



making space

**Making Space for Craft Ltd**

**Children, Young People & Vulnerable Adults Protection Policy  
(Policy, Procedure, Guidelines and Code of Behaviour)**

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STATEMENT OF INTENT



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The overall responsibility for the protection of children and vulnerable adults lies with the Trustees of Making Space. The Trustees have appointed the Director to oversee this policy and to ensure a Designated Safeguarding Officer (DSO) for each project.

Making Space recognises the importance of its work with children, young people and vulnerable adults and its responsibility to protect and safeguard the welfare of those taking part in Making Space activities.

Making Space has a duty of care to safeguard the well-being of every person in its community, of whatever age. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of every member of our community that we work with, and particularly the abuse of those most vulnerable among us, including children and young people. For the purposes of these policies and procedure children are any person under the age of 18 years, or those whom are considered vulnerable.

While this policy is aimed specifically to protect participants from abuse, it should be considered to encompass a wide meaning of health and safety. All staff, trustees, freelancers and volunteers are responsible for supporting this policy.

### Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Relevant government guidance on safeguarding children

### CHILD, YOUNG PERSON AND VULNERABLE ADULT PROTECTION REPRESENTATIVE

Making Space 's Designated Safeguarding Officer is:

Ami Hyde  
Making Space  
2 Bishopstoke Road  
Leigh Park  
Havant  
PO9 5BN

|  
The DSOs will receive relevant training and stay informed with the latest relevant legislation, and policy and application is managed by the board Safeguarding Trustee. (To be confirmed as Tara Godward at the October 2022 board meeting)



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## POLICY

Making Space will strive to create a healthy, positive and safe environment for all children, young people and vulnerable adults who take part in our activities. Making Space has a responsibility to ensure their physical safety, which is covered by the general safety policies and procedures of the organisation. Children, young people and vulnerable adults will also be protected from abuse, including physical, emotional or sexual abuse, bullying or neglect by following the 'Guidelines of Good Practice' and 'Code of Behaviour' (both are attached).

It is the policy of Making Space that no-one shall work or volunteer to work with children and young people within or on behalf of Making Space who has been convicted of or has received a formal police caution concerning an offence against children; or has been convicted of or has received a formal police caution concerning sexual offences against children and young people.

### Staff, members and volunteers

Making Space staff, Trustees, Freelancers and volunteers recognise that they have a duty of care to all children, young people and vulnerable adults taking part in their activities and a responsibility to take the necessary action if there is any suspicion of abuse by anyone (workshop leader, youth worker, participant etc), during or prior to the workshop.

We will endeavour to accomplish this by:

- Valuing, listening to and respecting children, young people and vulnerable adults as well as promoting their welfare and protection.
- Communicating clearly to children, young people and vulnerable adults who are participating in activities so that they are aware of and understand the procedure and who they can speak with. This will be done either verbally or in print, as appropriate to the group activity.
- Following appropriate and careful recruitment and selection procedures to ensure the suitability of staff, trustees, freelancers and volunteers who are applying to work with Making Space. This will include an enhanced Disclosure and Barring Service check.
- Providing training in appropriate treatment of children, young people and vulnerable adults to staff and volunteers who come in contact with them. They will be made aware of protection issues as appropriate. Children, young people and vulnerable adults will be treated with respect, dignity and an understanding of their needs, without any advantage being taken of their vulnerable position.
- Establishing procedures, which will minimise any opportunity for abuse. This will include staff and volunteers avoiding private or unobserved situations with children, young people or vulnerable adults.
- Establishing guidelines for appropriate treatment of children, young people and vulnerable adults including respect, careful listening and behaving in a way that will avoid any misunderstanding of motives or actions.



