



# Attenborough Arts Centre Safeguarding Procedures

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**Next review date by AAC Advisory Board: March 2025**

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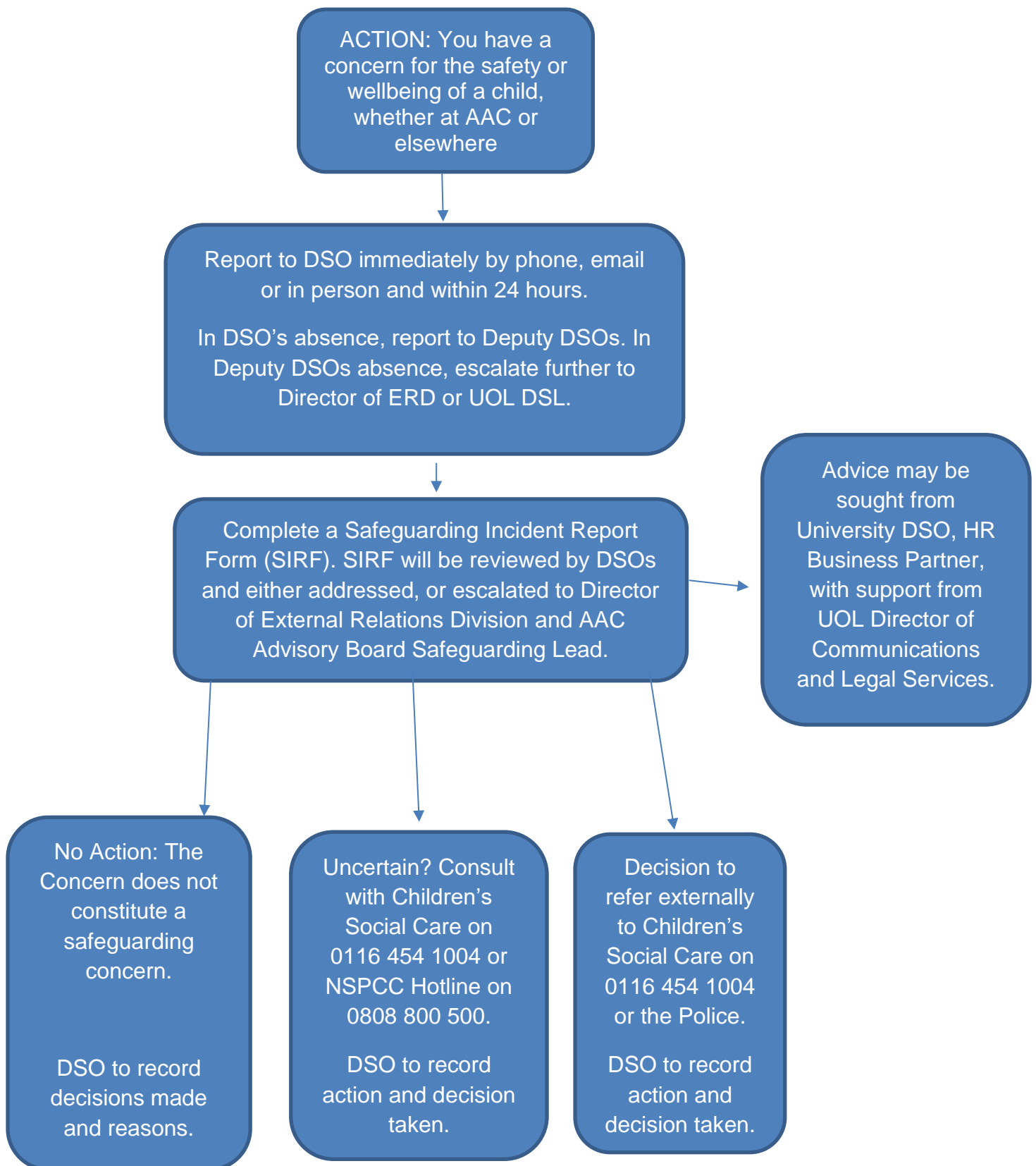
AAC Advisory Board Chair: Kerry Law

Our Safeguarding Policy and Safeguarding Procedures will be reviewed annually by Attenborough Arts Centre's Advisory Board. These documents will be regularly monitored and updated as necessary by AAC's Designated Safeguarding Officer (DSO) and Deputy DSOs.

