

## **Wotton Arts Project Safeguarding Children/Vulnerable Adults Policy**

Wotton Arts Project (Under the Edge Arts) is committed to the protection of children and vulnerable adults (C/VA) who fall within its remit. For the purposes of this policy 'children' refers to persons under the age of 18. Adults are aged 18 or over and are considered 'vulnerable' if they receive health, personal or social care services from professionals and/or may not have attained self-sufficiency in their personal lives.

We believe that the welfare of C/VA is paramount and that working in partnership with C/VA, their parents, carers and other agencies is essential in promoting the welfare of C/VA.

The purpose of this policy is to:

- help ensure the protection of children and/or vulnerable adults (C/VA) who take part in UTEA events or who are in the arts centre for any other reason
- provide guidance for all those who work or volunteer at UTEA to take all reasonable steps to ensure the emotional, psychological and physical wellbeing of all C/VA, and where necessary take swift and appropriate action
- remind adults and young people involved with Under the Edge Arts of their responsibilities in this regard
- provide guidance on procedures that should be adopted in the event that there is cause for concern in relation to any C/VA
- draw attention to the Safeguarding C/VA Code of Conduct document and to the Equality Act 2010

Systems and procedures, as of July 2017:

- a designated officer (C/VAO)\* will be appointed to ensure the implementation of this policy and a notice will be posted in the Arts Centre with contact details
- all incidents or concerns must be referred to and recorded by the C/VAO
- all matters of concern should be confidential (confined, at least in the first instance, to board level). Records of these matters must be stored securely by the C/VAO in compliance with relevant data protection legislation
- the C/VAO should discuss with the referrer and the Board any proposed actions, such as contacting other agencies
- C/VA protection will be a regular agenda item at each board meeting
- a code of conduct for all those connected to UTEA will be posted in the Arts Centre alongside this policy document. The consequences of breaching the code may be subject to normal disciplinary and grievance procedures
- recruitment and vetting procedures including a DBS (Disclosure Barring Service) check will be implemented where appropriate
- all those working or volunteering who are in regular contact with C/VA will be given induction
- UTEA undertakes to ensure that all C/VA will be treated equally as per the 2010 Equality Act, regardless of age, disability, gender, racial, religious belief, sexual orientation or identity, and that they are accorded equal protection from all types of harm, abuse or disrespect
- UTEA will pay particular attention to inclusivity and to ensuring that communication with all C/VA is effective and appropriate to their individual needs and abilities

**\* Wotton Arts Project Safeguarding Children/Vulnerable Adults Officer is James Sinkinson  
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