

Safeguarding Young People Policy

1 nidderdale visual arts

1.1 nidderdale visual arts (nva) is a registered charity which exists to promote the visual arts in Nidderdale, and membership is open to anyone interested in the work of the organisation. The charity meets its objects by:-

- Providing a range of courses, workshops and exhibitions at the number six studio gallery
- Initiating art related projects which provide economic and community benefit
- Working in partnership with local organisations and schools on art related activities.

1.2 The trustees and people who run the organisation are volunteers. nva does not employ staff directly but from time to time contracts with self-employed persons to provide activities. Self-employed tutors may hire nva premises to provide courses and workshops which are promoted by nva. Other organisations or individuals may hire the premises for public courses or private events.

1.3 Membership of nva is open to young people. The majority of courses and workshops operated at the number six studio gallery are not designed for participation by children although some may be suitable for young adults aged 16 to 18. From time to time specific activities are provided by nva for young people either at the studio gallery or at a school location.

1.4 **Definitions**

A child/young person is defined as a person under the age of 18 (Children's Act 1989. Within this policy, any person under the age of 18 will be classed as a young person.

2 Policy Statement

2.1 nva believes that all young people have a right to protection from harm and abuse, and the needs of disabled young people and others who may be particularly vulnerable must be taken into account. nidderdale visual arts is committed to ensuring the safety and protection of all young people, and nva has a duty of care to safeguard from harm all young people involved in any event and activity that it delivers. nva also has responsibility to ensure that any partner organisations have established policies to provide protection to young people.

2.2 nva is committed to devising and implementing policies so that everyone within in the organisation accepts their responsibility to safeguard young people from harm and abuse. This means following procedures to protect young people and report any concerns about their welfare to appropriate authorities. The aim of the policy is to promote good practice, providing young people with appropriate safety/protection whilst in the care of nva and to allow all personnel to make informed and confident responses to specific child protection issues.

- 2.3** nva is committed to the following:
- that the welfare of the young person is paramount
 - that all young people, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in any nva activity in a fun and safe environment
 - taking all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
 - ensuring that all suspicions and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately
 - that all nva personnel, including self employed tutors, volunteers or independent contractors, who work with young people are aware of their responsibility to ensure young people are protected .

3. Communication of the Policy

- 3.1** To ensure the successful implementation of this policy nva will make this policy available via the website, will display a copy at the registered premises of the charity and will provide a copy to all tutors and activity organisers.

4. Promoting Good Practice

- 4.1** By promoting good practice the occurrence of abuse of young people should be reduced and this should also protect nva personnel, thus reducing the likelihood of allegations arising.

- 4.2** Good practice: the following practices will be adhered to at all times:
- All tutors or activity organisers must provide evidence of satisfactory CRB checking
 - When working with school groups either in the school premises or at the studio gallery, the tutor or activity organiser will always be accompanied by a teacher
 - When working with young people taking part in courses or workshops, tutors and organisers will always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
 - No young person will be accepted into membership of nva without the written permission of his/her parent or guardian.

- 4.3** Poor practice: the following are regarded as poor practice by tutors and organisers and should be avoided by all personnel:-
- Unnecessarily spending excessive amounts of time alone with a young person away from others.
 - Taking a young person alone in a car on journeys, however short
 - Taking a young person to your home where they will be alone with you.

5 Photographic images of young people

- 5.1** There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on web sites and in publications. The following guidelines must therefore be followed:
- All young people featured in photographs/recordings must be appropriately dressed for the activity they are undertaking.
 - The photograph/recording should ideally focus on the activity, where possible.
 - Images of young people should be recorded in small groups rather than as individuals.
 - If a photograph/recording is used, personal details of young people such as email address, home address and telephone numbers should never be revealed.
 - Parental/guardian permission should always be received to take and use an image of a young person for publicity or on the website.

6. Protection of and proper use of personal information

- 6.1 Any personal information provided by a young person as part of their membership of nva or in relation to an activity provided by nva will be held securely and used only in relation to the purpose for which it was provided.
- 6.2 Any email communication sent to a young person must be from the official email address of the organisation and not from a private email account.
- 6.3 No voice or text messages will be sent to young persons who have registered their mobile telephone details.

7. Abuse of young people

- 7.1 Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm; it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust.
 - 7.1.1 **Physical Abuse:** where adults physically hurt or injure a young person such as hitting or shaking. Giving young people alcohol or inappropriate drugs would also constitute child abuse.
 - 7.1.2 **Sexual Abuse** occurs when adults (male and female) use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.
 - 7.1.3 **Emotional Abuse** is the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the young person's emotional development. It may involve telling a young person they are useless, worthless, unloved or inadequate. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. This may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability.
 - 7.1.4 **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the young person's health or development. Examples of this could be; failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care.
 - 7.1.5 **Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are four main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating), or sexual (e.g. unwanted physical contact or abusive comments).

8. Responding to Allegations and Suspicions

- 8.1 nva personnel may become aware of possible abuse because they see it happening, may suspect it happening or may have it reported by someone else or directly by the young person affected.

- 8.2** It is not the responsibility of nva personnel to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate people and authorities so that the necessary inquiries and actions are followed to investigate and to protect the young person.
- 8.3** When a young person reports alleged abuse directly to a member of nva personnel, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, it is important to;
- Stay calm so as not to frighten the young person.
 - Reassure the young person that they are not to blame and that it was right to tell.
 - Listen to the young person, showing that you are taking them seriously.
 - Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. (The law is very strict and child abuse cases have been dismissed where it is felt that the young person has been led and that ideas have been suggested when questioning). Only ask questions to clarify.
 - Inform the young person that you have to inform other people about what they have told you. Tell the young person this is to help stop the abuse continuing.
 - Ensure that the safety of the young person is paramount. If the young person needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
 - Record all information and immediately report the incident to a Trustee of nva, preferably the Chair or Secretary.
 - Treat all information as confidential and ensure that it is not divulged to anyone other than the Trustee to whom you have reported it.
- 8.4** To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions. Information should include the following:
- The young person name, age and date of birth
 - The young person's home address and telephone number
 - Whether or not the person making the report is expressing their concern or someone else's
 - The nature of the allegation, including dates, times and any other relevant information
 - A description of any visible bruising or injury, location, size etc. and also any indirect signs, such as behavioural changes
 - Details of witnesses to the incidents
 - The young person's account of what has happened and how any bruising/injuries occurred.
 - Whether the parents have been contacted and if so how they have responded.
 - Whether anyone else has been consulted and if so the details of this..
 - Whether anyone has been alleged to be the abuser
- 8.5** All suspicions and allegations must be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where abuse is suspected or where allegations are being made against a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.
- 8.6** It is the responsibility of all Trustees of nva to ensure that all suspicions and allegations are shared with the relevant organisations and/or the professional agencies that are responsible for child protection. If any Trustee receives a report or has reasonable suspicions that abuse has occurred the following actions must be taken:-
- If the abuse has taken place during a school class supervised by a teacher, the incident must be reported to the school authorities;
 - If the abuse has taken place during an event run by North Yorkshire County Council, the incident must be reported to the authority;
 - If the abuse has taken place during an event organised and provided by nva the matter must be reported formally to the Board of Trustees.

- 8.7** If the Board of Trustees receives an allegation that abuse has occurred it must act immediately.
- The individual against whom the allegation is made must be removed from any activity relating to the allegation;
 - The matter must be reported to NYCC Social Services Department which has a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the young person and family (where appropriate), gathering information from other people who know the young person and making inquiries jointly with the police.
 - The Board of Trustees must take action in line with the advice received from Social Services and/or the police.

9. Monitoring and Review

This policy was adopted by the Board of Trustees of Nidderdale Plus in November 2012. It will be monitored and reviewed on an annual basis.

Signed:.....

Name:Biddy Noakes.....

Position.....Chairperson.....

Date.....12.11.12.....