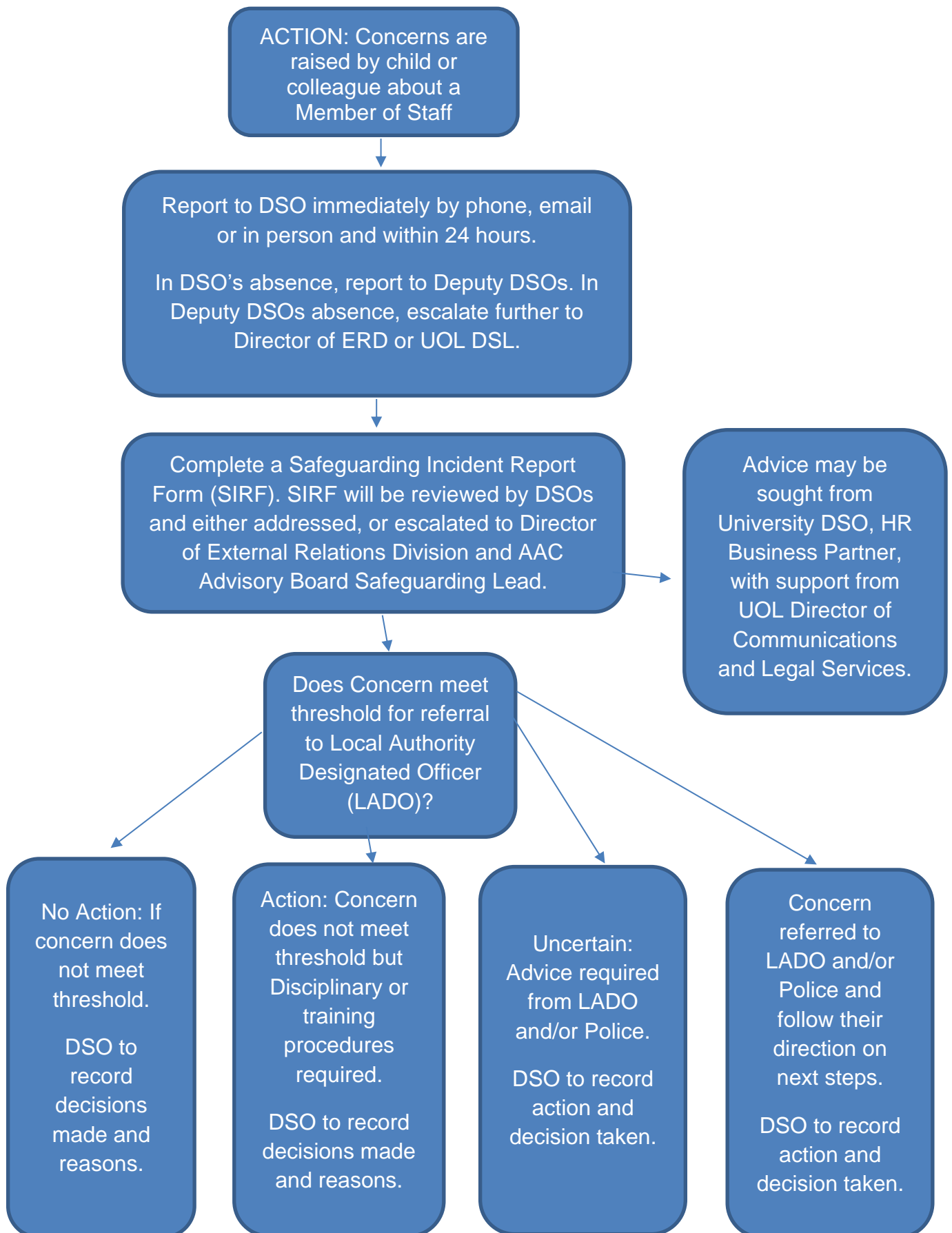
Attenborough Arts Centre is a department of the University of Leicester and aligns with the University's own Safeguarding Policy and Procedures:

<https://le.ac.uk/policies/safeguarding>

## Reporting procedure flow diagram for a Concern about a Child



## Reporting procedure flow diagram for a Concern about a Member of Staff



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## **1. Purpose and Aim**

Attenborough Arts Centre's Safeguarding Procedures apply to anyone working on behalf of Attenborough Arts Centre, which includes the Advisory Board, Senior Management team, paid staff, freelance and sessional workers, volunteers, students on work placements, agency staff and anyone else acting on our behalf. They should be read in conjunction with Attenborough Arts Centre's Safeguarding Policy.

## **2. Awareness of Types of Abuse and their Symptoms**

In order to understand our safeguarding responsibilities, it is essential that we recognise what abuse is. Attenborough Arts Centre staff and volunteers are never expected to make a diagnosis but they are expected to be aware and alert to potential concerns and to report these.

We recognise that some people who engage with Attenborough Arts Centre's services, and with the services we commission from partners, may be particularly vulnerable to abuse, for example, disabled children and those with barriers to communication. Young people in care or those who are engaged with the criminal justice system are at increased risk and / or may have already been affected by abuse. We also recognise that children, young people and adults at risk can be abused regardless of socio-economic background, ethnicity, and physical or cognitive ability.

Section 18 of this document provides information about the different types of abuse that children, young people and adults at risk may encounter. It is important that those working for Attenborough Arts Centre have an understanding of the experiences and situations that constitute abuse. You may find reading this information difficult and challenging and we encourage you to share any concerns or responses you may have with colleagues and discuss any support you might benefit from with your line manager.

## **3. Dissemination and communication of Safeguarding Policy and Procedures**

Our Safeguarding Policy and Procedures are available to access on our website: <https://attenborougharts.com/safeguarding/> and are available to staff on our X Drive: X:\Attenborough Arts Centre\All Staff\Policies\Safeguarding Policy

Hard copies are also kept in a folder on the shelves behind Front Desk.

