



# Fleet Arts Policies

The following sections contain specific procedures for different situations.  
All workers are expected to read these policies and abide by the codes and practices at all times.

**SECTION 1: Equality, Diversity & Inclusion Policy**

**SECTION 2: Health & Safety Policy**

**SECTION 3: Behaviour Policy**

**SECTION 4: Privacy Policy**

**SECTION 5: Safeguarding Policy:** Working with children, young people  
and vulnerable adults

**SECTION 6: Environmental Policy**

Generally used terms within our policies:

- Child 0 – 15 years (legally up to 18)
- Young Person 16 – 18 years (if vulnerable, this is then up to 25 years old)
- Adult over 18 years
- Vulnerable Adult over 18 years needs care/support and/or at risk of abuse or neglect
- Worker any Fleet Arts affiliated staff, trustee, volunteer, freelance facilitator/practitioner

We will monitor these policies throughout the working year and seek to keep them up to date as per any relevant, new legislation.

Each policy will be reviewed from time to time to amend/develop as deemed appropriate. There will be budget provision each year for any necessary staff training/development with regards to these policies.

## SECTION 1: Equality, Diversity & Inclusion Policy

**Appointed Lead: OLA WILSON (MANAGER)**

### 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 any building we use 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) using accessible venues when working elsewhere/with partners, where possible
- g) 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

(Last reviewed May 2022)

## SECTION 2: Health & Safety Policy



**Appointed Lead: NICK DELVES (TRUSTEE CHAIR)**

### **Statement:**

Fleet Arts will provide and maintain safe and healthy working conditions, equipment and systems of work for all workers/participants and to provide such information, training and supervision as they need for this purpose. All workers must abide by the Health and Safety policies and practices of all venues that they are working in.

### **Objectives:**

Fleet Arts will follow health & safety practice through the implementation of:-

1. Risk assessments
2. Workshop/event preparation
3. First Aid
4. Accident/medical response

### **Procedures:**

#### **1. Risk Assessments:**

- All workshops and events should be risk assessed by the facilitator in advance, to identify actual or potential hazards.
- Preventative measures should then be put in writing and implemented in practice to control/eliminate those hazards.
- Facilitators should ensure that their equipment is safe for public use and if electrical, that it has passed PAT inspection.

***(Risk Assessment Proforma attached).***

#### **2. Workshop/event space preparation:**

When using a venue for a workshop/event, all workers should acquaint themselves with the following:

- Fire exists & alarms  
Fire Safety Area Office East, Derbyshire Fire & Rescue Service, Derby Road, Ilkeston, DE7 5EZ  
Tel. 01159 326 832
- Emergency assembly points
- Placement of and types of fire extinguishers
- Nearest telephone/ available working mobile
- First aid box

Before a workshop or event begins, all workers should check the area they are working in for potential hazards and ensure that the working areas are free from such hazards.

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 it was reported to, in case of later enquiries.

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

# Risk Assessment



Artist Name:  
 Project Name:  
 Dates of work:  
 Venue/s:

**Severity:** 1 = Death 2 = Major incident/accident 3 = Lost time/illness 4 = minor injury/damage 5 = delay only  
**Probability:** 1 = certain 2 = very likely 3 = may happen 4 = unlikely 5 = very unlikely  
 The risk score is obtained by multiplying severity with likelihood. Any score of 3 or lower is unacceptable and must be re-worked.

Potential hazards	Potential harm	Preventitive measures	Probability	Severity	Risk Score

Signed:  
Freelance worker  
Print Name:

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Date: \_\_\_\_\_

### 3. First Aid:

Each venue that we hire to run events/workshops in must abide by safety regulations and therefore, provide an up to date first aid kit.

If running events/workshops outdoors, the workshop leader should have a first aid kit with them as part of their risk assessment fulfillment.

### 4. Accident/medical response:

- Any accidents should be recorded as soon as possible after the accident.  
The record should include date, time, names, nature of accident, actions taken and by whom, and signed.
- All accidents should be reported to the H & S Lead and the responsible person at the venue, as soon as possible and the notes (or copies of venue report) filed with 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.

***(Accident/injury/First Aid form attached).***

Emergency medical procedure:

- Ensure the injured/sick person has someone (preferably familiar) with them
- Ensure that there are sufficient staff to continue caring safely for other people present
- Summon urgent medical support, consider the most effective way to gain medical attention  
i.e. ambulance, taxi or staff escorted  
Belper Doctors:  
Riversdale Surgery - 01773 822386  
Whitemoor Medical Centre – 01773 880099  
Appletree Medical Centre – 01332 842288
- Inform the next of kin/parent/carer at the first possible moment

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, in an accident report form (F2508), within ten calendar days of the incident.

