:

- To protect children and young people who receive Arts Uplift CIC services. This includes the children of adults who work with or use our services.
- To provide the Directors, artists and volunteers with the overarching principles that guide our approach to safeguarding.

Arts Uplift CIC have appointed Jenny Davis, Director, as the Safeguarding Children Officer (SCO). The Safeguarding Officer is responsible for liaising with Warwickshire or Worcestershire Local Safeguarding Children Board, WLSCB, and the Warwickshire Multi Agency Safeguarding Hub (MASH) when concerns arise.

Arts Uplift CIC is committed to reviewing its Child Protection and Safeguarding Policy and Procedures annually.

### **Means of Prevention**

Arts Uplift will work towards prevention of abuse by means of:

- Rigorous recruitment practices
- Internal guidelines and induction for staff and volunteers
- Volunteer and staff safeguarding agreements
- Staff training
- Monitoring the commissioning of services/contracts
- Disciplinary procedures
- Health and Safety Procedures
- Fraud Prevention Procedures

### **Staff Support and Training**

Arts Uplift CIC is committed to ensuring that it meets its responsibilities in respect of child protection and safeguarding through the provision of support and training to staff and volunteers, as approved by the Warwickshire and Worcestershire Safeguarding Board. Therefore, Arts Uplift CIC will ensure that:

All directors, artists, volunteers and students working directly with children and young people are:

- carefully recruited, have at least two verified references and have full and up to date Criminal Record checks (every 3 years) if their role meets the eligibility criteria outlined by the Disclosure and Barring Service.
- given a copy of the Child Protection and Safeguarding Policy and where appropriate the Online Safeguarding Policy during their induction.
- receive training and supervision in child protection issues and are provided with up to date and relevant information and guidance.
- are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children and young people.
- are aware of the main indicators of child abuse.
- are aware of their statutory requirements in respect of the disclosure or discovery of child abuse, the procedure for doing so and report the disclosure or discovery of abuse to the SCO.

Arts Uplift CIC will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and young people and uphold fair processes for directors, artists, volunteers and students.

Any directors, artists, volunteers and students under investigation for the alleged abuse of a child or young person, will be subject to the provisions of the Volunteer Disciplinary Policy.

### **Ratios of staff and volunteers to participants**

We will always do a risk assessment to understand each project on its own merit and the ratios of staff and volunteers to participants may vary according to the risk. Generally, though Arts Uplift works to NSPCC guidelines;

0 – 2 years: 1 adult to 3 **children**.

2 – 3 years: 1 adult to 4 **children**.

4 – 8 years: 1 adult to 6 **children**.

9 – 12 years: 1 adult to 8 **children**.

13 – 18 years: 1 adult to 10 **children**.

If invited to work with a group of children and young people that already exists, Arts Uplift would also ask that a member of staff from the invited organisation to be in attendance also.

### **Dealing with Allegations**

Arts Uplift CIC is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. Arts Uplift CIC will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation of abuse, the Safeguarding Children Officer will immediately refer the case to the Multi Agency Safeguarding Hub and inform the Directors of Arts Uplift CIC.

Further to this, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of Directors, artists, volunteers and students they will report this to the Safeguarding Children Officer at the earliest possible opportunity.
- Directors, artists, volunteers and students are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. Arts Uplift CIC will demonstrate great care in accurately recording any allegation or suspected incidents of child abuse.
- The Safeguarding Children Officer will be responsible for ensuring that written records are dated, signed and kept confidential.
- If an allegation of abuse is made against the Safeguarding Children Officer, the Other Directors of Arts Uplift CIC will be informed as soon as possible. The other directors will then assume responsibility for the situation.
- Arts Uplift CIC will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Any children and young people involved in alleged incidents will be comforted and reassured. In circumstances where a child or young person makes an allegation or a disclosure, the directors, artists, volunteers and students concerned will:
  1. Listen fully to all that the child / young person has to say.
  2. Make no observable judgement.
  3. Ask open questions that encourage the child / young person to speak in their own words.
  4. Ensure the child / young person is safe, comfortable and not left alone.
  5. Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.

Arts Uplift CIC will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is concern that the child or young person is suffering or at risk of suffering significant harm, the child's / young person's safety and welfare must be the overriding factor.

### **Referring Allegations to Child Protection Agencies**

If the Safeguarding Children Officer has reasonable grounds for believing that a child or young person has been – or is in danger of being – subject to abuse, the following procedure will be activated:

- Contact will be made, at the earliest possible opportunity, with the Warwickshire Multi Agency Safeguarding Hub or Worcestershire Safeguarding Children's board. If the child or young person is at immediate risk this contact will be made in the first instance via telephone and followed up using the Multi Agency Referral Form (MARF), downloadable from the Warwickshire MASH website. To report any other concerns the written referral form will be completed and submitted.
- The Safeguarding Children Officer will communicate as much information about the allegation and related incidents as is consistent with information asked for in the multi-agency referral form.
- At all times, the safety, protection and interests of children concerned will take precedence. Arts Uplift CIC will work with and support parents/carers as far as they are legally able.
- Arts Uplift CIC will assist the social services, the police and other relevant organisations, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

### **Online safeguarding with children and young people**

Please see the online Safeguarding Principles document for more information  
[www.artsuplift.co.uk](http://www.artsuplift.co.uk)

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