

The following sections contain specific information for different situations \_ please read the relevant ones as they contain required codes and practices that form part of the Fleet Arts annual agreement.

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**NB**  
Parts of all 4 sections apply to all workers and trainees. It is a condition of work for Fleet Arts that these policies are read and adhered to.

You will be asked to confirm this within the annual agreement.

**Generally used definition of child, young person and vulnerable adult is:**

- Child 0 – 14 years
- Young Person 15 – 18 years
- Adult over 18 years

In these policies where “workers” are referred to this includes all workers, trainee workers and volunteers.

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**SECTION 1 Equal opportunities – *applies to all work for Fleet Arts*** (including with colleagues and members of the public)

**At all times Fleet Arts aims to operate within all current anti-discrimination and human rights legislation.**

• **Equal opportunities statement:**

Fleet Arts seeks, through all its activities, to promote a positive understanding which can effectively challenge racial, sexual and other inequalities. We aim to make the organisation accessible to all and every effort is made to meet the physical and creative needs of all those who participate in the organisation, with full consideration being paid to people who are less able, whether their disabilities are apparent or hidden. Fleet Arts endeavours to enforce a pricing policy that enables people on low incomes to fully participate in events and activities. We also promote access through the nature and distribution of the Project’s publicity.

• **Equal opportunities practice:**

Within arts project delivery workers should seek to ensure that:

- the use of language and procedures are:
  - non-stereotypic
  - non-gender specific
  - non age-ist.
- they do not knowingly discriminate regarding:
  - ethnicity or religion

- cultural and religious issues (e.g. dress code, religious or belief holidays are respected).
  - they endeavour to use accessible venues where working elsewhere/with partners.
- **Discrimination in any of the forms stated below is unacceptable**, regardless of whether there was any intention to discriminate or not.
    - **Direct discrimination** is treating one person less favourably than another in the same or similar circumstances or segregating them from others solely because they are, for example, a lesbian, a gay man or because they have a disability or illness. Refusing to employ someone who has the required skills because they are deaf or because they are pregnant would constitute such discrimination.
    - **Indirect discrimination** occurs where there is a requirement or condition which applies equally to everyone but which, in practice, has an adverse impact on a particular group and cannot be justified. For example an unnecessary physical or age requirement can discriminate against women or disabled people. The setting of language tests, where language skills or fluency are not really needed for a job, is another example.
    - **Abuse and/or harassment** – Discrimination also covers actions which amount to abuse and/or harassment of people or groups of people because for example they are a member of a national, racial or ethnic minority group, a woman, a lesbian, a gay man or have a disability or illness.
    - **Victimisation** occurs when a person is treated less favourably or is discriminated against because she/he has pursued or intends to pursue their rights in respect of alleged discrimination.
    - **Institutional racism (Macpherson Report, 1999)** The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen in the processes or attitudes and behaviour, which amount to discrimination, to unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people.
    - **Racist incident (Macpherson Report, 1999)** Any incident which is perceived to be racist by the victim or any other person. If the victim doesn't want to complain, another person may do so.

- **Accessibility**

Accessibility should be maintained at all times.

Workers should ensure that all spaces, (including parking spaces, work spaces, toilets, etc.) and any specialist equipment are readily accessible.

- **Non-compliance**

Non compliance with the above would be dealt with initially by the main supervisor/contact; if not resolved with both the worker and the person or organisation that has been discriminated against then this would be referred to the Management Committee.

## **SECTION 2 Health & Safety – applies to all work for Fleet Arts (including with colleagues and members of the public)**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

- **General Safety points**

- All workers must abide by the Health and Safety policies and practices of all venues that they are working in. This may include signing in and out of any building or site.
- Identification badges may be needed and these should be obtained from Fleet Arts office and workers should carry these with them at all times.

- **Summary of Health & Safety Policy - please ensure that you read the whole of the Health & Safety Section, not just the summary.**

If using a building or venue for the first time all workers (those in charge, assistants and volunteers) should acquaint themselves with the following:

- Fire exits
- Emergency assembly points
- Placement of and types of fire extinguishers
- Nearest telephone/ available working mobile
- First aid box

The building /venue where you are working should be kept clean and hazard free at all times.

