



Safeguarding Policy & Procedure

**Next Review Date:
By 24/06/2025**

1. Policy Statement

1.1 The Safeguarding Policies apply to all staff.

This includes senior managers, the Board of Directors, paid staff, volunteers, commissioned artists, partners, casual and agency staff, students or anyone working on behalf of the UK Centre for Carnival Arts (UKCCA).

To this end, training will be provided for as part of induction and as set out in **Section 3**.

All staff, volunteers, commissioned artists, partners, contractors, partners, casual and agency staff, students or anyone working with UKCCA to deliver its services will be issued with a copy of the Safeguarding Policy and asked to provide written confirmation that they have received and read the policy.

1.2 The purpose of the policy is to provide:

- Protection for all children and adults at risk who use UKCCA's services and facilities.
- Guidance for staff and volunteers on procedures they should adopt in the event that they suspect a child or adult at risk may be experiencing or be at risk of harm.

2. Safeguarding Policy

2.1 UKCCA believes that it is always unacceptable for a child or adult at risk to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and adults at risk by a commitment to practice which protects them.

2.2 It is the duty of UKCCA to ensure the safeguarding of children and to keep adults safe from harm and promote wellbeing (**Children's Act 2004 | Care Act 2014**)

This policy sets out UKCCA's arrangements to meet these duties, following the statutory guidance (**Working Together to Safeguard Children 2015 | Statutory guidance to support local authorities implement the Care Act 2014**).

UKCCA also recognises and supports local agendas and priorities (**Section 7**).

2.3 In safeguarding terms, a child is any person who has not attained the age of 18, regardless of the setting they are in or the service they receive.

An adult at risk is defined as any person aged 18 or over and who is at risk of abuse or neglect because of their needs for care and support.

2.4 UKCCA recognises that:

- The welfare of the child or adult at risk is paramount.
- All children and adult at risk – regardless of age, disability, gender or gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation or identity – have the right to equal protection from all types of harm or abuse.
- All physical and digital spaces used by UKCCA must be safe and secure and promote enjoyable and positive experiences.
- All staff must be aware of their responsibility to ensure the safeguarding of children and adults at risk.
- As an employer, recruitment processes are in place to ensure staff do not pose a risk of harm to children or adults at risk. Access to advice and support for safe recruitment is available for recruiting managers.
- All salaried and freelance staff employed within UKCCA' core team must have an

Enhanced DBS certificate, administered by UKCCA, and must sign up for the update service. UKCCA will reimburse costs for the update service to members of the core team.

- All salaried and freelance staff employed within UKCCA' core team will be required to attend Level 1 Safeguarding training, which must be refreshed every two years.
- The Designated Safeguarding Lead is required to attend Level 3 Safeguarding training, which must be refreshed every two years.
- All freelance workers and volunteers engaged to deliver workshop activities to children and adults at risk must have an Enhanced DBS certificate, issued within three years.

2.5 UKCCA will seek to safeguard children and adults at risk by:

- Ensuring safeguarding is the responsibility of all paid staff, volunteers and students.
- Valuing, listening to and respecting children and adults at risk.
- Adopting child and adult at risk protection guidelines through procedures for staff and volunteers.
- Responding to all suspicions and allegations of harm speedily.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Providing appropriate training for staff and volunteers, as set out in **Section 3**.
- Sharing information and good practice about the protection of children and adults at risk with children, parents, staff and volunteers and sharing information about concerns with agencies that need to know, and involving parents and children as appropriate.
- Including safeguarding an agenda item at meetings, including at one to ones and staff meetings.

2.6 All partners and contractors who work with children and adults at risk are expected to have in place their own safeguarding guidelines and to behave in line with this policy, a copy of which will be provided on request

2.7 UKCCA is committed to checking the safeguarding policy and procedure annually for accuracy and for updating whenever there is a change in legislation or guidance and undertaking a formal review every three years.

2.8 The Designated Safeguarding Lead (DSL) will report to the UKCCA Board of Directors twice yearly.

3. Training

3.1 Everyone is responsible for safeguarding.

3.2 To this end, training will be offered to staff in order that they are aware of signs of abuse and how they should report any concerns.

