

Safeguarding Children and Young People Procedure

The Designated Safeguarding Lead: Charlotte Hailey-Watts
(Learning and Public Programme Manager)

The Deputy Safeguarding Lead: Stephanie Fuller
(CEO/ Director)

Please contact learning@ditchlingmuseumartcraft.org or call 01273 844744 if you require this information in a different format

Organisation: Ditchling Museum of Art + Craft

Name of Governing Body: Ditchling Museum Trust

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Contents

Guidance on identification of Abuse

Types of Abuse

Signs and Symptoms of Abuse

Procedure for reporting suspicions or allegations of abuse

What to do if a person makes a disclosure

Handling allegations, disciplinary and grievance procedures against staff, volunteers or freelance tutors

Safeguarding Important Contacts List

Record keeping, information sharing and confidentiality

Dealing with complaints

Recruitment

Photography and child protection

Risk assessment guidance for explicit/emotive exhibition content

Safeguarding Declaration of Understanding and Agreement

Appendices

Appendix 1. Non accidental injury (NAI) diagram

This document outlines guidance and a process to follow in the instance that there is a Safeguarding Concern around a child or young Adult.

Guidance on Identification of abuse

Everyone who works or has contact with children and young people, should be able to recognise, and know how to act on, evidence that a child or young person's health or development is, or may be at risk, and especially when they are suffering, or at risk of suffering, significant harm.

This procedure relates to any child or young adult under 18 years who is at risk of significant harm.

Ditchling Museum of Art + Craft recognises that:

- Child abuse is non-discriminatory and occurs in all socio economic groups and in all ethnic groups/cultures.
- Stereotyping and assumptions do not protect children.
- Different cultural norms and ethnic traditions differ and should be recognised, respected and understood, however in the instance that they put a child at risk of harm or are against UK laws such as FGM (Female Genital Mutilation).
- Somebody may abuse a child by inflicting harm or by failing to prevent harm- this is known as neglect.

- Abuse may take place online, this could for example, be via a child's phone.

Staff, volunteers and freelancers should recognise that some children are more vulnerable to abuse than others. These include:

- Disadvantaged or disabled children or young people.
- Those living with parental ill health, mental illness or substance misuse.
- Previous abuse in the family.
- Looked after children.
- Age (particularly children under 1).

Types of Abuse:

There are different types of abuse, which may include:

Physical
May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Neglect
The persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the significant impairment of the child's health or development.
Sexual
Activities involving physical contact, including penetrative or non-penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. It is important to recognise that this can also occur digitally e.g. via social media and networking platforms like Facebook, Tik Tok, etc and includes grooming. Grooming is the the action of preparing a child for a meeting, with the intention of committing a sexual offence.

Emotional

Causing adverse effects to a child's emotional development that may range from making unacceptable demands on a child in relation to their age or capabilities, making children feel frightened or in danger, or telling a child they are worthless or unloved. Also, examples of overprotection and limitations on the child in terms of learning and normal social interactions. Emotional abuse could also include the seeing or hearing of others being ill-treated.

It is important to recognise that this can also occur digitally eg. via social media and networking platforms. For example via "trolling", a type of online bullying.

Organisations should recognise that some children are more vulnerable to abuse than others. These include:

- Disadvantaged or disabled children or young people.
- Those living with parental ill health, mental illness or substance misuse.
- Previous abuse in the family.
- Looked after children.
- Age (particularly children under 1).

Signs and symptoms of abuse

- There is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Children may show symptoms from one or all of the categories.
- This should not be used as a checklist: staff, volunteers and freelance tutors should be aware of anything unusual displayed by the child.
- This list is not exhaustive and the presence of one or more of the above is NOT conclusive proof that abuse is actually taking place.
- If you'd like more information on the signs and symptoms of abuse or Child Protection procedures please refer to the East Sussex Safeguarding Children Partnership website: <https://www.esscp.org.uk/concerns-about-a-child/>

- For signs of non-accidental physical abuse you can also refer to **Appendix 1**.