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- Establishing procedures for reporting any suspected abuse. This could include physical or verbal evidence that a child, young person or vulnerable adult has been abused, either before arrival at the Making Space event or during their visit, or allegations made by a child, young person or vulnerable adult about abuse. Cases of injury will be reported following the established procedure of completing an incident form, which is submitted to the Director. In the case of a child, young person or vulnerable adult the incident will also be reported to the Local Authority Designated Officer
- Maintaining confidential records regarding any investigation or report.
- Keeping informed on current legislation and other matters relating to Child, Young Person and Vulnerable Adult Protection.
- Ensure that all activities are planned and approved
- Ensure that all children and young people are informed of Making Space's policies and procedures.

Approved by the Board of Trustees : Summer review 2022 - to be signed off at our Board Meeting with policy review October 2022

**Signed**

**Lesley Butterworth (Chair of Trustees)**

**Next Review Date: Trustee Meeting in May 2023**



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### PROCEDURE FOR DISCLOSURE AND MANAGING SUSPECTED ABUSE

This procedure is intended to support the Policy on Protection of Children, Young People and Vulnerable Adults.

When working with children, Making Space works in partnership with other agencies, NHS Trusts, schools, after-school clubs and/or parents/carers.

#### Suspicious

If you see or suspect abuse of a child, young person or vulnerable adult you should find an appropriate place to follow this up, away from workshops participants and make the other workshop leaders aware of the problem.

Keep a note for your own records of your suspicion and what action you have taken and then make the office and the Child, Young Person and Vulnerable Adult Representative aware of the problem.

The DSO or Deputy DSO will inform the Local Authority Designated Officer (LADO) of the concern.

#### Accidents and Injuries

If a child, young person or vulnerable adult is injured whilst at a Making Space event or project you must record it in the accident book. See Health and Safety Policy.

If a child, young person or vulnerable adult arrives at a Making Space event or workshop with an obvious injury, record it in the accident book, including the fact that the injury was sustained before arrival at the event/workshop. The entry should be countersigned by the person with responsibility for the individual.

If someone discloses to you:

It is possible that a child, young person or vulnerable adult who is or has suffered abuse will confide in a member of staff or the DSO. The following action must be taken:

- Remain calm but don't delay taking action
- Choose an appropriate place and time – perhaps away from other workshop participants
- Listen carefully to what is said. Ask questions only for clarification. Don't ask leading questions.
- Don't promise to keep it a secret. Make it clear that you will only tell people who need to know and who should be able to help.
- Reassure the person that they did the right thing in telling someone.
- Tell the person what you are going to do next.
- In confidence, make DSO or Deputy DSO aware of the situation.
- Speak immediately to the person responsible for protection of person i.e. head teacher, day centre manager. If unsure consult the Local Authority Designated Officer (LADO).
- As soon as possible make a note of what was said, using the person's own words. Note the date, time any names involved or mentioned and what action you took. Make sure you sign and date the record.



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### Rights and confidentiality

If a complaint or allegation is made against a volunteer, trustee, freelancer or member of staff he /she should be made aware of his/her rights under employment law and internal disciplinary procedures.

Remember the alleged abuser and the person thought to have been abused has the right to confidentiality.

If the allegation is against a member of staff the usual disciplinary procedure will be followed. Following the outcome of the disciplinary procedure, the Board of Directors will decide on any further appropriate action. The Board of Directors may wish to consult with the Local Authority Designated Officer

If the allegation is against a Trustee, the Board of Directors will decide on the most appropriate course of action and may seek guidance from Charities Commission and the Local Authority Designated Officer.

#### Contact:

The Local Authority Designated Officer (LADO): 01962 876364

The Safeguarding Unit  
Children's Services Department  
Falcon House  
Monarch Way  
Winchester  
SO22 5PL

### GUIDELINE FOR GOOD PRACTICE

#### General

Ensure that all staff, trustees, freelancers and volunteers are familiar with the Child Protection Policy and Procedures and know who the responsible officer is.

Keep up to date with new children and young people legislation.

#### Interpersonal

- Treat all children and young people with equal respect and maintain their dignity.
- Always put the welfare of the child or young person first.
- Give children or young people the opportunity to make choices and share in decision-making.
- Give supportive and constructive feedback.
- Physical Contact
- Maintain an appropriate distance from participants.
- Only touch participants when it is absolutely necessary for the arts activity.
- Seek agreement from the participant before making physical contact.
- Ensure that disabled participants agree to and are comfortable with any necessary physical contact.

