

## **Safeguarding Policy**

Chisenhale Art Place acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children

- have a positive and enjoyable experience of art at Chisenhale Art Place in a safe and child centred environment
- are protected from abuse whilst participating in activities organised and delivered by Chisenhale Art Place.

Chisenhale Art Place believe that it is always unacceptable for a child or young person to experience abuse of any kind and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare while they are working with our artists, be that onsite in the Education Room or in Artists Studios, as well as offsite such as at schools and community settings.

As part of our safeguarding policy we will

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone working with children understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in educational activities with children. This includes paid staff, volunteer support staff, artist members and non-members, trustees and anyone else involved in the public programme of activity. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

This policy has been written in accordance with “Working Together to Safeguard Children 2013” and information available at gov.uk. It is reviewed annually and when legislation changes.

### **Safeguarding Procedures:**

Chisenhale Art Place (CAP), incorporating Chisenhale Studios, hosts projects within a dedicated education room located within the Studio building at 64 – 84 Chisenhale Road, London E3 5QZ. At times, activities may also take place within artists' individual studios or at external locations. Chisenhale Gallery and Chisenhale Dance Space each have their child protection policies and reporting procedures which govern activities within their jurisdiction.

CAP designates one lead person and two deputies, to whom any concerns about children welfare and safeguarding can be reported. Any such reports of concern will be recorded in writing and kept in a confidential folder in the Manager's area in the Chisenhale Art Place office.

Our Arts Manager Andrea Davidson is the lead person responsible for implementing this child protection policy.

### **Contact Details within Chisenhale Art Place / Chisenhale Studios**

1. Andrea Davidson, Arts Manager can be contacted in the CAP office on telephone 020 8981 1916 or mobile 07946 400 280. Email address is [andrea@chisenhale.co.uk](mailto:andrea@chisenhale.co.uk) but this should not be used in an urgent situation.
2. Yasmin Kauser, Public Programme Assistant deputises for the Arts Manager as the key point of contact for any projects or events involving children at those locations. She can be contacted at 020 8981 1916 or [yasmin@chisenhale.co.uk](mailto:yasmin@chisenhale.co.uk) but in an urgent situation it is better to contact Andrea on her mobile number.
3. Artist Member and Trustee Kate Hardy has a long-standing commitment and participation within the public programme and agrees to be an additional deputy when staff are not available.

Kate Hardy 07946 814 317

All of the above named individuals are required to maintain valid CRB/DBS checks, which CAP will carry out free of charge.

### **Contact Details of Child Protection Services**

#### Tower Hamlets Child Protection Advice Line

Child Protection Advice Line (9am – 5pm weekdays) tel 020 7364 3444  
Children's Social Care Out of Hours Team tel 020 7364 4079

#### Police Station:

Address: 111 Bow Road London E3 2AN  
Tel no: 020 8649 3521

## National helplines

NSPCC Child Protection Helpline phone 0808 800 5000

Or go online at <http://www.nspcc.org.uk/what-you-can-do/report-abuse/report-abuse-online/>

Childline (for contact from Children under 19yrs) via telephone 0800 1111 or <http://www.childline.org.uk/>

### **Recruitment Procedure**

Valid DBS checks are required for all artists, volunteers or others responsible for leading the groups must be presented to Andrea Davidson in advance of any workshop. CAP can arrange for the checks to be undertaken if someone does not have a valid DBS check issued within the last three years, at the workers own expense. Volunteers and Safeguarding Leads/Deputies will have the cost covered by CAP.

We will additionally strive to have valid DBS checks on all other adults engaged by CAP who may work with the group. If this is not possible, then it is mandatory that the worker is always accompanied by the lead person who does hold a valid DBS check or by the child's parent/carer/teacher or youth worker.

### **Supervision**

We aim for full supervision to safeguard all group members. All sessions with children will be attended by at least two adults. This will include one designated lead artist and a pre-appointed volunteer for sessions with children over the age of 12, when parents, carers, teachers or youth workers are not in attendance. For workshops aimed at children 12 years and under, our intention is that all children must be accompanied by a parent, teacher, carer or youth worker who is primarily responsible for the protection of their child.

All relevant trustees/staff/artists/volunteers will receive induction guidance on Child Protection, and on Child Safeguarding training available to them, and will agree to report any concerns of their own, or which have been voiced to them, in writing to the Arts Manager or deputy. The lead safeguarding person will then take appropriate action, contacting the relevant authorities or NSPCC Helpline, and keeping written records at the time.

We will ensure that all information, reports and concerns are kept confidential. However, it is important that if any concern is raised by an individual they should be told that the concern will be confidentially passed on.

### **Code of Behaviour for CAP:**

The code of behaviour will be agreed and adhered to by all staff, artists, volunteers and trustees who work with children. Knowledge of health and safety procedures will also be ensured, as will the adherence to specific risk assessments.