Physical abuse
<ul style="list-style-type: none"> • Bruises in places that are not usually harmed in normal play. • Bruise or marks consistent with either straps or slaps. • Undue fear of adults. • Aggression towards others. • Unexplained injuries or burns – particularly if they are recurrent.
Physical neglect
<ul style="list-style-type: none"> • Exposure to danger/lack of supervision. • Inadequate/inappropriate clothing. • Constant hunger. • Poor standard of hygiene. • Untreated illnesses.
Emotional abuse
<ul style="list-style-type: none"> • Overly withdrawn child. • Overly aggressive child. • Constant wetting or soiling. • Frequent vomiting. • Persistent rocking movement. • Very poor language development. • Inability to relate to peers or adults.
Sexual abuse
<ul style="list-style-type: none"> • Language and drawing inappropriate for their age. • Sexual knowledge inappropriate for their age. • Wariness on being approached. • Soreness in the genital area. • Unexplained rashes or marks in the genital areas. • Pain on urination. • Difficulty in walking or sitting. • Stained or bloody underclothes. • Recurrent tummy pains or headaches. • Bruises on inner thigh or buttocks.

Procedure for reporting suspicions or allegations of abuse

This is the process that should be followed if there is any concern around a child or young adult.

Any incident or allegation of suspected abuse, however minor, should be reported in the first instance to the Safeguarding Lead Charlotte Hailey-Watts or failing this the Deputy Safeguarding Lead Stephanie Fuller, whose contact details are on the Contacts List on the Policy Document.

- In the unlikely instance the Safeguarding Lead or Deputy Safeguarding is not available, another senior member of staff (management level) should be contacted.
- In the absence of both the Safeguarding lead and a senior member of staff, direct contact should be made with **Single Point of Advice (SPoA)** at East Sussex County Council or the Police by the most senior member of staff on site. The referral form is available here: <https://www.eastsussex.gov.uk/children-families/professional-resources/spoa>
- If the situation is clearly an urgent case and the child is too frightened to go home or there are very serious doubts about the child's safety, Ditchling Museum of Art + Craft will contact the Single Point of Advice (SPoA) or the Police immediately.
- If your concerns are more general about a child's welfare then these need to be discussed with the Safeguarding Lead in the first instance, who will then make a referral to the Single Point of Advice (SPoA).
- It is important that staff, volunteers and freelance tutors communicate concerns accurately.

Staff, volunteers and freelance tutors will follow the procedures below:

- Always REFER never INVESTIGATE any suspicions or allegations about abuse.
- Maintain confidentially.
- It is extremely important that any allegations are not discussed (unless absolutely necessary) as any breaches could be damaging to both the child/vulnerable adult and to any investigation that may follow.
- Any requests for information from members of the public (including parents/carers) or the media should be directed to a designated member of staff and should be given the 'no comment' response.
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Remember the 5 Rs is you see or hear anything that concerns you.

- **RECOGNISE** Be aware and don't ignore it.
- **RESPOND** Act quickly if you are worried about a child/vulnerable adults safety.
- **REPORT** Speak to your Safeguarding Lead as soon as you can.

- **RECORD** Make a note of what was said, what you saw
- **REFER** The Safeguarding Lead or Deputy will pass on information to relevant agencies

IF THE CONCERN IS ABOUT A CHILD IN A SCHOOL GROUP THE SAFEGUARDING LEAD OR DEPUTY WILL CONTACT THE HEADTEACHER/MANAGER WITHOUT DELAY. IN THE INSTANCE THEY ARE NOT AVAILABLE YOURSELF OR THE MOST SENIOR STAFF MEMBER ONSITE WILL DO SO.

IF THE SCHOOL/CARE SETTING IS IMPLICATED, THE LEAD OR DEPUTY WILL CONTACT THE DUTY AND ASSESSMENT TEAM WITHOUT DELAY FOR ADVICE