For all staff, this will comprise:

- Reading the Safeguarding Policy and Procedure at their induction and following any revision. A signed record of this will be kept.

- Following any substantive revisions, staff will be invited to a questions and answer session, helping to shape the adopted version.
- Managers will include safeguarding as an agenda item at meetings, including at one to ones, to assess training needs and address any concerns.

3.3 Further training will be provided where there is an identified staffing need, which may include:

- E-learning modules via the **Luton Safeguarding Children's Partnership** portal at SafeguardingBedfordshire.Org.UK. The introduction to safeguarding (Level 1) course must be undertaken by all staff as part of their induction process.
- Additional training for DSLs, enabling them to offer advice to staff. This should include the following e-learning modules via the [Luton Safeguarding Children's Partnership](https://LutonSafeguardingChildrensPartnership):
 - Safeguarding Children level 3
 - Safeguarding Adults level 3
- [Safer recruitment training for managers](#), ensuring managers will always abide by UKCCA' recruitment practices.

4. Safeguarding Procedure

4.1 How to recognise abuse and neglect

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child or adult at risk by inflicting harm, or by failing to act to prevent harm. Children or adults at risk may be abused in a family or in an institutional or community setting, by those known to them, or more rarely, by a stranger, for example via the internet. They may be abused by an adult or adults or by a child or children.

Abuse can take many forms and, for children, may include those below.

This list is taken from <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>, where further information can be found.

Domestic abuse

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Sexual abuse

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online.

Neglect

Neglect is the ongoing failure to meet a child's basic needs. It's dangerous and children can suffer serious and long-term harm.

Online abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

Physical abuse

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

Emotional abuse

Children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm.

Child sexual exploitation

Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.

Bullying and cyberbullying

Bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Child trafficking

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Grooming

Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Harmful sexual behaviour

Children and young people who develop harmful sexual behaviour harm themselves and others.

Some examples of abuse against adults are below.

These are taken from [Luton Council's Safeguarding](#) website.

Physical abuse

Hitting | Slapping | Pushing | Rough Handling
Misusing medication | Deprivation of food, clothing, warmth and appropriate health care.

Psychological abuse

Shouting | Threatening punishment | Swearing
Using degrading language (most types of abuse also result in emotional abuse).

Sexual abuse

Any kind of sexual activity where an adult at risk has not or is unable to give consent or has been pressured into.

Financial abuse

Misuse or theft of money, possessions, property or other goods
Exploitation or pressure in connection with wills or property.

Discriminatory abuse

Racist | Sexist | Homophobic or abuse based on disability or age.

Neglect

Ignoring medical or physical care needs by failing to understand and meet the care needs of the vulnerable adult (intentionally or unintentionally)

4.2 Responding to suspicions and concerns about a child or adult at risk

Staff should share their concerns immediately and a decision on how to proceed will be made. There is no need for any proof before reporting a concern.

- Phone the police on 999 if someone is in immediate danger.
- If the child or adult at risk is not in immediate danger, raise your concern at the earliest opportunity – certainly within the same working day – with the Designated Safeguarding Lead, or Deputy Designated Safeguarding Lead (Executive Director).
- Record your concern in a written report. For an example **Incident Form**, see **Appendix 1**.

4.3 What to do if a child or adult at risk discloses

If a child or adult at risk tells a member of staff about harm or abuse that they are suffering, or have suffered, that person should:

- Listen carefully and let the child or adult at risk tell them what has happened at their own pace, only asking questions for clarification.
- Remain calm and caring and avoid interrupting information.
- Not conduct an inquiry into what has happened.
- Avoid cross-questioning or leading questions.
- Establish very basic facts like Who? When? Where?
- Not promise to keep it a secret but tell the child or adult at risk that the member of staff needs to share this information with others making it clear that he/she will only tell people who need to know and who can help.
- Reassure the child or adult at risk that they did the right thing in telling them.
- Speak immediately to a Designated Safeguarding Lead or senior staff member.
- Make a note of what was said using the **Incident Form (Appendix 1)** using the child or adult at risk's own words as soon as possible after the disclosing conversation and sign and date the record, forwarding this to the Designated Safeguarding Lead.

4.4 What to do if a concern or disclosure relates to a member of staff

- All allegations of abuse or maltreatment of children or an adult at risk by an employee, volunteer, or Director of UKCCA, must be taken seriously.
- **In all cases** in which it is alleged a member of staff, volunteer or board members has:
 - behaved in a way that has, or may have harmed, a child or adult at risk
 - possibly committed an offence against or related to a child or adult at risk
 - behaved towards a child, children or adult at risk in a way that indicates they may pose a risk of harm to children

The Designated Safeguarding Lead (DSL) or most senior manager available **must be contacted on the same day or immediately in urgent cases**

An Incident Report is to be completed and forwarded immediately thereafter to the DSL or senior manager.

- If the allegation (or concern) meets any of the criteria above the employer should report it to the Local Authority Designated Officer for Allegations (LADO) within one working day or immediately in urgent cases.
- Advice will be sought from the LADO, including when to inform the person about whom the allegation has been made.

4.5 Safeguarding Children Policy Staff Ratios

The following are the minimum recommended staffing ratios for workshop or group programmes/events:

- Children under 7 years
 - Two adults for up to eight children and one additional adult for every eight children.
- Children over 7 years
 - Two adults for up to eight children and one additional adult for every twelve children.
 - Where children with additional needs are being supported, the ratio should increase dependent upon the needs of each individual child.

4.6 Good Practice Guidelines for the Prevention of Child Abuse

- Children and Young People
- As far as is possible, a worker should not be left alone with a child where their activity cannot be seen. This may mean leaving doors open, or two groups working in the same room.
- All children and young people should be treated with respect and dignity. Language, tone of voice, body position and body language should all be considered, as should discipline and maintaining control by establishing appropriate boundaries.
- Do not let children involve you in excessive attention seeking that is of an overtly sexual or physical nature.
- Confidentiality must be maintained at all times, except in the instance of suspected abuse or neglect.
- Protecting Children on-line (following Covid-19)

Please refer to the link below from UNICEF:

https://www.unicef.ca/sites/default/files/2020-04/PROTECTING_CHILDREN_ONLINE.pdf

4.7 Designated Safeguarding Lead for UKCCA

If the safeguarding lead listed below is not available, concerns can be reported to the Deputy Designated Safeguarding Lead, Executive Director.

Designated Safeguarding Lead: Janet Skepple

UKCCA Main Office: 01582 437100

Email: Janet@carnivalarts.org.uk

UKCCA's Deputy Safeguarding Lead: Claudette Whittingham
Contact details: email claudette@carnivalarts.org.uk Tel: 07752 093 721

UKCCA Board (Trustee) Safeguarding Lead: Anthony Isles, Chair.
Contact details: email tony@carnivalarts.org.uk Tel: 01582 437 100

If none are available, concerns can be reported directly, as per the contacts listed in **Section 6.**

4.8 Actions for the Designated Safeguarding Lead (or Executive Director) when making referrals

The Designated Safeguarding Lead (or Executive Director) will:

- Receive staff concerns and those from members of the public visiting UKCCA sites.
- Contact and take advice from the following:
 - The Police** in an emergency
 - The Multi-Agency Safeguarding Hub (MASH)** if the matter relates to a child or children
 - The Adults Safeguarding Team** if the concern relates to an adult at risk
 - The Local Authority Designated Officer (LADO)** if the concern involves a staff member
- Following advice, make a decision as to how to proceed.
- Ensure that telephone referrals are followed up in writing within 24 hours. This should be acknowledged within another 24 hours and if this does not happen the Designated Safeguarding Lead must, within three days, check that the information has been received.
- Ensure procedures on making referrals and confidentiality are followed.
- Ensure forms for recording incidents are completed and correctly stored in a central locked cabinet or securely online for six years with the Designated Safeguarding Lead.

4.9 Confidentiality considerations

The Designated Safeguarding Lead and all other staff involved will:

- Ensure that the right of a child to protection takes precedence over their right to confidentiality and that of their parents right to confidentiality.
- Ensure confidentiality, so that names of children, adult at risk, or staff involved in incidents are not revealed.

4.10 Sharing information and involving parents/carers and children appropriately

The Designated Safeguarding Lead and all other staff involved will:

- Seek advice when in doubt. This is particularly important on matters such as whether parental consent should be sought for a referral or whether parents should be told that a referral has been made.