The code of behaviour supports Chisenhale Art Place commitment to reducing opportunities for abuse to take place by:

- Ensuring DBS checks are undertaken
- Ensuring that suitable supervision arrangements and numbers are in place.
- Ensuring that children are supervised by a parent or designated adult if they leave the room. This will not be a CAP staff, artist and volunteer unless explicitly agreed by parent or carer.
- If a parent drops off a child unaccompanied, they must appoint a participating adult to be responsible for the child's welfare during the workshop and for getting home.
- If an adult other than the appointed adult is to collect the child, the lead artist must be informed at registration.
- All visits away from the premises will be accompanied by the appropriate number of DBS checked artists / teachers / volunteers / appointed assistants.
- Male artists/ volunteers should never enter all female rooms and vice versa
- Parents and carers should always be informed if artists or volunteers have had to do things of a personal nature for a child such as changing clothing, however rare such incidents may be.
- An adult participating in our education programme should not drive a child home alone after a workshop. Nor will they meet with children away from the organisation's base or meeting place without a parent, teacher or other appointed adult being present.
- No adult should directly contact a child through email or telephone. When contact details are provided to CAP, they should always be that of the parent or carer.
- The safeguarding lead person (Arts Manager) and Deputies (Yasmin Kauser and Kate Hardy) are required to keep updated and inform all each other of any known changes regarding child protection laws or best practice.
- Any concerns or allegations will be reported

#### **Photo and video consent and sharing:**

- Only photos and videos with parental or school consent may be used by CAP and shared publically
- Consent enables CAP to share online and in print to communicate our activities, and to provide evidence of activity to funders.
- Consent can take different forms. Where photographs are being taken, parents, teachers or other lead adults are asked for permission and consent is assumed if unless stated. If parents are not present, such a school visit to CAP, photographs may be taken in consultation with the lead adult responsible for the children, and consent will be obtained before any images are published.
- If there is any uncertainty as to whether consent may be obtained, the photographer may take photos that obscure the identity of children, such as from the back, if the lead adult is in agreement. Otherwise no photography will be undertaken.

#### **Safety**

Public education projects take place in Chisenhale Art Place's education studio at Chisenhale studios, 64-84 Chisenhale Road London E3. This is a space set away from artist occupied studios and features disabled access. The room offers a good standard of accommodation in terms of health and safety, and suitability. All workshop participants visiting the main studios will be escorted to and from the education room, by a member of staff or lead artist member. If a studio artist that is not the lead artist escorts participants, they must be additionally be accompanied by a second adult who is DBS checked.

All sessions will be planned and prepared for in advance, with all tools and materials organised and set out before each session, for the children's safety, and so that adult

workers will not have to leave the room once a session has begun. No CAP-led project will start without a risk assessment being carried out by the Public Programme Assistant at the beginning of each project to ensure that all necessary safety measures are in place as required by each individual project in order to ensure the safety of each person involved in the project.

There is a tea making area attached to the education room. Children and young adults are not permitted in this area unsupervised. But it is important that sharp objects such as scissors or kitchen knives are still kept out of view and out of reach. There is a padlock on the door of the kitchen area if required to keep the area out bounds.

Chisenhale Art Place will ensure that all projects and sessions that they deliver on and off site will be covered by their current insurance policy. Chisenhale Art Place will take out additional insurance cover for any project or session if advised or required by their insurance company.

We may occasionally use computers in some sessions for art activities, such as digital photography and printing artwork. It is not intended that the internet will be used, but we will ensure that guidelines for safe use of the internet are followed. This includes children not having unsupervised access to the internet and to an artists' personal laptop or phone.

### **Observation/Monitoring of Colleagues**

Chisenhale Art Place is committed to encouraging and ensuring that good practice is maintained throughout all projects and collaborations. All those who work with children at Chisenhale Art Place and in its partnership schools or collaborative organisations have agreed to the principles of good practice. Therefore staff, artists, volunteers, trustees and collaborative partners should also monitor the work practices of all their colleagues, as they relate to safeguarding.

### **What to do if you witness or suspect abuse** Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD/REN ie:

- If emergency medical attention is required , call an ambulance (dial 999)
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary.

### Recognition of Abuse or Neglect

Although children spend relatively short periods of time at Chisenhale Art Place, we remain alert to the potential abuse of children both within their families and also from other sources - including abuse by people at Chisenhale Art Place. We are not however, responsible for diagnosing abuse but will report or discuss concerns.

Examples of concerns that may arise are:

- Direct disclosure of abuse from a child, about something happening to themselves or to another child in the group.
- Disclosure from a third party about abuse to a child in the group
- Seeing physical signs of abuse or neglect to which there doesn't seem to be a satisfactory explanation.
- Behaviour that makes you feel worried or uncomfortable

Categories of Abuse:

#### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, or, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by proxy.

#### Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

#### 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 what is happening. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations you must:

- Listen carefully to the child.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events and do not cross examine them.
- Reassure the child and tell them they've done the right thing in telling you and that they've not done anything wrong.
- Also tell them that you need to report the abuse to someone who can help. Do not promise not to tell anyone.
- Don't confront or talk the alleged abuser.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Report it as quickly as possible.
- Do NOT ask the child to repeat his or her account of events to anyone.

### Reporting or talking about your concern (Consultation)

#### **If you are concerned about a child you must share your concerns.**

Initially you should talk to one of the people designated as responsible for child protection within Chisenhale Art Place. The lead person is Andrea Davidson and the deputies are Yasmin Kauser and Kate Hardy.

You should also consult externally with child support services, either locally or nationally such as NSPCC in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist
- when there is disagreement as to whether child protection concerns exist
- when you are unable to consult promptly or at all with the designated safeguarding people at CAP.
- when the concerns relate to any of the designated safeguarding people.  
At CAP

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

*If you think a child is in immediate danger*

Don't delay – call the police on 999,  
or call NSPCC on [0808 800 5000](tel:08088005000), straight away.

Updated by A Davidson. Reviewed & agreed by the CAP Board of Trustees,  
May 2017

**Dr Nigel P Brown**

Chair of the Board of Trustees, Chisenhale Art Place Trust  
12<sup>th</sup> June 2017