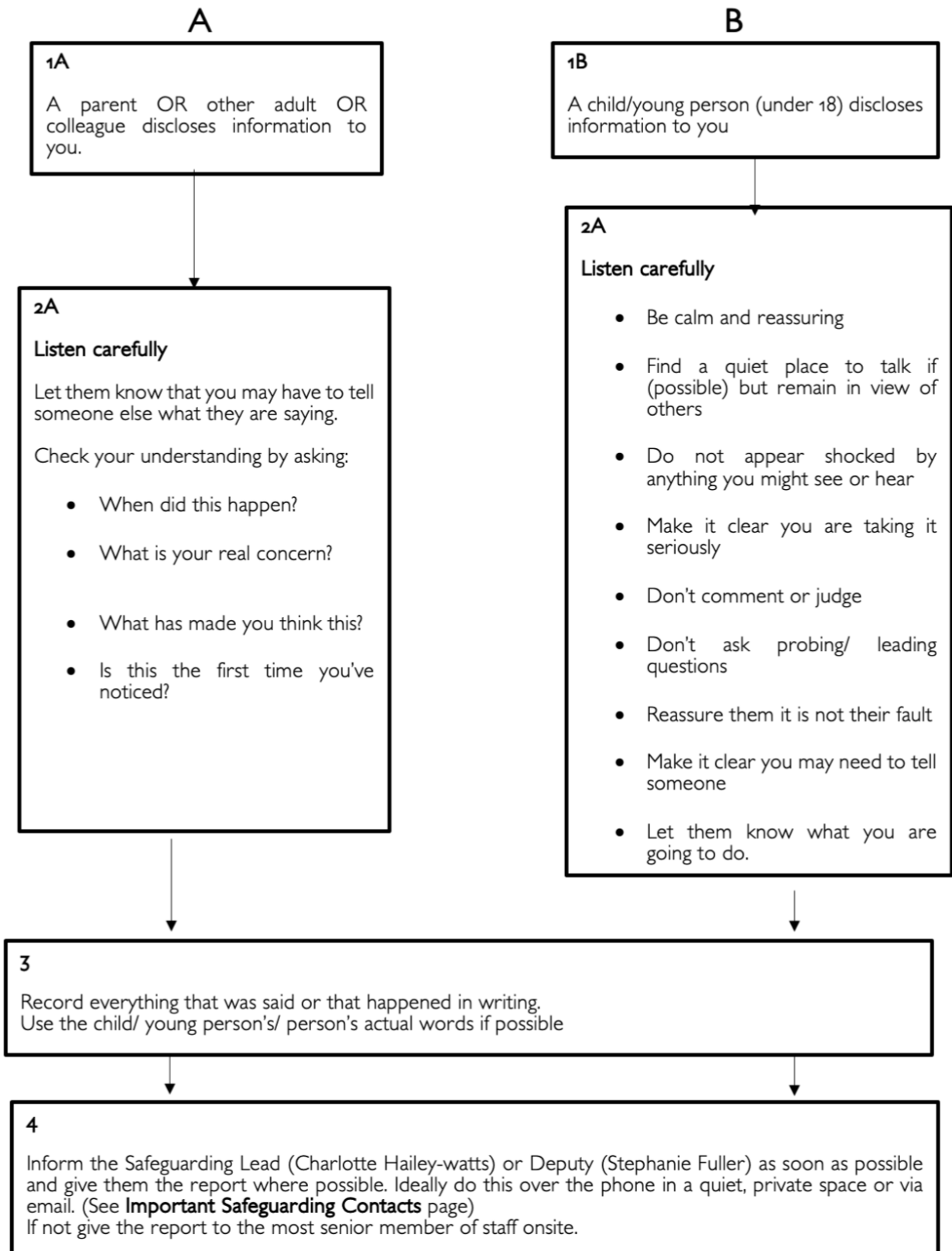
Handling allegations, disciplinary and grievance procedures against staff, volunteers or freelance tutors:

- We are mindful that the procedures named above may confuse the next appropriate steps to take, and when a complaint has been made with regards to any inappropriate or poor practice, we will discuss the situation with Single Point of Advice (SPoA) and or LADO (Local Authority Designated Officer) before making an open decision about the best way forward.
- It is the responsibility of the Safeguarding Lead and/or deputy to ensure that these procedures are rigorously adhered to.
- In the case that the lead is implicated, the deputy should be informed.
- In the exceptional circumstances that both are involved, it is vital to contact Single Point of Advice (SPoA) directly.
- Do not trust or investigate. As a member of staff, volunteer or tutor it is important not to lose focus of your role. By reporting an allegation quickly, any necessary investigations and/or judgement can then be made by trained professionals.
- Maintain confidentiality. It is extremely important that any allegations are not discussed (unless absolutely necessary) as any breaches could be damaging to both the child and to any investigation that may follow.