The report must be made to the enforcing authority, i.e. 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.

(Last reviewed May 2022)



## **Accident/Injury/First Aid form**

All personal data will be kept securely in our office for the legally required time, as per our Privacy policy

Name of person reporting the incident: \_\_\_\_\_

Name of Project/Workshop/Event  
where the incident happened: \_\_\_\_\_

Incident date: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Name of person with injury/accident: \_\_\_\_\_

Age of person (if under 18 years): \_\_\_\_\_

Nature of accident/injury: \_\_\_\_\_

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Action taken: \_\_\_\_\_

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SIGNATURE Participant (18 years +): \_\_\_\_\_

OR Parent/Carer/Senior Staff present e.g. Teacher if under 18 years old Date: \_\_\_\_\_

SIGNATURE Named reporter: \_\_\_\_\_

Date: \_\_\_\_\_

Fleet Arts, Suite 4K, Strutts North Mill, Bridgefoot, Belper, Derbyshire DE56 1YD Registered charity no. 516342

T: 01773 820484 W: [www.fleet-arts.org](http://www.fleet-arts.org) E: [info@fleet-arts.org](mailto:info@fleet-arts.org)

F: /Fleet Arts I: FleetArts T: @FleetArts



## SECTION 3: Behaviour Policy



**Appointed Lead: MIKE TAYLOR (TRUSTEE SECRETARY)**

### **Statement:**

All people affiliated with Fleet Arts are expected to work at all times in a professional manner and with respect in all types of communication towards other workers, partners, participants and members of the public.

### **Objectives:**

Fleet Arts workers, partners and participants will follow our behaviour policy for the benefit of all, by understanding and practicing our procedures for:-

1. Code of Conduct
2. Volunteers
3. Children, Young people, Vulnerable adults
4. Bullying
5. Confidentiality
6. Communication
7. Complaints
8. Whistle-blowing

### **Procedures:**

#### **1. Code of conduct:**

- behave in a polite and courteous manner to all
- refrain from swearing
- maintain a professional relationship with all participants
  - communication should be appropriate to the group you are working with, particularly with children, young people and vulnerable adults
- dress appropriately
- do not smoke, drink or take drugs
- treat people equally
- do not use physical punishment or restraint
- do not be over-familiar or invade others' personal space
- do not lend money
- no giving/receiving of gifts
- do not be alone with one participant

#### **2. Volunteers:**

Volunteer workers must be aged 16 years or over.

No volunteer should be left alone with any child, young person or vulnerable adult.

Volunteers should undergo a DBS check where appropriate.

#### **3. Children/young people/vulnerable adult:**

Anyone 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 with the parent/carer and a member of staff.

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.

#### **4. Bullying:**

- All workers and partners are expected to treat other workers and participants with equal respect at all times. If there is a complaint/issue regarding this, our 'Complaints/Whistle-blowing' procedures will be followed.
- Bullying will not be tolerated by participants 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 as soon as is safe to do so.
- Future attendance will be subject to Fleet Arts decision and subject to agreed conditions.

#### **5. Confidentiality:**

All workers and participants are expected to observe the rule of confidentiality regarding any personal information which may be divulged about individuals. Particularly for children, young persons, vulnerable adults and their parents/guardians.

Any records or minutes mentioning individuals will be kept secure in Fleet Arts office.

#### **6. Communication:**

- Personal details of workers should not be given to participants.
- Personal details, not part of a general workshop/project/event attendance form, should not be elicited from participants.
- Phone calls/texts/emails to participants should be made using a works phone or computer.

#### **7. Complaints:**

Fleet Arts aim to provide a high standard of service but recognise that participants/ worker/partner/ member of the public/parents or guardians, may at times have cause to complain, or may wish to register a grievance.

We hope that complaints can be resolved reasonably quickly and amicably and all complaints will be taken seriously using the following steps:

1. The Manager should be contacted explaining the nature of the grievance or complaint.
2. If possible the Manager will attempt to deal with the grievance immediately, by whatever form of communication the person has initiated.
3. If not resolved, it must then be put in writing through completing our 'Complaints' form. This will be responded to within 10 x working days, informing the individual making the complaint, of what further steps are being taken. The form will be filed securely.
4. The complaint will then be referred to the Fleet Arts Management Committee (MC) for further investigation.