They will also be issued digitally to all Advisory Board members, Senior Management team, paid staff, freelance and sessional workers, volunteers, students on work placements, agency staff and anyone else acting on our behalf as part of their induction.

#### **4. Training**

These Safeguarding Procedures are a reference and guidance document and will be supported by appropriate training for everyone engaged to deliver or work on Attenborough Arts Centre programmes. Attenborough Arts Centre will also conduct annual briefings on the Safeguarding Policy. The following training will be provided:

- All Attenborough Arts Centre staff must complete mandatory annual safeguarding training as part of their role as University of Leicester employees.
- AAC will undertake safeguarding inductions for all Advisory Board members, Senior Management team, paid staff, freelance and sessional workers, volunteers, students on work placements, agency staff and anyone else acting on our behalf. This training will include how to identify and respond appropriately to incidents and disclosures.
- AAC will ensure that all University staff e.g. porters and catering not directly line managed by Attenborough Arts Centre have undertaken safeguarding training and an induction to safeguarding at AAC.
- AAC will ensure that contractors read and sign summary sheets of our Safeguarding Policy before they commence work.
- All staff will be alerted to substantive changes in Attenborough Arts Centre's Safeguarding Policy and Procedures.
- Specialist safeguarding training will be provided for key roles working on programmes for children, young people and adults at risk.
- Our DSO and Deputy DSOs will undertake DSO training at least every 3 years.

#### **4. Roles and responsibilities**

Attenborough Arts Centre will always have an appointed Designated Safeguarding Officer (DSO) who will lead a proactive culture of safeguarding. There will also be at least one Deputy DSO.

#### **Role of the Designated Safeguarding Officer (DSO), Deputy DSOs and University of Leicester:**

- The first point of contact for any concerns about a child or concerns about the behaviour of an adult.
- The DSO will gather information and decide whether to refer the case to the University and/or relevant authorities.
- Through established processes, to support decision making about whether reported concerns should be notified to the local Leicester City Council Children or Adult Care Team, or whether another course of action is more appropriate.
- To ensure that concerns and enquiries received by them are logged and stored securely.
- To promote a safe environment and a culture of safeguarding.
- To provide expert guidance and management in response to safeguarding concerns.
- To ensure that University safe recruitment procedures are complied with.

- To ensure that AAC's Safeguarding Policy and Safeguarding Procedures are reviewed at least annually and kept up-to-date as required.
- The DSO and Deputy DSOs will work together to provide joined-up working across the organisation.

#### **Role of the AAC Advisory Board Safeguarding Lead:**

- Ensuring that AAC's Safeguarding Policy and Safeguarding Procedures are fit-for-purpose and up-to-date.
- Advising in detail on updates required to the Safeguarding Policy and Safeguarding Procedures ahead of the Advisory Board's annual review of the Policy and Procedures.
- Acting as a source of advice to the DSO and Deputy DSOs in line with their professional expertise in response to particular cases which arise.
- Raising concerns about AAC's safeguarding practices to the Chair of the Advisory Board and University DSO.
- The AAC Advisory Board and Safeguarding Lead have no legal responsibility for safeguarding matters – this is held by Attenborough Arts Centre and the University of Leicester.

#### **Procedure for when a report is made**

**Any safeguarding concerns, however small, must be raised with the DSO immediately and a written report submitted within 24 hours.**

Should the DSO be unavailable, the Deputy DSOs should be contacted.  
Should the Deputy DSOs also be unavailable, the Director of External Relations Division should be contacted.

For any cases or issues the DSOs or Director of External Relations Division need to escalate, the University's DSO should be contacted and AAC's Advisory Board Safeguarding Lead member, HR Business Partner should be consulted. The University of Leicester Information Assurance Services, Legal Services and Communications departments can also provide advice as required. Serious safeguarding matters must be escalated as required to the Deputy Vice-Chancellor (Professional Services) who is Chair of the Attenborough Arts Centre Advisory Board.

When a report is made, the DSO or Deputy DSOs must:

- Receive information and ensure it is recorded accurately according to best practice, asking for a Safeguarding Incident Report Form to be completed.
- Assess information promptly and carefully, clarifying any areas of uncertainty and obtaining further detail as required.
- Decide whether to escalate internally within the University of Leicester.
- Consult with University of Leicester on whether to consult externally with a statutory child protection agency, LADO or other safeguarding services. This must be authorised by the University's DSO.
- Consult with University of Leicester on whether to make a formal referral to a statutory child protection agency or the place immediately. This must be

authorised by the University's DSO.

## 5. Attenborough Arts Centre Code of Conduct



### Code of Conduct

Anyone working on behalf of Attenborough Arts Centre – including Advisory Board members, Senior Management team, paid staff, freelance and sessional workers, volunteers, students on work placements, agency staff - act in a position of trust and authority and have a duty of care towards the children, young people and adults at risk and adults at risk of harm with whom we work.

You are likely to be seen as a role model by young people and adults at risk and are expected to act appropriately. We expect everyone to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

All staff and volunteers must:

- Maintain the highest standards set out in this Code of Conduct at all times.
- Create a protective and safe environment.
- Ensure that equipment is used safely and for its intended purpose.
- Stay within the law at all times.
- Treat everyone, including all children and adults at risk, equally, with respect and dignity. Listen to them carefully.
- Consider the physical and emotional welfare of each participant.
- If a child initiates physical contact, deflect them if possible (e.g. offer a handshake in place of a hug).
- Work in collaboration with children, young people and adults at risk, valuing their contributions and empowering them in appropriate decision-making.
- Give enthusiastic and constructive feedback, rather than negative criticism.
- Physical contact should be minimal, time limited and age appropriate. Be aware of and avoid using inappropriate physical contact. There may be times when physical contact is unavoidable or necessary such as physical support such as providing comfort to a distressed child or adult at risk. Physical contact should only take place with consent and the purpose of the contact should be made clear.
- Treat children young people and adults at risk fairly and without prejudice or discrimination.
- Understand that children, young people and adults at risk are individuals with individual needs.



- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, appreciate that all participants bring something valuable and different to the group/organisation and challenge discrimination and prejudice.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

When working with children, young people and adults at risk, you must:

- Never be left alone or unsupervised with a child or adult at risk at any time. Management arrangements should be designed to prohibit this situation. All staff must remain vigilant to ensure this never happens with any colleagues and that cover can be provided for breaks as necessary.
- Never engage in any inappropriate touching, sexual, physical or verbal contact with a child, young person or adult at risk.
- Never engage in personal communication with children, young people or adults at risk. This includes email or telephone or through social networking sites or social media accounts. All social media activity for projects, events and exhibitions will be directed through official, not personal, accounts. Staff and volunteer personal contact details must never be shared with children, young people and adults at risk or vice versa.
- Never agree to meet up with a child, young person or adult at risk outside of their engagement with Attenborough Arts Centre.
- Never store or share data of any child, young person or adult at risk, including photographs and video on any personal devices.
- Never misuse your power over children, young people and adults at risk.
- Never make inappropriate promises to children, young people and adults at risk.
- Never offer to transport children, young people and adults at risk..
- Never use inappropriate language or make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people and adults at risk.
- Never show favouritism to any participant – by identifying their behaviour or work as better than others, for example.
- Never act in a way that can be perceived as threatening or intrusive.
- Never patronise or belittle children, young people and adults at risk.
- Never consume alcohol on the same day before any session with children, young people and adults at risk. Attenborough Arts Centre has a zero tolerance policy on any alcohol or illegal substances being brought onto site. Any prescribed drugs must be kept hidden and out of reach of young people.
- Never smoke anywhere inside or outside the premises.

You must report to the DSO immediately:

- Any concerns, however small, articulated by any child, young person or adult at risk.
- Any concerns raised by you or anyone else about the behaviour of any member of staff, volunteer or anyone working on behalf of AAC.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave Attenborough Arts Centre. We may also make a report to statutory agencies such as the police and/or the local authority child protection services if required. If you become aware of any breaches of this code, you must report them to the DSO. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

## **6. Anti-Bullying Policy Statement**

The purpose of this Anti-Bullying Policy Statement is to prevent bullying happening between children, young people and adults at risk who take part in our activities, to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need and to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities.

We recognise that bullying causes real distress and affects a person's health and development and in some instances, bullying can cause significant harm. We believe that all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse and that everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We will seek to prevent bullying by developing codes of behaviour for all staff, volunteers, children, young people and adults at risk. We will include information about bullying and how to prevent it in our training.

## **7. In-person activity**

All activities and programmes at Attenborough Arts Centre must have a risk assessment undertaken in advance. Risk assessments for programmes or events in which children, young people and adults at risk will attend as either visitors/audience members or participants must identify how to protect all children, young people and adults at risk from harm.

Attenborough Arts Centre requires full parental consent and contact / next of kin details from parents, carers and guardians for all children, young people and adults at risk or harm taking part in activities at Attenborough Arts Centre where they will be left in the care of Attenborough Arts Centre.

Ratios:

- At least two adults will be present for all activities undertaken with children, young people and adults at risk at Attenborough Arts Centre. At least one adult must be trained in first aid.
- Groups of children, young people and adults at risk with both girls and boys must have female and male members of staff to supervise visits to the toilet. Only adults who have been DBS checked can supervise visits to the toilet.

If a child, young person or adult at risk of harm is injured while at Attenborough Arts Centre, or arrives at Attenborough Arts Centre with an injury:

- The session lead / key worker / responsible adult supervising that young person should be alerted immediately
- A trained first aider should assess the situation and administer first aid if required
- If the incident is serious and further medical attention is required, phone 999 for an ambulance.
- Complete a Health and Safety Executive Incident Form and send to the DSO.

The Lost Person Procedure must be used by staff who become aware of any child or young person who is accompanied to Attenborough Arts Centre by but loses their parent, carer or guardian.

Everyone should be made aware of fire safety procedures at the start of a programme or session.

### **8. Reporting procedure for concerns about the welfare of a child, young person or adult at risk**

If anyone at Attenborough Arts Centre is concerned or has suspicions, however small, about the care or welfare of a child, young person or adult at risk, they must:

- Report incidents to the DSO immediately.
- Complete a Safeguarding Incident Report Form and send to the DSO within 24 hours.

The DSO's role is to then consider what actions are required. This will include:

- Escalating to University of Leicester DSO
- Reporting to other DSOs e.g. in partner schools or settings
- Reporting to child protection and statutory agencies

Only the DSO should make referrals outside of the organisation. Records of disclosures and resulting actions will be stored securely by Attenborough Arts Centre.

If a child, young person or adult at risk is at immediate risk or danger, dial 999 and ask for the Police.

## What to do if a child, young person or adult at risk makes a disclosure to you

Attenborough Arts Centre seeks to create an environment in which children, young people and adults at risk are comfortable in speaking out about anything concerning them. They need to recognise abuse and know it is wrong, and know who they can talk to about it.

Children, young people and adults at risk may disclose abuse in a variety of ways, including:

- Directly – making specific verbal statements about what's happened to them
- Indirectly – making ambiguous verbal statements which suggest something is wrong
- Behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- Non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

Anyone receiving a disclosure of abuse needs to listen, understand and respond appropriately to give children, young people and adults at risk the help, support and protection they need.

If a child, young person or adult at risk tells you that they are experiencing abuse, follow these steps:

- 1) Listen carefully to what they're saying

Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them it could make them stop talking and take back what they've said.

- 2) Give them the tools to talk

If they're struggling to talk to you, show them Childline's letter builder tool. It uses simple prompts to help them share what's happening and how they're feeling.

- 3) Let them know they've done the right thing by telling you

Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.

- 4) Tell them it's not their fault

Abuse is never a child's fault. It's important they hear, and know, this.

- 5) Say you'll take them seriously

They may have kept the abuse secret because they were scared they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.

- 6) Don't confront the alleged abuser

Confronting the alleged abuser could make the situation worse for the child.

- 7) Explain what you'll do next

For younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.

- 8) Report what the child has told you as soon as possible

Report as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible.

## **9. Reporting procedure for concerns about staff or volunteers**

If anyone at Attenborough Arts Centre is concerned or has suspicions, however small, about the behaviour of a staff member, volunteer or anyone in a position of authority engaging with children, young people or adults at risk at Attenborough Arts Centre, they must:

- Report incidents to the DSO immediately or to Deputy DSOs in the DSO's absence.
- Complete a Safeguarding Incident Report Form and send to the DSO or Deputy DSOs within 24 hours

The DSO or Deputy DSOs must then assess the situation and consult with:

- AAC Advisory Board Safeguarding Lead
- Director of External Relations
- University of Leicester DSO

Others who may be consulted in the decision-making process:

- University of Leicester HR Business Partner

A collective decision must be made as to next steps, and documentation filed to record the decision-making process. Actions may be:

- Report to LADO
- Take forward HR actions including invoking disciplinary procedures
- Other as appropriate

Allegations reportable to the LADO must be made within 24 hours.

## 10. Attenborough Arts Centre Safer Recruitment Policy

Attenborough Arts Centre is committed to:

- safeguarding and protecting all children, young people and adults at risk by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children, young people and adults at risk responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes safeguarding and child protection.

Attenborough Arts Centre's Safer Recruitment policy will be reviewed on an annual basis.

This Safer Recruitment Policy is supported by Attenborough Arts Centre's Safer Recruitment Procedures. We will:

- Define every role before it is advertised, highlighting safeguarding responsibilities
- Advertise the role, including a statement about AAC's commitment to keeping children safe and information about the required DBS check
- Provide an application pack with an overview of our safer recruitment process so that candidates understand what information will be sought from them and why, and what will be expected of them at each stage of the process.
- Ask all successful candidates to complete a self-disclosure form to give them the opportunity to tell you confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record.
- References – two referees will be requested. A standard form will be issued, asking about the candidate's suitability to work with children, young people and adults at risk.
- Shortlisting – will be carried out by at least 2 people.
- Interviews – when recruiting people to work with children, young people and adults at risk, interviews must always be conducted face-to-face. The candidate's suitability to work with children, their attitude and their motivations for applying for the role will be tested in the interview.
- We will use value based interviewing techniques, which will help you focus on each candidate's values and behaviours.
- During the interview candidates should demonstrate that they are able to:
  - establish and maintain professional boundaries and professional integrity
  - establish and maintain relationships with children
  - take action to protect a child.
- Checking identity – all candidates will be asked to provide proof of identity and proof of their right to work in the UK before commencing work.

## 11. DBS Checks

Any member of staff whether permanent or temporary, volunteer or member of the Advisory Board who are involved in projects in which they are required to work with children and young people or adults at risk directly and where this is considered Regulated Activity will be required to have an Enhanced DBS with Barred List check dated within the past 3 years. Staff recruited for activities that are not considered Regulated Activity but who work regularly with children are also required to have an Enhanced DBS check dated within 3 years. We will pay for Enhanced DBS certificates where a Certificate issued within the last 3 years is not provided.

