

Creative Art Works CIC

Safeguarding Children and Vulnerable Adults, Policy Statements

April 2023

Who we are:

Creative Art Works CIC is a community interest business dedicated to creativity, community engagement, cultural exchange and lifelong learning.

We are committed to supporting and encouraging the health, happiness, wellbeing and empowerment of individuals, artists, educators and communities.

We do this through engaging with the creative arts and cultural and environmental activities.

We strive to set up initiatives, projects and safe non-judgmental learning spaces for members of our local community and the wider community of Edinburgh , the Lothians and across Scotland .

We co-create projects in partnership with our strategic partners to reflect the interests , believes , culture and diversity of the groups we engage with.

We aim to unite people and give them a sense of belonging, whilst stimulating creativity, exchange of ideas and building a strong community.

We aim always to work with integrity and underpinning our vision is our belief in the therapeutic power of art and cultural activity.

What we do:

Activities we carry out to fulfil this aim:

- We deliver a range of arts, cultural and environmental activities to encourage creativity, imagination and a sense of achievement.
- We focus on nurturing good mental health and well-being and the enjoyment and health benefits of the great outdoors.

- We work in a variety of educational settings including schools, galleries, museums, libraries and community centres and support hubs. We also work in outdoor public spaces and city greenspace such as town squares, parks, woodlands and nature reserves.
- Our delivery involves collaborating with creative arts specialists and practitioners, educators, event and exhibition organisers, festival producers, service providers, support workers and local councils.
- Our responsibilities include all aspects of the creative process from concept and design to project management, delivery, volunteer support, documentation and evaluation.

The purpose of these policy statements is:

- To protect children, young people and vulnerable adults who receive Creative Art Works CIC's services from harm. This includes the children and family of adults who use our services.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Creative Art Works CIC including Directors, subcontracted freelance staff, volunteers, temporary sessional workers, interns and associates.

Supporting documents:

These policy statements should be read alongside our organisational policies, procedures, guidance and other related documents:

- Creative Art works CIC: DIVERSITY, EQUALITIES AND INCLUSION POLICY
- Creative Art works CIC: CODE OF CONDUCT
- Creative Art works CIC: PRIVACY POLICY
- Creative Art works CIC: DEALING WITH DISCLOSURES AND CONCERNS ABOUT A CHILD, YOUNG PERSON, OR VULNERABLE ADULT.
- Safeguarding Policy for Children and Young People

We believe that:

- Children and young people should never experience abuse of any kind we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

- The welfare of every child, young person is paramount in all the work we do and in all the decisions we take.
- We believe every child, young person and vulnerable adult has an equal right to protection regardless of age, gender, disability, colour, race, nationality, ethnic, national origin, religious belief or sexual orientation and have an equal right to protection from all types of harm or abuse.
- We have a responsibility to promote the welfare of all children and young people to keep them safe and to practice in a way that protects them.
- Safeguarding arrangements and each individual must be dealt with on a case-by-case basis, as we recognise that participants may have different preferences, histories and life-styles, the same process may not work for all.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, parents and carers and other agencies is essential to promoting their welfare.
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse. (e.g.: children who come from Ethnic Minority backgrounds ; d/Deaf children and young people; LGBTQ+ children and young people and children with special educational needs and disabilities.

We will seek to keep children and young people by:

- Valuing, listening to and respecting them.
- Appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- Developing and implementing an effective online safety policy and related procedures.

- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- Making sure that children, young people and their families, know where to go for help if they have a concern.
- Using our Code of Conduct procedures to manage any allegations against staff and volunteers appropriately.
Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- Sharing information about safeguarding and good practice with children and their families.
- Applying the Getting It Right for every child (GIRFEC) National Practice approach to protect and support children and young people.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland. The key legislation and guidance we use is available from:

- National guidance for child protection in Scotland 2021:
gov.scot/publications/national-guidance-child-protection-scotland-20211
- NSPCC – child Protection
learning.nspcc.org.uk/safeguarding-child-protection

Safeguarding Policy for Vulnerable Adults

We expect all staff working on behalf of Creative Art Works CIC including Directors, subcontracted freelance staff, volunteers, temporary sessional workers, interns and associates, to follow the principles that guide our approach to protect vulnerable adults.

We will:

- Ensure that safe and effective working practices are in place.
- Understand the role and responsibilities in safeguarding vulnerable adults.
- Take necessary action where an adult with care and support needs is deemed to be at risk.
- Work together to prevent and stop both the risks and experience of abuse or neglect.
- Listen to their views, wishes, feelings and beliefs when deciding on any action.
- Build partnerships with other agencies and professionals relevant to bespoke projects to protect vulnerable adults who work with us.