The MC, at its discretion, may co-opt a person/persons who are not members of the MC but who they consider will be able to assist in processing such investigation.

Their decision will be notified to the complainant as soon as reasonably practicable but in any event, within fourteen days of a decision being made.

***(Complaints form attached).***



## Complaints Form

All complaints are dealt with confidentially and with respect. They will be dealt with initially by the Manager, who will seek to respond within a period of two weeks, from receipt of the complaint.

If unresolved, a complaint will be passed on to the Management Committee (MC) for further investigation. The MC, at its discretion, may co-opt a person/persons who are not members of the MC but who they consider will be able to assist in processing such investigation. Their decision will be notified to the complainant as soon as reasonably practicable but in any event, within fourteen days of a decision being made.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Nature of complaint: \_\_\_\_\_

Date of complaint incident: \_\_\_\_\_

Location of complaint incident: \_\_\_\_\_

Name of the Fleet Arts workshop/project/event that the incident happened at:

\_\_\_\_\_

Please detail what your complaint is:

What would your ideal outcome/response be:

Please email back to: [manager@fleet-arts.org](mailto:manager@fleet-arts.org)

## 8. Whistle-blowing:

A worker should be reported to Fleet Arts if there has been an allegation or suspicion that they have:

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

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

These feelings, however natural, must never result in a vulnerable person/minor continuing to be unnecessarily at risk. They need someone to safeguard their welfare.

You must inform the person in charge at the time, plus the Safeguarding Lead and/or Manager), so that they can:

- Prevent the problem worsening or widening
- Protect or reduce risks to others
- Prevent becoming implicated yourself
- Consult/make a referral to the appropriate person/agency

If the person of trust is implicated in the allegation or suspicion, the worker should go direct to the Derbyshire Safeguarding Children Board: 01629 533190

Derbyshire Safeguarding Boards Handbook: [www.derbyshirescb.org.uk](http://www.derbyshirescb.org.uk)

What happens next?

- You should be given information on the nature and progress of any enquiries
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations will be considered a dismissing offence

(Last reviewed May 2022)

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## SECTION 4: Privacy Policy



**Appointed Lead: OLA WILSON (MANAGER)**

### **Statement:**

At Fleet Arts, we are committed to maintaining the trust and safety of all the people that we work with/for, ensuring that privacy is protected in line with the General Data protection Regulation (GDPR) 2018 official guidelines.

If we ask for certain information to be provided, by which someone can be identified when using our services, it will only be used in accordance with our policy.

### **Objectives:**

To abide by the GDPR standards/expectations, we will be transparent about:-

1. What type of data we keep
2. How we keep data
3. What we do with data
4. Data sharing
5. Data retention/deletion

### **Procedures:**

#### **1. What type of data we keep:**

- When you or your child (as their parent or guardian) book a workshop/s, project or event with Fleet Arts, we will record your name/s, email, contact phone number plus maybe postcode, age, gender and any specific needs you/your child may have.
- When contact details are requested within an open space e.g. at an event via a sign-up sheet, there will be the option to contact Fleet Arts directly if you do not wish to share these with others. In the course of a workshop/project or event, we may take photographs or video and we obtain permission for any images we use through photo consent forms.
- We keep DBS application and certificate details for workers securely for up to 7 x years.

#### **2. How we keep data:**

All personal data is kept securely in a locked office (with only nominated key holders having access), password protected computer system with secure back-up, files in locked cabinets with keys in a key safe.

#### **3. What we do with data:**

- If you are employed by Fleet Arts (as an artist, freelancer, Coordinator, Trustee or volunteer), we will securely keep your personal information for legal, financial and reporting reasons. Any personal information shared when reporting is made anonymous.
- If you are a participant with Fleet Arts, we will keep certain information (postcode, age) to fulfil our monitoring and reporting requirements by funders and our Management Committee. Contact/personal details will enable us to meet any individual requirements and to let you know of additional information/changes before a booked workshop/event.
- We will use Bcc (blind copy) if sending a group email.
- We will give you the opportunity to be put on a mailing list to be informed of any future similar workshops/projects/events/opportunities.
- Photographs/Video/Audio (with permissions) may be used on promotional material, in the media and on our social media accounts.

- Any contact details required outside of the office e.g. at a workshop/event in another venue/location, will be emailed to the workshop leader to access if necessary via their phone on site.