- Explain to children or adult at risk what and how information will be shared unless this could put the child or adult at risk at increased risk or undermine the detection of a serious crime.
- Always put the welfare of the child or adult at risk as the overriding consideration.
- Whenever possible respect the wishes of children or adult at risk who do not give consent but still share information where there is sufficient need to override the consent.
- Ensure that information shared is accurate and only shared with people who need to see it.
- Store information securely.
- Always record the reason for decisions.

4.11 Children visiting UKCCA events and activities

- UKCCA staff do not assume the responsibility of a parent or carer but have a responsibility to provide for the care, control and safety of children visiting UKCCA sites.
- For large scale outdoors events where children may arrive alone, risk assessments must include provision for this.
- At all UKCCA sites, children under eight years should be accompanied by a person who is sixteen or older and is known to the child.
- Children and young people under 18 must be accompanied by an adult 18 or older, unless attending a supervised workshop or activity deemed appropriate by UKCCA. Signed parental or carer consent is required for children under 18 who are attending a supervised workshop or activity deemed appropriate by UKCCA.
- A poster should be displayed at all venues to this effect (for example, see **Appendix 2**)

4.12 Dealing with unsupervised children

- Children under eight must be accompanied by an adult at all UKCCA events and activities unless otherwise specified.
- Children under eight who are not accompanied should **not** be asked to leave nor allowed to leave the site.
- When you are aware that a child under eight is alone and the parent is not on site and you cannot immediately contact them, call the police using their local number.
- Children left alone at closing time should remain in the building with two members of staff (one male one female whenever possible). If the parents cannot be contacted immediately call the police on their local number.
- Parents are responsible for accompanying their children to the public toilets. In the case of an unaccompanied child they should be shown where the toilets are (and if necessary the staff toilets) but not accompanied into the cubicle.
- If a building has to be evacuated any unaccompanied children should be taken to the staff assembly point: if an activity was taking place, the register must be checked.

4.13 Supervised children's activities

- At events where children under 18 are unaccompanied a register should be kept (**Appendix 2**).
- The following information should be obtained from and signed by a parent or guardian at a formal handover to staff at the start of the event. This information should be checked daily if the event is repeated.
 - a) Name of parent/guardian, confirming they have parental responsibility and legal access to the child.
 - b) Emergency contact details for the duration of the event
 - c) Health/medication needs – does the child have necessary medication with them?
 - d) If applicable, dietary and educational needs (depending on the nature of event).
 - e) Who will be collecting the child and, if different, their contact details.
- There should be a formal handover of the child to an agreed parent or guardian at the end of the event.

4.14 Taking images of children and adults at risk

Children and adults at risk have the right to privacy and to be safeguarded from the inappropriate use of images. No photographs of children or adults at risk will be taken at UKCCA' workshops without the written consent of a parent or guardian (**Appendix 3**).

At events, the intention to take photographs and the presence of a photographer should be made public with the use of appropriate signage (example poster wording in **Appendix 4**). The poster should be prominently displayed at the entrance or registration for the event and public announcements made to further raise awareness giving participants the option to opt out of photographs.

Where participants register in advance include a statement at point of registration about the intention to film or photograph. At the event a further announcement must be made of the intention and anyone who does not wish to be photographed/film must make their views known to a designated member of staff. In addition a photo/film permission form must be signed by all subjects of any film/photo and for under 16 parent/carer written permission is required.

Everyone has the right at any time to request the removal of any UKCCA film/photo which they appear in to be removed from all databases and public realm. A contact to request the removal of their photo/film must be available via UKCCA website and on the photo/film permission form.

5 Contacts

5.1 If you think a crime has been committed against somebody who cannot protect themselves you should call the police.

- **In an emergency, contact the Police on 999**
- **In non-emergency situations you should call the Police on 101.**

5.2 For safeguarding concerns about children

Contact the Multi-Agency Safeguarding Hub (MASH) in the first instance on 01582 547653 Out of Hours, contact the Emergency Duty Team on 0300 3008123

Email: mash@luton.gov.uk

Bedfordshire Police Specialist Public Protection enquiries – 01234 846960 (0700hrs to 1700hrs weekdays 0800 to 1600hrs weekends)

5.3 For safeguarding concerns about an adult at risk

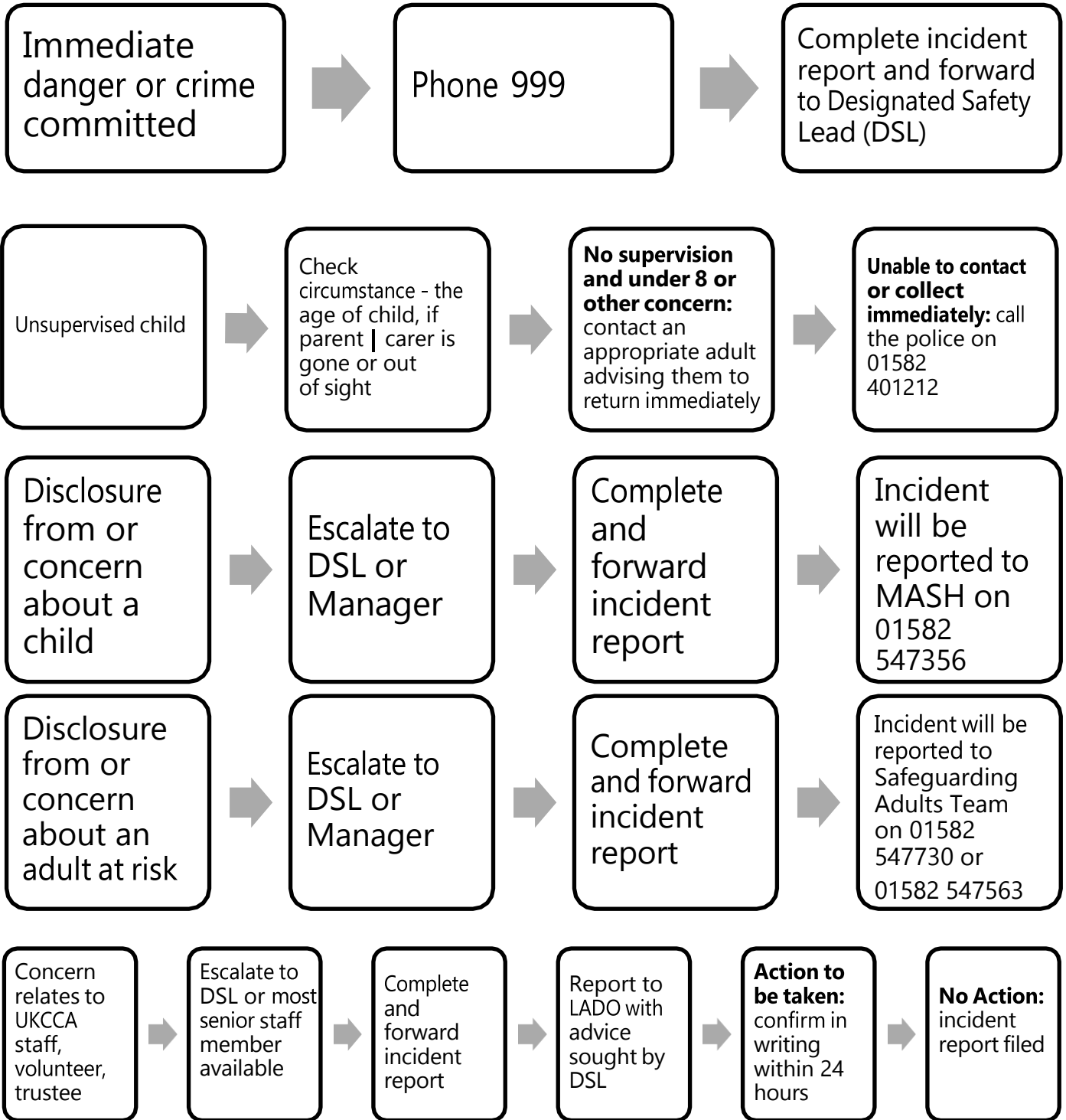
Contact the Adult Safeguarding Team in the first instance on 01582 547730

or 01582 547563 Email: Adultsafeguarding@luton.gov.uk

5.4 For concerns raised about a staff member

Contact the [Local Authority Designated Officer for Allegations](#) (LADO) on **01582 548069**

