

**Health & Safety at Work Act 1974
Health & Safety Policy of:**

HEALTH AND SAFETY POLICY STATEMENT

FLEET ARTS

**Section A:
General Statement of Policy**

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.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out over-leaf.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year.

Signed.....

Date.....17 February 2017.....

Fleet Arts Policies and Codes

Fleet Arts is the operational name of The Fleet Centre

The following sections contain specific information for different situations - all workers and volunteers are asked to read the relevant ones as they contain required codes and practices that form part of the Fleet Arts annual agreement.

SECTION 1 Equality, Diversity & inclusion Policy

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SECTION 6 – Recruitment of Staff and freelance workers

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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.

SECTION 1 Equality, Diversity & Inclusion Policy

Statement:

Fleet Arts is committed to and has a long history of treating people with equal value and respecting and celebrating diversity of all kinds. Inclusivity has always been central to our work and we aim to continue this through implementing equal opportunity/quality of the work we offer.

We seek to treat people equally and as individuals, regardless of age, disability (seen or unseen), education, ethnicity, gender/non-binary, health, marriage and civil partnership status, maternity or pregnancy status, nationality, race, religion or belief, sexual orientation, socio-economic background.

Whilst we aim to work within the relevant equality legislation, as an organisation, we also choose wherever possible, to promote equality, diversity and inclusion through all our work, protocol and decisions.

This policy will be implemented across all aspects of our work:

Staff recruitment

Management Committee recruitment

Volunteer recruitment

Freelance recruitment

Dealings with the public and service users

Developing of policies and procedures

Everyday work and practice

As a participatory arts organisation, we are open to working with a wide range of people with diverse beliefs, capabilities and views and also to running open events for the general public. As such, whilst we will endeavor for all people to adhere to our policies, we also accept that people are responsible for their own actions as long as they are acting lawfully.

Objectives:

Fleet Arts endeavors to promote:-

1. Participant care – aiming to make our venue and work as accessible and inclusive as possible and ensuring all facilitators are familiar with our policies
2. Inclusive and diverse engagement – promoting and providing a varied program of workshops, events and projects for a wide cross-section of our community
3. Staff/Member/Facilitator care – following equality recruitment procedures, offering appropriate training as needed, supporting through any grievance procedures

Procedures:

We will endeavor to ensure, through all aspects of our work, that our staff, freelancers, trustees and visiting/participating public, to adhere to our equality, diversity and inclusivity objectives effectively.

1. **Participant care:** making our venue and work as accessible and inclusive as possible and ensuring all facilitators are familiar with our policies, adopting the following:-
 - a) aiming to meet the physical and creative needs of those who participate in/with the organisation, including those with specific needs
 - b) ensuring our building adheres to health and safety regulations
 - c) consulting, if needed, with other organisations for current advice/legislation on accessibility and inclusivity requirements
 - d) using language and content that are non-discriminatory
 - e) our policies to be visible and accessible on our website for all staff/facilitators to become familiar with
 - f) hiring out our venue to all groups/individuals who respect and promote the ethos of Fleet Arts and who do not contravene our policies
 - g) using accessible venues when working elsewhere/with partners, where possible
 - h) if someone perceives discrimination, bullying, harassment or victimisation has occurred, they will have the option to complete our complaints form for our further investigation, by either emailing the Manager or requesting a form from our office

2. **Inclusive and diverse engagement:** promoting and providing a varied program of workshops, events and projects for a wide cross-section of our community, adopting the following:-
 - a) having a pricing policy that enables people on low incomes to fully participate in a wide variety of our events and activities
 - b) continuing to provide a wide range of opportunities for varied engagement
 - c) running any workshops for specific interest groups to provide a safe environment for work-related exploration
 - d) working in different locations for as many people in the borough to access our services as possible
 - e) ensuring that publicity adheres to equality formats with regards to text and fonts
 - f) using a variety of publicity formats to promote what we offer, including email, website, social media, paper flyers and posters