- Any requests for information from members of the public (including parents) or the media should be directed to a designated member of staff and should be given the 'no comment' response.
- With regards to disciplinary and grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with Single Point of Advice (SPoA) and/or the Police. Any investigation will override the need to implement any such procedures.

What to do if a Person Makes a Disclosure

A disclosure may be made verbally but it can also be made through play or behaviour by a child or young person
Below is a process you can follow in the instance you think a disclosure is being made:



Record keeping

- All records will be securely stored in encrypted files
- Only the Safeguarding lead and/or deputy will have access and records will only be kept as long as necessary.
- Normally these records will be passed to Single Point of Advice (SPoA) as soon as possible.
- All records will be handwritten by the person with the concern within 24 hours, using an *East Sussex statement of referral form* and will be factual and non-judgemental.
- It is equally important to record the reasons for making the decision not to refer to the Single Point of Advice (SPoA) as it is when taking the decision to refer.

Information sharing

- Where a child adult is considered to be 'in need' **consent is** required from the family for an assessment to be undertaken.
- Where a child is considered to be **suffering or likely to suffer 'significant harm' consent is not** required, although wherever possible, unless this would pose a further risk to the child/vulnerable adult, **parents/carers should be informed.**
- The requirements of safeguarding override the constraints of **consent and confidentiality.**

Any Information shared should be appropriate, relevant, accurate and only shared with necessary people.

Confidentiality

- When dealing with any case/suspicion/allegation relating to child/vulnerable adult abuse, you must be made aware that any breaches in confidentiality can be very damaging to the child's/vulnerable adult's, family, and any child/vulnerable adult protection investigations that may take place.
- It is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean informing, at the very least:

- **The designated safeguarding lead.**
- **The Single Point of Advice (SPoA).**

The parents/carers of a child or young person must only be contacted if the Single Point of Advice (SPoA) ask for this to be done

- Informing the parents/carers of a child/vulnerable adult about who you are concerned will be handled in a sensitive way and only undertaken in consultation with the Single Point of Advice (SPoA).
- Depending upon the outcome of initial inquiries, staff and other agencies who have contact with either the child/vulnerable adult concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will provide advice as to who should be told, when they should be told, and the kind of information which is appropriate to share.

Safeguarding Important Contacts List:

The Safeguarding Lead is:

Charlotte Hailey-Watts, Learning & Programme Manager

Phone: 01273 844744/ Option 5

Email: learning@ditchlingmuseumartcraft.org.uk

The Deputy Safeguarding Lead is:

Stephanie Fuller, CEO/ Director

Phone: 01273 844744 Option 6

Email: steph@ditchlingmuseumartcraft.org.uk

The Trustee/Senior Lead for Safeguarding is:

Email: pjones@woodnet.org.uk

Single Point of Advice (SPoA) (East Sussex County Council)

Phone: 01323 464 222

Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm

Email: 0-19.SPOA@eastsussex.gov.uk

Emergency Duty Service for East Sussex & Brighton & Hove (outside office hours)

01273 295555

Local Authority Designated Officer (LADO), East Sussex County Council

Phone: 07825 782793/ 01323 466606

Email: amanda.glover@eastsussex.gov.uk

East Sussex Safeguarding Children Board

Phone: 01273 481544

Email: lscbcontact@eastsussex.gov.uk / ESSCP.Contact@eastsussex.gov.uk

Police	101
Police (Emergency)	999
NSPCC	0808 8005000
Childline	0800 1111

Recruitment

We will ensure our staff, volunteers and freelance tutors are carefully selected, screened, trained, and supervised.

We will do this by:

- Obtaining full personal details and CVs with particular relevance to previous work with children and young people
- Take two written references (Staff)
- Where possible meet and insist that any appointment, where staff has regular (more than once a week) or unsupervised access to children and young people, will only be confirmed subject to a satisfactory Disclosure and Barring Service (DBS) check at the appropriate level.
- Meeting the applicant in person if they are to work with children and young people
- Setting an appropriate induction period (usually 3 months) to assess the individual's suitability to the position through observation and discussion and raising any problems that arise during this period
- Providing employees with the 'Safeguarding Children and Young People' Policy and Procedures, the 'Equality & Diversity Policy', the 'Health and

Safety Policy' and where appropriate the 'Volunteer Policy'. Employees must sign a declaration to say that they have read and understood the policy.