Before a workshop or event begins all workers should check the area they are working in for potential hazards (such as unsafe electrical wiring, obstructions in front of fire exits or dangerous equipment and furnishings) and ensure that the working areas are free from such hazards.

All workers have the responsibility to co-operate with supervisors, managers and the venues to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever a worker, supervisor or manager notices a health and safety problem which they are not able to put right, they must inform the appointed health and safety officer or person in charge immediately.

Any accidents should be recorded as soon as possible after the accident. The record should either be in the venue's accident book or notes made at the time, including date, time, names, nature of accident, actions taken and by whom, and signed. All accidents should be reported to the Fleet Arts' office or the responsible person at the venue where you are working, as soon as possible and the notes (or copies of venue report) filed with the office.

All public buildings are non-smoking areas and you are expected to adhere to this.

All equipment must be checked regularly before use and stacked and stored in a safe manner. Freelance workers should ensure that if they use any of their own equipment it is safe for public use.

All electrical equipment owned by Fleet Arts is PAT tested annually, but should also be visually checked prior to use.

- **Risk Assessments**

There are three main areas which are potentially hazardous:

- the general workplace environment
- any kitchen area, particularly in relation to food storing and handling
- any workshop area

Risk assessment is about:

- a) Identifying actual or potential hazards in the above contexts.
- b) Taking action to control those hazards and if possible, to eliminate the hazards completely

It is the responsibility of all workers to notify the venues responsible person/management of any dangerous or potentially dangerous factors in the environment which could cause injury to either children, young people or adults.

- **Fire**

All staff and workers should be familiar with the fire procedure at the venue, and the location of alarms and appliances. It is the responsibility of senior staff to ensure that adequate induction training is given to all staff or volunteers.

Fire alarm tests and fire drills are to be held at regular intervals and a record kept.

- **Housekeeping and Premises**

Arrangements for the checking of equipment for safety, and for waste disposal and cleanliness are covered further on in the policy.

On finding hazards or maintenance issues, these should be reported to the venue's Health and Safety representative who should enter details in their Health and Safety Log Book and take the appropriate action. **It is advisable for workers to note details, date, time and who reported to in case of later enquiries.**

- **Electrical Appliances/Equipment**

All appliances/equipment belonging to Fleet Arts are PAT inspected annually by a **suitably qualified electrician**) Signed PAT inspection documents are kept on Fleet Arts premises. When using Fleet Arts equipment we advise staff, freelance workers & hirers that, due to electrical regulations, it is imperative that all modern wiring & equipment is protected with RCD Breakers. This applies to 230volt equipment.

- Freelance workers should ensure that if they use any of their own equipment it is safe for public use and has passed PAT inspection.
- Staff should regularly check for any damaged appliances or leads and notify a member of the office/a senior staff member immediately if damage is found.
- Staff should also ensure that they understand the instructions for use of all appliances before using them.

- **Accidents**

If any accident occurs and you are the only adult present, attract the attention of another adult and ensure that any children, young persons or vulnerable adults are supervised while you deal with the injured party immediately.

Report any accident to **Jane Hardstaff/Jane Milward or Representative at the venue**

No creams or ointments can be used on children without parents' expressed consent. Only clean water and sterile cotton gauze should be used to clean wounds, scratches, grazes etc.

- **Emergency medical procedure**

- Ensure the injured/sick person has someone (preferably familiar) with them
- Ensure that there are sufficient staff to continue caring for the other people especially children safely
- Summon urgent medical support, consider the most effective way to gain medical attention i.e. ambulance, taxi or staff escorted
- Inform the next of kin/parent/carer at the first possible moment

## **Remember it is important not to cause another accident when dealing with an emergency**

- **Recording of Accidents and diseases**

As an employer Fleet Arts keeps an accident book of all accidents including fatal accidents or those which result in more than three days' absence from work - including non-work days. This applies to anyone working for Fleet Arts including someone who is self-employed. The date, time and circumstances should be noted and steps taken to ensure that the incident does not happen again. For a reportable disease the record includes the person's occupation, date of diagnosis and the name or nature of the disease. Records are kept for at least three years. Venues will have their own procedure which should be adhered to at all times.

