



Attenborough Arts Centre Safeguarding Policy – Children and Young People

Last review date by AAC Advisory Board: March 2026

Next review date by AAC Advisory Board: March 2027

Owner: Andrew Fletcher, Director and Designated Safeguarding Officer (DSO)

Designated Safeguarding Officer: Andrew Fletcher

Deputy Designated Safeguarding Officer: Marianne Scahill-Pape

AAC Advisory Board Safeguarding Lead: Tara Lopez

AAC Advisory Board Chair: Jennifer Francis

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 in the event of any incident or update in legislation by AAC's Designated Safeguarding Officer (DSO) and Deputy DSO (DDSO).

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>

Attenborough Arts Centre's Safeguarding policy documentation is available on its website here: <https://attenborougharts.com/safeguarding/>

1. 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.

University of Leicester student over the age of 18: As a university arts centre, we have a duty of care to all University students including those 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.

2. Purpose of this policy

The purpose of this Safeguarding Policy is:

- To protect children and young people under the age of 18 who engage with or receive Attenborough Arts Centre services from all types of harm and maltreatment. This includes the children of any adults who engage with our services and activities.
- To protect University of Leicester students over the age of 18 from all types of harm and maltreatment.
- To support a culture of safeguarding to be upheld and promoted at Attenborough Arts Centre.
- To ensure that all staff, volunteers and anyone working on our behalf are aware of the principles and guidance that sits behind our safeguarding approach.
- To ensure that children and their families are aware of the guidance and principles that guide our safeguarding approach.

Attenborough Arts Centre’s Safeguarding Policy applies 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.

3. Policy Statement

Attenborough Arts Centre is the University of Leicester's public centre for art and culture. Annually, we welcome 100,000 people of all ages and backgrounds to visit art exhibitions, performances and a wide range of creative activities in our building, offsite and online. Our Learning & Community programmes for people of all ages receive 24,000 engagements each year. These include Creative Courses and programmes for children and young people, families, schools as well as dedicated programmes for SEND (Special Educational Needs and Disabilities) children and young people. We also work directly and with a range of Community Partners who work with adults at risk. We have a longstanding track record in disability arts.

We believe that:

- The welfare of children, young people is paramount and we have a responsibility to keep them safe.
- Children and young people have a right to protection from all types of maltreatment, harm and abuse.
- We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- Some children and young people may be additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication or any other additional needs.
- Working together in collaboration with children and young people, their families, carers and other agencies is essential in delivering effective safeguarding practices.
- We have a duty of care to all University of Leicester students over the age of 18 and must also work to safeguard them from harm and maltreatment.

Attenborough Arts Centre recognises that safeguarding issues may trigger memories of historic abuse for adults. The helpline for the National Association of People Abused in Childhood is 0808 801 0331 and their website is <http://napac.org.uk>

Statutory guidance on safeguarding can be found here:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

4. How we communicate and train workers and volunteers about safeguarding

Everyone working at Attenborough Arts Centre (AAC) including Advisory Board members, paid workers, freelance staff and volunteers, will:

- Be given AAC-specific safeguarding and child protection training as part of their induction.
- Be given information about the University of Leicester's IT and social media usage policy and how IT and social media usage is monitored.
- Be given enhanced training if working directly with children, young people and adults at risk.
- Be given other relevant CPD training relating to safeguarding as required as part of their role.
- Be given the opportunity to participate in discussions about safeguarding held regularly during team meetings to encourage a culture of safeguarding e.g., by identifying particular programmes for staff to be aware of.
- Be invited to attend at least one information refresher session per year on AAC's Safeguarding Policy and Procedures, to be held in advance of the annual Advisory Board review and reported to the Advisory Board.

Everyone working at AAC who is also a University of Leicester employee will:

- Take University of Leicester Safeguarding mandatory training once per year.
- Participate in discussions about any aspects of safeguarding during Performance Development Discussions (PDDs) as appropriate.