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### Safe recording, storage and use of images

Taking photographs and making films of children and young people is a valid and useful part of arts projects. It is important for celebrating, documenting and communicating the work that Making Space does and is often a core part of the arts activity.

Unfortunately, there are occasions when there are risks associated with photographing and filming children and vulnerable young people as subjects.

These include:

*the collection and passing on of images which may be misused*

*the identification of individual children to facilitate abuse*

*the identification of children in vulnerable circumstances*

*the stigmatisation of children or young people engaged in targeted activities, especially if images are being used long after they were taken*

These risks can be reduced by following these guidelines:

### Consent and permission

The consent of parents / carers (and children / young people over 16 years and vulnerable adults) should be sought before any photographs are taken. In some cases, Making Space will seek overall consent from project participants or apprentices for photography however the use of those images must be made clear and options offered. For example, images to be used in a physical display / exhibition or images which will be used on a website could be consented for separately. It is important that staff and participants are aware that once a digital image is created and made public online, its future use cannot be guaranteed.

A copy of the permission form should be given to the parent / carer (or young person over 16 if they have signed it themselves) with contact details to enable them to get in touch with Making Space at any time to withdraw their consent for use. Should this occur, the Director will ensure that all copies of the relevant images whether in print or stored electronically are deleted and can no longer be used.

Permission slips must be stored securely in a locked filing cabinet and checked against any images or film which are being selected for physical, print or electronic display.

### Reason and purpose

Photographs should only be taken by an authorised person who has a suitable reason related to the young person being photographed or to Making Space i.e. staff member, co-participant (where it is related to the project aims), parent / carer or specially commissioned photographer. Where a parent takes pictures, for example at a celebration event, Making Space will make it clear that they can only photograph their own child, not any other young person.

Staff will explain that if participants take photographs by using their own mobile phones during a workshop, this could be open to misuse and that consent should be sought by the group in advance. In some cases, a ban on mobile phone use may be deemed appropriate.





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### Appropriateness of images

All young people and vulnerable adults featured in photographs or recordings must be appropriately dressed for the activity they are undertaking. Particularly in fashion, film and photography based projects and care must be taken about the kind of images which are used, and consideration given in case they could be misinterpreted or used in any way for sexual gratification or the promotion of criminal behaviour. If you are in any doubt, don't use them and delete any copies of the image.

No images may be taken of children, young people or vulnerable adults which capture them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings. Children should be fully clothed. Images involving groups should be about the activity, not the individual child.

### Identification of subjects

Any photograph should not allow an unauthorised person to identify a child or their whereabouts. In marketing, reporting or publicity materials the following rules apply:

if using the person's full name then no photograph can be used

if using a photograph then no full name can be used

never include a photograph, name and specific location of the activity

children or young people in vulnerable circumstances like being in care, or victims of parental violence, should not be photographed unless prior consent has been given by the social worker responsible for the individual

young people who could be identified as being 'excluded' or engaging with the criminal justice system should not be photographed in a way their faces should be recognised unless prior consent has been given. Any pictures can then be taken but should not be kept beyond the life of the project, to avoid long term stigmatisation

### Official photography at events

Publicity photographs may be beneficial at events. The Director and Marketing coordinator will always inform freelance photographers of its policy before they arrive. Photographers will not be allowed unsupervised access to children.

It is not illegal to take photographs at a public event even if asked not to do so, but if your event is private then you can insist that your own policy is followed.

Photographs of children, young people and vulnerable adults in activities should try to include a wide range of types of people taking part, and not show them in breach of rules, or behaving in a reckless or dangerous fashion.

### Storage

Images of children, young people and vulnerable adults created by Making Space staff or by those working on behalf of Making Space should never be stored, other than temporarily, in personal computers and must be transferred as soon as possible to Making Space and deleted from personal devices (including phones, tablets, cameras or laptops).