**Fleet Arts holds further information about reporting and notifiable diseases as should other organisations and venues. It is available by request from the Fleet Arts office.**

1. The overall and final responsibility for health & safety for Fleet Arts is that of:  
**Jane Hardstaff Arts Director**
2. Jane Hardstaff is responsible for the policy being carried out for activities in, and all use of  
**Fleet Arts, The Old School, The Fleet, Belper, Derbys. DE56 1NU**
3. The following Health and Safety Officers are responsible for safety at all venues or events  
**Jane Hardstaff and all workshop leaders.**

## SECTION 3 Working with children, young people and vulnerable adults

Fleet Arts nominated Child Protection representative is: Sarah Laman

### **3.1 – applies to all work for Fleet Arts**

***Working with children, young people and vulnerable adults with a partner/in a partners venue (i.e. away from Fleet Arts premises AND where a partner is taking responsibility for the overall well-being of children, young people or vulnerable adults***

#### • **Child protection procedure**

As workers at Fleet Arts we have a responsibility to make sure that children young people and vulnerable adults are working in a safe and secure environment.

Statutory Authorities (i.e. Education, Health, Social Services, Probation, Police and NSPCC) work together using Area Child Protection Procedures. The Area Child Protection Committee has representatives from all the above Agencies and promotes and monitors the procedures. Whilst we are not a Statutory Agency we aim to work in a way to provide the same level of protection.

There may be occasions when we have concerns about an injury, we see changes in behaviour, or are concerned that a child is being harmed. As part of our responsibility to keep children safe we must report any concerns of this nature to the Social Services Department.

The law says that the Social Services Department must look into reports of any kind concerning injury or risk to a child. A decision about who will be informed of the course of action will be made between ourselves and Social Services. Doctors, Health Visitors teachers, child-minders and playgroup leaders all have the same responsibility as ourselves. A leaflet compiled by Social Services is available which explains their duties and responses, including how they will keep you informed of the process

#### • **General Protection Information**

Fleet Arts is committed to all aspects of safety, welfare and protection of children, young people and vulnerable adults including:

- meeting legal or recommended staff to children ratios (Children's Act regarding under 8 years old)
- Making sure that all workers and volunteers hold current Disclosure and Barring Service(formerly Criminal Records Bureau or other required checks, for working with children/young people/vulnerable adults
- Providing or using a safe environment which meets registration and safety standards
- ensuring correct supervision of children
- keeping a record of who has parental or carer responsibility and including:
  - who will bring/collect children or young people
  - knowing emergency contact points
- recording of all accidents and incidents
- having Child Protection procedures
- being able to talk to children/young people/vulnerable adults and their parents/carers in a way that does not disadvantage them

- **Gates and doors**

When children, young persons or vulnerable adults are using the Fleet Arts building, or any venue where activities are taking place, external doors should normally be kept closed.

Children, young persons and vulnerable adults should also be made aware that they are not allowed to go out of these doors unless they are requested to and accompanied by an adult.

- **Policy on use of photographs**

During most activities photographs may be taken of the activity. As these may be taken by either Fleet Arts staff or the press for use in the future for both publicity and documentation it is important to get permission, particularly where children, young people and vulnerable adults can be identified. In this case written permission should be obtained, normally on an event or workshop booking form or on a photography permission form (both held in Fleet Arts office.)

When working with partners it may be their responsibility or normal practice to have obtained permissions and this should be checked with them during the planning of workshops and clarified if there is anyone who cannot be photographed at the beginning of each workshop.

People are usually identified by name in photos used by the press. If children, young persons, vulnerable adults and/or their parents/ guardians do not wish them to appear in photographs they are asked to ensure that staff are aware of this at the time of booking or arrival of children.

**Detailed Child Protection Information is shown in section 3.1 below – please be aware of this information even if you are not solely responsible for participants**

- **Guidelines for project workers, trainees and volunteers** - responding to a report of abuse from a child or young person

## **Do's and Don'ts**

### **DO**

- ❑ Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying
- ❑ Do tell the child they are right to tell you.
- ❑ Do reassure them that they are not to blame
- ❑ Do be honest about your own position, who you have to tell and why
- ❑ Do tell the child what you are doing and when, and keep them up to date with what is happening
- ❑ Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately
- ❑ Do write down everything said and what was done (see notes on recording)

### **DON'T**

- ❑ Don't make promises you can't keep
- ❑ Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this
- ❑ Don't cast doubt on what the child has told you, don't interrupt or change the subject
- ❑ Don't say anything that makes the child feel responsible for the abuse

- Don't do nothing – make sure you tell your nominated child protection person immediately – they will know how to follow this up and where to go for further advise

Fear puts a lot of people off telling about wrongdoing.

