



Safeguarding Policy

Heads Together Productions Revised – July 2024

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1. Introduction

This policy outlines how the board and staff of Heads Together Productions undertake responsibilities to protect children and vulnerable adults.

This policy has been developed by the Designated Safeguarding Officers with input from staff members, the board Participation Sub Group and the wider Board of Trustees based on the specific ways of delivering projects and working with community members at the Chapel FM Arts Centre in Seacroft, East Leeds and delivering UNION projects there and at other locations.

This policy is regularly reviewed in light of changing circumstances and learned experience.

2. Roles and Responsibilities

All board members, staff, freelance workers, and volunteers working at Chapel FM Arts Centre are responsible for being familiar with and adhering to the guidance laid out in this policy. They also have the opportunity to provide feedback on this policy and any such input will be considered by the board Participation Sub Group.

The Designated Safeguarding Officers are responsible for ensuring that this policy is implemented correctly and thoroughly.

The Designated Safeguarding Officers are [as of July 2024]:

- **Staff Safeguarding Leads** – Tony Macaluso, Chapel FM Director; Adrian Sinclair UNION Director
- **Board of Trustees Safeguarding Lead** – John Toolan
- **Staff Safeguarding Deputy** (reporting to Staff Safeguarding Leads) – Katy Hayley, Participation Manager

The Designated Safeguarding Officers have the responsibility to ensure that:

1. The welfare of children and vulnerable adults is promoted across all the work of Heads Together Productions
2. This policy is accessible to staff and other workers.
3. This policy is monitored and reviewed annually.
4. Staff other workers have access to appropriate training and information and this is recorded.
5. Concerns about safeguarding are responded to seriously, swiftly and appropriately making onward referrals as necessary to the relevant social services.
6. Effective links with the Leeds Safeguarding Board are maintained.
7. The Staff Safeguarding Lead maintains detailed records of concerns and actions.

8. Policies and information regarding safeguarding are shared with all partners and third-party users of Chapel FM Arts Centre and that these organisations and individuals delivering projects at Chapel FM have appropriate safeguarding policies in place.

The Board of Trustees recognise their responsibilities as outlined by the Charities Commission.

They have the responsibility to ensure that:

- This Policy is in place, is appropriate and is revised annually.
- Sufficient resources are allocated to ensure that the policy can be effectively implemented.
- The Designated Safeguarding Officers are enacting this policy successfully.
- If it is deemed that the Safeguarding Policy is not being fulfilled properly, the Board of Trustees is responsible for taking immediate action to rectify the situation.

3. Definitions

Safeguarding is about embedding practices across Heads Together Production's work to ensure that the protection of children and vulnerable adults is a clear priority.

The two categories of people covered by this policy are children and vulnerable adults. These are defined as follows:

Definition of a child: a child is under the age of 18 (as defined in the United Nations convention of the rights of a Child)

Definition of a vulnerable adult: a vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include, but is not limited to, a person who:

1. Is elderly or frail or has dementia or other memory loss
2. Has a mental illness
3. Has a physical or sensory disability
4. Has a learning disability
5. Has a severe physical illness
6. Is a substance misuser
7. Is homeless

One of the primary functions of this policy is to protect against various forms of abuse.

The definition of abuse: any act of oppression and injustice, exploitation and manipulation of power by those in a position of authority.

Abuse can take a number of forms, including but not limited to the following:

1. Physical abuse
2. Sexual abuse

3. Emotional abuse
4. Bullying
5. Neglect
6. Domestic

Abuse is not restricted to any socio-economic group, gender or culture and can be caused by those inflicting harm or those who fail to act to prevent harm.

4. Safe Recruiting

One of the keys to implementing this policy successfully is to first make all efforts to recruit staff, freelance workers, volunteers and others who are well-placed to enact good Safeguarding.

To this end, Heads Together Productions will enact the following steps when recruiting:

1. Job descriptions or Provision of Services contracts for all roles involving contact with children and vulnerable adults will contain clear and detailed references to safeguarding responsibilities.
2. Short-listing will be based on formal application processes that include evaluating understanding of / experience with safeguarding as one of the criteria.
3. Interviews will be conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification with a strong emphasis on safeguarding.
4. Enhanced DBS checks will be conducted for staff and other workers before they begin any work with children or vulnerable adults
5. These steps will be reviewed on a regular basis.