Making Space staff will ensure that photographs are dated and no images are kept or used more than five years after they were taken. In the case of young people who could be identified as being 'excluded' or engaging with the criminal justice system images can only be stored for six months after the completion of the project.

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Only 3 Making Space staff should have access to images of young people stored on the system. This includes the Director, Outreach Manager, Studio Manager.

#### Looked After Children

The photographing and filming of Looked After Children taking part in cultural events and other occasions should be seen as a normal and essential part of their childhood. However, where the intention is that these photographs are to be stored and or published special rules must apply where a child is not living with their parents. Parental consent is essential for all Looked After Children including those accommodated under Section 20. All requests for images to be taken or recorded of Looked After Children should be referred to the Social Worker responsible for the child in question.

#### The Legal Position – Data protection

1.1 The Data Protection Commission has advised that photographs constitute ‘personal data’ and processing of such data is subject to the requirements of the 1998 Data Protection Act.

1.2 Processing of personal data should satisfy one of the conditions in Schedule 2 of the Data Protection Act, the most relevant for these purposes being that:

The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data is disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.

This means that Making Space can only use an image if consent has been given for that specific use and that use does not directly cause or result in harm, reputational damage or stigmatisation.

1.3 A photograph constitutes ‘sensitive’ personal data if it is possible to infer personal information about the individual e.g. their religious beliefs from that photograph.

1.4 It is therefore recommended that explicit written consent is always obtained from the parent and child where photographs are used, in order to comply with legal requirements laid out in Schedule 3 of the 1998 Data Protection Act. This states that one of the required conditions for processing sensitive data is that the data subject has given their explicit consent to the processing of personal data.

Please note that separate consent is required if data is placed on a website.



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### CODE OF BEHAVIOUR

You must not: -

1. spend excessive amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.
2. make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, or physical support in making or similar. In all such cases contact should only take place with the consent of the child, by making actions clear and ensuring that the child is comfortable with them.
3. take children alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians) and the person in charge of the event, and it is advisable that this should be a written form of consent.
4. meet children outside of organised activities, unless it is with the knowledge and consent of the parents and the person in charge of the event, and it is advisable that this should be a written form of consent.
5. start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to a designated person.
6. initiate or engage in sexually provocative conversations or activity.
7. allow the use of inappropriate language to go unchallenged.
8. do things of a personal nature for children that they can do themselves.
9. allow any allegations made by a child go without being reported and addressed, or either to trivialise or exaggerate child abuse issues.
10. make promises to keep any disclosure confidential from relevant authorities, nor provoke information that could put facilitators in an awkward position. Young people attending Making Space workshops should be made aware of the fact that information revealed during a Making Space workshop could be repeated outside of the workshop if deemed necessary.
11. show favouritism to any one child, nor should you issue or threaten any form of physical punishment.

You must :-

12. respect children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviour you do not like. Children should however be made aware that Making Space facilitators will share information with other youth professionals if they consider that the information given by the child illustrates that the child may be at risk.
13. act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their leadership role within the organisation. All pre-existing relationships between staff/volunteers and/or participants of any Making Space event must be declared.

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14. refrain from consuming alcohol for a period of at least 10 hours prior to assuming responsibility for any child or children.
15. be aware of the procedures for reporting concerns or incidents, and should familiarise yourself with the contact details of the designated persons.
16. make others aware immediately if you find yourself the subject of inappropriate affection or attention from a child.
17. report to the designated person if you have any concerns relating to the welfare of a child in your care, be it concerns about actions/behaviours of another staff member or volunteer or concerns based on any conversation with the child; particularly where the child makes an allegation.

For Trustees, Staff, Freelancers and Volunteers:

By signing this document, you agree to the practices and precautions laid down in this document. This act verifies that you have read, accepted and understood your duties and the correct working practices as agreed and implemented under the Leigh Park Craft Initiative Trust, trading as Making Space: Children, Young People Vulnerable Adults Protection Policy

Signed \_\_\_\_\_

Date \_\_\_\_\_