Remember, you always have a duty to make sure concerns are reported. Then appropriate action can be taken.

Tell the nominated person in your project. S/he will be able to get further advice and/or refer the situation to social services or the police.

**If for any reason you cannot tell the nominated person, then you should tell the project leader or manager.**

### ***3.2 Working with children, young people and vulnerable adults in Fleet Arts premises/ NOT with a partner and therefore taking responsibility for the participants.***

- **Arrival/collection & supervision of children, young people & vulnerable adults**

Fleet Arts will not take responsibility for any child, young person or vulnerable adult once he/she has left the premises we are working in. Collection arrangements should be for no later than 10 minutes after the end of the session. Any special arrangements made by a parent/guardian involving taking the child off the premises are the parent/guardians responsibility.

Children, young persons and vulnerable adults must never be left unattended inside or outside the building

- **Abscinding policy**

If a child, young person or vulnerable adult absconds, workers will not run after them, but follow at a safe distance to see where they go. This is to ensure that they are safe, but not endangered by being "chased". The worker will report back to Fleet Arts and contact the parents/guardians.

If it is not possible to follow them Fleet Arts, or the person in charge at the venue, will ring the parents/guardians immediately then ring the police and report the incident.

- **Sun protection policy & hot weather**

Whenever possible, if working outdoors, activities will take place in shaded areas. Sun lotion may be brought in from home to be used when necessary.

During hot weather cool drinks will be available at all times.

- **Detailed Child Protection Information – please be aware of this information even if you are not solely responsible for participants**

**The five main forms of abuse are neglect, physical abuse, sexual abuse, emotional abuse and organised abuse.** A vulnerable person may suffer more than one category of abuse. Some definitions and signs of these are given below. The information and guidance is taken from First



Check (NSPCC) – A guide for organisations to safeguard children. The lists below are not exhaustive but are a guide to assist you.

It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof conclusive that abuse is occurring. There may well be other reasons for changes in behaviour, such as death or the birth of a new baby in family, relationship problems between parents, carers etc. Recognising child abuse is not easy, it is not your decision to decide whether abuse has/is taking place (do not investigate yourself), but it is your responsibility to act if you do have a concern.

By simply acquiring some basic knowledge you will be much more alert and vigilant to the signs of possible abuse and will be taking your responsibility and privilege of working with children as seriously as possible.

## **1. Neglect**

Where adults persistently or severely fail to meet a child's basic physical and/or psychological needs it is likely to result in the serious impairment of the child's health or development. This may include failing to provide warm clothing or food, failure or refusal to give children, young persons love, affection and attention. Children may also be consistently left alone or unsupervised.

- **Physical signs may include:**

- Running away
- Constant hunger, loss of weight including stealing food from other children
- Poor personal Hygiene
- Inappropriate dress for the conditions
- Untreated medical problems

- **Changes in behaviour, which can also indicate neglect may include:**

- Complaining of being tired all the time
- No social relationships – unable to make friends, engage in social activities (games, conversation)
- Low self esteem
- Mentioning being left alone or unsupervised

## **2. Physical abuse**

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting, or by giving children alcohol or inappropriate drugs or poison.

Most children collect cuts and bruises in their daily life! These types of commonplace falls and rough play tend to show on bony parts of the body, like elbows knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. on the cheeks or thighs.

Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

- **Physical signs may include:**
  - Unexplained bruising, marks or injuries
  - Bruises, which reflect hand marks or fingertips
  - Cigarette burns
  - Bite marks
  - Broken bones
  - Scalds
  - Running away
- **Changes in behaviour, which can also indicate neglect may include:**
  - Fear of parents being approached for an explanation
  - Aggressive behaviour or severe temper outbursts
  - Flinching when approached or touched
  - Reluctance to get changed, for example wearing long sleeves in hot weather
  - Depression & Withdrawn behaviour

### 3. Sexual Abuse

Girls and boys are abused by adults or other young people – both male and female – who use children of all ages to meet their own sexual needs. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to what is happening. The sexual activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse.