A DBS check is only valid on the date stated on the certificate, however Attenborough Arts Centre will subscribe to the DBS Update Service to check for any disclosures made subsequent to the certificate issue date.

All applicants' DBS checks must be submitted to and approved by Attenborough Arts Centre before the commencement of any Regulated Activity or programme. No applicant can commence any activity or project at Attenborough Arts Centre without an approved DBS check in place. Any disclosures or criminal record will be assessed by the DSO and Deputy DSOs before any offer to work or volunteer is confirmed. Offences listed may not prevent an applicant from working with Attenborough Arts Centre if the nature of the role and the circumstances and background of any offence are considered not to have an impact on the applicant's work with children, young people and adults at risk.

Anyone recruited for activities that are not considered Regulated Activity and who do not have regular contact with children are not required to have a DBS check, however each activity must be assessed on a case by case basis to ensure that satisfactory supervision is in place.

Attenborough Arts Centre will not store copies of DBS Certificates, but will confidentially store for a period of 1 year from the end of relationship with individual workers:

- the date the check was completed
- the level and type of check (standard/enhanced/barred list check and the relevant workforce)
- the reference number of the certificate
- the decision made about whether the person was employed (with reasons).

If there is a dispute about the results of a check, we may keep a copy of the certificate for no longer than six months.

DBS Certificate numbers and results may be shared with schools or other partners of projects of Attenborough Arts Centre or statutory agencies as required.

## **12. Third party activities at Attenborough Arts Centre**

Attenborough Arts Centre will share its Safeguarding Policy and Procedures with all third parties running activity at Attenborough Arts Centre and ask for written agreement that they will comply with them. We will also ask all third parties for their own Safeguarding Policy and Procedures and will check that these are adequate.

Community Partners run regular activity at Attenborough Arts Centre. All Community Partners must have their own Safeguarding Policy and Procedures in place and these must be authorised by Attenborough Arts Centre before any activity takes place. Thorough risk assessments must be submitted by Community Partners for all activity before it takes place. One risk assessment for recurring activity may be held on file, but any exceptions to this activity must have an additional risk assessment carried out. Risk assessments for recurring activity must be reviewed annually.

All performances, venue hires and any other events at Attenborough Arts Centre must have a risk assessment submitted by the event organiser in advance of any activity taking place.

Risk assessments must also take account of health and safety.

Any safeguarding concerns raised about children, young people and adults at risk who are participants on third party programmes at Attenborough Arts Centre must be reported to the lead contact for each third party. These concerns must be alerted to Attenborough Arts Centre's DSO within 24 hours of receiving them.

## **13. Photography and Filming Policy**

The purpose of AAC's Photography and Filming Policy is to protect children who attend and take part in Attenborough Arts Centre programmes and activities, specifically those where photography and film may be taken. The policy sets out the principles that guide our approach and ensure that we operate within the law when creating, using and sharing images of children, young people and adults at risk.

Our principles are that:

- Photographs and film can be used positively to document our programmes and celebrate successes and achievements of children, young people and adults at risk.
- children, their parents and carers have a right to decide whether their images are taken and how these may be used.
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

As a result, we will always:

- Ensure that written permission from a parent or person with legal parental responsibility must be given for a child under 18 to do the following:



- Take part in a project / activity.
- Be photographed or filmed
- Use social media
- All images and film of children, families and project participants must be taken by authorised Attenborough Arts Centre personnel.
- Where professional photographers are used including photographers from local media, we will:
  - Provide the photographer with a clear brief about appropriate content and behaviour
  - Ensure that the photographer wears identification at all times
  - Inform children, their parents and carers that a photographer is present and ensuring they give written consent for images to be taken
  - Not allowing the photographer to have unsupervised access to children
  - Not allowing the photographer to carry out sessions outside the event or at a child's home
  - Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.
  - Attenborough Arts Centre must authorise any professional photographers not hired directly by Attenborough Arts Centre – such as local media – and will seek the same consents from children, their parents and carers for how the images will be used, stored and shared. If Attenborough Arts Centre is concerned about any third party taking photos or film at an event, staff must ask for the reasons for the photography and ask the person concerned to delete any photos and to leave the event.
- Consent forms must be completed and signed by parents or carers for all professional photographs or films featuring children. We will always explain what images will be used for, how they will be stored and for how long, and list the potential risks associated with sharing images of children.
- All photos or films will be destroyed 21 years after the date of birth of a child unless images are held in the University of Leicester archive with appropriate permissions in place.
- A child or family may withdraw their consent for an image or film to be shared, however it will be made clear to them that it may not be possible to delete images which have already been shared or published.
- We will change the names of any child used in published material whenever possible, or first names only if they do need to be personally identified.
- We will respect the wish of any child, parent or carer not to be filmed or photographed. We will never exclude a child from an activity because we do not have consent to take their photograph or film.