We believe that:

- We have a responsibility to protect a vulnerable adult's right to live in safety, free from harm, abuse and neglect.
- Vulnerable adults may not be able to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

We recognise that:

- The welfare of vulnerable adults is paramount in all the work we do and in all the decisions we take and has an equal right to protection regardless of age, gender, disability, colour, race, nationality, ethnic, national origin, religious belief or sexual orientation and have an equal right to protection from all types of harm or abuse.
- Some vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

We will seek to keep our vulnerable adults safe by:

- Valuing, listening to and respecting them.
- Adopting vulnerable adult protections and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and

follow our policies, procedures and behaviour codes confidently and competently.
Recording and storing information professionally and securely.

- Making sure vulnerable adults know where to go for help if they have a concern.
- Using our safeguarding vulnerable adult protection procedures to share concerns and relevant information appropriately with agencies and other professionals who need to know.
- Ensuring that we have effective complaints measures in place.
- Building a safeguarding culture where staff and vulnerable adults treat each other with respect and are comfortable sharing any concerns.

The Care Act 2014 sets out that adult safeguarding duties apply to any adult who have care and support needs, and is experiencing, or is at risk of, abuse and neglect, and is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

This Policy is based on:

The Care Act 2014 and the Care and Support statutory guidance

<https://www.gov.uk/government/organisations/department-of-health-and-social-care>

The Adult Support and Protection (Scotland) Act 2007, which states that All adults at risk of harm have the right to be safe and protected, is designed to protect those adults who are unable to safeguard their own interests and are at risk of harm because they are affected by: disability or mental disorder.

- <https://www.gov.scot/publications/adult-support-protection-scotland-act-2007>
- Human Rights Act 1998, which states that everyone has the right to live free from abuse and neglect.

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>.

- The Mental Capacity Act 2005

This can be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. of Practice,

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.

Safeguarding Procedures

All artists, workshop leaders and volunteers should contact our named person for any concerns/queries. The named person will be responsible for making decisions about notifying social services of the relevant borough if required and consider alternative actions, where appropriate. The named person will ensure the safeguarding policies and procedures are in place and up to date.

In the case of an incident our procedure is as follows:

RESPOND - REPORT - RECORD - REFER

RESPOND

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 111 initially and escalating to 999 for emergency services if required.
- Get brief details about what has happened, but do not probe or conduct a mini-investigation.
- Seek consent, where possible to take action and report the concern.
- Consider whether subject lacks capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

REPORT

- Name the person to whom staff/volunteers need to report any potential safeguarding concerns. This will usually be the organisation's Director

RECORD

- Send an email as soon as possible addressed to the Director, outlining the incident or any issues, describing what happened, what action was taken, what action was recommended or promised.
- As far as possible, records should be written as soon as possible, dated and signed.
- Keep records about safeguarding concerns, confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorized personal for accessing confidential information including the sharing of passwords. Link to: Creative Art works Privacy Policy.

REFER

In making a decision whether to refer or not, the named person should take into account:

- Whether the child, young person or vulnerable adult has mental capacity to make an informed decision about their own safety.
- The safety or wellbeing of children, young people or vulnerable adults with care and support needs.
- Whether there is a person in a position of trust involved.
- Whether a crime has been committed.

This should inform the decision whether to notify the concern to the following people:

- The police if a crime has been committed and/or:
- Relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission.
- Service commissioning teams.
- Family/relatives as appropriate, seek advice from adult social services.
- The named person should keep a record of the reasons for referring the concern or reasons for not referring.
- Incidents of abuse may be one-off or multiple and may affect one person or more.
- Staff and volunteers should look beyond single incidents to identify patterns of harm.
- Accurate recording of information will also assist in recognising any patterns.

Safer Recruitment

We will:

- Ensure all leaders, artists, musicians, freelancers, session workers, volunteers and young people who work with our children, young people and vulnerable adults have an enhanced Disclosure Scotland and PVG checks.
- Agree to follow our Code of Conduct while working with children, young people and vulnerable adults.
- Regularly monitor and review our procedures on child, young people and vulnerable adults to ensure the safety of all involved.

When applying to work with us we will:

- Interview prospective leaders, artists, musicians, freelancers, session workers, volunteers and young people observe them working in their current, or related context.
- Ask for names and written references from two individuals who have known the applicant for over 3yrs from a work or personal capacity.
- Follow up references with a phone call or face to face contact to discuss applicant's suitability to work with children, young people and vulnerable adults.
- Keep a record of discussion and kept on the applicant's file.
- Recruit Creative Arts Practitioners who we have worked with before over a long period of time and ensure that they are updated with all our Safeguarding policies and Procedures.
- Carry out a probationary period for all workers, leaders, artists, musicians, freelancers, session workers, volunteers and young people for a proportion of the project time or 3 months if the duration of the project is 6 months or longer.

