



National Centre for Folk Arts

Halsway Manor Society Safeguarding Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for the Children, young people and adults at risk Policy, and its effective implementation is that of:

Lead for safeguarding and child/adult at risk protection (Trustees)

Nominated child/adult at risk protection lead (management)

Nominated deputy child/adult at risk protection lead (management)

NSPCC Helpline

Date approved by the board of trustees:

Signed and dated by the Lead for safeguarding and child/adult at risk protection (Trustees)

Date last amended

Last reviewed

We are committed to reviewing this policy and good practice annually, or sooner if there is a major change in the organisation or the relevant legislation.

CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK.

BOARD OF TRUSTEES / HALSWAY MANOR SOCIETY LTD

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16/6/22

16/6/22

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The most up-to-date version of this Policy will always be the electronic file in the Trustees Dropbox folder

| Version | Date | Author(s) | Rationale |
|---------|---------|--|---|
| 1.0 | unknown | unknown | |
| 1.5 | 8/6/22 | Trustees Jamie Robertson and Bill Crawford | Draft update discussed with CEO |
| 1.6 | 9/6/22 | Trustees Jamie Robertson and Bill Crawford | Draft following discussion with CEO, to be presented to the Board of Trustees meeting 16/6/22 |

| Version | Date | Author(s) | Rationale |
|---------|---------|--|---|
| 2.0 | 16/6/22 | Trustees Jamie Robertson and Bill Crawford | Approved at the Board of Trustees meeting 16/6/22 |
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Aims of the Halsway Manor Society (HMS)

To advance education and inform and promote participation in all aspects of the folk heritage, especially as found in England including; traditional folk music, dances, songs, stories, folklore, drama, choirs and orchestras, visual arts, crafts, traditional games and other related traditional and cultural activities.

To preserve and encourage the practice of them in their traditional forms and to use and maintain Halsway Manor (HM) as a hub for these activities.

To promote historical research into the folk heritage and make available to the public the results of such research.

The purpose and scope of this Safeguarding Policy is:

- to protect from harm children, young people and adults at risk who receive HMS's services. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children, young people and adults at risk and their families, with the overarching principles that guide our approach to child/adult at risk protection.

Throughout this policy the term 'Staff' or 'Member of staff' includes 'anyone employed permanently or temporarily on a full time, part time, voluntary or freelance basis in any capacity including as a course leader/tutor/host and trustee.

The term 'child', where used on its own includes all children and young people under the age of 18.

The term 'adult at risk' refers to those aged 18 or over and at risk of abuse or neglect because of their needs for care and or support.

Legal framework

This policy has been drawn up on the basis of the legislation, policy and guidance as follows.

Children (in England): A summary of the key legislation can be found at <https://learning.nspcc.org.uk/child-protection-system/england>

Adults at risk (in England): A summary of the key legislation can be found at <https://www.anncrafttrust.org/resources/safeguarding-adults-legislation/>

Supporting documents

This policy should be read alongside other relevant policies, procedures, protocols etc, including:

Code of conduct for staff

Please see Appendix One: standards of acceptable behaviour; dealing with disclosures and concerns about a child or young person, including recording concerns and information sharing; responding to allegations or suspicions, including against staff; responding to allegations of bullying; safer recruitment; induction, training, supervision and support; Health & Safety / reporting accidents & injuries; photography and use of images.

Other documentation

- Data Protection Policy.
- The role description of the child protection lead and of the deputy child protection are included in the job descriptions of the Chief Executive and of the Programme and Marketing Manager respectively.
- Staff Handbook (including whistleblowing process)
- Adult supervision ratios. Any course involving children/young people will adhere to NSPCC supervision guidelines:
 - **4 - 8 years** - one adult to six children
 - **9 - 12 years** - one adult to eight children
 - **13 - 18 years** - one adult to ten children

We believe that:

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

We aim:

to embed safeguarding within the culture of HMS such that staff, children, young people, adults at risk and their families/carers, treat each other with respect and are comfortable about sharing concerns.

We recognise that:

- the welfare of children/adults at risk is paramount in all the work we do and in all the decisions we take all children, regardless of age, ability or disability, gender (including gender

reassignment/transgender status), race, religion or belief, sex or sexual orientation, class and socio-economic characteristics have an equal right to protection from all types of harm or abuse

- some children/adults at risk 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, adults at risk and their parents, carers and other agencies is essential in promoting the welfare of children/adults at risk.

We will seek to keep children, young people, and adults at risk safe by:

- valuing, listening to and respecting them
- appointing a protection lead, a deputy and a lead trustee for safeguarding
- adopting best practice through our policies, procedures and code of conduct
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families e.g. via leaflets, posters, group work, and one-to-one discussions where appropriate
- making sure that children, young people, adults at risk and their families/carers know where to go for help if they have a concern
- using our safeguarding and protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, adults at risk, parents, families and carers appropriately
- using our procedures to manage any allegations against staff appropriately
- creating and maintaining an anti-bullying environment and ensuring that our policies and procedures help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, adults at risk, and staff, by applying health and safety measures in accordance with the law and regulatory guidance

Appendix One: Safeguarding Code of Conduct

The Code of Conduct sets out:

- A code of conduct for staff including standards of acceptable behaviour.
- What staff should do if they witness or suspect abuse.
- The procedure for obtaining permission to take photographs and videos.
- Standards that must be followed in the recruitment of staff.
- The procedure for reporting accidents and injuries.

Standards of acceptable behaviour

All staff should demonstrate exemplary behaviour in order to protect themselves from situations which could be misinterpreted and lead to allegations being made against them. Each member of staff is an ambassador for Halsway Manor and a role model for young people. Everything they do should reflect this.

- Staff should never be alone with a child/young person/adult at risk. Another member of staff should always be present wherever possible. As a minimum a child/young person/adult at risk should stay within the sight and hearing of others. Children/young people and adults at risk should never be given a lift in a staff member's vehicle.
- Staff should wear a staff badge or some other form of identification.
- Staff should not smoke or consume alcohol anywhere near children, young people or adults at risk.
- Prescribed drugs should be kept hidden and out of reach.
- Staff should ensure that language and conversation is appropriate at all times.
- Staff should ensure that accidents and breakages are reported immediately.
- Staff should treat all children and adults at risk with respect, and should not automatically laugh at something they say as it may not have been meant as humour.
- Staff should never reprimand or shout at a child or adults at risk.
- Staff should give enthusiastic and constructive feedback rather than negative criticism.

Staff should not initiate any physical contact with children or adults at risk. It should not be necessary. If the nature of the activity requires any physical contact (for example dancing) this should be discussed with the participants in advance.

- If a child or adults at risk initiates physical contact such as approaching staff for a hug, deflect them if possible.
- Staff should not encourage children to sit on their knee. If a young child requests this, staff should sit beside them as an alternative.
- If a child or adults at risk informs a member of staff of a problem, or has an accident, the duty manager should be informed immediately.
- Children or adults at risk may approach you with their problems. Without being dismissive, try to avoid becoming involved. Do not agree to keep the issue secret and encourage them to tell their parents, carer or teacher.
- If something a child or adults at risk tells you leads you to suspect that they are being abused, you must report it immediately to the safeguarding lead or deputy lead.

The following behaviour is never to be allowed

Staff should :

- Never engage in rough, physical or sexually provocative activities, including horseplay.
- Never be alone with a child without the presence of another member of staff.
- Never share a bedroom with a child. If alone with a child in a room, for any reason, the door must be left open
- Never arrange to meet/have contact with a child outside Halsway Manor or the place where any outreach work has taken place (for example, a school).
- Never do things of a personal nature for children that they can do for themselves.
- Never invite a child to their home.
- Never offer to give a child a lift in their vehicle.
- Never allow or engage in any form of inappropriate touching.
- Never allow children to use inappropriate language unchallenged
- Never reduce a child to tears as a form of control
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

The same points above equally apply when dealing with safeguarding lead or deputy lead.



