



Withy Arts Safeguarding Policy for Vulnerable People: Children and Vulnerable Adults

Aims of this Policy

We recognise that some groups of people are more vulnerable to abuse than others, particularly children and vulnerable adults. When we work with children and vulnerable adults, their welfare and safety is paramount (see health and safety policy). We will offer children and vulnerable adults a safe space to participate in our activities.

We will make sure that we do the following. We will check that we have done them.

Training

Withy Arts trustees, workers and volunteers will be trained in safeguarding of children and vulnerable adults.

Contact

Anyone from Withy Arts who has contact with children or vulnerable adults as participants in our workshops will have a DBS (Disclosure and Barring Service) check. When recruiting volunteers or workers, interviews will be carried out by more than one person (including a trustee) and anyone appointed will be subject to a probationary period (see recruitment policy)

Safeguarding Trustee

One of our trustees will take overall responsibility for safeguarding matters. This person will be the Withy Arts contact for any safeguarding reports. If necessary, this person will inform the relevant social services department of concerns. This person will receive training and support to carry out this role. Everyone involved with Withy Arts will know who this person is and what their role is. This person will also ensure that the child and vulnerable adult safeguarding policy and practice is kept up to date and reviewed.

Code of Behaviour

Withy Arts workers and volunteers will behave in a trustworthy manner at all times.



Withy Arts workers (and volunteers) and the Safeguarding Trustee are responsible for reporting suspected cases of child abuse to the appropriate individuals and/or agencies.

We will always

- treat everyone with respect and dignity, be sensitive to likes and dislikes and respect personal space.
- treat information about children and vulnerable adults who participate in our activities as confidential.
- remember that children view adults as role models, so provide good examples of acceptable behaviour.
- understand that children and vulnerable adults may respond to difficult situations in unusual ways. We will have plans for dealing with difficult situations.
- use physical contact only when absolutely necessary to make sure that children and vulnerable adults do not come to harm,
- remember that someone else might misinterpret your actions, however well intentioned
- ensure there is an appropriate ratio of adult leaders to children
- take account of particular needs of individual vulnerable adults for extra support
- work openly with parents and carers
- listen to and act upon any disclosures/allegations/concerns of child abuse or abuse of vulnerable adults

If a Withy Arts worker or volunteer suspects that a child is being abused they should report their concerns to the appropriate individual or agency.

If a child or vulnerable adult discloses that they are being abused we will do the following

- Keep calm, try to act normally, allow the child or vulnerable adult to speak without interruption, accepting what is said, acknowledge with "Thank you for telling me"



- Do not investigate or ask questions
- Never agree to keep a secret
- Make a written record of all information support the suspicions using the language that the child or vulnerable adult used, sign and date
- Pass on details to the relevant responsible person or agency or report to the relevant social services department safeguarding co-ordinator.
- Inform the Safeguarding trustee

Whistleblowing

The code of behaviour is designed to keep children and vulnerable adults safe. Its additional purpose is to ensure that Withy Arts workers and volunteers are not accused of abusing children or vulnerable adults.

If an allegation is made against someone working for Withy Arts this should be made to the Safeguarding Trustee and investigated by them and another trustee, having made an alert to the relevant social services department. If the allegation is against the Safeguarding trustee, it should be referred to the Chair of trustees.

Record Keeping

Withy Arts will keep records of any Safeguarding concerns or investigations for 25 years in accordance with our insurance policy.

Policy date: 28/09/16

Date of ratification by Withy Arts Trustees: 25/10/16

Review date: 28/09/17