Protecting our Team

All workers, leaders, artists, musicians, freelancers, session workers, volunteers and young people are encouraged to share concerns with Creative Art Works CIC about their own needs and reflections. We value all those we work with, and are committed to supporting their development through the work we engage them in.

Creative Art Works CIC will:

- Listen to our artistic lead team with regards to their own sense of safety and support from Creative Art Works CIC.
- Build in training opportunities where possible on the projects we run.
- Ensure contracts or letters of agreement make roles and responsibilities clear and that time is built in for reflection and evaluation reflected in pay scales.
- Pay scales will be decided based on guidance from Artist Union Scotland and/or Artists Information Company and Musicians Union
www.artistsunion.scot/rates_of_pay
www.a-n.co.uk/resource/guidance-on-fees-and-day-rates-for-visual-artists/
musiciansunion.org.uk/working-performing/gigs-and-live-performances/live-engagement-rates-of-pay

Code of Conduct

Creative Art Works CIC is committed to safeguarding the welfare of the children, young people and vulnerable adults we work with by following our code of conduct.

- All volunteers, freelancers and staff will share safeguarding concerns with the Creative Art Works CIC Director and/or child / young people /adult protection officer.
- All workers, artists, musicians, freelancers or volunteers are given clear and established roles for their education work.
- All existing workers, artists, musicians, freelancers or volunteers working with the organisation are enhanced DBS checked.
- When working with schools, all workshops are conducted in the presence of a teacher or classroom assistant. Creative Art Works CIC works in teams of at least two people, unless a relationship is already established with a group, in which case an individual may work alone.
- Children are supervised at all times during projects, including lunch breaks and travel to and from the venue.
- Workshop leaders are responsible for ensuring health and safety requirements are met in the working environment.

- Full evaluations are carried out after all workshops, completed by Freelance Practitioners/teachers/staff members to ensure that any problems are aired and if necessary rectified for future workshops.

Online safety and Social Media policy

- We will ensure our leaders, and participants are aware of the risks children and young people may be exposed to while being online, such as bullying, radicalisation, sexual exploitation and exposure to inappropriate images and messages.
- We follow NSPCC guidelines in this regard. <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>

We will seek to keep children, young people and vulnerable adults' safe online by:

- Encouraging and fostering an open, compassionate culture during online sessions, to enable children, young people and vulnerable adults to feel confident to speak out if they have a concern about their own or another person's online safety.
- Listening to concerns and respond calmly and non-judgmentally.
- Following our policy and procedures.
- Reporting concerns to the adult protection lead as soon as possible.
- Making clear records of concerns following the school's procedures.
- Communicating with parents of young children (under 12) and with young people (13+) within our sessions, workshops and groups, the best way to support their children in their online learning, working towards an infantry of understanding about online access for each of our young participants.
- Communicating with parents/ guardians of under 16s with regards to online sessions via email or phone, ensuring that permission has been received for their child to join any of our group activities.
- Making sure children 11yrs or under have their parent or guardian in the room or nearby with them during an online session. Ideally, they will connect with the leader at the end of the session for a quick update with their child and the leader.
Ensuring parent/guardians of children 11yrs and under sign a social online statement, in line with our policy.
- Referring parents/ guardians of under 18's and over 18's to CEOP www.ceop.police.uk/Safety-Centre/ and NSPCC www.nspcc.org.uk/keeping-children-safe/online-safety for online safety guidelines.
- Ensuring all leaders and any volunteers working with Creative Art Works CIC know who to report to at any time, should they have any concerns, before, during or after online sessions

with children and young people.

Online safety information

Safeguarding online is complex and requires specific attention in relation to our work as Creative Art Works CIC. Many children, young people and vulnerable adults enjoy and learn a great deal from being online and connecting with their friends on social media. There are many positive aspects to online learning. There are however different risks posed by being and working online. Increasingly educational professionals are encouraging children and young people to be online for creative learning and group workshops and rehearsals. We need to be fully aware of what children may be risking in all aspects of their online life.

Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices. It can happen anywhere online that allows digital communication, such as:

- social networks
- text messages and messaging apps
- email and private messaging
- Online chats
- Comments on live streaming sites
- Voice chat in games

Online Safety Procedure

Creative Art Works CIC might occasionally work online with children and young people and vulnerable adults using:

- WhatsApp groups with Young Artists and Leader teams.
- Zoom sessions with creative arts projects.
- Creative Art Works CIC website to share resources.
- Creative Art Works Facebook page and Twitter for general information.