Usually in cases of sexual abuse it is the child's behaviour that may cause you to be concerned.

- **Physical signs may include:**
  - Pain or itching the genital/anal/areas
  - Bruising or bleeding near genital/anal areas
  - Sexually transmitted disease
  - Vaginal discharge or infection
  - Stomach pains
  - Pregnancy
- **Changes in behaviour, which can also indicate neglect may include:**
  - Fear of being left with a specific person or group of people
  - Sexual knowledge, which is beyond their age or developmental level
  - Sexual drawings or language
  - Self harm or mutilation, sometimes leading to suicide attempts
  - Substance or drug abuse
  - Suddenly having unexplained sources of money
  - Not being allowed to have friends (particularly in adolescence)
  - Acting in a sexually explicit way towards adults
  - Eating problems, such as anorexia or overeating
  - Having nightmares
  - Sudden or unexplained changes in behaviour

#### 4. Emotional abuse

Emotional abuse is the persistent and emotional ill treatment of a child, such as to cause severe and persistent effects on the child's emotional development. For example, persistent lack of love and affection, constantly shouting, threatening or taunting a child all these actions may make the child very nervous or withdrawn. It may also involve making the child feel or believe that they are worthless or inadequate. Emotional abuse may also occur when an adult places on a child's inappropriate expectations considering the child's age or development. Bullying is a typical form of emotional abuse, which is often inflicted by other young people.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

- **Physical signs may include:**
  - A failure to thrive and grow
  - Sudden speech disorders
  - Developmental delay, either in terms of physical or emotional progress
  
- **Changes in behaviour, which can also indicate neglect may include:**
  - Neurotic behaviour, e.g. hair twisting, rocking
  - Being unable to play
  - Fear of making mistakes
  - Self harm.

#### 5. Organised abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children, young people or vulnerable adults. The abusers concerned may be acting in concert to abuse children young people or vulnerable adults - sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Organised and multiple abuse occur both as part of a network of abuse across a family or community and within institutions such as residential homes or schools.

- Physical signs or changes in behaviour may include any of the issues listed in the four other categories above.

***NB all the above are SIGNS NOT EVIDENCE of abuse and some may have innocent explanations. However, a child showing these signs is likely to need support and you should accept the possibility that he/she may have been significantly harmed.***

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**SECTION 4 Behaviour - *applies to all work for Fleet Arts*** (including with colleagues and members of the public)

- **Staff behaviour**

All staff and volunteers should

- behave in a polite and courteous manner to participants and colleagues

- refrain from swearing
- maintain a professional relationship with all participants
- their conduct should be appropriate to the group they are working with, particularly with children, young people and vulnerable adults
- not favour or discriminate any individual
- not use physical punishment or restraint

The following behaviour is unacceptable:

- Lending or borrowing of money or property and giving or receiving gifts
- Taking project users to your home
- Sexual conduct
- Exclusive or secretive relationships

- **Working with children**

- In the case of discussion with a child, young person or vulnerable adult about persistent unacceptable behaviour this should be with the parent/carer as well as a member of staff

- **General behaviour**

- All participants will be encouraged to behave in a polite and courteous manner.
- Swearing is discouraged at all times.
- Aggressive behaviour will be discouraged.

People behaving in an unacceptable manner will be told why this behaviour is unacceptable. It will be made clear that it is the behaviour that is unacceptable not the person.

If unacceptable behaviour persists then a record will be kept and discussed in confidence at a later date to try and rectify the problem. In the case of a child the discussion will be with the parent/carer and a member of staff.

No person will be physically punished.

Participants will be encouraged to follow the rules of the group. They will be praised for positive behaviour within the group and surroundings.

Any person who is thought to be using equipment in an unsafe manner will be stopped immediately, so as not to cause a danger to themselves or others. This will be explained to them.

- **Bullying**

- Bullying will not be tolerated during workshops or projects run by Fleet Arts. Where it is brought to the attention of, or suspected by staff or volunteers, it will be immediately investigated. Staff will talk to all concerned including witnesses.
- If bullying has occurred the person who is bullying will be warned and their behaviour monitored. If they persist they will be excluded from the activity immediately.
- Future attendance will be subject to Fleet Arts and may be subject to a number of conditions, in addition to non-bullying, being agreed upon.