‘Touching’ in the context of dance, music and other activities

It is recognised that in some art forms, such as dance and drama, it may be quite common for people teaching/working with children, young people or adults at risk to have physical contact with them in order to instruct them. This ‘touch’ may not always be appropriate. Some people are quite comfortable with being touched while others may find it threatening or upsetting. We do not have a right to touch children, young people and adults at risk during learning activities without their permission. In order for them to give permission they need to know why they are being touched, and how they will be touched.

For touch to be safe it must be:

- Necessary: ensure that demonstration or verbal instruction is not adequate
- Permitted: ask and accept that permission may be refused.
- Contextual: Explain why touch is necessary.

Practitioners need to be aware that it can be confusing and upsetting for children, young people and adults at risk adults if someone they are working with touches them if they don’t understand why they’re being touched and they have not given permission.

Responding to allegations or suspicions

It is not the responsibility of anyone working for the Halsway Manor Society, in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. All staff are required to support and protect anyone who in good faith reports their concern that someone is, or may be, abusing a participant. If a member of staff is worried about sharing concerns about abuse with a senior colleague, they can contact the Trustee Lead for safeguarding and child/adult at risk protection.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- A disciplinary or misconduct investigation.



Complaints against a member of staff will always be investigated. The police and other agencies will be informed where required.

Nominated child/adult at risk protection lead

The child/adult at risk protection lead will be a member of the Executive. When a member of staff or practitioner is working in a school and has a concern or is disclosed to, they should report to the school's designated officer in full and make a brief account to the Trustee Lead for safeguarding and child/adult at risk protection.

Suspicious

If a member of staff sees or suspects abuse of a child, young person or adult at risk, they should make the person with legal responsibility for the child or young person, or the carer of the adult at risk aware of the problem. If they suspect that the person with legal responsibility is actually the source of the problem, they should make their concerns known to the child/adult at risk protection lead or deputy. If they suspect that the carer is the source of the problem, they should contact the designated officer in the organisation or setting responsible for that person (e.g. school, care home) and the child/adult at risk protection lead or deputy.

Staff should make a note for their own records of what they have witnessed as well as their response, and must always make their manager aware of the situation, in case there is a follow-up.

If someone discloses abuse to Halsway Manor staff

It is possible that a child, young person, or adult at risk who is suffering, or has suffered, abuse will disclose to a member of staff. This is something that everyone should be prepared for and must handle carefully.

The following action should be taken:

- Remain calm and in control but don't delay acting.
- Listen carefully to what is said. Allow the person to tell the story at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to 'keep it a secret'. The first opportunity should be taken to say that this information will have to be shared with others. It should be made clear that only people who need to know will be told and they should be able to help.

- The child, young person or adult at risk should be reassured that they 'did the right thing' in telling someone.
- The child, young person or adult at risk should be told what is going to happen next.
- The Duty Manager or child/adult at risk protection lead or deputy should be told immediately. In the case of outreach work, the person responsible for such issues and policy should be told immediately (e.g. the Head teacher of a school) as it is that person's responsibility to liaise with relevant authorities, usually social services
- As soon as possible a note should be made of what was said, using the person's own words. Note the date, time, any names that were involved or mentioned and who the information was given to. Sign and date the record
- Advice on how to respond to a child, young person or adult at risk making an allegation of abuse and a checklist for reporting suspected abuse is available at <https://learning.nspcc.org.uk/research-resources/2019/harmful-sexual-behaviour-framework> and at <https://learning.nspcc.org.uk/child-protection-system/england> (re reporting concerns and references and resources)
- In confidence, staff should make their manager aware of the situation

Rights and confidentiality

If a complaint or allegation is made against a member of Halsway Manor's staff, they should be made aware of their rights under both employment law and internal disciplinary procedures. The matter should be reported to the Chief Executive and Chair of Trustees and the Trustee Lead for safeguarding and child/adult at risk protection.

The alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 2018. In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

Internal enquiries and suspension

In the event of an accusation of abuse being made against any member of staff, the individual accused will be suspended from all duties pending further investigations.