3. **Staff/Member/Facilitator care:** following equality recruitment procedures, offering appropriate training as needed, supporting through any grievance procedures, embracing the following:-
 - a) the equality guidelines in recruiting staff
 - b) the invitation by the Management Committee/Manager at their discretion of people, with specific skills to apply to become a member when needed and/or, there is a vacancy
 - c) seeking to contract appropriately skilled, professional, freelance facilitators individually for specific work

- d) providing opportunities to discuss any concerns at regular team, appraisal and/or Management Committee meetings
- e) managing via the Manager the day-to-day policy implementation and the initial complaints procedure
- f) referring an issue brought by either a participant, member of the public, facilitator or staff member that remains unresolved (or is deemed major, including bullying, discrimination, harassment, victimisation), to the Management Committee. The Management Committee have overall responsibility for the monitoring of the policy and any complaints made against it. They can, confidentially, co-opt independent persons at their discretion, to help in policy matters

Review process: (Last reviewed November 2019)

1. Monitoring throughout the year as to who the organisation engages
 2. Seeking to keep our policy up to date as per any relevant, new legislation
 3. Reviewing the policy from time to time by a small working party and to amend as deemed appropriate
 4. The provision of a budget item each year for any necessary staff training/development.
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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 exists
- 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.

- **Basic Food Hygiene**

We do not handle food. However basic food hygiene should be observed in preparing drinks and within the kitchen. i.e.

- Wash hands in separate hand-wash bowl, before preparing drinks and washing up.
- Lunch tables should be cleaned with the kitchen cloth, which should be washed/changed regularly.

- **First Aid**

At least one member of staff will be provided with training in First Aid - both general first aid and first aid with children.

- **Fire Fighting Equipment**

The above equipment is serviced annually by a suitably qualified person.

- **Ladders**

Reference should be made to specific guidelines if using ladders or working at heights.

- **Windows**

The lower windows can only be opened half way which ensures children can not climb out. High level windows can be opened as far as is needed. No children should be allowed to climb on the window-sills.

- **Cloths and towels**

Kitchen cloths should be kept on the sink and replaced by new ones from under the sink. They should be kept separately from paint and general cleaning cloths.

All towels to be kept as clean and dry as possible.

Towels, tea-towels and kitchen cloths to be washed at least once a week, or daily if needed.

- **Kitchen**

Children are not allowed in the kitchen. Staff should endeavour to keep it clean and tidy.

- **Mops**

Two areas require separate mops i.e.:

- the kitchen
- the downstairs workshop/upstairs hall (when carpet is removed).

The toilet area is the only area upstairs requiring mopping on a regular basis. This mop is kept separately in the toilet corridor. **This mop should not be used anywhere else.**

The upstairs hall should only be mopped with the workshop mop(s) which are normally kept in downstairs hall.

- **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 a member of staff at **Fleet Arts office**

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.

Under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations, 1995 (RIDDOR) employers must report all incidents at work, including assault or violence, which result in a worker being off sick for more than three days, including non-work days, or in being hospitalised for 24 hours or more. The report must be made to the enforcing authority, (e.g Amber Valley Borough Council's environmental health officer on 01773 570222).

A fatality or major injury must be reported immediately by telephone, followed up with a completed accident report form (F2508). (Injuries resulting in an employee being absent from work for more than three days must be reported on form F2508, within ten calendar days of the incident).

For further information on Notifications of Infectious Diseases, please contact

Noids Section HPA Centre for Infections 61 Colindale Avenue London NW9 5EQ

Tel: 020 8200 4400

Fax: 020 8200 7868

E-Mail: noids@hpa.org.uk

PHE East Midlands Health Protection Team

Seaton House City Link Nottingham NG2 4LA

Tel: 0344 2254 524 opt. 1

Fax: 0115 9693523

Email:

emnorthHPU@hpa.org.uk

1. The overall and final responsibility for health & safety for Fleet Arts is that of:
Ola Wilson, Arts Manager, Fleet Arts
2. **Ola Wilson** 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
Ola Wilson and all workshop leaders.