- **Confidentiality**

All staff and students are expected to observe the rule of confidentiality regarding any personal information which may be divulged about individual participants, especially children, young persons, vulnerable adults or their parents/guardians.

Occasionally, for instance if a child or young person is on the at risk register, Social Services may require information from us about the child's/young persons progress and general well-being. Staff/workers are required to co-operate, and senior staff may be asked to attend case conferences. Any records or minutes of these conferences are to be kept in the strictest confidence, and should be handed to the Director of Fleet Arts for safe keeping.

- **Personal details and use of mobile phones or emails**

Personal details should never be divulged to, nor elicited from, a child, young person or vulnerable adult. Personal mobile phone numbers should never be given to a young person and phone calls/texts/emails to them should be made by the main worker, using a works mobile phone, computer or made via the Fleet Arts office.

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## **SECTION 5 Volunteers, photography and complaints & grievances procedure - applies to all work for Fleet Arts**

- **Volunteer policy**

- Volunteer workers must be aged 14 years or over.
- No volunteer should ever be left alone with any child, young person or vulnerable adult.
- Times of availability or requirement should be clearly outlined.
- All volunteers must adhere to the Fleet Arts policies and procedures.
- Volunteers should undergo a DBS – Disclosure and Barring Service check.(formerly CRB)

- **Policy on use of photographs**

During most activities photographs may be taken of the activity. As these may be taken by either Fleet Arts staff or the press for use in the future for both publicity and documentation it is important to get permission, particularly where children, young people and vulnerable adults can be identified. In this case written permission should be obtained, normally on an event or workshop booking form or on a photography permission form (both held in Fleet Arts office.)

When working with partners it may be their responsibility or normal practice to have obtained permissions and this should be checked with them during the planning of workshops and clarified if there is anyone who cannot be photographed at the beginning of each workshop

- **Complaints/grievance procedure**

Fleet Arts aim to provide a high standard of service but recognise that participants/parents or guardians may at times have cause to complain, or may wish to register a grievance. A child, young person or vulnerable adult as well as any other participant, member of staff or volunteer may complain, including about his/her treatment by a member of staff or worker. All complaints must be taken seriously and not brushed aside.

We would hope that complaints can be resolved reasonably quickly and amicably if parents/ carers/ guardians can discuss their grievance with the Director. Failing this the following steps can be taken:

- 1 The worker will contact the Director immediately, explaining the nature of the grievance or complaint.
- 2 If possible the Director will attempt to deal with the grievance immediately by speaking to the participant/parent or guardian in person or over the telephone. At this stage a further meeting may be arranged.
- 3 If formal discussions fail to resolve the complaint then the complaint must be put in writing to the Director. This will be responded to within 5 working days, informing the individual making the complaint, of what further steps are being taken.
- 4 If, after discussions and formal complaint procedures have been carried out and the matter is still not resolved, the complaint will then be referred to Fleet Arts Management Committee.

Any complaints may be addressed to:

Jane Hardstaff Arts Director Fleet Arts The Fleet Belper DE56 1NU	OR	Nick Delves Management Committee Chair <i>at Fleet Arts, address as before but marked Confidential</i>
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#### • **Allegations Against Staff and whistle-blowing**

Where there has been an allegation or suspicion that a member of staff/worker has:

- Behaved in a way that has harmed or may have harmed a young person
- Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child in a way that indicates they are unsuitability to work with young people

Workers must acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of young people may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare:

**NB: Don't think what if I'm wrong - think what if I'm right**

#### **Reasons for whistle blowing**

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself

#### **What stops people from whistle blowing**

- Starting a chain of events which spirals
- Disrupting the work or project

- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

The recipient must inform the person in charge or the Safeguarding Coordinator, who will consult/make a referral to the Derbyshire Safeguarding Children Board. If one of the above is implicated in the allegation or suspicion the worker should go direct to the Derbyshire Safeguarding Children Board.

**Derbyshire Safeguarding Children Board: 01629 535716**

Further information is available from Section 11 – Allegations against Staff, Carers and Volunteers of the Derbyshire Safeguarding Boards Handbook, [www.derbyshirescb.org.uk](http://www.derbyshirescb.org.uk)

Following any allegation the Trustees will review the circumstances, to assess if any amendments are required to policies/procedures and practices of the organisation.