Whatsapp

We will ensure the following safety procedures are in place:

- All group members using Whatsapp for updates and information are OVER 16yrs old and we have received parental permission for 16-18yr olds to be part of the group.
- We have a parent only group for communicating updates and information for UNDER 16's.
- A minimum of two professionals, present in a Whatsapp group, one being a Safeguarding officer, in order to monitor all communications, the other a lead artist, or project manager of any relevant group.

Zoom

We will ensure the following safety procedures are in place:

- Participants are 16+ or have been given parental/guardian permission to take part.
- Participants under 12yrs have a parent or guardian present in the room, or within earshot during the sessions.
- Encourage a neutral background as far as possible when connecting online, to protect participant's privacy.
- Participants present themselves in the same way they would in a usual rehearsal / workshop session.
- When meeting children or young people on-line, there are a minimum of 2 adults in the session at any one time, including when using 'break out' rooms for small groups, or sectional rehearsals.

Creative Art Works CIC website, Facebook page, Twitter.

We will ensure the following safety procedures are in place:

- Participants under 18 have parental/guardian permission to allow Creative Art works CIC to share images of children in celebration of their work.
- All participants in Creative Art Works CIC projects and activities provide signed agreement to share their images as part of our celebration of their work.
- Where permission is not granted, Creative Art Works CIC will not share participant images.

Creative Art works CIC and Personal Health and safety

It is our firm commitment that all participants in Creative Art Works CIC activities work in a safe, healthy and supportive environment. To this end we will ensure the following:

- Appropriate ventilation, in non-smoking venues for all workshops, rehearsals and performances.
- Leaders must make all participants aware of evacuation routes and risk assessment procedures and risk mitigation at any venue of workshop, rehearsal or performance.
- Leaders must advise participants to bring plenty of water to drink at workshops rehearsals and performances, especially on hot days. Additional water will be provided to ensure healthy hydration
- Leaders will remain vigilant of any behaviour among participants that might imply mental health issues or discomfort in participating in any activities.
- Leaders will build in opportunities for children, young people and vulnerable adults to feedback, or share their thoughts and ideas to ensure they feel valued and supported.
- Participants and staff must be accompanied by at least one peer at all times during workshops, for the legal safety of both participants and leaders.
- Participants are advised to travel to venues in small groups, or all together with a known adult for those under 16 years old.
- Parents/carers must arrange for safe journey home after workshops, rehearsals, or performances for any members under 16 years old.
- Members will be allowed appropriate rest, drink and toilet breaks during rehearsals and performances.
- All electronic equipment will be safety tested and fixed down to avoid tripping or tangling by participants in rehearsal venue or on stage.
- Fire procedures will be announced before activities begin in workshops or for new members to ensure all participants are aware of the exit strategy for the venue, should a fire or emergency occur.
- Participants and leaders refrain from chewing gum during rehearsal or performance, to avoid risk of choking during singing activity.
- Participants and leaders are requested to wear loose, comfortable clothing and appropriate footwear for stepping and movement during singing. For leaders, this can still be in line with professional presentation.
- During stretching exercises leaders will ensure that all participants are working within their own physical limits.
- Contact details for next of kin must be available for all participants, should there be any need to contact someone due to a sudden onset of illness. This may be a schoolteacher if the workshop is within a school.

Training, awareness raising and supervision

Creative Art Works CIC ensures that all staff, artists, young artists, teachers and volunteers are invited to receive basic safeguarding training on-line with the NSPCC. All staff, artists, young artists, teachers and volunteers must read and adhere to our safeguarding policy before working with us.

Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding adults and be confident to identify any harm or abuse that is taking place and take appropriate action.

All staff and volunteers should be clear about the core values of Living Song CIC and commitment to safeguarding of children, young people and adults.

Confidentiality and information sharing

Creative Art Works expects all staff, volunteers, artists, young artists, teachers, trustees to maintain confidentiality at all times. In line with Data Protection law. Creative Art works CIC does not share information if not required. [Link to Creative Art works Privacy Policy](#)

It should however be noted that information should be shared with authorities if any child, young person or vulnerable adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm.

Contact details

Nominated child/young person/vulnerable adult protection lead

Name: Joanna Boyce, Director/ Projects Lead

Phone: 07949 726 888

email: joanna@creative-art-works.org

Deputy child/young person/vulnerable adult Lead

Name(s): John Cunningham, Associate Creative Specialist/Student Support

Phone: 07713 399 924

Email: john@creative-art-works.org

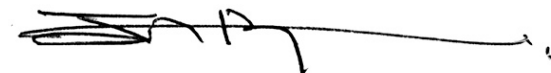
NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 25th April 2023

Signed:

Joanna Boyce



Date: 25th April 2023