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them

- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

## **14. Record-keeping**

### Retention of information and images

Following Data Protection principles, records containing personal information should be:

- adequate, relevant and not excessive for the purpose(s) for which they are held
- accurate and up to date
- only kept for as long as is necessary (Information Commissioner's Office, 2021). The introduction of the General Data Protection Regulation (GDPR) in 2018 does not change the way child protection records should be stored and retained.

### Child Protection Concerns

Safeguarding Incident Report Forms will be completed when any concerns are raised and sent to the DSO. Information about child protection concerns will be saved in separate folders and kept separate from any other general records held in respect of the child.

All information will be stored electronically on the secure University network and individually password protected or otherwise encrypted. Any child protection files which need to be shared with statutory authorities must be password protected or otherwise encrypted. Staff must never use their own computers to edit safeguarding information or records.

Any child protection records will be kept until a child is 25 years old (Information and Records Management Society (IRMS), 2019).

### Keeping records of adults

Any safeguarding concerns raised about adults will be documented in a Safeguarding Incident Report Form and sent to the DSO. These forms will be held securely on the individual's confidential personnel file. A copy of what is saved will be shared with the individual.

Any records about an adult will be held until they reach retirement age or for 10 years, whichever is longer. Records should still be kept if the allegations are deemed to be unfounded. However, if the allegations are deemed to have been made maliciously, the records should be deleted. Information should be retained after the individual stops working for Attenborough Arts Centre.

Records relating to the following groups can be subject to longer retention periods:

- children who have been 'looked after' by the local authority

- adopted children
- registered foster carers
- residential children's homes
- those subject to ongoing legal proceedings.

Records may be kept for longer following the advice of relevant bodies. In this case, the files will be clearly marked with the reasons for the extension period.

Inclusive Youth Arts Programme membership data will be destroyed 1 year after the end of individual children's end of their programme membership.

We will store photographs and videos of children securely, in accordance with data protection law. We will keep any hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images must be destroyed 21 years from the date of birth of each child unless images are held in the University of Leicester archive with appropriate permissions in place.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Attenborough Arts Centre does not permit staff or volunteers to use any personal equipment including mobile phones to take photos, film or sound recordings of children. Only cameras or devices belonging to Attenborough Arts Centre should be used.

## **15. Whistleblowing**

If you are concerned about how safeguarding practices are handled at Attenborough Arts Centre, you can share your concerns by whistleblowing.

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This is usually something they've seen at work, but isn't always. The wrongdoing might have happened in the past, be happening now, or be something the whistleblower is concerned may happen in the near future.

Internally, concerns may be raised with the DSO or Deputy DSOs, Director of External Relations Division, University of Leicester DSO, Human Resources or ultimately the Deputy Vice-Chancellor (Professional Services) who is Chair of Attenborough Arts Centre's Advisory Board.

Externally, the NSPCC has a dedicated Whistleblowing Advice Line. You can use it to get free advice and support. Contact the Whistleblowing Advice Line if:

- your organisation or another organisation does not have clear safeguarding procedures to follow
- concerns are not dealt with properly or may be covered up
- a concern that was raised has not been acted upon

- you are worried about being treated unfairly.

You can contact the Whistleblowing Advice Line on:

- 0800 028 0285
- help@nspcc.org.uk

## 16. Rights and confidentiality

If a complaint or allegation is made against a member of staff, they should be made aware of his or her rights under both employment law and internal disciplinary procedures by the DSO.

No matter how they feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Any possible criminal investigation could be compromised through inappropriate information being released.

In criminal law, the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

## 17. Definitions

**Child:** Working Together to Safeguard children defines a child as ‘anyone who has not yet reached their 18th birthday’. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

**Young person:** The term young person may be used to acknowledge the maturity of children as they reach adulthood. For the purpose of this policy, ‘young person’ refers to anyone under the age of 18 who is still a child in the eyes of the law unless we refer specifically to a young person as being over the age of 18

**Adult at risk:** Safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

**Safeguarding:** Safeguarding is the action taken to promote the welfare of children and adults at risk and protect them from harm.

**Child protection:** Specifically deals with cases where a child is at risk or experiencing significant harm, taking reactive measures to protect them.

[Care and support statutory guidance - GOV.UK](#)

**Regulated activity:**

[Regulated activity with children in England and Wales - GOV.UK](#)

In England, Northern Ireland and Wales, regulated activity with children means carrying out any of the below activities frequently (once per week or more) or intensive basis (more than 3 days in a 30 day period or overnight).

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice or guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of specified places with the opportunity for contact with children, young people and adults at risk, for example schools, children's homes, childcare premises (excluding work done by supervised volunteers).

Some activities are always regulated activities, regardless of how often they take place and whether or not they are supervised. These include:

- engaging in intimate or personal care of children.
- health care by, or under the supervision of, a registered health care professional.

If work falls outside of the above criteria then it does not necessarily require a DBS check.

Guidance is available here:

[Find out which DBS check is right for your employee - GOV.UK](#)

Any person barred from working with children is prohibited from and must not undertake Regulated Activity.