#### **What happens next?**

- You should be given information on the nature and progress of any enquiries
- Your line manager has a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered a disciplinary offence

### **ADVICE and USEFUL NUMBERS**

**Safeguarding Co-ordinators** (one for each area in Derbyshire) contact via **Call Derbyshire on 0845 6058058**

For Amber Valley contact Paul Smith as above or on [paul.smith@derbyshire.gov.uk](mailto:paul.smith@derbyshire.gov.uk)

**Concerning Allegations against workers/volunteers** contact the Local Area Designated Officer (LADO) - Miles Dent on **01629 531940** or [miles.dent@derbyshire.gov.uk](mailto:miles.dent@derbyshire.gov.uk)

**Derbyshire Police (Non emergency)** contact **101**

**Childline** Freephone **0800 1111**

**NSPCC** Freephone **0808 800 5000**

#### **Fire Officer**

Fire Safety Area Office East, Derbyshire Fire & Rescue Service, Derby Road, Ilkeston, DE7 5EZ  
Tel. 01159 326 832

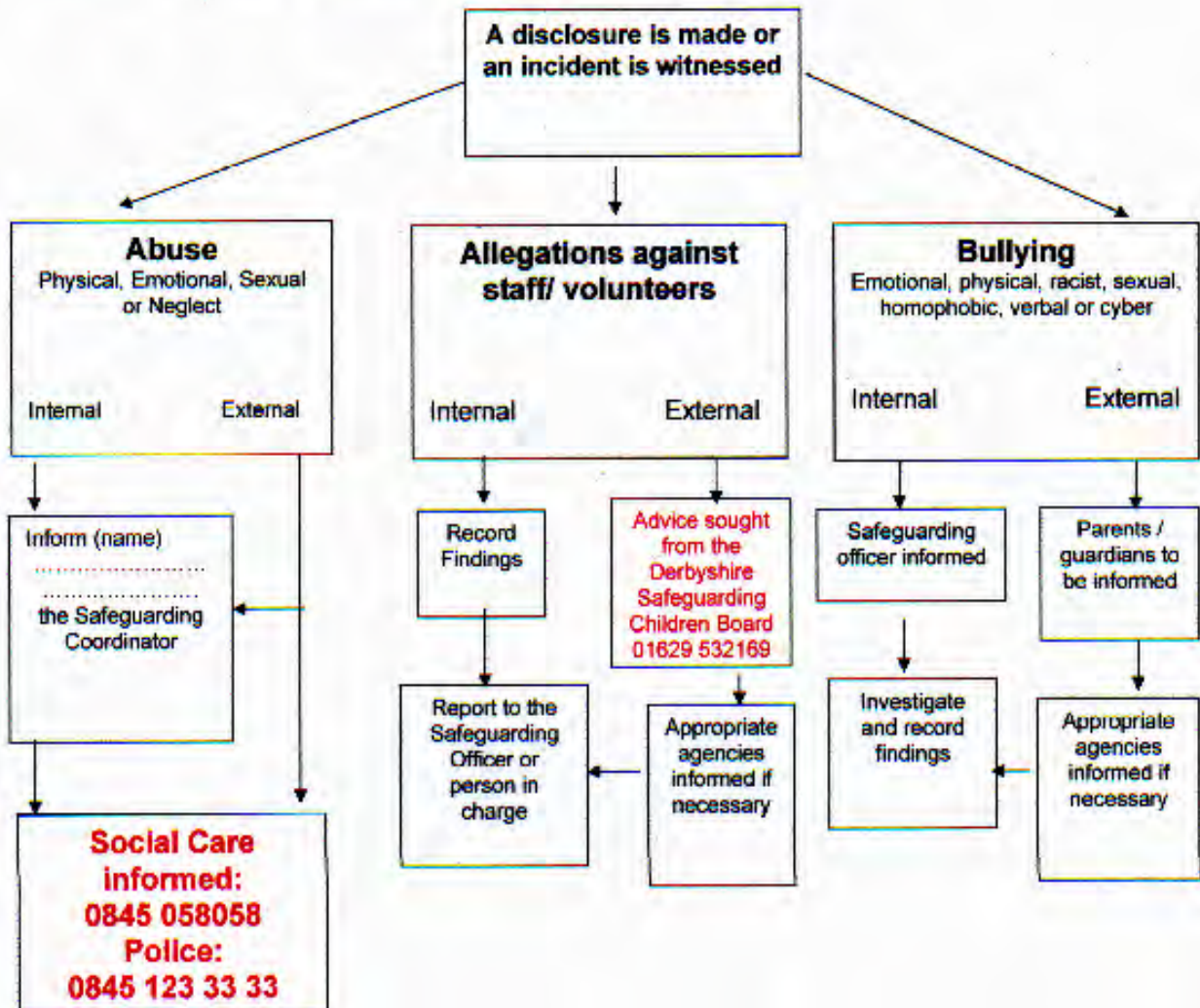
#### **Belper Doctors**

Riversdale Surgery - 01773 822386

Whitemoor Medical Centre – 0844 576 9200

Appletree Medical Centre – 01332 842288

## Safeguarding Flow Chart



**To be used in conjunction with the organisations Safeguarding Policy.**

**If in doubt contact Social Care**

**0845 6058058**



## **SECTION 6 – Recruitment of Staff and freelance workers - *applies to all work for Fleet Arts***

### **6.1 General comments**

- **All new Staff will:**
  - be asked to complete either a job application form, or letter of application and give 2 referees.
  - Attend an interview
  - Agree a probationary period
  - Explain reasons for any gaps in employment
  
- **All staff, casual, freelance and trainee workers** , before they are allowed unsupervised access to children, young people and vulnerable adults the following will be done:
  - References will be taken up
  - Disclosure and Barring Service check will be completed (*formerly CRB - Criminal Records Bureau*)
  - Ensure that they have signed a contract of employment/ a freelance agreement which includes agreement to abide by all policies and procedures.
  
- **Staff induction & monitoring during probationary period**
  - Staff induction will include guidance on Child Protection issues including recognition and procedures to be taken should signs of abuse be recognised.
  - Supervision and monitoring will be carried out until the probationary employment/engagement period is completed.

### **6.2 Recruitment Policy**

*Adopted at Fleet Arts Management Committee 20.10.04 updated Nov 06*

Designated Person – The Director (see 2.1 below)

#### **1. Introduction**

1.1 As an organisation using the DBS - Disclosure and Barring Service (*formerly Criminal Records Bureau - CRB*) to assess applicants' suitability for positions of trust, Fleet Arts complies fully with the Disclosure and Barring Service Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