5. Context

This policy is informed by the following legal requirements and guidance:

- Children Act 1989 & 2004
- Education Act 2010
- Human Rights Act 1998
- Equality Act 2010
- Health and Safety At Work Act 1974
- 'Working Together to Safeguard Children' (2023)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act 2006
- United Nations Convention on the Rights of the Child – children have a right to be free from any form of abuse
- Police Act 1997
- Adoption and Children Act 2002
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Keeping Arts Safe (Arts Council England, October 2005).
- Care Act (2014)
- University of Leicester Safeguarding Policy:
<https://le.ac.uk/policies/safeguarding>

Further information is detailed here: <https://learning.nspcc.org.uk/child-protection-system/>

6. Our Commitment

We are committed to actively safeguarding all children and young people, and University of Leicester students over the age of 18 from harm and maltreatment by:

- Having an appointed Designated Safeguarding Officer (DSO) and one Deputy DSO.
- Having an appointed Attenborough Arts Centre Advisory Board member who takes the lead on behalf of the Advisory Board for safeguarding at the highest level in the organisation.
- Provide effective management of staff and volunteers with regard to their safeguarding responsibilities through training, support and audits.
- Continually developing our detailed safeguarding, child protection and Adults at Risk policies and procedures in order to reflect best practice nationally, seeking external consultancy as required.
- Listening to Adults at Risk and respecting them.
- Ensuring that Adults at Risk, their families and support staff know about our Safeguarding Policy and Procedures and what to do if they have a concern.
- Create a culture of safeguarding in which all staff, Advisory Board, freelance artists and volunteers feel comfortable sharing concerns.
- Implementing a Code of Conduct for all staff and volunteers and ensuring that they know how they are expected to fulfil their role.
- Implementing Safer Recruitment practices.
- Storing and recording data in a secure and appropriate manner.

- Disseminating information to those we work with if required.
- Making clear in our Safeguarding Procedures how we work with external parties including the Safeguarding Partnership.
- Making clear in our Safeguarding Procedures how we manage allegations.
- Making clear in our Safeguarding Procedures how we address bullying.
- Making clear in our Safeguarding Procedures our whistleblowing policy and procedures.
- Following the University of Leicester's Dignity and Respect Policy.
- Following the University of Leicester's Personal Relationships Policy.

7. Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Attenborough Arts Centre Safeguarding Procedures
- Role description for the Designated Safeguarding Officer (DSO)
- Dealing with disclosures and concerns about a child or young person or Adult at Risk
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people, and Adults at Risk
- Photography and sharing images guidance
- Safer recruitment
- Online safety
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision and support
- Adult to child supervision ratios

8. Contact details

Designated Safeguarding Officer (DSO) for AAC:	Andrew Fletcher, Director, Attenborough Arts Centre	07754070461 andrew.fletcher@le.ac.uk
Deputy DSO (DDSO) for AAC:	Marianne Scahill-Pape, Learning and Communities Manager, Attenborough Arts Centre	Direct line: 0116 2523037 Marianne.pape@le.ac.uk
Director of External Relations	Martyn Edwards	Direct line: 07881 457 298 Mce13@le.ac.uk
Designated Safeguarding Officer (DSO) for University of Leicester	Angela Truby, Director of Student Services and Belonging, University of Leicester	abt13@leicester.ac.uk
	Report and Support welfare reporting for University of Leicester students over the age of 18: https://reportandsupport.le.ac.uk/	
Attenborough Arts Centre Advisory Board Safeguarding Lead	Tara Lopez	
University of Leicester Security	In an emergency	0116 252 2888 (or just 888 from an internal phone). If Security are unavailable, you should dial 999 and speak with the emergency services directly.
LADO – Local Authority Designated Officer The LADO's role relates specifically to the safeguarding of children. They give advice and guidance to employers and voluntary organisations; liaise with the Police and other agencies, and monitor the progress of cases to	https://www.lcitylscb.org/about-the-lscpb/local-authority-designated-officer-lado/	Leicester City Council LADO based within the Safeguarding Unit To make a LADO referral to the Leicester City Council please complete the referral form below and send to the email address below. <u>Referral Form</u> (click link) Tel: 0116 454 2440

ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.		Email: <u>Lado-allegations-referrals@leicester.gov.uk</u> Leicestershire County Council LADO LADO Allegations Line 0116 305 4141 LADO Allegations Email: <u>CFS-LADO@leics.gov.uk</u> Rutland County Council Tel: 01572 758 407
Leicester City Council	Child Protection	Child Protection 0116 454 1004 (24-hour service)
	Report a concern regarding an adult at risk of harm	Emergency number: 0116 255 1606
Leicester Police	If a person is in immediate danger	Call 999 . If you're deaf or hard of hearing, use our textphone service 18000 or text the emergency services on 999
	If it isn't an emergency	Call non-emergency 24/7 number: 101 . If you're deaf or hard of hearing, use textphone service on 18001 101
NSPCC Helpline		0808 800 5000 (24-hour service)
Childline		0800 1111
Local Area Prevent Team	https://www.leics.police.uk/advice/advice-and-information/t/prevent/prevent/beta/prevent-team-referral/	
Ann Craft Trust	A Leading UK Authority on Safeguarding Adults	https://www.anncrafttrust.org/