

## **SAFEGUARDING CHILDREN AND AT RISK ADULTS POLICY**

This policy should refer to the Wales Safeguarding Procedures for children and adults at risk of abuse and neglect. <https://safeguarding.wales>

For further information, download the Welsh Safeguarding app or search on [info@safeguarding.wales](mailto:info@safeguarding.wales)

### **Statement of Intent**

Disability Arts Cymru is committed to working with individuals and organisations to celebrate the diversity of disabled and D/deaf people's arts and culture and develop equality across all art forms. Although contact with children does not form a major part of the regular core work of Disability Arts Cymru, it does work regularly with potentially at risk adults. There may also be contact with both children and at risk adults at public events organised by Disability Arts Cymru. This policy relates to both planned and incidental contact and is updated regularly to ensure it encompasses any changes in remit, activity or legislation.

### **Legislation and Guidance**

The Social Services and Well-being (Wales) Act 2014 came into force on 6 April 2016. The Act provides the legal framework for improving the well-being of people who need care and support. The Act is made up of 11 Parts with Part 7 relating to Safeguarding specifically. It is this legislation that provides the framework for the Wales Safeguarding Procedures.

Accompanying the Act, the Welsh Government has published statutory safeguarding guidance Working Together to Safeguard People.

### **Safeguarding Principles**

Two key principles underpin safeguarding practice:

Safeguarding and Protecting is Everybody's Responsibility

Effective safeguarding requires:

Each practitioner and organisation to play their part and contribute to safeguarding and promoting the well-being of the child.

Information-sharing in accordance with the information sharing

Intra and multi-disciplinary working in order to better understand the individual and their circumstances and their needs for care, support and safety

Co-productive working relationships with the child at risk, their family and carers to establish what matters to them and to ensure they feel respected and informed.

More specifically, safeguarding is the responsibility of every person in contact with, or working with, children at risk of harm, abuse, and neglect, their carers, and their families; or with adults who may pose a safeguarding risk; or are responsible for arranging services for children and/or adults.

### **A Person Centred Approach**

It is important that practitioners, in line with Part 2.6.(2) of the Social Services and Well Being (Wales) Act 2014 recognise that:

the rights of the child, and the rights of adults at risk, should be paramount to the approach;

their best interests should always be paramount;

as far as is reasonably practicable, they should ascertain and have regard to the views, wishes and feelings of the child and adults at risk;

they should have regard to the importance of promoting and respecting the dignity of the individual;

they should have regard to the characteristics, culture and beliefs of the child and adults at risk and their family (including, for example, language) whilst recognising the paramountcy of safeguarding the individual;

they should have regard to the importance of providing appropriate support to enable the child and adults at risk to participate in decisions that affect them to the extent that is appropriate in the circumstances, particularly where the ability of the child and adults at risk to communicate is limited for any reason.

Definition of Children and Adults at Risk

'Children' includes anyone under 18 years old

'Adults' includes anyone 18 years old or over

### **Definition of Child at Risk**

This describes an individual under the age of 18 years who is experiencing, or is at risk of, abuse, neglect or other kinds of harm; and who has needs for care and support (whether or not the authority is meeting any of those needs). When a child has been reported under section 130 of the Social Services and Well-being Act 2014, the local authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare under section 47 of the Children Act (1989)

### **Definition of Adult at Risk**

This describes anyone over 18 years of age who is experiencing or is at risk of abuse or neglect and has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it. (S 126 of the Social Services and Well-being Act 2014)

### **Authorisation of Staff and Volunteers**

All DAC Staff, Freelancers and Board members are DBS checked as a condition of their appointment.

All Disability Arts Cymru volunteers are either: authorised by Disability Arts Cymru, with appropriate checks, to work with children and at risk adults; or not authorised by Disability Arts Cymru to work with children and at risk adults.

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

## **Duties of Volunteers**

Volunteers who are not authorised to work with children and at risk adults will:

have a role description that specifically states that they are not expected to have regular, sustained, unsupervised or one-to-one contact with children or at risk adults

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

be aware of this policy and their responsibilities in relation to our work with children and at risk adults (as outlined in the code of behaviour, below)

identify if their role changes in a way which would require them to be authorised to work with children or at risk adults and notify the 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

## **Volunteers who need to be authorised to work with children and at risk adults will:**

Complete a Disability Arts Cymru self-certification form

Undergo a Disclosure & Barring Service (DBS) check – every 24 months

All staff and volunteers will:

Follow the code of behaviour for all staff and volunteers.

Follow the procedure for incidents.