#### **4. Data sharing:**

- Any personal emails (this does not include emails that represent a business) are not passed on to any third party but solely used by Fleet Arts to inform/promote our work to those whose email it is.
- We do not collect the identities of those visiting our website.
- We do not give or sell your information to third parties for any marketing purposes.
- We will only share with a third party to support legal investigations for safeguarding.

#### **5. Data retention/deletion:**

- Fleet Arts wants you to feel safe sharing personal details with us and all information is kept secure at all times. We will endeavour to make sure your information is accurate and up-to-date and kept for no longer than necessary.
- You may opt out at any time from us keeping contact details by requesting to do so via email: [info@fleet-arts.org](mailto:info@fleet-arts.org) and we will action this within the designated one month window, if it is not required by law that we keep it (financial information is deleted after seven years and DBS details after twenty-five years).

Any information we disclose about you, other than for purposes outlined in this privacy policy, will only be if required to do so by law or for the safeguarding of an individual.

To promote our work we may use third party websites (WordPress, Eventbrite, Twitter, Facebook, Instagram, SurveyMonkey). We are not responsible for the privacy policies or practices of these third party websites.

You can see all the information regarding data protection and your rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>

(Last reviewed May 2022)

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## SECTION 5: Safeguarding Policy

Working with children, young people  
and vulnerable adults



**Appointed Lead: STEPH COLEY (TRUSTEE)**

### Statement:

All workers for Fleet Arts have a responsibility to make sure that children, young people and vulnerable adults are working in a safe and secure environment. Workers are expected to keep anyone involved in our services feeling safe and valued, regardless of age, ability, gender/identity, race, nationality, religion/belief, sexual orientation, education, socio-economic status.

Fleet Arts will ensure all people working with, for and alongside us, will be kept free from harm.

We will make our policy accessible with appropriate steps to follow easily as and when required.

### Objectives:

Fleet Arts will ensure the safeguarding (SG) of our participants through following our protocols for:

1. Hiring workers
2. General welfare
3. The use of photographs, video, audio
4. Online workshop Safety
5. Different types of abuse
6. Responding to a disclosure

### Procedures:

#### 1. Hiring Workers:

Before they are allowed unsupervised access to children, young people and vulnerable adults, the following will be done:

- Disclosure and Barring Service (DBS) check will be completed and/or their Reference seen/noted. As an organisation using the Service to assess applicants' suitability for positions of trust, Fleet Arts complies fully with the DBS. Information will be stored in a locked cabinet in the office. If there is an endorsement on a DBS, this will be assessed sensitively on an individual basis. We will discuss this with the Safeguarding Lead, risk assess against the type of work they would be doing, make a decision to accept or decline their appointment and then let them and the MC know.
- They have signed a contract of employment or a freelance agreement, which includes agreement to read and abide by all policies and procedures.
- New staff induction will include guidance through our Policies.

#### 2. General welfare:

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

- Meeting recommended staff to children ratios:
  - 0 – 2yrs = 1 x adult to 3 x children
  - 2 – 3yrs = 1 x adult to 4 x children
  - 4 – 8yrs = 1 x adult to 6 children
  - 9 – 12yrs = 1 x adult to 8 x children
  - 13 – 18yrs = 1 x adult to 10 x children



## **Photo/Video/Audio consent form**

Name of person requesting permission: \_\_\_\_\_

Project/Workshop/Event name: \_\_\_\_\_

Project/Workshop/Event date/s: \_\_\_\_\_

**I hereby give permission for the named person below taking part in this Fleet Arts Project/Workshop/Event, to have images/video/audio of them taken and used for general evaluating/marketing purposes.**

**These may be used on promotional material, in the media, on our website and on social media.**

**All personal data will be kept securely in our office for the legally required time, as per our Privacy policy:-**

PRINT Participants name (18 years +) OR

Parent/Carer if under 18 years old: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

SIGNATURE Participant (18 years +) OR \_\_\_\_\_

Parent/Carer if under 18 years old: \_\_\_\_\_

Date: \_\_\_\_\_

Fleet Arts, Suite 4K, Strutts North Mill, Bridgefoot, Belper, Derbyshire DE56 1YD

Registered charity no. 516342

T: 01773 820484 W: [www.fleet-arts.org](http://www.fleet-arts.org) E: [info@fleet-arts.org](mailto:info@fleet-arts.org)

F: /Fleet Arts I: FleetArts T: @FleetArts



- Making sure that all workers and volunteers hold a current Disclosure and Barring Service (DBS) or other required checks, for working with children/young people/vulnerable adults.
- Providing or using a safe environment which meets health & safety standards.
- Getting written consent for participants under 18 (or 25 for vulnerable adults) to take part in activities outside of a formal establishment e.g. school
- Recording of all accidents and incidents.
- Talking to children/young people/vulnerable adults and their parents/carers in a way that does not disadvantage them.
- Having secure premises and exits used in accordance to the age/abilities of the participants.
- Following at a safe distance to absconding participants to see where they go. This is to ensure that they are safe and the worker to report back to Fleet Arts and contact the parents/guardians. If it is not possible to follow them, the worker must ring the parent/guardian immediately then ring the police and report the incident.
- 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. Water will be available in hot weather.
- 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 ten 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.

### **3. The use of photographs, video, audio, social media:**

- During most activities, Fleet Arts will gather documentation including photographs, video, audio. These will be used for both publicity and evaluation.
- We will get signed permission (from a parent/carer for a child) whenever participants can be identified.
- We will not identify people unless they give prior permission.
- Public workshops/events to have 'Photo Aware' signage in clear view.
- Facilitators to use a professional, not personal identity online and manage any project communication via this profile
- Any third party worker wanting to promote/share/create posts about a Fleet Arts workshop/project/event, should firstly get permission from Fleet Arts, link anything directly to Fleet Arts social media and follow our policy guidelines.

***(Photo/Video/Audio Consent form attached).***

### **4. Online Workshop Safety:**

Fleet Arts is aware of both the opportunities and risks associated with the use of the internet, particularly in relation to young people and social networking sites.

We will, therefore, implement the following measures to promote a safe environment and internet usage when running an online workshop:-

- Permission forms signed to take part
- Computers to be used with an adult ideally within earshot
- Any distinguishing address background to be blanked/blurred out
- Zoom links shared via a communal (not personal) official group site
- Chat function to be for direct communication with the facilitator only
- An adult to be present in any break-out room

- No personal contact details to be shared on Zoom/recordings
- Appropriate clothing to be worn
- No 1-2-1 working
- All to abide by our Behaviour Policy protocols

## 5. Different types of abuse:

Recognising abuse is not easy and it is not our decision to decide if abuse is/has taken place.

There are many forms of abuse:- Verbal, Financial, Online, Self, Discriminatory. However, the five main forms of abuse are:- neglect, physical, sexual, emotional and organised.

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 are not exhaustive but are a guide to assist in spotting indicators.

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 conclusive proof that abuse is occurring. There may well be other innocent reasons for changes in behavior...they are signs not evidence.

However, a child showing these signs is still likely to need support and you should accept the possibility that they may have been harmed.

We should not investigate ourselves but we should act responsibly if we have a concern.

### NSPCC abuse indicators:-

#### ➤ 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
- Low self esteem
- Mentioning being left alone or unsupervised

#### ➤ 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.

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 behavior

### ➤ **Sexual Abuse**

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 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 over-eating
- Having nightmares
- Sudden or unexplained changes in behaviour

### ➤ **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

### ➤ **Organised abuse**

Organised 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 sometimes be 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/changes in behaviour may include any signs listed in the four other categories above.

## **6. Responding to a disclosure:**

It is important to remember that we always have a duty to make sure concerns are reported so that appropriate action can be taken to ensure a child, young person or vulnerable adult can be supported properly to keep them safe.

### **What to do when a disclosure happens ~ Follow the 7 x Rs :-**

RECOGNISE	Know the general signs of abuse
RESPOND	Follow the Do's & Don't (over the page)
REPORT	Tell your concerns to the Safeguarding Lead, Line Manager and Legal Carer as appropriate
RECORD	Make a written report within 24 hours (on our Protected Incident Report form)
REFER	The Safeguarding Lead and/or Manager should make the decision who to refer to
REVIEW	Keep the Policy effective by learning from any incidents
RESPECT	Promote a culture of caring so people know their concerns will be dealt with seriously and sensitively

