

BROMLEY ARTS TRUST

SAFEGUARDING POLICY PROCEDURES

Safeguarding Policy for Adults and Children

This policy sets out Bromley Arts Trust's (BAT) commitment to keeping safe vulnerable adults and children who either work for the organisation or occupy accommodation on the premises through room hire. BAT acknowledges its duties under the Children Acts 1989 and 2004 (children) and the Care Act 2014 (Adults). BAT will respond appropriately to any allegations, reports or suspicions of abuse. The policy and procedure are in place so that staff, volunteers, visitors, affiliate organisations and Trustees can work to prevent abuse and know what to do in the event of abuse occurring. BAT aims to:

- Promote good practice and work in a way that can prevent harm, abuse and coercion occurring
- Ensure that any allegations of abuse, or suspicions, are dealt with appropriately and that the person experiencing abuse is supported
- Ensure that all Trustees, staff, volunteers, affiliate organisations and visitors are familiar with this policy and procedure
- Endeavour to keep up to date with national developments relating to preventing abuse and the welfare of adults and children
- Ensure that the Designated Named Person understands his/her responsibility

The Designated Named Person for Safeguarding at BAT is Thelma Richardson , Business Manager, who should be contacted for support and advice on implementing this policy and procedure and informed of any instances or allegations of abuse. This policy should be read in conjunction with the Policy and Procedures documents which are available at: <https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-including-children>.

BAT is a charity based at Ripley Arts Centre and carries out activities stated in the Constitution, which include providing a room hire service for use by adults and children. These procedures have been designed to ensure the welfare and protection of any adult or child who accesses services provided by BAT. The latter is committed to the principle that the protection of vulnerable adults and children from harm and abuse is everybody's responsibility. Individuals and organisations which hire accommodation at Ripley will be provided with copies of this policy and required to sign an undertaking to adhere to its principles. This will be a condition of hiring and will apply particularly to hirers responsible for services to children and vulnerable adults.

BAT is committed to safer recruitment policies and practices for staff, Trustees and volunteers. All staff and volunteers will be checked by the Disclosure and Barring Service on appointment and every three years thereafter. Trustees who regularly

attend the Ripley Arts Centre (including the Chairman, Vice-Chairman, Secretary and Treasurer) will be checked in the same way. BAT is committed to ensuring that all staff, Trustees and volunteers are made aware of signs and symptoms of abuse.

Abuse includes:

- physical abuse: including hitting, slapping, punching, inappropriate restraint.
- sexual abuse: including rape, indecent assault, inappropriate touching
- downloading illegal images, exposure to pornographic material.
- psychological or emotional abuse: including belittling, name-calling, threats of harm, intimidation, isolation.
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property.
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- Institutional or organisational: including regimented routines and cultures or unsafe practices.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts. It is recognised that many of the categories of abuse outlined above would be unlikely to occur at the Arts Centre in normal circumstances.

Responsibility of the Designated Named Person

The responsibilities of the Designated Named Person are to ensure that all staff, volunteers and Trustees are aware of what they should do if they have concerns that a vulnerable adult or child may be experiencing, or has experienced, abuse or neglect; to act as a point of contact for concerns. The named person will liaise as appropriate with the relevant London Borough of Bromley officers reporting to the Safeguarding Children Board and the Safeguarding Adults Board.

If approached by somebody with a concern that abuse has taken place, the following response should be given:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Do not start to investigate or ask detailed or probing questions
- Do not promise to keep it a secret

Action to be taken:

- Call an ambulance if required.
- Call the police if a crime has been committed.
- Preserve any evidence.
- Keep yourself, staff, volunteers and service users safe.
- Inform the Designated Named Person.

- Record what happened in the register held in the office.
- Report to the Local Authority Designated Officers within 24 hours.

Guidance to staff.

Guidance will be issued to staff as appropriate to safeguard them against unfounded allegations of abuse or to support them if they believe that they are themselves victims of abuse. For example, special consideration should be given when parents and carers attempt to drop children off at Ripley, leaving them under the supervision of staff.

Contact details

Designated Named Person

Thelma K Richardson Business Manager

020 8464 5816