5. Disclosure and Barring Service Checks and Other Oversight Tools

Heads Together Productions will maintain a list of roles across the organisation which involve contact with children and vulnerable adults. This will be reviewed annually by the trustees in accordance with staffing policy.

DBS records will be stored centrally in a safe, access-restricted folder in the Basecamp project-management software and are available for scrutiny by the Designated Safeguarding Officers.

Heads Together Productions board of trustees will ensure that the established staff and roles are regularly reviewed through a supportive and developmental appraisal system.

There will be systematic checking of safeguarding arrangements of partner organisations and contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures. This oversight shall be done by the Staff Safeguarding Lead.

6. Training and Support

Heads Together Productions will prioritise the commitment of resources for induction, training of staff and other workers, effective communications and support mechanisms in relation to safeguarding.

This training is to be managed by the Staff Safeguarding Leads with oversight by the Designated Board Safeguarding Lead.

Induction will include:

- Presentation of the safeguarding policy and confirmation of understanding.
- Reference to specific examples of types of safeguarding issues that do or are likely to emerge.
- Review of other relevant policies and how they intersect with safeguarding.
- Familiarisation with reporting processes and the role of the Designated Safeguarding Officers.
- Adequate time for questions and discussion.

In addition to induction, staff, volunteers and Trustees who, through their role, may be in unsupervised contact with children and vulnerable adults will be will be required to complete safeguarding training.

7. Communications and Discussions of Safeguarding Issues

In order for this policy to be successfully implemented, it is essential that there are consistent and clear contexts for board, staff and other workers to discuss safeguarding concerns or potential concerns and understand what actions are to be implemented.

This is to be done through:

- Weekly (all-staff meetings, during which safeguarding is a standing agenda item and the Staff Safeguarding Leads will confirm whether any safeguarding issues have arisen.
- Staff one-on-one meetings, when there is opportunity for staff to raise issues related to safeguarding with managers.
- Board of Trustees meetings, when safeguarding concerns, training, policies shall be reviewed.
- Board of Trustees sub group meetings, when the implementation of specific aspects of safeguarding policies shall be discussed in greater detail and any concerns or actions can be shared with the wider board.

In all of these and other contexts, open discussions will be encouraged to identify any barriers to reporting so that they can be addressed.

8. Additional Forms of Support

Heads Together Productions recognises that involvement in situations where there is risk or actual harm can be difficult or stressful for staff concerned and therefore mechanisms have been put in place to support staff including the following:

- Designated time for project debriefing so staff and other workers can reflect on the issues that they have dealt with while delivering projects. These will be delivered by the Staff Safeguarding Leads or Deputy and any issues arising shall be shared with the Designated Safeguarding Officers and actions taken as required.
- Signposting to support services such as counselling for any staff or other workers who wish to access additional, outside support related to safeguarding situations.
- Other forms of support shall be made available in response to suggestions by staff and other workers.

9. Reporting and Recording

The key element in enacting this policy successfully is for safeguarding incidents or concerns to be reporting, recorded and acted on (if deemed necessary).

The process for reporting and recording is as follows:

- Step One: If an incident or concern arises, staff or other workers make a report to their manager or directly to the Staff Safeguarding Lead promptly (if the Staff Safeguarding Lead is unavailable, reports should be made to the Staff Safeguarding Deputy who will inform the Lead at the earliest possible time).
- Step Two: Staff Safeguarding Lead will contact external agencies or the Board of Trustees Safeguarding Officers if needed.
- Step Three: Staff Safeguarding Lead will follow advice provided.
- Step Four: Following this communication, the staff member or other worker who made the report shall provide a written summary of the incident.