## 18. Types of Abuse

Abuse - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Descriptions can be found in the glossary of Working Together To Safeguard Children 2023: [Working together to safeguard children 2023: statutory guidance](#)

For adults care and support statutory guidance [Care and support statutory guidance - GOV.UK](#) suggests

### Physical abuse including:

- assault
- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

### Domestic violence including:

- psychological
- physical
- sexual
- financial
- emotional abuse
- so called 'honour' based violence

### Sexual abuse including:

- rape
- indecent exposure
- sexual harassment

- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- sexual acts to which the adult has not consented or was pressured into consenting

**Psychological abuse including:**

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse

Appendix 1:



## Safeguarding Incident Report Form (SIRF)

<b>1. Your information – the person recording the incident</b>			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

<b>2. Personal information – child / young person / adult involved</b>					
Name				Date of birth	
Gender <sup>i</sup>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Status	Staff <input type="checkbox"/>	Student <input type="checkbox"/>	Public <input type="checkbox"/>	Participant/Audience <input type="checkbox"/>	
Is there any information about the person that would be useful to consider?					

<b>3. Contact information – guardian/ carer / next of kin of person involved</b>	
Name(s)	n/a
Address	





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**Please provide any witness accounts of the incident**

Name of witness (and date of birth, if a child)		Role within the activity or relationship to the person	
Address			
Contact number(s)			
Email			

**Details of any person involved in this incident or alleged to have caused the incident / injury**

Name (and date of birth, if a child)		Role within the activity or relationship to the person	
Address			
Contact number(s)			
Email			

**5. Materials / Documentation to be attached to the report**


**6. Action Plan**

**Please provide details of action taken to date:**

Action	By Whom	When

**Further Action to be taken:**

Action	By Whom	When

Has the incident been reported to any external agencies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:
Name of organisation / agency		
Contact person		
Contact number(s)		
Email		
Agreed action or advice given		

## 7. Declaration

Your signature	x
Print name	
Today's date	

## 8. Report

Send report to the Designated Safeguarding Officer in line with Attenborough Arts Centre's reporting procedures

Safeguarding Officer's name	
Date reported	

## Lost Person Procedure

Reviewed: June 2024

### **Designated Safeguarding Officer Designated Safeguarding Officer (DSO):**

Andrew Fletcher, Director, Attenborough Arts Centre

**Contact details:** 07754070461, [awwf1@leicester.ac.uk](mailto:awwf1@leicester.ac.uk)

**Deputy DSO:** Marianne Scahill-Pape, Learning and Outreach Manager, 0116 2522455

**Deputy DSO:** Jeremy Webster, Deputy Director, Attenborough Arts Centre  
Direct line: 0116 2231526

**University of Leicester DSO:** Angela Truby [abt13@le.ac.uk](mailto:abt13@le.ac.uk)

### 1. Lost persons

At any event where children or vulnerable adults are present there is a risk that they become separated from their parents, responsible adult, carer or assistant. The 2003 Licencing Act requires venues to protect children and vulnerable people from harm.

At Attenborough Arts Centre all full and part time staff are required to take annual Safeguarding training, and specific staff have Enhanced DBS checks.

**Collection Point - Attenborough Arts Centre staff office, first floor.**

### Person found without their guardian

- A child looking lost should be approached by a member of staff and asked if they know where their parents/guardians are. If they are lost the following procedure kicks in:
- Inform Safeguarding Officers: Andrew Fletcher, Marianne Scahill-Pape or Jeremy Webster
- 2 members of staff **must remain with the children at all times**
- Child is taken to the 'collection point' where they remain until collected.
- **Collection point = to the first floor staff office** as this area is away from the public thoroughfare and the person will not be visible to the public.
- The child should be asked gently for as much information as possible, their name, who they are with, names of people they are with, where they saw them last, and a description of them.
- This information will then be discreetly given to the venue/event staff and University Security over the phone – see 'Emergency' button on all AAC phones. **DO NOT announce publicly the name of the child**

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- **Once the parent, carer or guardian is located, they MUST be asked for proof of identity and their signature.**
  - If the parent, carer or guardian is not located within 30 minutes, Security should be advised to contact the police.

#### Lost person reported

- Reassure parents that search will be started.
- Ask parents to provide a full description- name, age, sex, ethnic origin, hair, build, clothing, and where they were last seen.
- Report lost child to staff as discreetly as possible and ask everyone to assist the search.
- **Call security as discreetly as possible on 888 from any AAC phone, and ask them to check CCTV.**
- Inform the DSO or DDSOs
- **Venue lockdown** – all staff to cover exits to temporarily stop people from leaving, especially with children.
- When the child is found they should be taken directly to the collection point.
- **Any collecting guardian MUST be asked for proof of identity and their signature.**
- Once collected staff/security (and police if necessary) should be informed immediately
- If the missing child is not found after 30 minutes, Security should be advised to contact the police.
- This must be reported on a **Safeguarding Incident Report Form**, and risk assessments updated to avoid further incidents.