• **List of notifiable diseases**

Diseases notifiable (to Local Authority Proper Officers) under the Health Protections (Notification) Regulations 2010

- Acute encephalitis
- Acute Meningitis
- Acute poliomyelitis
- Acute hepatitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning affecting 2 or more children

- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhea
- Invasive group A streptococcal disease and scarlet fever
- Legionnaires Disease
- Leprosy,
- Malaria
- Measles
- Meningococcal Septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

SECTION 3 Working with children, young people and vulnerable adults

Fleet Arts nominated Child Protection representative is: Ola Wilson

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 (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 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

- **Absconding 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.

- **Medicine Code**

Designated officer - overall responsibility Ola Wilson.

The Designated Officer is responsible for implementing the Medicines Code in the facility and for selecting nominated officers when appropriate ensuring that all staff remain familiar with the medicine code.

- **Storage of Medicine**

Medicines must be stored in places that are inaccessible to children or visitors but accessible to staff who will be administering them.

Medicines that should be kept in cool temperatures will be clearly labeled. When storing medicines in a domestic refrigerator (between 2 and 8 degrees Celsius) these items must be placed in a closed plastic container and labeled '**Medicines**'.

Children or adults who have custody of and administer their own medicines may keep medicine containers on their person so long as this does not place other people at risk.

All staff have a responsibility to ensure that any of their own medication, which they may need to bring into work, is kept secure and inaccessible to the children or other adults. Provision should be made for staff's personal belongings to be kept secure

- **Administration of medicines to children**

Medicines should only be administered to children which parent's/carer's written permission.

It is also advised that the date of prescription is noted and that medicines are only accepted if they have been dispensed during the last three months.

- **Non Prescribed Medicines**

Non prescribed medicines must only be given if the child's parent/carer have given their signed permission for the dosage that day. If permission is given by parents/carers the same procedure must be followed as for prescribed medicines.

- **Labels on medicine containers** should be clearly written. The minimum information on a label should be: (It is advisable to use words instead of figures.)

- name of child
- date supplied
- name and strength of medication
- number and quantity of medicine
- dosage
- any special warnings or cautionary labels
- supplier's name and address

If the label does not provide this information, do not administer it. Labels should not be altered in any way by staff.

Instructions such as '...when required' should be clarified with parents/carer, e.g. 'when required for pain'

Parents/carers must clarify when medicines should be given and when to stop giving it. The administration of a medicine must be directly from the original dispensed container. There must be NO 're-dispensing' of doses into secondary containers in advance.

- **Medicine Sheets**

These are for recording the time, date and dosage given to a particular child. These must be signed by parents/guardians on leaving the medicine

- to give their permission
- to check we have the correct details, times and dosages to be given.

PROCEDURE FOR ADMINSTERING MEDICINES

1. Check identity of child carefully.
2. OBSERVE child's record. Check written consent and instructions, child's name and dosage instructions. Note any recent changes.
3. CHECK record to make sure dose has not already been administered.
4. IDENTIFY appropriate medicine container(s), checking that the label(s) match the record.
5. ADMINISTER the dose(s).
6. SIGN your initials on the RECORD.

If there is no time indicated for the administration of the medicine, then a record should also be made of the actual time the dosage was given to the child. It is important that this information is given to parents/carers on the day.

It is advised that a second person witnesses the administration of any medicine and also signs the record.

Staff should supervise those older children who have responsibility for their own medication and a record, as above, should be kept. This information should be given to parents/carers on the day.

If medicine is not administered to the child at the right time e.g. the child is asleep or if the child refuses to take medication then this should also be recorded. Depending on

the circumstances e.g. epilepsy, diabetes it may be necessary to inform the child's parents/carers as a matter of urgency.

- **Errors in Administering Medicines**

If you become aware of having made an error or notice that an error has been made by someone else, the following action must be taken.

As there could be potential risk to the child's health the child's GP should be contacted.

In the interests of preventing errors and therefore in preventing possible harm to children in the future, it is better to make a note of any error in the report book than try to conceal it.

The facts must be noted in the report book giving full details whether or not there was any immediate deterioration in health.

The Line manager should be notified as soon as practicable.

The parent/carer should be notified as soon as possible.

- **Outings**

Records must still be made when staff are administering medicines whilst away from the facility. Medicine records should be taken with staff on the outing.

- **Disposal of Medicines**

Medicines should usually be returned to parent/carers at the end of the day and taken to the child's home. It is therefore the responsibility of the parent/carers to ensure that medicines are disposed of safely. If medicine is stored in the facility, which may be necessary if a child has an identified medical need, this should also be returned to the parent/carer.

- **Children with Identified Medical Needs**

Children should not be excluded from a facility purely as a result of requiring medication. However it is essential to ensure that their needs can be met appropriately. There may be occasions when a child with a known identified medical need attends a day care facility. The manager and staff team need to ensure that they work in close partnership with the child, the parent/carers and medical personnel.

The manager needs to consider how the child's medical needs and continuing welfare will be met in their facility. In addition to the notes on administration and storage, it is also recommended that a written statement of the child's needs is completed with the parent/carers:

STATEMENT OF IDENTIFIED MEDICAL NEED

- Name and brief description of medical condition
- Instructions regarding medication
- Names, addresses, phone numbers of medical personnel who know about the child's condition.
- Emergency plans should the child require medical support.
- Arrangements for taking the child on outings, ensuring medication and personnel details accompany the child.
- Provision for any necessary training for staff.
- Informative literature and national helpline numbers.
- Regular review involving parent/carers.
- Maintenance of written records on child's condition as required.

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| <ul style="list-style-type: none">• Detailed Child Protection Information – please be aware of this information even if you are not solely responsible for participants |
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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 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.

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.

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 check (*formerly CRB*) were appropriate

- **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 Manager. Failing this the following steps can be taken:

1. The worker will contact the Manager immediately, explaining the nature of the grievance or complaint.
1. If possible the Manager 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.
2. If formal discussions fail to resolve the complaint then the complaint must be put in writing to the Manager. This will be responded to within 5 working days, informing the individual making the complaint, of what further steps are being taken.
3. 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:

Ola Wilson
Arts Manager
Fleet Arts
The Fleet
Belper DE56 1NU

OR

Nick Delves
Management Committee Chair
*at Fleet Arts, address as before
but marked Confidential*

- **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 unsuitable 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 533190

Further information is available from Section 11 – Allegations against Staff, Carers and Volunteers of the Derbyshire Safeguarding Boards Handbook, 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 01629 533190** or derbyshire.scb@derbyshire.gcsx.gov.uk or **Direct Contact: 01629 535716**

Amber Valley contact Paul Smith as above or on paul.smith@derbyshire.gov.uk

Concerning Allegations against workers/volunteers contact the Local Area Designated Officer (LADO) - Miles Dent on **01629 532169** or 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