6 Actions to take



7 Luton Safeguarding Children's Partnership Principle/Message

UKCCA recognises and supports local agendas and priorities as outlined on the [Safeguarding Bedfordshire website](#). UKCCA is committed to Luton Safeguarding Children Partnership's underlying delivery principle that safeguarding is everybody's responsibility and in line with that at UKCCA safeguarding is the responsibility of all Board members, staff, volunteers, partners, commissioned artists, contractors, and all adults who are engaged in the delivery of our services and facilities

Appendix 1 **Incident Report Form**

INCIDENT REPORT FORM			
UKCCA EVENT / ACTIVITY:		DATE & TIME:	
INCIDENT TYPE:		REPORTED BY:	
If known, add details of person(s) incident relates to below.			
NAME(S) & AGE(S):			
ADDRESS:			
PREFERED CONTACT:			
SUMMARY OF INCIDENT or STATEMENT OF DISCOSURE:			
If additional evidence is attached or included, please list here:			
DSO MANAGER REPORTED TO:		DATE & TIME:	
INITIAL ACTION TAKEN:			
REPORTED TO:		REPORTED T O:	
REFERENCE NO:		DATE:	
FURTHER ACTIONS TAKEN:			
SIGNED ON FILING:		DATE:	

Appendix 2 **Children's Activities Consent Form**

CHILDREN'S ACTIVITIES CONSENT FORM							
(CHILDREN'S ACT 2004)							
UKCCA ACTIVITY:							
CHILD'S NAME:							
ADDRESS:							
TELEPHONE NUMBER:							
SCHOOL ATTENDED:							
MALE:		FEMALE:		DOB:		AGE:	
In case of emergency, please complete the following details for who we should contact:							
NAME:							
ADDRESS:							
TELEPHONE NO:							
RELATIONSHIP TO YOU:							
Does your child suffer from any allergies, illnesses or take any medications:				YES / NO (delete as applicable)			
If yes, please give details:							
I _____ (print name) give permission for my child, to receive urgent medical attention.							
Do you give permission for your child's photograph to be taken during the activity? (delete as appropriate)						YES / NO	
Do you allow your child to walk home alone after activities? (delete as appropriate)						YES / NO	
PARENT/GUARDIAN SIGNATURE:						DATE:	
FOR OFFICE USE:							
STAFF SIGNATURE:						DATE:	

Appendix 3 UKCCA Project photography and filming consent form

UKCCA would like to take photographs & recordings to show examples of creative learning & engagement.

Name	
Age	
Postcode	
Contact Phone	
E-Mail Address	

I understand that:

- My photos/recordings will be stored in the UKCCA photo/video library for the duration of the project
- UKCCA may use the photos/videos on their website and on social media
- UKCCA may use the photos offline in their printed project publicity and evaluation documents such as reports and advocacy documents
- My photos/videos may be used for UKCCA promotional materials, publications, in articles, presentations and potentially for publicity/marketing/evaluation purposes
- Photos/videos may be shared with media or local press for UKCCA related news stories
- Photos/videos may be shared with UKCCA project funders and named partners for display on their website, social media and printed publications related to the project
- I can withdraw consent for this at any time. I can email info@carnivalarts.org.uk if I change my mind. Note: this will not apply to material already published. UKCCA cannot control already published material or recall them.

Please detail any additional comments, requests or concerns you may have below:

Signature: _____

Are you under 16? Yes/No

If under 16, parent/guardian name: _____

If under 16, parent/guardian signature: _____

Date: _____

For office use

Name of event organiser: _____ Name of photographer: _____

Date of event: _____ Name of event: _____

Location of event: _____

PUBLIC NOTICE

Please be aware that this event will be photographed on behalf of UKCCA.

By attending this event you are giving your consent that any pictures taken can be used in future projects.


These images may be used in printed publications or on digital media produced by UKCCA and its partner organisations and for promotional and advocacy purposes.

If you are concerned or do not wish to be included in any images, please see the photographer or a member of staff.



UKCCA

Governance Authorisation

Signature:	
Name:	Claudette Whittingham
Position/Role:	Executive Director
Date:	24 June 2024
Date of next review:	24 June 2025