



Statement of Intent

Creative Lives is the development agency for the voluntary and amateur arts. It promotes participation in the arts and crafts across the UK and Republic of Ireland, through advocacy, information, advice, training events, conferences, and public participation campaigns. While there is different legislation covering safeguarding across the devolved nations there are broad principles that cover all four jurisdictions and a wide range of organisations¹ recommend an approach to safeguarding that can be used across the different jurisdictions. Therefore, the recommended policy and procedures are applicable across the nations highlighting any anomalies for information only. This policy should be read in conjunction with the Creative Lives Approach to Safeguarding document.

Creative Lives occasionally provides funding to arts organisations to deliver projects with a wide range of people that can include children and adults at risk. Creative Lives' approach to safeguarding includes ensuring that those funded follow best practice in safeguarding. Contact with children and adults does not form a major part of the core work of Creative Lives (although Creative Lives occasionally engages in projects with young people) There may also be contact with both children and adults at public events organised by Creative Lives.

Creative Lives is committed to providing a safe environment for everyone to participate in the organisation and its activities. This policy and the associated procedures must be followed in all circumstances where a child or adult is at risk of harm. This policy relates to Creative Lives in all its work and includes both planned and incidental contact. The policy is regularly reviewed and updated to ensure it encompasses any changes in remit or activity.¹

1. Procedures

The detailed procedures associated with this policy have two pathways – one for adults at risk of harm and one for children – recognising the different reporting requirements, these are attached as Annex A (adults) and Annex B (children). Local reporting routes will be set out on a case-by-case basis reflecting the location of the project.

Safeguarding Lead(s)

Creative Lives has appointed [name] as the lead Trustee for safeguarding and child protection.

The Safeguarding staff lead is Lindsey Jackson, Director of HR and Finance and they can be contacted on lindsey@creative-lives.org

¹ An example of this is the Scottish Council for Voluntary Organizations that recommends NCVO as a source of guidance to develop effective safeguarding policy and procedures <https://scvo.scot/support/running-your-organisation/staff-volunteers/safeguarding>

What is safeguarding?

Safeguarding means ensuring that measures are in place to make sure that beneficiaries and others who come into contact with Creative Lives are protected from harm. Best practice makes clear that Safeguarding is everyone's responsibility, and for both trustees and staff, it means going over and above the minimum legal responsibilities and making sure the culture within the organisation is one of respect and to protect the people the organisation works with as well as within the organisation.

Legislation

This policy has been written in line with the wide range of up-to-date Safeguarding legislation and is reviewed on an annual basis.

Understanding Safeguarding

Adults at risk of harm

An adult at risk of harm is any person who is aged 18 years or over in England and Wales, or 16 years or over in Scotland, and at risk of abuse or neglect because of their needs for care and support. Creative Lives recognises that abuse and harm can take many forms² including:

- Domestic abuse
- Economic or materials
- Emotional or psychological
- Institutional and organisational
- Modern slavery
- Neglect, including self-neglect, and acts of omission
- Physical
- Neglect
- Sexual
- Radicalisation
- Discriminatory
- Financial or material
- Organisational
- Bullying including cyber bullying
- Forced Marriage
- Hate Crime

Children

Duty to protect children

The [Working together to safeguard children](#) (Department for Education) makes clear that:

- Everyone who works with children has a responsibility for keeping them safe.
- Everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns.

² Extended list taken from Ann Craft

Safeguarding of children means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best outcomes.

2. Authorisation of staff and volunteers

Creative Lives ensures that all its staff, volunteers and Trustees have an understanding of safeguarding and their role in safeguarding within the organisation. We recognize that different people will have different levels of engagement with children and adults at risk of harm and therefore will make clear what each person's responsibilities are in their job description.

All Creative Lives staff and volunteers are either:

- authorised by Creative Lives, with appropriate checks, to work with children and adults at risk; or
- not authorised by Creative Lives to work with children and adults at risk.

Staff or volunteers must be authorised to work with children and/or adults at risk if their job or volunteer role involves:

- Regular or sustained unsupervised contact with children and/or adults at risk (NB there is no need for staff or volunteers to be authorised if their contact with children or adults at risk is just a couple of minutes in a room full of people)
- One-to-one contact with children and/or adults at risk
- Making the final decision on recruiting and selecting staff or volunteers who have regular, sustained, unsupervised or one-to-one contact with children and/or adults at risk (this final decision should normally be the responsibility of the Chief Executive)
- Access to contact details of children and/or adults at risk that could be used to contact the child or adult at risk directly (i.e. not via a parent or carer) or that provide details of where the child or adult at risk may be outside of agreed contact hours (NB Creative Lives will restrict access to contact details for children and adults at risk only to those staff and volunteers who work directly with children and adults at risk, thereby minimising the number of staff/volunteers needing to be authorised.)

The level of authorisation will be noted on every job description and will be reviewed annually.

3. Duties of staff and volunteers

Staff or volunteers who are authorised to work with children and adults at risk will:

- Have a job description or role description that specifically states that they may have regular, sustained, unsupervised or one-to-one contact with children or adults at risk.
- Have a job description or role description that specifically states that they may be expected to have access to contact details of children or adults at risk that could be used to contact the child or adult at risk directly (i.e. not via a parent or carer) or that provide details of where the child or adult at risk may be outside of agreed contact hours

APPENDIX L – PROTECTION AND SAFEGUARDING OF CHILDREN AND ADULTS AT RISK POLICY AND PROCEDURE

- Be aware of this policy and their responsibilities in relation to our work with children and adults at risk (as outlined in the code of behaviour, below)
- Have clear understanding of their responsibilities under this policy and associated procedures.
- Complete a Creative Lives self-certification form as part of the recruitment process.
- Undergo a criminal records check every 12 months at an enhanced level (using the Disclosure and Barring Service (DBS) in England and Wales, Disclosure Scotland, Access NI in Northern Ireland or the National Vetting Bureau in the Republic of Ireland)
- Have completed safeguarding training including understanding their responsibilities on recognising signs of abuse; reporting; managing a disclosure.

Staff or volunteers who are not authorised to work with children and adults at risk will:

- Have a job description or role description that specifically states that they are not expected to have regular, sustained, unsupervised or one-to-one contact with children or adults at risk.
- Have a job description or role description that specifically states that they do not have access to contact details of children or adults at risk that could be used to contact the child or adult at risk directly (i.e. not via a parent or carer) or that provide details of where the child or adult at risk may be outside of agreed contact hours
- Be aware of this policy and their responsibilities in relation to our work with children and adults at risk (as outlined in the code of behaviour, below)
- Identify if their jobs change in a way which would require them to be authorised to work with children or adults at risk and notify the relevant Creative Lives line manager or HR Director immediately.
- Note that if someone mentions a vulnerability on a booking form their contact details can only be held by a member of staff or a volunteer who is authorised.
- Have completed safeguarding awareness training.

All staff and volunteers will:

- Follow the code of behaviour for all staff and volunteers (below)
- Follow the procedure for reporting as set out in the separate policies for adults at risk of harm and for children.

The Creative Lives HR Director will be responsible for ensuring that all relevant staff and volunteers have been authorised to work with children and adults at risk and that criminal records checks are repeated every 12 months.

Any member of staff who is the subject of any investigation in relation to any child or adult safeguarding concern whether any act, omission or circumstance will be either suspended or not permitted to work in any public facing role nor will be able to access any personal information relating to children or adults depending on the allegation.

4. Recruiting new staff and volunteers to authorised positions

Creative Lives will follow recruitment good practice to ensure that all staff are able to support the organisation in its safeguarding including both for staff that will work directly with children or adults at risk and for those staff that are unlikely to come into contact with the public.

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Creative Lives will do the following for all roles that require authorisation to work with children or adults at risk:

- Clearly state in advertisements for roles that the position is subject to criminal records checks.
- Manage the return of information within the data handling processes.

Send a copy of the following to all applicants of roles requiring authorisation:

- This policy

- Creative Lives self-certification form to be returned prior to interview.
- Creative Lives Storage and Handling of Information Procedure
- Creative Lives Policy on Rehabilitation of Offenders.

The HR Director will keep the returned self-certification forms secure and will only share with the interview panel such material as seems relevant to the post. After the post or role has been offered and accepted, the individual self-certification forms for all unselected candidates will be destroyed by the HR Director.

The HR Director will hold the self-certification form securely of any ex-offender who is employed or accepted to undertake a volunteer role, and it will be destroyed as soon as it is considered reasonable to do so. No one will be informed of that person's offending history who does not need to know.

Criminal records check for successful candidates which will only be seen by the relevant Creative Lives line manager and/or the Chief Executive/ HR Director.

No offer of employment will be made until these checks are complete.

For staff operating in the Republic of Ireland, Creative Lives will maintain a list of the persons who are mandated persons as defined by the Children First Act 2015.

5. Code of behaviour for all staff and volunteers

Creative Lives expects the highest standards of behaviour from its staff, volunteers, and those it funds.

Creative Lives has a Code of Conduct which outlines the behaviours expected of staff and volunteers, and below are the behaviours expected regarding safeguarding:

Personal behaviours

- Do not give out your personal contact details to children and adults at risk
- Do not make contact or respond to contact on social media from children or adults at risk.
- Report any breach of the Creative Lives Protection and Safeguarding of Children and Adults at Risk Policy, or anything else that they believe might impact on the safety of children and adults at risk, to the Safeguarding Lead, your Creative Lives line manager or HR Director. Should the matter involve any of these parties, then you should report to the safeguarding Lead Trustee.

