

DoorstepArts.co.uk

WE ALL MAKE THE STORY HAPPEN

PROTECTION OF CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS POLICY

Safeguarding

Health & Safety

Code of Conduct

2019/2020

1. INTRODUCTION

The welfare of the child is paramount. It is the responsibility of all staff members to protect children* (people under 18 years of age) and vulnerable adults* from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. All staff (paid/unpaid) working with Doorstep Arts has a responsibility to report concerns to Co-Directors Jade Campbell and Dr Erin Walcon.

*'Children' are defined as those under the age of 18. 'Vulnerable adults' are those who are, or may be, unable to take care of themselves from harm or exploitation of others.

2. POLICY STATEMENT

Doorstep Arts are fully committed to ensuring that children and vulnerable adults attending any of our classes are protected and kept safe from harm.

To this end Doorstep Arts will provide a clear concise child protection policy and make it available to all of its practitioners and staff. All practitioners and staff who have unsupervised contact with children carry an enhanced DBS check.

3. POLICY AIMS AND OBJECTIVES

- To provide a safe environment for children and vulnerable adults and keep them from harm.
- To ensure practitioners/volunteers who have direct access to children and vulnerable adults are kept informed, supported and protected.
- To ensure children and vulnerable adults are respected, listened to and taken seriously.
- To provide support and encouragement to parent/guardians/volunteers etc. to address the welfare of children and vulnerable adults.

4. OBJECTIVES

The specific objectives set by Doorstep Arts to achieve these aims are:

- Raise awareness through training.
- To implement effective procedures for recording and responding to incidents, complaints and alleged or suspected abuse.

5. GOOD PRACTICE GUIDELINES

Good practice creates a positive child protection climate and assists in protecting staff from false allegations of abuse. Good practice means:

- Always working in an open environment, encouraging no secrets and unobserved or private situations.
- Treating all people equally with respect and dignity.
- Always putting the welfare of children and vulnerable adults first.
- Maintaining safe and appropriate distance (e.g. It is not appropriate to share a room/cubicle with them)
- Building a balanced, healthy and professional relationship based on mutual trust, that empowers children, young people and vulnerable adults.
- Making activities fun and enjoyable.
- Keeping up to date with technical skills, qualifications and insurance.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Record any injuries sustained accurately according to the venues accident policy.
- Ensure language used around children and young people is appropriate at all times.
- If an exchange of phone number occurs between lead artist and young person, this needs to be for an appropriate reason relating to the project, session or workshop and should be deleted by all parties after the duration.

6. PARENTS ATTENDING SESSIONS

As part of our code of good practice, and in order to keep sessions safe, enjoyable, and fun, we operate a policy that parents/guardians do not attend or observe weekly workshops sessions, unless there is a reason why a parent presence is required (i.e. specific medical condition, behavioural need, young age or disability requires additional parental presence for particular reason). Parental presence or observation of sessions is only allowed with prior permission - if it has been discussed with staff in advance and the Lead Artist delivering the session has agreed it in collaboration with the Doorstep Directors. The end of term performance is open to all parents and guardians and other friends and family members.

Health and Safety/Safeguarding

Doorstep Arts is committed to excellence in all aspects of its undertaking, including its management of Health and Safety/Safeguarding.

As fully qualified and experienced facilitators we have appropriate facilitation and safeguarding qualifications, enhanced DBS checks and full insurance to work with children.

In addition to its statutory obligations for Health and Safety at work, we acknowledge the special responsibilities we hold for the Health and Safety, well-being and welfare of the young people and others who participate in our activities.

Our policy is to ensure, so far as is reasonably practicable, the Health & Safety at work of our staff and the Health and Safety of our members and any other persons who may be affected by our undertaking.

We will comply, as a minimum, with the requirements of relevant Health and Safety legislation, approved codes of practice and, as appropriate, guidance published by the Health and Safety Executive and/or other recognised industry bodies.

We will seek to continually improve our Health and Safety performance in order to raise standards and reduce the potential for occupational injuries and/or cases of ill- health.

Our objective is to achieve a business culture with a 'zero tolerance' to unnecessary Health and Safety hazards and risks and, thereby, reduce the incidence of accidents, incidents and/or cases of occupational ill-health.

Our commitment is to minimise unnecessary hazards and risks and ensure that Health and Safety actively contributes to the success of the business, and will be supported by ensuring the real engagement of our employees and, as necessary, others in delivering good Health and Safety.

Our staff and, as appropriate, others will be made aware of our Health and Safety policy, our commitment to its effective implementation and their responsibility to support the business in its effective implementation.

We maintain the following live documents as part of our regular procedures:

- Enhanced DBS documents
- Public liability insurance documents
- NVQ3 Youth Work Qualification Documents/Academic qualifications/Teacher

Training qualifications

- Child Safeguarding Documents
- Risk Assessments

Code of Conduct

We pride ourselves on the easy going and fun atmosphere that prevails at all our workshops, projects and activities. We therefore insist that the parent / guardian or other person acting in "loco parentis" fully advise us when booking, of any illness, disability, social or behavioural problems that a youngster currently has or has recently experienced, which might affect the youngster or other guests during their rehearsals or workshops.

This advice must also be confirmed in writing at the earliest opportunity. We will carefully consider matters and advise you whether we have the staff and facilities to provide an appropriate experience in these circumstances, with particular reference to such considerations as access, successful participation and health and safety.

We always reserve the right to exclude any person after workshop commencement if his/her behaviour is incompatible with the general enjoyment and well-being of others. In these circumstances, collection would be entirely the responsibility and at the expense of the person acting in "loco parentis," to whom any costs for damage and other expenses incurred would also be charged.