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Bournemouth Education Arts Foundation Safeguarding of Children and Vulnerable Adults Policy

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This Policy is approved by the Board of Trustees	July 2025

INTERNAL CONTACTS

Designated Safeguarding Officer (DSO) Carol Maund, Director

Board Safeguarding Champion (BSC) Peter Symons, Director

EXTERNAL CONTACTS

Local Authority Designated Officer (LADO)
BCP Safeguarding Team
01202 794300
bcpsafeguardingadultsboard@bcpcouncil.gov.uk
BCPSAB, c/o Adult Social Care - Services,
Room 1 Civic Centre,
Poole BH15 2RT

Reporting Abuse
BCP Adult Social Care.
asc.contactcentre@bcpcouncil.gov.uk
01202 123654

NSPCC Helpline
0808 800 5000

Local Safeguarding Contacts:
Bournemouth and Poole Local Safeguarding Children Board 01202 458873

Dorset Police 01202 222222
Dorset Police 101 /999

Out of Hours Service
0300 1239895 Evenings and weekends, including Bank Holidays

www.bcpsafeguardingadultsboard.com/useful-linkscontact-us.html

Prevent Team BCP Council

<https://www.bcpCouncil.gov.uk/Children-young-people-and-families/Working-in-childcare/Early-Years-Safeguarding/Prevent.aspx>

Extremism email helpline: counter.extremism@education.gsi.gov.uk

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Safeguarding Statement

BEAF's Safeguarding and Child Protection guidelines and procedures are based on current legislation including the Children's Act 2004 and the Safeguarding Vulnerable Groups Act 2006, and current available guidance from the NSPCC; and will be reviewed and updated every year.

Children, young people and vulnerable adults are integral to BEAF and we emphatically assert their right to be active cultural producers. Their contribution to the narrative of BEAF and to wider cultural and social discourse is vital.

Vulnerable children and adults are a key part of the community we serve. Often at risk of exclusion, developing projects with and for them is core to our mission, vision and values.

Everyone who participates in BEAF's programmes is entitled to do so in an enjoyable and safe environment. BEAF has a moral and legal obligation to take all reasonable steps to ensure that children, young people and vulnerable adults are safe and protected from harm during any project organised by us.

When such projects are run in partnership with other organisations, BEAF will endeavor to co-operate with any provision made by the partnership organisations. We will ensure that such activities are covered by our own policy and procedures, or else that we are satisfied that the policy and procedures of the partner, being robust, will apply.

The Children's Act defines children as being 0 -18 years of age. By vulnerable adult we mean a person over 18 who, because of mental or other disability, age or illness may need assistance in taking care of themselves or may be unable to protect themselves against harm or exploitation.

Aim

The aim of the policy is to promote good practice, providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of BEAF Arts and to allow staff, artists and volunteers to make informed and confident responses to safeguarding and child protection issues.

Policies

We recognise that:



- Children, young people and vulnerable adults are a key part of the community that BEAF serves.
- All people, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in all activities at BEAF in a fun and safe environment.
- We must take all reasonable steps to protect children, young people and vulnerable adults from harm and discrimination and to respect their rights, wishes and feelings.
- We must take seriously all suspicions and allegations of poor practice or abuse and report it swiftly and appropriately.
- We have a responsibility to share information about safeguarding and child protection and good practice with children, parents, group leaders, carers, staff and volunteers.

BEAF will:

- Promote engaging, enjoyable and educational projects in an open, welcoming and inclusive environment in which children, young people and vulnerable adults feel safe and comfortable.
- Ensure that staff, freelance artists and volunteers who work with children, young people and vulnerable adults will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice, safeguarding and child protection procedures, including being issued with a copy of this policy.
- Ensure that key employees, artists and workshop leaders who have contact with children, young people and vulnerable adults have appropriate training and/or experience and have been subject to a check from the Disclosure and Barring Scheme (DBS). A member of staff with DBS certification will be on site and supervising at all times when activity with young people and vulnerable adults is taking place.
- Ensure that under no circumstances a child, young person or vulnerable adult is left in the sole care of a member of staff who does not have the appropriate training and checks in place. All training to include what to do in the likelihood that this happens.
- Work to ensure that no child under the age of 11 is left unattended on the Premises where activity is taking place. However, if children arrive at the building unattended it is not our policy to turn them away; though we will always ask where their parent or guardian is.

- BEAF Arts never acts in loco parentis for young people. This means children should always be under the supervision of a parent or group leader, who will take ultimate responsibility for their safety. If a parent, carer or guardian attempts to leave children in their care unattended at the workshop or event, they must be informed that they cannot do this. We do not have a direct duty of care for children who come to an event unattended.
- Observe the incident reporting procedures (available on request) whenever a concern is raised, and feedback to the team as required. If in doubt, report it.

All personnel should adhere to the following principles and action:

- Always put the welfare of the child, young person or vulnerable adult first
- Listen to, value and respect children, young people and vulnerable adults
- Treat all people equally and with respect and dignity
- Make the experience of art activities fun and enjoyable: promote fairness and confront and deal with bullying and inappropriate language.
- Always work in an open environment, avoid private or unobserved situations and encourage open communication with no secrets.
- Maintain a safe and appropriate distance with children. While BEAF does not operate under a strict 'no touch' policy, employees should be aware that where any form of manual/physical support is required it should be provided openly and with the consent of the young person.
- Staff and volunteers should not connect with or engage in private communications with children, young people and vulnerable adults through social media or other electronic media.
- Be an excellent role model, this includes exercising discretion in smoking or drinking alcohol, and not using bad language or making sexually suggestive comments in front of a young person.
- Always give enthusiastic and constructive feedback rather than negative criticism; recognise the developmental needs and capacity of participants.
- Keep a written record of any injury (including any treatment given), allegation or incident that occurs. Report any incidents, allegations or near misses to the keyholder on site, who will circulate it through the incident reporting procedure.
- Serious concerns should be reported to social services or the NSPCC. If staff or volunteers are concerned about a child's safety (the child is upset, appears lost, or seems too young to be alone) they should contact Bournemouth Borough Council social services as soon as possible, if they cannot be reached the police should be contacted.
- Contact details are available on the contact sheet in the office.



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Our promise to children and adults at risk who use our services:

- We aim to provide all children and adults who visit our premises and use our services with a safe, enjoyable and stimulating experience while ensuring that, as far as possible, they are properly safeguarded.
- We recognise all children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or gender identity, have an equal right to protection from abuse or neglect;
- We recognise that some of the children and adults who use our services are vulnerable to abuse and neglect. We are determined to provide this group with a safe and stimulating experience at BEAF venue/s;
- We will ensure the rights of children and adults at risk to be safe;

Safeguarding children and adults at risk is the responsibility of everybody but our Board of Directors has ultimate responsibility for ensuring our safeguarding policy and procedures are current, relevant and adhered to. The Board will select at least one Director to act as Safeguarding Champion who has primary oversight of safeguarding matters.

We are committed to creating and maintaining a safe environment for everyone who comes into contact with BEAF, especially children and adults at risk including: recruiting safely, maintaining oversight and equipping staff and volunteers with the necessary tools and skills.

To do this:

- We undertake a rigorous and thorough recruitment process, including pre-employment checks;
- We require staff in identified roles to complete compulsory DBS (Disclosure and Barring Service) disclosures and have processes in place to ensure re-checks are completed as appropriate;
- We provide effective management and support for staff and volunteers through supervision and training;
- We have a clear and well-known process in place for responding to safeguarding concerns, and we deal with matters sensitively, sharing only with the agencies and people who need to know, and involving families or carers as appropriate;

Dissemination

All staff and volunteers will be made aware of this policy as part of their induction and asked to sign a declaration that they have read and understood their responsibilities towards safeguarding adults at risk.

All workshop leaders, working with children and adults at risk will also be asked to adhere to BEAF Arts' safeguarding policy and procedures.

The policy will be made available to BEAF's participants and their carers/families.

Review Date
We will keep our policy and procedures up to date by reviewing annually.
This policy was last reviewed July 2025.

Definitions

Abuse –

Physical Abuse – including hitting, slapping, pushing, unnecessary restraint or misusing medications.

Domestic Violence – including all types of abuse between family members or partners; so called 'honour' based violence.

Sexual Abuse – including inappropriate touching, indecent exposure, rape, harassment, or any sexual acts an adult has not consented to.

Psychological Abuse – including emotional abuse, threats of harm, attempts to control, coercion, verbal abuse and bullying.

'Cuckooing' is a term used where criminals exploit vulnerable people by taking over their homes to deal drugs and commit other crimes.

Financial or Material Abuse – including theft, fraud, coercion with regard to financial affairs.

Modern Slavery – including forced labour and human trafficking. (Modern Slavery is a serious and brutal crime in which people are treated as commodities and exploited for criminal gain. The true extent of modern slavery in the UK, and indeed globally, is unknown - Home Office).

Discriminatory Abuse – harassment or slurs due to someone's race, gender, age, disability, sexual orientation, religion, or gender identity.

Organisational Abuse – including neglect and poor care practice within a care setting or in relation to care provided in one's own home.

Neglect and Acts of Omission – failure to act or ignoring medical, emotional, or physical care needs.



Self-neglect – neglecting to care for your own health, hygiene or surroundings. This can include hoarding.

Allegation - when it is alleged that a person who works with adults at risk has:

- behaved in a way that has harmed an adult at risk, or may have harmed them;
- possibly committed a criminal offence against or related to an adult at risk; or
- behaved towards adult(s) at risk in a way that indicates they are unsuitable to work with adults at risk;

Children The Children's Act defines children as being 0 -18 years of age.

Adult at Risk-refers to anyone aged 18 or over who is or maybe in need of community care services by reason of mental or other disability, age or illness, and who is or maybe unable

to take care of themselves, or unable to protect themselves against significant harm or exploitation.

BEAF Arts Staff and Volunteers - This includes all staff, casual, freelance, contracted staff, company members, volunteers, and trustees.

Designated Safeguarding Officer (DSO) - The DSO is a designated employee who will lead the Safeguarding Policy and the dissemination and implementation of BEAF Arts safeguarding procedures.

Disclosure – when an adult at risk says or indicates that they are being abused, or information is obtained which gives concern that an adult at risk is being abused.

Board Safeguarding Champions (BSC) - designated Board member/s taking responsibility to monitor safeguarding policy and procedure and reporting regularly to the Board of Directors.

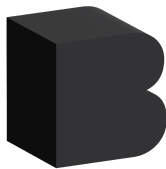
Safeguarding - the range of measures in place to protect people in a charity or those they come into contact with, from abuse and maltreatment of any kind. For the avoidance of doubt the term 'safeguarding' in this document always refers to **children and adults at risk**.

Safeguarding Emergency - a situation in which a child or adult is in immediate danger and to do nothing would result in actual harm to the individual.

Safeguarding Team - the safeguarding team is the collective term for the DSO, and the BSC.

The Safeguarding Team will:

- be specifically trained to carry out their roles with regards to safeguarding and Prevent;



- be familiar with and have an understanding of legislation and guidance relating to safeguarding;
- receive information from staff, volunteers, adults at risk, parents, carers and others about safeguarding concerns;
- assess information promptly and take appropriate action (usually within 24 hours);
- maintain secure, confidential records of any safeguarding concerns raised, action taken and follow-up required;
- provide support during and after incidents involving safeguarding;
- know how to contact and establish links with the Local Authority Designated Officer (LADO), and the relevant departments within Local Authorities and Police and be familiar with local referral procedures for safeguarding and Prevent;
- assess the safeguarding learning and development needs of all staff and volunteers and coordinate the training;
- promote safeguarding across the organisation and keep all staff and volunteers informed on good practice and new legislation and guidance; and

monitor the overall trend of safeguarding concerns, keep records and feed back to the organisation on the quality of safeguarding work;

Training

BEAF is committed to ensuring that all members of staff/freelancers, as part of their induction, undertake a programme of safeguarding awareness training which is then renewed annually. This training is regarded as Level 1 and will be for anyone, no matter what their previous knowledge, to understand key safeguarding terms and procedures alongside the most common types of abuse that learners may come across.

In addition, practitioners and those working directly with children and vulnerable adults will also undertake a higher level of safeguarding training including safeguarding legislation and procedures - this is referred to as Level 2.

Members of the Board, and the DSO will undertake Level 3 training – designed for those who will be the first point of contact for staff and families and will provide information and guidance on the safeguarding lead's specific responsibilities.

Code of Conduct

The following Code of Conduct clearly outlines what behaviour is expected of staff and volunteers whilst undertaking duties for BEAF in relation to children and adults at risk. BEAF Arts is fully committed to safeguarding the welfare of all children and adults at risk. BEAF Arts expect that all members of its staff and volunteers have a clear understanding of the responsibilities and powers their positions of trust carry. The below clearly outlines what is

acceptable behaviour and what is not, and how to behave appropriately when working with children and adults at risk, and as such ensuring that the 'position of trust' is not abused. This not only protects those in the positions of company, but also safeguards those being cared for.

Failure to comply with the Code may be deemed a disciplinary matter.

Staff and volunteers should always:

- understand and be familiar with the safeguarding policy and guidance;
- put the welfare of children and vulnerable adults at risk first;
- work in an open environment (e.g. avoiding private or unobserved situations and encourage open communication);
- strive to build balanced relationships based on mutual trust which empowers children and adults at risk to share in the decision making process;
- observe and follow up on changes of behaviour and signs of harm, and take seriously any allegations, suspicions or concerns about abuse that a child or an adult at risk

makes (including those made against staff) and report them following appropriate procedures;

- provide an opportunity and environment for children and adults at risk to talk to staff and volunteers about any concerns they may have;
- provide an environment e.g. establishing ground rules/group agreements that encourages people to feel comfortable and confident in challenging bullying and any attitudes or behaviours that may be discriminatory in any way (e.g. racial, sexual or homophobic, or in relation to disability or refugee or asylum status, etc.).