1.2 Fleet Arts is committed to the fair treatment of it's staff, potential staff or users of it's services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background.

1.3 We have a written policy on the recruitment of ex-offenders (see 2.7 below), which is made available to all DBS – Disclosure and Barring Service applicants at the outset of the recruitment process.

1.4 We actively promote equality of opportunity for all with the right mix of talent skills and potential and welcome applications from a wide rang of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

1.5 A DBS – Disclosure and Barring Service disclosure (formerly CRB) is only requested after a thorough risk assessment has indicated that DBS disclosure is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

## 2. Code of Practice

2.1 Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Fleet Arts and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

2.2 Unless the nature of the position allows Fleet Arts to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

2.3 We ensure that all those in Fleet Arts who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

2.4 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

2.5 We make every subject of a DBS Disclosure (formerly CRB) aware of the existence of Fleet Arts Recruitment Policy and make a copy available on request.

2.6 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

2.7 **Having a criminal record will not necessarily bar anyone from working with us.** This will depend on:

- The nature of the position and the circumstances and background of offences.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant’s circumstances have changed since offending took place.

Fleet Arts will ensure that all members of staff or volunteers involved in the recruitment process are aware of this policy and have received relevant training and support.

2.8 Disclosure application information will be stored in a locked non-portable container, for a maximum of 6 months, and only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding or incineration.

The following information, shown on DBS Disclosure certificates (formerly CRB), will be securely stored (in a password protected computer file) until updated:

- Date of the issue of disclosure.
- Name of subject.
- Disclosure type.
- Position for which disclosure was requested.
- Unique reference number of disclosure.

2.9 Where additional disclosure information is provided to our designated signatory and not to the disclosure applicant, our designated signatory will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided.