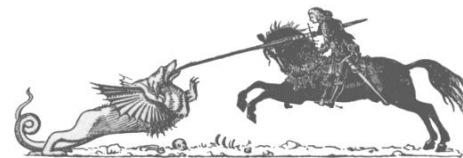


GUILD of St GEORGE



Safeguarding Policy

1. Purpose

The Guild of St George (the Guild) recognises that it has a duty to ensure the safety and wellbeing of all those involved in the work and activities for which it is responsible, especially children and vulnerable adults.

The Guild also recognises that it has a responsibility to ensure the safety and wellbeing of Companions, artists, craftspeople, staff, volunteers and audiences involved in its activities.

2. Scope

The Guild of St George has adopted the following principles in relation to Safeguarding.

1. The child's/vulnerable adult's welfare is paramount.
2. All children/vulnerable adults - whatever their age, culture, disability, gender, racial origin, language and/or religious beliefs - have the right to protection from abuse.
3. All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately. They will not be ignored.

Anyone under the age of 18 is considered as a child for the purpose of this policy. Anyone over the age of 18 years or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited will be regarded as a vulnerable adult. This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail, or have some form of illness.

3. The Role of the Board of Directors

In order to protect children/vulnerable adults, the Guild's Board of Directors will:

- ensure that all new Directors and workers (both paid and voluntary) receive an appropriate safeguarding briefing as part of their induction;
- appoint a member of staff to respond to allegations and concerns; to refer complaints or allegations to the appropriate authorities; to keep records and organise training or briefings as necessary;
- ensure that all volunteers, workers and Directors are aware of this policy and the role of the appointed officer;

The appointed officer responsible for safeguarding is the Administrator of the Guild.

4. Safe Behaviour While Working with Children/Vulnerable Adults

It is essential that care be taken to minimise the possibility for misunderstanding and misinterpretation. False allegations are rare but good practice will help prevent them. Staff/freelance artists/craftspeople/volunteers should be aware of the potential for misunderstanding when having contact with children/vulnerable adults. There are specific behaviours which are not acceptable. Staff/freelance artists/craftspeople/volunteers should not:

- be asked to work with children/vulnerable adults in situations where they will be completely out of public view;
- have any physical contact with children/vulnerable adults;
- use language which could be interpreted in a sexual way;
- invite or allow children/vulnerable adults into their home;
- give a child/vulnerable adult a lift alone in their car except in extreme emergencies;
- let any allegations go unacknowledged, unresolved or not acted upon.

Staff/artists/craftspeople/volunteers working for or in partnership with the Guild will not work regularly alone with children/vulnerable adults or have access to confidential data about them. There will always be a minimum of two people present when working with children/vulnerable adults. Any person working alone with children/vulnerable adults will be required to provide proof of an up to date Disclosure and Barring Service (DBS) check.

The Guild supervises its volunteers at all stages in their involvement and will not allow volunteers to attend events and take part in activities where they will be working directly with children or vulnerable adults whilst their application for a DBS check is pending.

5. Safe Recruitment of Staff

The Guild will take all possible steps to prevent unsuitable people working with children/vulnerable adults. When recruiting and selecting potential permanent staff who might work with children/vulnerable adults or have access to restricted data the Guild shall ensure that:

- there is an open and thorough recruitment process which should bring to light any issues relating to safeguarding at the application stage;
- there is a rigorous interview;
- references are taken up by direct contact with 2 independent referees, one of which should be a previous employer;
- evidence of the date of birth and address of the potential employee is sought.

All staff shall have a job description and contract of employment, and be required to work a three-month probationary period. Should the role involve regular contact with children/vulnerable adults a job offer shall only be made subject to the necessary DBS checks being satisfactory.

6. DBS Checks

Volunteers and staff who will be in regular direct contact with children/vulnerable adults will be appointed subject to a DBS check. The Administrator has responsibility for highlighting any budgetary or resource demands for DBS checks.

7. Safe Physical Environment

The Guild will always ensure its planned activities take place in a safe environment. Any group activity involving children/vulnerable adults, whether taking place indoors or outdoors, will be subject to full written risk assessment and will be covered by the Guild's liability insurance (up to £10m) and by the risk assessments/safe systems of work and

insurance of the host institution. It will be the responsibility of the organiser of the activity in conjunction with the Administrator to ensure such documentation is in place.

8. Photography & Digital Safety

The Guild will adhere to the following principles relating to photography and digital safety relating to children/vulnerable adults:

- not to use names in photograph captions (if a vulnerable person is named, not to use the photograph, unless permission has been given by a parent or carer);
- to use a parent/carer permission form to obtain consent for a vulnerable person to be photographed and videoed;
- to obtain the child/vulnerable adult's permission to use their image;
- not to hold permanently, share or distribute any personal information about children or vulnerable adults. Any data held temporarily will be accessible only to those with full DBS clearance.

9. Listening to Children/Vulnerable Adults.

If a child/vulnerable adult says that he or she is being abused or provides information that suggests that they are being abused, the person receiving that information shall:

- let the child/vulnerable adult know you have heard what they have said and that the information will be acted upon;
- keep a written record of the conversation.

10. Recording Information

The following information shall be recorded:

1. Name and address of child/vulnerable adult.
2. Age, date of birth.
3. Name and address of responsible adults involved if known.
4. Date and time of the alleged incident.
5. Nature of injury or behaviour.
6. If the child/vulnerable adult arrived with an injury.
7. Child/vulnerable adult's explanation of what happened in their own words.
8. Responsible Adult's explanation of what happened.
9. Date and time of the record.
10. Any questions that were asked.
11. Signature of person recording the incident.

Recorded information shall be based only on the information given by the Child or Vulnerable Adult. It shall not include any assumptions or opinions.

Due to the 'drop-in' nature of some Guild events we may not be able to obtain all the information referred to in this checklist, but we will endeavour to obtain as much as possible.

The person recording information may be required to give this information to a Social Worker, the Police or the Court at some future date.

The Administrator must be informed immediately if there is distinct suspicion of abuse or if a disclosure has been made. The action to be taken will then be determined.

11. Review and Implementation:

The Administrator is responsible for overseeing how this policy is implemented and for raising any of the following issues for discussion and decision at Board level when appropriate:

- incidents and specific cases;
- recording and reporting;
- implications of legislation updates.

The Administrator is responsible for proposing amendments to this policy. The policy will be reviewed and revised annually or as necessary.

FEBRUARY 2023

Appendix 1: What Qualifies as 'Abuse' and What Are the Signs?

Child Abuse

Child abuse is the term used to describe how children are harmed, often by adults but also by other children and young people. Children with special needs are particularly vulnerable and in need of special care. Children are mainly abused by the people they know and trust. Abuse may happen at home within the family or within a public environment such as school or a sports centre.

Child abuse can take a number of forms but can be identified under four general categories:

1. Physical abuse

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

2. Sexual abuse

Any child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s), including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated the behaviour.

3. Emotional abuse

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child. This includes humiliation, emotional withdrawal or repeated dehumanisation.

4. Physical neglect

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances that endanger the child.

Vulnerable Adult Abuse

1. Physical abuse

Bruises, cuts, burns, scalds, restraints marks,

2. Neglect and acts of omission

People being left dirty, not having any clean clothes or not being fed appropriately. Their health or medical needs may not be attended to, denied access to aids and adaptation such as hearing aids, walking frames etc...

3. Financial or material abuse

Inability to pay bills, buy food and clothing, borrow money when the person is in receipt of all their benefits/pensions/wages, visitors only calling on the day that benefits cashed.

4. Sexual abuse

The presence of sexually transmitted diseases, pregnancy, urinary tract infections, bruises on inner thighs and breasts, bruising and tears to the vagina, penis, anus or

mouth, reported or observed inappropriate touching. Sexual abuse will often result in changes to the person's behaviour.

5. Psychological abuse

Changes in behaviour. The adult may become withdrawn, tearful, suffer from lack of sleep and nightmares, start with incontinence problems, and become angry or abusive. They may start to drink heavily, use drugs, or develop eating disorders.

6. Discriminatory abuse

May be linked to the person's race, gender, sexuality or disability. Possible indicators may be the presence of hate mail, graffiti, and the delivery of unwanted services or goods, name calling and physical threats.

7. Institutional abuse

Occurs when the culture and/or regime of an organisation results in the service users being mistreated, denied choice, or excluded.

Appendix 2 - Legislation

Legal Framework

This document had been drawn up on the basis of law and guidance that seeks to protect children/vulnerable people, namely: -

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding and Vulnerable Groups Act 2006

- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND Code of Practice 2014)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Govt. 2015
- Working together to safeguard children: a guide to inter agency working to safeguard and promote the welfare of children; HM Govt. 2015