Staff and volunteers should never:

- engage in, permit or accept abusive and discriminatory behaviour or peer-led activities (e.g. initiation ceremonies, bullying, taunting or behaviour that frightens, embarrasses or demoralises or reduces to tears as a form of control);
- engage in inappropriate behaviour or contact (e.g. physical, verbal or sexual, including horseplay);
- allow or encourage others to engage in inappropriate behaviour and contact;
- use inappropriate or demeaning language;
- engage in sexual relationships or personal relationships with children or adults at risk, including outside of the workplace;
- make sexually suggestive comments to anyone;
- give or lend personal money to children or adults at risk;
- invite children or adults at risk to individual homes;
- share a dressing room or a bedroom with a child or an adult at risk;
- show favouritism to anyone;

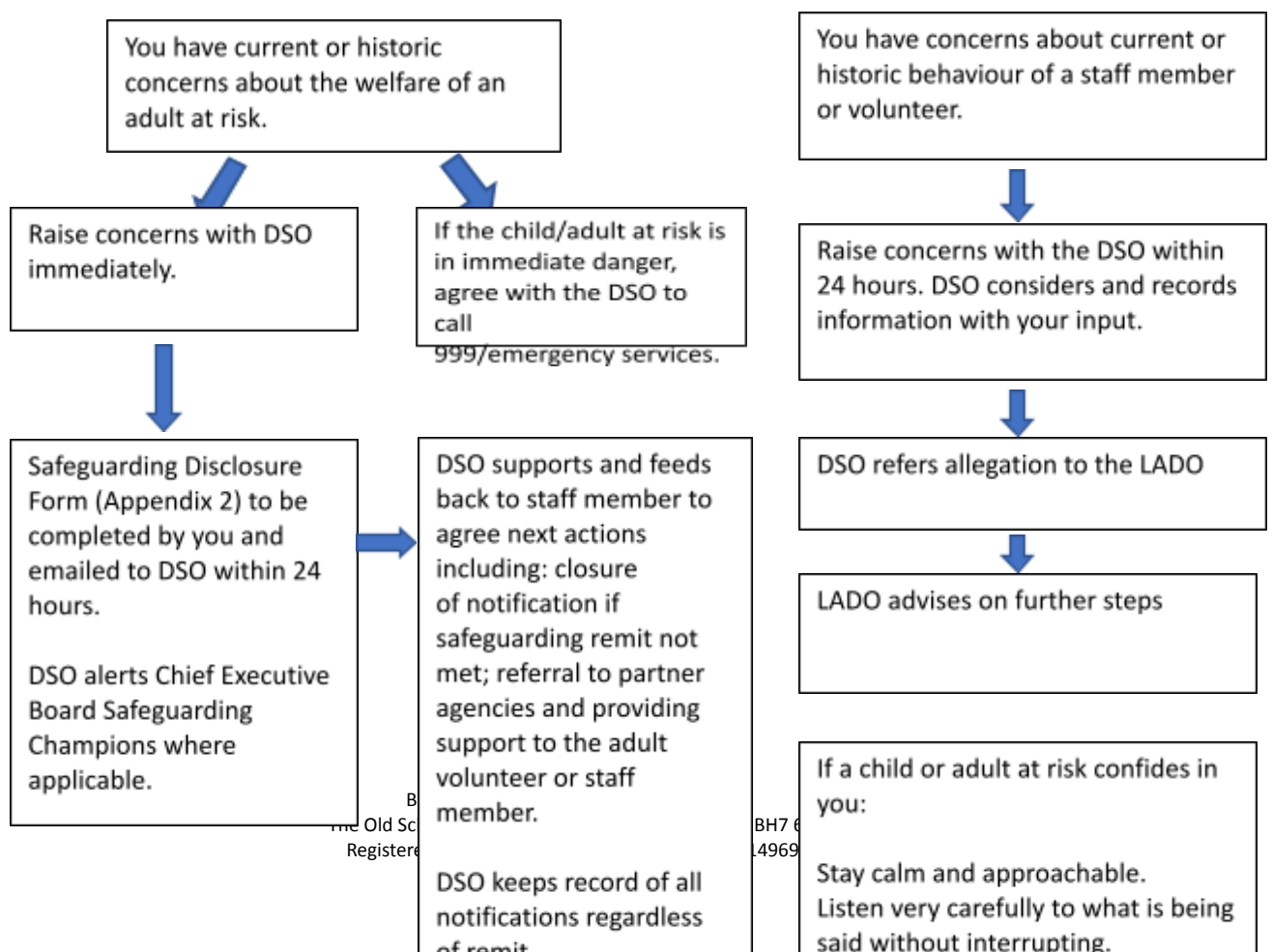


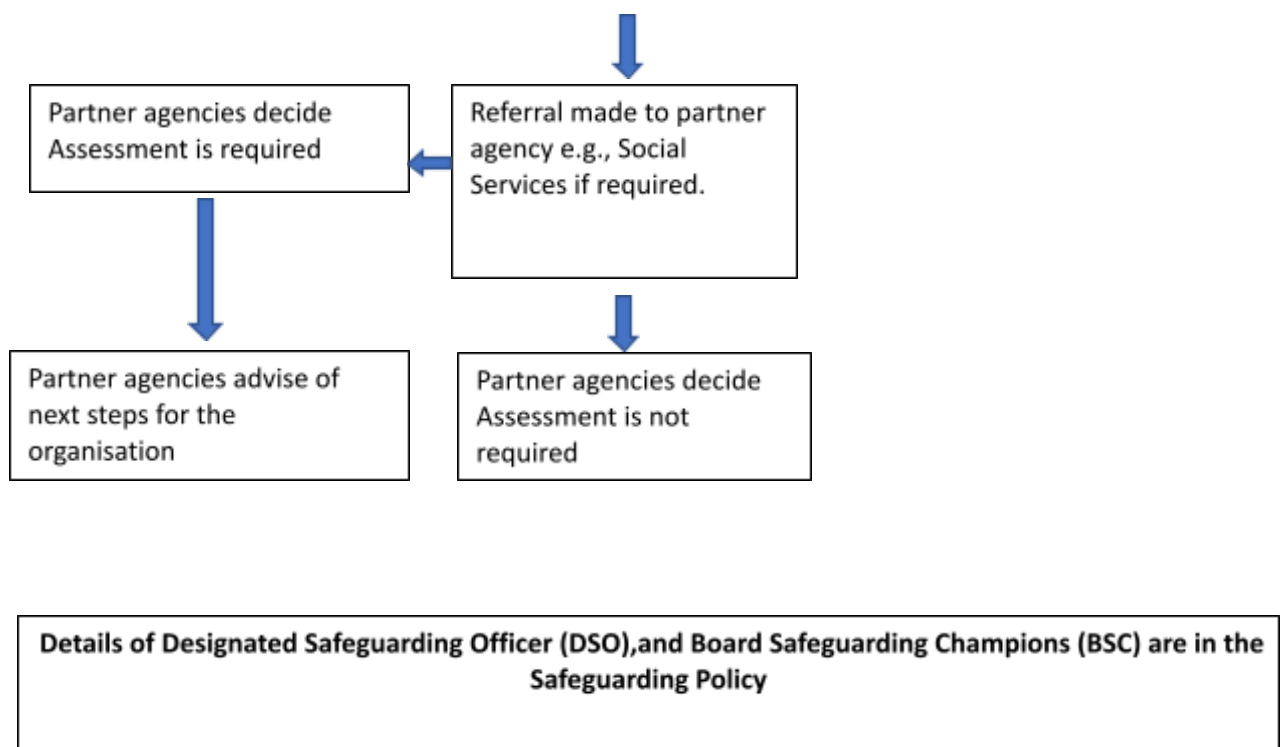
- use alcohol, drugs or other substances prior to or when working, or buy it for or supply it to children or adults at risk;
- deliberately put their self or others in compromising or potentially dangerous situations or situations which could be misinterpreted by children or adults at risk or others, e.g. when supporting or comforting a person under distress, make sure it is an open environment whilst also balancing their right to privacy;
- promote their religious or political ideas or beliefs;
- rely on their good name for protection;
- facilitate games or exercises that require physical contact without first gaining consent;
- allow allegations/disclosures to go unrecorded or unreported; and
- give out personal contact details including mobile telephone numbers and email addresses or become friends on social networking sites or gather personal contact details of children or adults at risk for their own use.

If anyone is unclear on how to achieve the code of conduct points, they must discuss it with a member of the Board.

Reporting Concerns, Suspicions and Allegations

BEAF recommends the approach taken by the Learning and Skills Improvement Service in framing their thinking within the 5Rs i.e. Recognise, Respond, Report, Record and Refer.





Decision Making

The purpose of this section is to outline the procedure for decision making by the DSO once a safeguarding concern of disclosure has been referred to them as per reporting procedures.

Initial decision making about whether it is possible to move forward with the report, or whether the safeguarding remit has not been met should be based on whether:

- The reported incident represents a breach of BEAF Arts Safeguarding Policy;
- There is sufficient information to follow up on the report;

The DSO should alert the Board Safeguarding Champion based on their assessment of the risk, impact, and severity of the report.

If the report contains immediate risk to a child or an adult at risk, the DSO should immediately seek the advice of partner agencies including the police.

If the DSO decides to move forward with the report, appropriate advice for next steps and further decision making should be sought from partner agencies including but not limited to social services, or the LADO.

5 R's of Safeguarding

Recognise - Signs and symptoms of abuse (Appendix 1)

Respond – To an allegation from a child or an adult at risk against another visitor on BEAF Arts premises, or member of staff/volunteer; a disclosure from an adult at risk; suspicions regarding the conduct of other staff member or concerns from a staff member regarding safeguarding.

Report - To DSO. It is their responsibility to make further decisions.

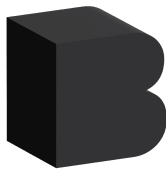
Record - Exactly what has happened using the words said by the person disclosing information. This record should be signed, dated, and kept in a secure place by the DSO.

Refer - This will be the role of the DSO who will make all further decisions.

Responding to Concerns

If a child or an adult at risk confides in you or makes a disclosure, you must do the following:

- stay calm and approachable. Do not let your shock show;
- listen very carefully to what is being said using empathic listening skills without interrupting;
- explain at an appropriate time as early as possible that the information being given by them will need to be shared and passed on to others –but stress only to those who need to know. **Do not in any circumstances promise to keep it a secret;**
- make it clear that you are taking them seriously and acknowledge how difficult this must be. Reassure them that they have done the right thing;
- allow them to speak at their own pace;
- reassure them that they are doing the right thing in telling you;
- if you need to ask questions, then only ask questions for clarification, avoid asking questions that suggest particular answers, avoid asking probing questions – you do not need to know all the details - that is the job of the experts. Keep your questions open;
- let them know what will happen next, to whom you will report the information, and



- what will happen once it has been reported;
- record all the details of what was said immediately after using the BEAF Arts Safeguarding Disclosure Form (Appendix 2) - use their exact wording. Do not try to interpret any of the information yourself or make any assumption unless necessary and if you do, identify which part is your interpretation or assumption;
- record details such as names mentioned, dates, times, to whom the information went and what action was taken next - don't forget to sign and date the form;
- share this information with the DSO as soon as practical, and;
- act immediately – do not delay.

Reporting Concerns

If you have a concern, suspect, or have a disclosure made to you about abuse, report any safeguarding concerns to the DSO as soon as possible and within 24 hours. If the concern is regarding one of these people, then it should be raised with the Safeguarding Board Champion. If you are not certain whether something should be reported – report it anyway. Once concerns about abuse have been reported to the DSO the responsibility for taking action lies with them. If a referral is necessary, the DSO should do so within 48 hours. Any concern being reported will be taken seriously.

BEAF Arts will support the person raising any concern or suspicions. This support will continue through investigations. Their identity will be kept anonymous wherever possible. BEAF Arts will think carefully about what confidential information it shares and what support should be given by whom.

For reporting procedures and responsibilities, including when to involve the Safeguarding Trustees and external agencies refer to the reporting diagrams.

Record information for internal records, Social Care, or the Police.

To ensure that this information is as helpful as possible, a clear, accurate and detailed record should always be made at the time of the disclosure/concern (or within 24 hours) on the BEAF Arts Safeguarding Disclosure Form (Appendix 2). Where disclosed, this should include details of:

- Person's name, age, date of birth, home address, email and/or telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors, and other relevant information.
- Make a clear distinction between what is fact, opinion, or hearsay.



- A description of any visible bruising or other injuries. Also, any indirect signs, such as unusual or distinctive behaviour.
- Details of witnesses to the incidents.
- The child or adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- If the carers have been contacted and if so, what has been said?
- If anyone else has been consulted? If so, record details.
- If the child or adult was not the person who reported the incident, has the person been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.

Where possible the DSO will make a telephone referral to the Police or appropriate Local Authority Services should be confirmed in writing within 48 hours and the name of the contact who took the referral should be recorded.

Refer to External Agencies

Referral is the responsibility of the DSO. The DSO should include on the BEAF Safeguarding Disclosure Form (Appendix 2) what action they have taken and any feedback as a result of the referral.

Support

BEAF acknowledges that recording a disclosure or reporting concerns can be traumatic. Appropriate support will be provided in this case and determined in consultation with the Board of Trustees.

Whistle Blowing

BEAF's definition of whistle-blowing is the revelation of wrongdoing, abuse or unethical behaviour by a member of staff or volunteer that pushes boundaries beyond acceptable limits within an organisation to those in positions of authority. This should happen where someone feels there has been a breach of the Code of Conduct, other policies and procedures or other behaviour.

BEAF recognises that it is important to create an environment where staff and volunteers trust each other and the organisation and can honestly discuss things in confidence which concern them.

Where an allegation has been made about a member of paid staff or a volunteer, they will receive support throughout the process and thereafter as necessary, as agreed with their Line Manager and in accordance with the Whistleblowing Policy in the Staff Handbook.



Dealing with Allegations against Staff or Volunteers

Any member of staff or volunteer who has concerns about the behaviour or conduct of another individual working within the organisation will report the nature of the allegation to the DSO immediately. The member of staff who has a concern or to whom an allegation or concern is reported should not question the adult at risk, nor investigate the matter further.

Depending on the context of the allegation the DSO may invoke BEAF Arts' Disciplinary Procedure as outlined in the Employee Handbook which may include suspending the subject of the allegation pending further investigation. If serious BEAF Arts' DSO will report the matter to the Local Authority Designated Officer.

In cases where there is an immediate risk to a child or an adult at risk, the information must be passed to BCP's safeguarding team or the Police, as soon as possible.

Dealing with allegations not involving the BEAF Staff or Volunteers (on or off the premises), including historic claims.

Any member of staff or volunteer who has safeguarding concerns about an adult at risk, historic safeguarding concerns, or who has been approached by an adult at risk to make a disclosure should follow the reporting procedures outlined in this policy.

Confidentiality

Any personal information gathered about a person regarding a safeguarding concern will be stored in a secured and confidential place in accordance with the Data Protection Policy.

Only appropriate staff will have access to this information (e.g the DSO, and Safeguarding Director). It may be necessary to pass this information on to the relevant Local Authority (LADO) and Police or other authorities and regulators. When doing so, BEAF Arts will ensure that the child or adult at risk is informed and involved in making that decision whenever possible or appropriate. If a person is at risk of serious harm a referral can be made without their consent.

BEAF Arts' staff and volunteers will ensure that any information gained or given will be treated confidentially. The child or adult at risk will be consulted and involved in the decision-making process whenever possible or appropriate.

Recruitment and Disclosure and Barring Service (DBS) Checks



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BEAF is committed to protecting children and adults at risk through a careful recruitment and selection process, including appropriate due diligence checks. Any candidate for a role which is identified as having contact with children or adults at risk must complete a compulsory DBS check. It is the responsibility of the hiring manager and HR Department to identify roles requiring a DBS check at the beginning of the recruitment process, and this must be signed off by the DSO as part of the 'approval to recruit' process. If an offer of employment is subject to a DBS check, this will be indicated in the job advertisement and communicated clearly to candidates.

Foreign nationals will be required to supply a criminal records certificate as part of their work visa application.

A criminal record does not necessarily mean an individual is barred from working in such a role identified as having contact with children and adults at risk. Such matters will be considered on a case-by-case basis and suitability for employment determined by the DSO. Failure to disclose information that subsequently comes to light may result in employment or other role being terminated.

In accordance with best practice BEAF requires staff in identified roles to undergo a DBS recheck at most every three years. In addition, staff are required to inform BEAF Arts of any changes in circumstance that may impact on their suitability for working with children and adults at risk as soon as possible. Any new information that is received through a DBS recheck or voluntary disclosure will be considered by the DSO.

As an organisation using DBS checking, BEAF complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation. Further details can be found in BEAF's Data Protection and Governance Policy.

Contractors and Visitors to BEAF Arts Premises (B.A.D. building/artists studios)

It is the responsibility of all staff to ensure that any contractors or visitors that they invite to BEAF premises who are likely to be working in or around spaces with children and adults at risk in them should be given the guidance document at Appendix 3 and required to comply with it.

Volunteers



BEAF carefully recruits volunteers aged 18 and over none of which involve regulated activity with children and adults at risk. Risk assessments for each role are in place and are revised annually. These risk assessments sit within the main Volunteer Policy.

Clear role descriptions, comprehensive interviews, robust references, induction, training, ongoing supervision and a shadowing programme ensure volunteers fully understand the parameters of their role and the safeguarding procedures used by BEAF Arts.

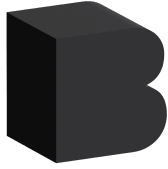
The volunteer policy and annual training provides volunteers with clear guidelines and practical advice on what to do in the event of an allegation or incident, or if concerns are raised about the welfare of an adult at risk.

The Safeguarding Children and Adults Policy gives clear procedures on responding to concerns regarding the safeguarding and protection of children and adults at risk. Combined with the associated procedures and guidance, the policy provides a structure for staff and volunteers that may come across concerns of this nature within the context of their work. All volunteers should read this policy and are asked to do so annually. An accompanying guidance note given in annual training gives summary information on the volunteer's role under this policy.

Found Child or Adult at Risk

If a child or an adult at risk who is lost comes to a member of staff or volunteer, they should follow this procedure:

- If you are on your own with the child or adult at risk, ensure that you move into a public area where you can be seen and heard. Try to choose an area covered by CCTV.
- If anyone else is with the child or adult at risk (e.g. another visitor), ask them to remain with you until the responsible adult has been located.
- Reassure them. Volunteers should then contact the nearest member of staff. To ensure privacy and security, please use radios with an earpiece, the telephone or report face to face. Code word Charlie should be used when reporting a lost child or adult at risk over the radio. Staff should then:
- Try and obtain the following information from the child or adult at risk:
 - o Name
 - o Age
 - o Address / name of school or organisation they came with;
 - o Physical description (height, colour of hair, gender, ethnicity, disability, clothing, etc.)
 - o Where they were found;
 - o Where they last saw their parent / guardian / responsible adult



- If the parent or responsible adult cannot be located, a member of staff will be responsible for contacting the local Police. Security can assist with police liaison.
- Every effort should be made to calm and reassure the found child or adult whilst waiting for the responsible adult or Police.
- A written record will be kept by the member of staff of lost or found child or adult at risk and the procedures followed.

If a child or an adult at risk is found in distress, it is appropriate to give verbal reassurances, and clarify what you will do to help them. When a child or an adult at risk is claimed, it is important to verify with them that the parent / guardian / responsible adult is indeed who they say they are.