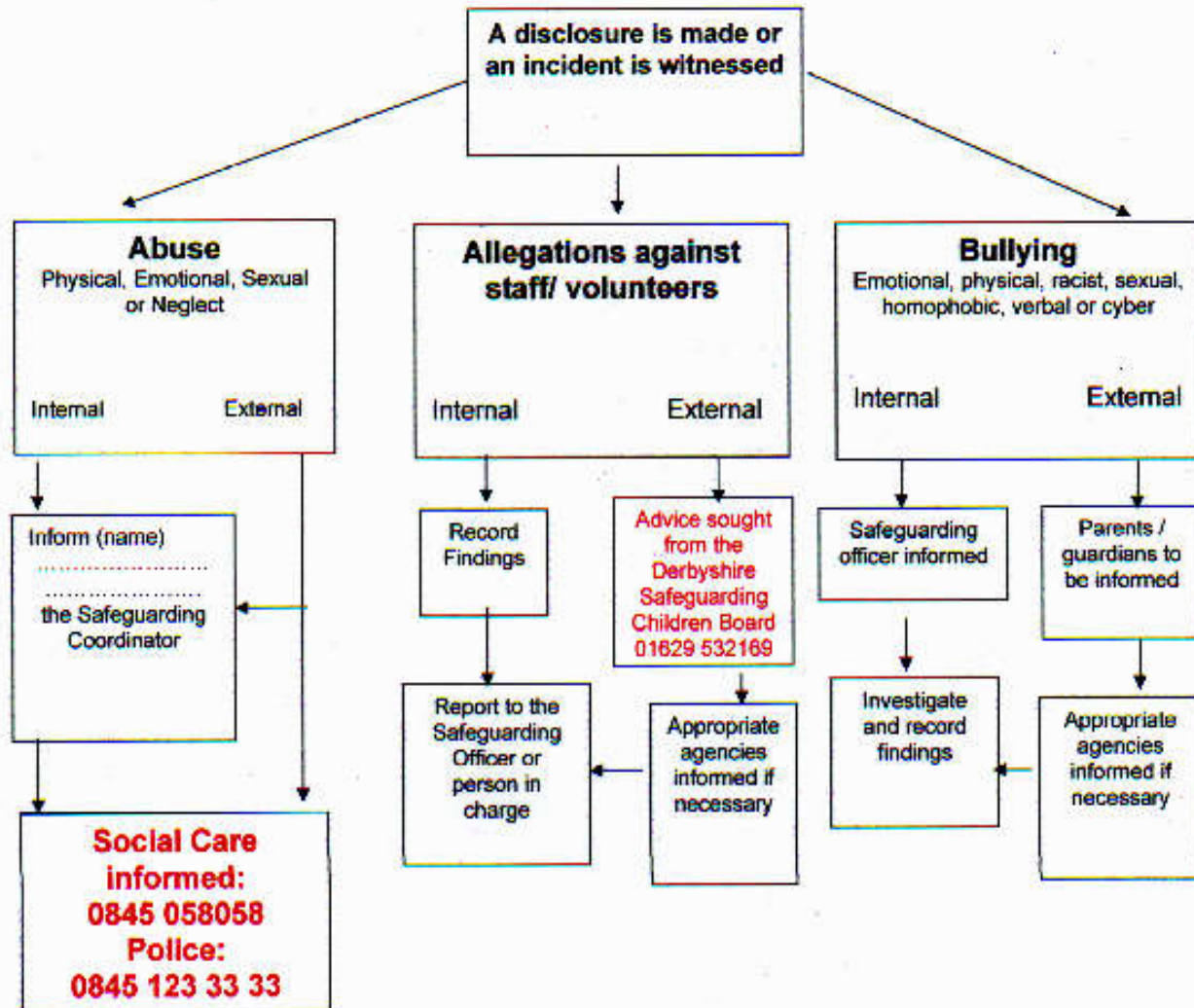
Belper Doctors

Riversdale Surgery - 01773 822386

Whitemoor Medical Centre – 01773 880099

Appletree Medical Centre – 01332 84228

Safeguarding Flow Chart



To be used in conjunction with the organisations Safeguarding Policy.

If in doubt contact Social Care

0845 058058

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 and freelance 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 – DBS(*formerly Criminal Records Bureau - CRB*) check will be completed
 - Ensure that they have signed a contract of employment/ a freelance agreement which includes agreement to abide by all policies and procedures.

- **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 Disclosure and Barring Service – DBS (*formerly Criminal Records Bureau -CRB*) to assess applicants' suitability for positions of trust, Fleet Arts complies fully with the DBS (*formerly CRB*) 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, which is made available to all Disclosure 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 range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

1.5 A Disclosure is only requested after a thorough risk assessment has indicated that one 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 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. The information stored will be:

- Date of the issue of disclosure.
- Name of subject.
- Disclosure type.
- Position for which disclosure was requested.
- Unique reference number of disclosure.
- Disclosure information will be destroyed by shredding or incineration.

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.