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- Conduct risk assessments for all activities involving children and adults at risk. No activity may take place before this has been completed and checked by the Safeguarding Lead (or an authorised Creative Lives manager)
- Identify the key responsible officer in the relevant local authority when planning activities that may involve children and adults at risk and include this in the reporting procedure for that activity.
- Use standard consent forms to seek consent from a parents/guardian for any children or adults at risk who wish to take part in activities organised by Creative Lives. The consent form asks for medical information and parent/guardian contact details and parent/guardian permission to hold records (contact details etc)
- A contact person for children and adults at risk should be identified prior to a project taking place for parents/guardians to approach should they have any concerns (the contact person should be named on the consent form and the risk assessment, and must be an authorised member of staff or volunteer)
- Ask children and adults at risk to submit a photograph consent form (signed by a parent or guardian in the case of children) if photographs or videos are to be taken
- For open events (where it is not possible to issue consent forms in advance) require that children and adults at risk are supervised by parents or guardians.

6. Recognising signs of harm and abuse

Creative Lives does not routinely work with children or adults at risk of harm and therefore has not identified specific safeguarding. To mitigate this, all staff and volunteers who work with children or adults at risk will be required to undertake enhanced training on identifying signs of harm and abuse.

The Safeguarding Lead will also have advanced training.

If roles should develop to routinely working with either children or adults at risk, further training will be provided for those staff.

7. Procedure in case of an incident

Adults at risk of harm

The Safeguarding Adults at Risk of Harm procedure should be followed in all circumstances where there has been a disclosure of harm or where harm is suspected. The procedure outlines the steps you should take to notify any concerns or disclosures of harm.

Safeguarding Leads will action any notifications and will keep you informed of progress.

Children

The Safeguarding children procedure should be followed in all circumstances where there has been a disclosure of harm or where harm is suspected. The procedure outlines the steps you should take to notify any concerns or disclosures of harm.

Safeguarding Leads will action any notifications and will keep you informed of progress.

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8. Partnership working

Some of our projects are carried out in partnership with other organizations. In this case the agreed Safeguarding lead should be identified and recorded in the partnership agreement, project plan or Memorandum of Understanding before a project begins.

Approved by the Creative Lives Network Board of Directors, June 2023

Review by May 2025

CREATIVE LIVES SELF CERTIFICATION FORM

Declaration for a staff, freelance or volunteer position working with children or vulnerable groups.

To be kept on file by Creative Lives: there is no requirement to destroy this at 6 months.

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order?:

YES/ NO

If yes, please state below the date(s) and nature of offence(s)

Signed:

Date:

Title: Mr/ Mrs/ Miss/ Ms/ Other

First name:

Surname:

Any surname(s) previously known by:

Address:

Postcode:

Telephone:

Email:

Date of birth:

National Insurance number:

Place of birth:

You are advised that, under the provisions of the Rehabilitation of Offenders Act (UK wide) (1974) (Exceptions) (Amendments) Order 1986 (UK wide) you should declare all convictions, including spent convictions.

You are further advised that it is a criminal offence to seek employment working in a regulated or controlled position with members of vulnerable groups, including children, if you are disqualified from doing so. To make a false declaration on this form will be considered an attempt to do so.

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(If you fail to mention convictions for other types of offence on this form you should be aware that this may affect the employment decision made.)

Creative Lives Storage and Handling of Information Procedure

In accordance with the Disclosure and Barring Service (DBS) code of practice for registered persons and other recipients of disclosure information, Creative Lives will ensure the following practice.

- Creative Lives will seek criminal records checks only when necessary and relevant to a particular post and will ensure that your consent is given before seeking a disclosure. The information provided on a disclosure certificate will only be used for recruitment purposes.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Two disclosure certificates will be issued: one to the relevant Creative Lives HR Director and one to you. Where additional disclosure information is provided on the employer's certificate – information which does not appear on your copy of the disclosure certificate – this will be disclosed to the appointing panel.
- Disclosure information will be stored by the HR Director for a maximum of 6 months, which is a reasonable period to allow the consideration and resolution of any complaints. Only those authorised to see this information in the course of their duties will have access to the relevant folder.

No image or photocopy of the disclosure information will be made; however, the following details will be retained:

- Date of issue of disclosure
- Name of subject
- Disclosure type
- Position for which disclosure was requested.
- Unique reference number of disclosure
- Recruitment decision taken.

Creative Lives will ensure that all appointing panels with access to disclosure information are aware of this policy and have received relevant training and support to ensure it is carried out.

Creative Lives undertakes to make a copy of this procedure available to any applicant for a post with Creative Lives that requires disclosure.

Approved by the Creative Lives Network Board of Directors, June 2023
Review by May 2025