

## In Bristol Studio safeguarding Policy & Procedures for children and vulnerable adults.

### Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	February 2022	Kerry Russell	February 2023

### Notes of Guidance

1. 'Children' includes everyone under the age of 18.
2. A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who:
  - i. Is elderly and frail
  - ii. Has a mental illness including dementia
  - iii. Has a physical or sensory disability
  - iv. Has a learning disability
  - v. Has a severe physical illness
  - vi. Is a substance misuser
  - vii. Is homeless
3. The policy will be made available to all members via electronic mail and a hard copy will be kept on site.
4. All Studio members are aware of their responsibility to read and understand this policy and their duty of care to children and vulnerable adults.

## **1. Policy**

### **a) Definitions**

- **Safeguarding** is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes;
- **Child Protection** refers to the situation where a child is suffering significant harm, or is likely to do so, and action is required to protect that child.

### **b) Introduction**

In Bristol Ltd. makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. In Bristol Ltd. safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children.

This policy seeks to ensure that In Bristol Ltd undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

### **c) Legislation**

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983

- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

#### d) **What is Abuse**

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

## **2. Overall aims**

In Bristol Studios and its associated members have a legal and moral duty to ensure the safety and wellbeing of every child or vulnerable adult with whom it has contact and to take action against the abuse of the child by whomever it is perpetrated. **All members** (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practice

In Bristol studios believe that:

- The welfare of the child, young person and vulnerable adult is paramount.
- All children, young people and vulnerable adults regardless of age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. See **Appendix A** for good reporting practice.

The aim of this Child Protection Policy is to promote good practice to:

- Ensure children, young people and vulnerable adults are protected during In Bristol Studios activities.
- Allow all staff/freelance workers to make informed and confident responses to specific child protection issues.

### **3. Expectations**

All members and staff will:

- Be familiar with this safeguarding policy;
- Be alert to signs and indicators of possible abuse and neglect;
- Report concerns to correct persons.

### **4. Good practice guidelines**

- For all members who are in contact with children to have an **Enhanced DBS**. If you do not have an **Enhanced DBS** see **Appendix B**.
- Never run a workshop with less than 2 people
- Adhere to the Ofsted Guidelines on Child ratios listed below:
  - 1:8 for children under 8
  - 1:10 for children over 8
- You cannot look after children under 5 for more than 4 hours in any one day.
- Be vigilant about other adults at the event and if you have concerns report them immediately to local police.
- Basic first aid can be done by any adult, if you are unsure of the first aid needs of the child or vulnerable adult
- Avoid private or unobserved situations and encourage open communication with no secrets.
- Act as a good role model and treat all children, young people and vulnerable adults with respect.

If a child is bullying or intimidating other children please ask them to leave the workshop. Contact the one of the studio managers if further support is required.

- Do not physically restrain or lift children or vulnerable adults. **Do not put yourself at risk**. In instances where you or those under your care are subject to physical violence remove everyone to a safe area and call the emergency services on **999**

## **5. Responding to allegations or suspicions**

**If you have any concerns about a child/young person or a child/young person makes a disclosure to you please contact one of the studio managers immediately or see Appendix A**

- Listen carefully to what is said. Allow the person to tell you at his or her own pace and ask questions only for clarification.
- Don't promise to 'keep it a secret'. Use the first opportunity you have to say that you will need to share the information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child, young person or vulnerable adult that they have done the right thing in telling someone.
- Tell the child or vulnerable adult what you are going to do next.
- Report immediately to Kerry Russell if this is not possible use the information in Appendix A to contact the local authority. **If the child or vulnerable adult is in immediate danger call 999**
- As soon as possible after disclosing the conversation, make a note of what was said, using the individuals own words. Note the date, time, and any names that were involved or mentioned, who gave you the information to you.
- **Do NOT** attempt to deal with the situation yourself.
- **Do NOT** make assumptions, offer alternative explanations or diminish the seriousness of the alleged incident.
- **Do NOT** keep the information to yourself or promise confidentiality.
- **Do NOT** take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim, potential witnesses or informing the alleged perpetrator or parents or carer.
- **Do NOT** take any action that might undermine any future investigation, such as interviewing the alleged victim or potential witness or alleged perpetrator, or by informing the parent or carer.
- **Do NOT** confront the alleged abuser.

If a disclosure is reported, the studio managers will then liaise with the relevant authorities when possible.

## Appendix A



**BRISTOL**  
LEARNING CITY

### If you have concerns about a child...

If a child is at immediate risk call the **POLICE**

**POLICE 999**

To make an **URGENT** referral, i.e. a child is likely to suffer or is suffering significant harm, call First Response:

**FIRST RESPONSE**  
**0117 9036444**

(Out of Hours Emergency Duty Team 01454 615 155)

To make a **NON-URGENT** referral, contact **FIRST RESPONSE** using the online form (must have parental/carer consent).

**FIRST RESPONSE**

<https://www2.bristol.gov.uk/form/child-or-young-person-request-support-or-report-concern>

To raise concerns and ask for advice about extremism (also contact First Response).

**PREVENT DUTY**

**01278 647466**

[channelsw@avonandsomerset.pnn.police.uk](mailto:channelsw@avonandsomerset.pnn.police.uk)

For advice and guidance about whether to make a referral.

**Families in Focus (N) 0117 3521499**  
**Families in Focus (E/C) 0117 3576460**  
**Families in Focus (S) 0117 9037770**

For information, advice and guidance in relation to safeguarding policy and procedures.

**Schools Safeguarding Advisors**

**North**  
Lesley O'Hagan  
0117 9223786  
07901102652

**East/Central**  
Henry Chan  
0117 9224282  
07464989157

**South**  
Helen Macdonald  
0117 9222710  
07464989158

### If you have concerns about a professional working with a child...

To raise concerns and ask for guidance in relation to the conduct of someone who works with children

**Local Authority Designated Officer (LADO) Nicola Laird 0117 9037795**

### **Other Local Authority Contacts**

If you have concerns about a child who lives in **South Gloucestershire** contact:

- **01454 866000** – **First Point** Monday to Friday 9-5pm
- **01454 615165** – Out of hours/Weekends

<http://sites.southglos.gov.uk/safeguarding/children/i-am-a-professional/concerned-about-a-child-2/>

If you have concerns about a child who lives in **North Somerset** contact:

- **01275 888 808** – **Single Point of Access (SPA)** Monday-Thursday 8.45am-5pm, Friday 8.45am-4.30pm
- **01454 615165** Out of hours/Weekends

<http://www.northsomersetlscb.org.uk/>

If you have concerns about a child who lives in **Bath and North East Somerset (BANES)** contact:

- **01225 396312 or 01225 396313 Children and Families Duty and Assessment Team** Monday-Friday 9am-5pm
- **01454 615165** Out of hours/Weekends

<http://www.bathnes.gov.uk/services/children-young-people-and-families/child-protection>

Remember in an emergency please ring **999**

### **Appendix B**

Enhanced DBS checks are available for individuals via Umbrella bodies. Find an Umbrella body online at <https://dbs-ub-directory.homeoffice.gov.uk/>