The temporary suspension of a member of staff in no way implies guilt or innocence. It is a measure intended to protect and reassure staff, children, young people and adults at risk.

Halsway Manor's Disciplinary Committee (composed of the Chief Executive, Chair of Trustees and a Vice Chair) will assess all cases based upon available information.



- The member of staff against whom an accusation of abuse has been made will be summoned to an interview with the Disciplinary Committee as early as possible.
- They are entitled to be accompanied to this interview. Minutes will be taken of the interview.
- The task of the Disciplinary Committee is to decide whether or not the accused member of staff should be allowed to continue to work with children, young people or adults at risk, as the case may be.
- At all times the welfare of children, young people or adults at risk as the case may be should be of paramount importance.
- In all cases where the accusation of abuse is found to be true, the Disciplinary Committee will normally (and subject always to the circumstances of each given case) terminate the employment, contract or agreement with the individual.
- A trustee accused of abusing a child, young person or adults at risk will be asked to stand down immediately pending an internal enquiry or external investigation.

The work of the Disciplinary Committee should be cross referenced with any enquiries by Social Services or the Police and not taken in isolation. Suspension may need to be continued until these checks have been completed.

Action if bullying is suspected

The same procedure should be followed as set out above.

Recruitment and training of staff who may have regular contact with children

Halsway Manor Society recognises that anyone may have the potential to abuse children or adults at risk in some way. All reasonable steps should be taken to ensure suitable people are recruited to work with children and adults at risk, as follows:

- Consent should be obtained from an applicant to seek a DBS check.
- Evidence of identity (passport or driving licence with photo) will be required.
- Applicants will be required to undergo an interview that includes questioning about working with, and attitudes towards, children and adults at risk.
- All staff are DBS checked annually.

Induction and Training

All staff should receive formal or informal induction, during which:



- The job requirements and responsibilities will be clarified.
- They receive a copy of the Staff Handbook including copies of relevant policies.
- They become familiar with this policy.
- Training needs are identified.

Supervision

Staff working with children and adults at risk shall have:

- access to a complaints procedure.
- an annual appraisal/review meeting which may involve feedback from others as part of any educational outreach work in other premises.

Health & Safety / Reporting accidents & injuries

Staff are expected to promote health and safety considerations to children/young people/adults at risk as well as other participants. All staff agree to work in accordance with Halsway Manor's health and safety policy and any specific risk assessments for that activity.

Accidents and injuries

If a participant is injured report it the Duty Manager immediately and make a record of the injury in the accident book which is kept on reception in the Manor. This record should be counter-signed by the Duty Manager or another member of staff.

Use of images: photographs and video

This section refers to images that may be taken/recorded as part of the process of a course, workshop, event or activity at Halsway Manor or during any educational outreach work on other premises. This can include recording to support further learning and/or to collect data for project documentation, evaluation, or marketing purposes.

- Participants are informed of the purpose for which consent for images to be taken is being sought, and must be asked to give their permission..
- Schools must give prior written permission for the use of any images.



- Children's names will not accompany images unless they are, for example, prize-winners or members of a troupe e.g. Halsway Youth Dance, and we have the permission of either their parent or school.
- All images must be transferred off all mobile devices and thereafter stored digitally on a desktop computer or in hard copy storage, located within Halsway Manor.



National Centre for Folk Arts

APPLICATION FORM TO TAKE PHOTOGRAPHS/VIDEOS FOR A PARTICULAR PURPOSE



National Centre for Folk Arts

| | |
|---|--|
| NAME OF APPLICANT (PRINT) | |
| ADDRESS/CONTACT DETAILS | |
| REASON FOR TAKING PHOTOS OR VIDEOS | |
| VENUE | |
| EVENT | |
| DATE OF EVENT | |
| PARTICIPANT'S APPROVAL OBTAINED | |
| PERMISSION GRANTED BY (Please print name, relationship to participant if not the participant, contact details, sign and date) | |

I have read the staff Code of Conduct of The Halsway Manor Society Ltd and confirm that any photographs/videos taken will only be used in accordance with the Code of Conduct and only for the purpose for which consent has been given

Signed.....