Photography and Filming

Images of people are defined as personal data and subject to the Data Protection Act 2018 regarding the processing of images. This includes capturing images, holding images, storing images, sharing images and destroying images.

Before using any images BEAF will gain permission from their parent or carer using BEAF Arts photo permission form, which outlines the purpose for which the image(s) will be captured and how they could be used.

The parents or carers of BEAF workshops and productions are required to sign a parental consent form giving express permission for the use of images for press and marketing purposes. Once given this consent lasts indefinitely unless it is explicitly withdrawn. This can be done at any time.

Images or video recordings of individuals must be kept securely. Images should not be stored on unencrypted equipment such as unencrypted laptops, computers, memory sticks and mobile phones.

Surnames will not be used in any media work or publications without the consent of parents or carers. Without this, first names and surnames should not be published alongside photos or any other information that could aid in locating the child or vulnerable adult. This includes reference to a specific location alongside their photograph. Where it is desirable or unavoidable to name the adult and the location only the first name will be used, and any additional information will be limited.

There will be exceptions where surnames are required for programmes, online cast photo galleries, legal or credibility purposes. On such occasions, the Directors are responsible for advising parents and/or carers how these details will be used and will explain to them that it



is not normal practice to display full names in accordance with our Safeguarding policy and therefore we require their express permission to do so.

Prevent: Radicalisation and Extremism

If there are concerns that a person is becoming radicalised or attempting to radicalise others this needs to be reported to the Designated Safeguarding Officer immediately.

The Prevent Duty is part of the Counter Terrorism and Security Act 2015. Section 26 of the Act places a duty on educational institutions to have 'due regard to the need to prevent people from being drawn into terrorism'.

Prevent is one strand of the Government's counter terrorism Strategy, CONTEST. Its main aim is to prevent people from becoming terrorists or supporting terrorism.

Protecting the UK against Terrorism Policy

There are three main objectives:

1. Terrorist ideas should be identified and challenged.
2. Vulnerable people should be supported and protected from becoming terrorists or supporting terrorism.
3. Communities, institutions and the Government should all work together to tackle the problem of extremism.

Radicalisation is the process of causing someone to become a supporter of terrorism, or forms of extremism that lead to terrorism.

Any evidence of any aspect of extremism must be reported immediately.

What Causes Radicalisation

As yet, there has been no clear link or exact cause identified for someone becoming radicalised. This creates the sense that 'it could happen to anyone' which, in turn, increases the fear of radicalisation. The lack of an exact cause doesn't mean we know nothing and it's important to focus on what we do know and staying informed of current guidance.

Radicalisation is constantly shifting and changing.

What we know as of now is that the main risk factor identified in victims is vulnerability.

Those who are most vulnerable are (but not limited to;



- Those experiencing an identity or personal crisis;
- Individuals with feelings of un-met aspirations or a sense of injustice;
- People with a need for adventure or excitement;
- Pre-existing conviction that their religion or culture is under threat;
- Individuals who feel socially isolated, and possibly, suffering from depression;
- Those who have a history of criminal behaviour.

Some potential indicators:

- Change in appearance
- Search for answers - identity, faith and belonging
- Desire for adventure/excitement
- Desire to enhance self esteem
- Sense of grievance triggered by personal experience of racism/discrimination/aspects of government policy etc
- Isolated from peers, associates with only 1 group of people
- Withdrawal from family members
- Additional vulnerability risk factors: Special Educational Needs, Mental Health Issues,

Some potential warning signs:

- Graffiti, symbols or artwork promoting extremist messages
- Accessing extremist material online
- Changes in behaviour, friendship and actions
- People voicing opinions drawn from extremist ideologies or narratives
- Use of extremist or hate terms to exclude others or incite violence

Reducing the risk of someone becoming radicalised whilst working with BEAF

- Vetting of staff, teachers, board members, staff and students before they are recruited or enrolled (in line with Safeguarding policy).
- Prevent awareness included in safeguarding training so that staff and other stakeholders have knowledge of Prevent duty and how it relates to their role in the organisation.
- users not provided with unmonitored IT equipment.
- High premises security – meaning people from outside of the organisation can't come in and speak to users
- Monitoring of literature / posters available
- Consideration when selecting external speakers and events with regard to suitability of content and likelihood to express radicalised views.
- Whistleblowing procedures in place.
- Information sharing and effective communication within the Safeguarding group.



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Raising a Radicalisation Concern

If you believe that someone is vulnerable to being exploited or radicalised, use the safeguarding procedures within this document to escalate your concerns to the DSO, who can raise concerns to BCP Council channel if appropriate.

APPENDICES AND OTHER RESOURCES

Policy Attachments:

- Appendix 1 Signs and Symptoms of Abuse
- Appendix 2 BEAF Safeguarding Disclosure Form
- Appendix 3 Safeguarding Actions
- Appendix 4 How to Report a Concern about a Child and an Adult at Risk