- Step Five: The Staff Safeguarding Lead will complete a Safeguarding Incident Report on the Safeguarding Incident Log Sheet and review whether this incident might be part of a larger pattern with any individual participants involved or the wider Chapel FM organisation.
- Step Six: If the incident is part of larger pattern that might require more comprehensive action, the Board of Trustees Safeguarding Officers shall convene a meeting to discuss such actions.
- Step Seven: Following the outcome of any action to protect the child or vulnerable adult, the results of this action may (if appropriate) be shared with the staff member or other worker(s) who made the initial report.
- Step Eight: Details of the previous seven steps shall be logged in the Safeguarding Incident Log Sheet.

Any information gathered will be recorded and stored in accordance with the data protection policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Safeguarding Lead Officers.

10. Allegations Management

Heads Together Productions recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

- Any member of staff (paid or unpaid) is required to report any concerns in the first instance to the Staff Safeguarding Lead. A written record of the concern will be made by the Staff Safeguarding Lead.
- All allegations will be investigated by Staff Safeguarding Lead in conjunction with appropriate board member.
- Where appropriate allegations will always be referred to external agencies.
- A record of allegations and known outcomes will be held securely and centrally.

11. Communicating the Safeguarding Policy

Heads Together Productions will ensure that participants and the general public, especially children (and their parents and carers) and vulnerable adults are aware that this safeguarding policy exists and how it works by:

- Including this policy on the Chapel FM website.
- Making a printed copy of this policy readily available to anyone who requests it.
- Issuing a copy of this policy to all freelance workers, volunteers, partner organisations or others who require or request it.
- Posting noticing in the Chapel FM Arts Centre informing people that a safeguarding policy exists and that it may be accessed through the methods described above.

12. Safeguarding Sub-Policies for Specific Types of Activities

The nature of the work done by Heads Together Productions / Chapel FM Arts Centre means that specific Safeguarding Sub-Policies may be developed for certain types of activities that require different forms of protection for children and vulnerable adults. These may be ongoing or put in place for short-term projects.

Any such sub-policies will be developed in conjunction with the Staff Safeguarding Lead and Staff Safeguarding Deputy in conjunction with staff engaged in delivering those projects.

These sub-policies will be stored on Basecamp, made available for review by the Designated Safeguarding Officers or other board members. Sub-policies may be revised based on the circumstances and potential safeguarding issues of those specific types of activities and programmes.

Distinct activity types that may require additional, Safeguarding Sub-Policies include:

- Classes and Workshops
- Radio Broadcasts
- Artistic Performances and Community Events
- Trips outside of Chapel FM Arts Centre
- Digital Contexts
- In-school Sessions
- Informal Drop-in Activities / Events Open to the General Public

13. Conclusion

The essential function of this Safeguarding Policy is to protect children and vulnerable adults who engage in Chapel FM Arts Centre activities. In order to fulfil this goal, the Safeguarding Policy must be applied accurately and swiftly by the Designed Safeguarding Officers.

14. Appendix—Policy regarding Online Safety

This sub-policy refers to any online activity with young people or vulnerable adults and should be considered with the full Heads Together Safeguarding Policy.

We will seek to keep children and young people and vulnerable adults safe in any online interactions. The Heads Together Productions Safeguarding Leads will ensure that all staff and any other responsible adults are following the guidelines as outlined below:

- provide clear and specific directions to all participants, volunteers and other team members about how to behave online
- support and encourage people working with Heads Together to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- work with parents and carers of young people to do what they can to keep their children safe online and to develop online safety agreements for families
- respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or young person
- review and update the security of our online information systems regularly
- ensure that user-names, logins, email accounts and passwords are used effectively
- ensure any personal information about the adults and children who are working with Heads Together Productions is held securely and shared only as appropriate
- ensure that images of anyone involved with Heads Together Productions are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- provide supervision, support and training for staff and volunteers about online safety
- Produce risk assessments for any online technologies that we use as a company that specifically consider safeguarding issues for participants and staff eg zoom, WhatsApp, social media apps etc
- examine other social media platforms and new technologies before they are used within the organisation and risk assess before any use is authorised for Heads Together

If online abuse occurs, we will respond to it by:

- using the safeguarding procedures we have in place for responding to abuse
- providing support and training for all staff, wider team members and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.