### ➤ **Useful contact numbers:**

- Safeguarding Co-ordinators (one for each area in Derbyshire) contact via Call Derbyshire  
Tel: 01629 533190 / 535716 or Email: [derbyshire.scb@derbyshire.gcsx.gov.uk](mailto:derbyshire.scb@derbyshire.gcsx.gov.uk)
- Amber Valley contact Paul Smith Email: [paul.smith@derbyshire.gov.uk](mailto:paul.smith@derbyshire.gov.uk)
- Derbyshire Police (Non emergency) contact Tel: 101
- Childline Freephone Tel: 0800 1111
- NSPCC Freephone Tel: 0808 800 5000
- Concerning Allegations against workers/volunteers contact the Local Area Designated Officer (LADO)  
Miles Dent Tel: 01629 532169 or Email: [miles.dent@derbyshire.gov.uk](mailto:miles.dent@derbyshire.gov.uk)



## Protected Incident Report Form: CONFIDENTIAL

All disclosures are dealt with confidentially and with respect by the Safeguarding Lead, in conjunction with the Manager.

**To be completed by the person making the report IN PEN within 24hours of an incident URGENTLY:**

Name of person making the report:	
Your organisation (if applicable):	
Date and time of report:	
Date and time of incident:	
Location of incident:	
Your email:	
Your mobile phone number:	
Name of the Fleet Arts workshop/project/event where the incident occurred:	
Name of Child/Young person/Vulnerable Adult involved:	
Name of their Parent/Carer:	
Parent/Carer contact details:	
What happened...keep it factual: (what you saw/heard and/or what was said/done). Please use " " when quoting directly what was said and by whom.	

PTO

How was it left with the child/ young person/vulnerable adult:	
Who was told, when and what were the outcomes of this:	
SIGNED:	

To be completed by the Safeguarding Lead (or Manager in their absence):

What the next steps are going to be:	
Who/How/When will we keep in contact with the child/Young person/Vulnerable Adult and parent/carer:	
SIGNED:	
PRINT NAME:	

## **DO:**

- Keep an open mind
- Allow them to speak in their own words
- Work at their pace
- Treat any allegations seriously and accept as truth
- Reassure them that they are right to tell you
- Be honest about what you have to do next - who you have to tell and why
- Do make a judgement if it is safe for them to return home

## **DON'T:**

- Rush or interrupt them, ask leading questions or push them for more information
- Make false promises about secrecy/confidentiality
- Doubt what they tell you
- Interrupt or change the subject
- Show anger or shock
- Accuse anyone or approach the alleged perpetrator

### ➤ **Reporting suspected/disclosed abuse:**

- Do take further action – you may be the only person in a position to prevent future abuse, so tell the person with legal responsibility for them straight away e.g. teacher, youth worker, carer and your nominated SG Lead.

If any of these people are part of the problem, then you should tell another senior member of staff on the site and/or Fleet Arts Manager.

- Do write down everything said/seen and what was done within one hour if possible (keep to the facts - what they/you said, heard or observed; date & time) and this will be transferred to our official 'Reporting abuse' form and kept secure in Fleet Arts office.
- The legal Carer/SG Lead should then refer to the appropriate person/agency.
- Fleet Arts reserves the right to make a referral to Social Service if we feel that the person is in immediate harm.
- Look after your own emotions - keep it confidential but talk your feelings through with the designated Lead/Manager or other confidential person. Ask for appropriate help if needed.

***(Protected Incident Report form attached).***

(Last reviewed May 2022)

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## SECTION 6: Environmental Policy

**Appointed Lead:** Mary Dwyer (Chair of Trustees)



### Environmental Ethos

Fleet Arts environmental ambition is to:-

- Cut our carbon output
- Reduce our energy consumption
- Improve our delivery and operations by taking appropriate environmental action through our available resources
- Comply with the relevant regulatory requirements, plus the policies of our funders
- Commit to regularly reviewing our practices to make informed decisions towards our suppliers, partners and resources being as ethical as possible and for savings in energy

### Environmental Operations

Fleet Arts creates a sustainable office plan through:-

- Recycling materials
- Using eco cleaning products
- Using recycled paper products
- Reducing paper communication
- Prioritising online meetings
- Walking to work whenever possible
- Car-sharing when required to travel
- Mainly using local suppliers and artists
- Prioritising e-marketing

### Environmental Action

Each year we will look at:-

- Continuing to address environmental themes within some of our workshops, projects and/or events
- Continuing to partner with local environmental organisations, such as Belper Goes Green and Transition Belper
- Signed up to local, national and/or international initiatives i.e. 'Culture Declares Emergency' and 'Julies Bicycle'
- Incorporating environmental factors into organisational decisions
- Monitoring environmental performance and updating our Policy, as appropriate



(Last reviewed February 2024)

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