## **Code of Behaviour for all Staff and Volunteers**

Conduct-specific risk assessments for activities involving children and at risk adults must be signed off by the Director before the activity takes place:

Identify the key responsible officer in the relevant local authority when planning activities (e.g. events or training) that may involve children and at risk adults

Use standard consent forms to seek consent from a parent/guardian for any children or at risk adults who wish to take part in activities organised by Disability Arts Cymru – the consent form should ask for medical info and parent/guardian contact details and parent/guardian permission to hold records (contact details etc)

Identify a project contact person for children and at risk adults and parents/guardians to approach (the contact person should be named on consent form and the risk assessment and must be an authorised member of staff or volunteer)

Ask children and at risk adults taking part in Disability Arts Cymru activities 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) insist that children and at risk adults are supervised by parents or guardians

Do not give out your personal contact details to children and at risk adults

Report any breach of the Disability Arts Cymru Protection and Safeguarding of Children and At risk Adults Policy, or anything else that they believe might impact of the safety of children and at risk adults, to the Director.

### **Procedure in Case of an Incident**

#### **Children**

The purpose of the Children Act 1989 Section 47 enquiries is to establish whether a child is suffering, or is likely to suffer, significant harm and requires intervention to safeguard and promote their well-being. Social services have lead responsibility for the enquiries. Other practitioners, such as the police, health, education and other relevant partners have a duty to co-operate and help Social Services undertake its enquiries.

#### **Adults**

Safeguarding enquiries into concerns about abuse and neglect of an adult at risk are made under s.126 of the Social Services and Well-being (Wales) Act 2014. They may be referred to as s126 enquiries.

If anyone is in immediate danger call the police

Contact local key responsible officer (as named on risk assessment) or call the local police station

Inform the project contact person for children and at risk adults (as named on risk assessment)

The project contact person should inform the Director (as the key responsible officer in the organisation)

<https://www.communitycare.co.uk/2017/06/07/tips-social-workers-case-recording-record-keeping/>

### **Monitoring Staff and Volunteers Working with Children and at Risk Adults**

Disability Arts Cymru will undertake spot checks, without warning, of its staff and volunteers working with children and at risk adults.

The Director will be responsible for ensuring that all relevant staff and volunteers have been authorised to work with children and at risk adults, and that DBS checks etc are repeated every 24 months

DAC Best practice is to appoint a staff member as the key Safeguarding Officer with the responsibility to ensure new legislation is being adopted, and who has the role to scrutinise plans, especially risk assessments. The person in this position will ideally align to the role that covers young people.

All staff and Trustees must undertake safeguarding training with update session when appropriate.

#### **Recruiting New Staff and Volunteers to Authorised Positions**

Advertisements for all jobs and volunteer roles which require staff or volunteers to be authorised to work with children and at risk adults will state clearly that the position is subject to disclosure.

All applications for positions which require staff or volunteers to be authorised to work with children and at risk adults will be sent a copy of this policy, a Disability Arts Cymru self-certification form, a copy of the Disability Arts Cymru Storage and Handling of Information Procedure and a copy of the Disability Arts Cymru Policy on Rehabilitation of Offenders.

Candidates selected for interview will be asked to complete the Disability Arts Cymru self-certification form and return this directly to the relevant Disability Arts Cymru manager.

Self-certification forms will only be seen by the relevant Disability Arts Cymru manager and/or the Director.

The Director will keep 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 Director.

The self-certification form of any ex-offender (defined as a person with any kind of historical criminal record) who is employed or accepted to undertake a volunteer role will be held securely by the Director and destroyed as soon as it is considered reasonable to do so. No one will be informed of that person's ex-offending history who does not need to know.

DBS checks will be undertaken for successful candidates and will only be seen by the relevant Disability Arts Cymru manager and/or the Director.

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

Referrals and Regional Safeguarding Boards

Download the PDF below and follow government advice

25 Safeguarding referrals\_flowchart.pdf

### **Regional Safeguarding Boards**

There are six regional Safeguarding Board across Wales. Contact them for advice and guidance in reporting an issues. Each one support children and at risk adults

Cardiff & Vale

[www.cardiffandvalersb.co.uk](http://www.cardiffandvalersb.co.uk)

Cwm Taf Morgannwg

[www.cwmtafmorgannwgsafeguardingboard.co.uk](http://www.cwmtafmorgannwgsafeguardingboard.co.uk)

Gwent

[www.gwentsafeguarding.org.uk](http://www.gwentsafeguarding.org.uk)

Mid & West Wales

[cysur.wales](http://cysur.wales)

North Wales

[www.northwalessafeguardingboard.wales](http://www.northwalessafeguardingboard.wales)

West Glamorgan

[www.wgsb.wales](http://www.wgsb.wales)

### **Emergency Numbers**

In an emergency, phone 999  
NSPCC hotline: 0808 800 5000  
Childline hotline: 0800 1111  
Crimestoppers hotline: 0800 555 111

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