- Providing opportunities to discuss areas of concern around work programmes with Ditchling Museum of Art + Craft staff.
- Reviewing the appointment every 6 months.
- Renewing DBS checks every three years where a DBS check is required.
- Informing employees of any changes to our policies.

During employment

- Co-operating fully with any request made or action taken by Ditchling Museum of Art + Craft related either to the above-named policies.
- Renewing or taking additional training as requested by the Safeguarding Lead.

Reasons for not appointing an applicant/discontinuing employment may include

- History of previous offences against children/vulnerable adults.
- History of offences that are unsuitable when working with children/vulnerable adults, i.e: drugs or violence.
- Unsuitable references.
- Unsuitable behaviour during employment.
- Failure to disclose relevant information.
- Inability to do the job.

Filming and Photography and child protection

- Parental/carer permission must be sought for all photographs of children.
- When taking pictures of children in particular, it is important to ensure that the resulting images cannot be construed as being provocative in any way.
- You should ensure that the subjects are suitably dressed and should seek guidance if you are intending to take pictures of children taking part in costumed role-play activities.
- Ensure those who are taking photographs are Ditchling Museum of Art + Craft members of staff or designated persons recognised by Ditchling Museum of Art + Craft members of staff allocated for the role.
- Ensure if you are taking pictures of children that you have identified yourself to the parents/carers, event organiser and/or facility owner.
- Make sure that consent has been given verbally and for the parent/carer to confirm this by completing a Photograph Consent Form
- A photograph which has parental consent to be used for a particular purpose should not be used for another purpose without returning for further parental consent.
- If the press are invited to promote an event, parents/carers should be informed that a photographer will be in attendance at an event and ensure they consent to both the taking of and publication of films or photographs.
- Press photographers must be asked to show ID when they arrive and should be refused permission to photograph if they fail to provide ID.
- Press photographers have their own photograph permission policy and it may be possible to obtain a copy by contacting their relevant press office.

- If possible, warn participants in advance that photographs may be taken through a disclaimer on flyers and posters and at reception points.

Risk assessment guidance for explicit/emotive exhibition content

Hazard: Explicit/emotive subject matter (images, objects, content references)
Some parts of Ditchling Museum of Art + Craft's exhibitions and content are adult and aimed at over-18s. This is because of the sexually explicit content of some works of art.

Emotive themes such as sex and child abuse are dealt with and could provoke an emotional response. We need to be sensitive to our visitors in relation to this and have measures in place to ensure that visitors are prepared to engage with this content.

Measures:

- Make the nature of the exhibition clear to visitors before their entrance tickets have been purchased. This is done by giving visitors a leaflet describing the exhibition which contains some images. If people are unsure and would like to be shown part of the exhibition to make a more informed decision before buying a ticket, a member of staff/volunteer will show the visitor into the exhibition space to help them decide.
- At the point of ticket purchase visitors are also informed that there is one section of the exhibition that is not suitable for children under the age of 16. The location of this display is described and there is also notices warning people in the gallery space next to the display.
- If parents/carers do not want their children to see the exhibition a family trail has been devised for the village green and church to entertain family groups who have made the journey to the museum.
- Relevant training has been arranged for staff and volunteers with subject specialists to inform them about any sensitivities that could be provoked during the duration of the exhibition. Relevant policies and procedures have been written and tested and shared with all staff and volunteers.

DITCHLING
MUSEUM OF **ART+CRAFT**

**Safeguarding Policy and Procedures Declaration of Understanding
and Agreement**

Name:

Job title:

Please sign below to confirm that you have read and understood the Safeguarding Children and Young People Policy and Procedures, and that you agree to adhere to the guidelines and processes given.

If there is anything you do not understand or would like to discuss, please contact learning@ditchlingmuseumartcraft.org.uk

Signed:

Date:

