

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS' POLICY

1. POLICY STATEMENT

Collage Arts recognises that because of the day-to-day contact with children and young people, staff, tutors and volunteers are well placed to observe the outward signs of abuse. Collage Arts will therefore:

- *Establish and maintain an environment where children and young people feel secure, are encouraged to talk and are listened to.*
- *Ensure that children and young people know that there are adults at Collage Arts or at the service providers employed by Collage Arts whom they can approach if worried.*

Collage Arts will take in to account the guidance issued by the Department of Education and Skills and Department of Health to:

- *Ensure that we have a designated member of staff responsible for child protection and vulnerable adults who has received appropriate training and support for this role.*
- *Ensure that every member of staff, tutor, volunteer and third party contractor knows the name of the designated member of staff responsible for child protection and vulnerable adults their role.*
- *Ensure that all staff, tutors and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated member of staff responsible for child protection and vulnerable adults.*
- *Ensure that all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to social care services and or police services.*
- *Ensure that parents and carers have an understanding of the responsibility placed on Collage Arts, those employed by it to provide services and its staff for child protection and vulnerable adults by setting out its obligations in the student handbook or any other appropriate documentation.*
- *Notify the relevant Council's child protection team on the day if there is an unexplained absence of a young person on the Child Protection Register.*
- *Keep written records of concerns of children, even where there is no need to refer the matter immediately.*
- *Ensure all records are kept securely and separate from main client file, and in locked locations. Develop and then follow procedures where an allegation is made against a member of staff, tutor or volunteer which may require a referral to the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers, and in emergencies, the Police.*
- *Ensure safe recruitment practices are followed.*
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Unacceptable behaviour

Under no circumstances will the following behaviour be deemed acceptable

- *Sexist, racist or homophobic behaviour, language or attitude*
- *Violence, physical threats or threatening behaviour*
- *Working with children and young people whilst under the influence of alcohol or drugs*
- *Making sexually suggestive comments to a child or young person even in fun*
- *To allow allegations made by a child or young person to go unchallenged, unrecorded or unacted upon.*