

## Surrey Arts safeguarding policy

Surrey Arts fully recognises its responsibilities for safeguarding of children and vulnerable adults. Our policy applies to all staff and volunteers working within the organisation and is intended to complement Surrey County Council's safeguarding policies, in particular Surrey CC Designated Safeguarding Lead Update Training (2016-17), a copy of which will be held at The Pines, accessible to all staff. Information on all aspects of Surrey CC's safeguarding work can be found at the Surrey Safeguarding Children Board website.

### Surrey Arts will:

1. Ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children, in line with Surrey County Council 'Safer Recruitment' guidance. This means, for example:
  - All members of recruitment panels will have completed the online safer recruitment training e-learning module (available at **[surrey.learningpool.com/login/index.php](http://surrey.learningpool.com/login/index.php)** on the e-learning portal - log in and go to the Leadership and Management section).
  - Staff delivering regulated activities with regular unsupervised access to children and vulnerable adults are required to undergo an enhanced DBS check prior to employment. Surrey County Council is a registered body with the Disclosure and Barring Service (DBS).
  - Previous employer references, identity checks and evidence of qualifications are fully checked for all staff as part of the recruitment procedure.
  - At least one question about safeguarding is included at all interviews.
2. Raise awareness of safeguarding issues amongst staff and volunteers, and promote a culture of vigilance. Guidelines and advice are issued to staff and form part of the Staff Handbook. Safeguarding issues will be discussed as part of the induction/training programme for all new staff. Safeguarding issues will be discussed with volunteers.
3. Ensure a safe environment in which children can learn and develop musically. Guidelines are given to staff/volunteers regarding how to maintain a safe environment for children and young people. This includes guidance on retaining a professional 'distance', common situations (including working in a 1:1 situation), advice on physical contact, and avoiding actions and behaviours that may be misinterpreted.
4. Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse. Advice is given in guidance to staff and volunteers, who are also required to read *Keeping children safe in education – Part 1: Information for all school and college staff*

5. Recognise that because of the day-to-day contact with children, Surrey Arts teaching staff are well placed to observe the outward signs of abuse. Surrey Arts will therefore:
  - Seek to establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
  - Ensure children know that there are adults in their School and in Surrey Arts whom they can approach if they are worried
  
6. Follow the advice of the Surrey Safeguarding Children Board and draw on nationally recognised good practice to:
  - Ensure we have a designated member of the Senior Management Team to be responsible for safeguarding matters. The Head of Surrey Arts will carry ultimate responsibility for safeguarding matters. The service will also retain a Designated Safeguarding Lead (DSL)
  - Ensure every member of staff, volunteer and board member knows the name(s) of the designated person(s) responsible for safeguarding and their role. A copy of this Safeguarding Policy will be provided for all staff along with practical guidelines
  - Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated person(s) responsible for safeguarding in Schools or Surrey Arts
  - Ensure that parents have an understanding of the responsibility placed on Surrey Arts and its staff for safeguarding. Surrey Arts obligations relating to safeguarding are included in information for parents
  - Co-operate as required with relevant agencies regarding safeguarding matters
  - Ensure Surrey Arts staff always wear ID so they can be clearly identified in schools by staff and children
  - Keep written records of concerns about children and vulnerable young people
  - Follow up a concern reported to a school by a member of our staff by contacting the school separately to ensure the relevant member of school staff is fully aware of the concern
  - Ensure all records are kept securely, separate from the main pupil file, and in locked locations
  - Develop and then follow procedures where an allegation is made against a member of staff or volunteer. In the event of an allegation against a member of staff, the Head of Surrey Arts may suspend that member of staff pending an initial investigation. All allegations relating to safeguarding issues will be reported to the Local Authority Designated Officer (LADO) who will provide advice and liaise/coordinate with the appropriate authorities. Surrey Arts will co-operate fully in any investigation. Where a school has received a complaint, the investigation will be carried out jointly with the school and both parties will attend investigatory meetings. In the event of an allegation against a volunteer, the volunteer's services will be suspended pending an initial investigation by Surrey Arts
  - Ensure that a Body of Persons Approval is obtained for every public performance (including audio and visual recording) where young people aged 16 and under are involved

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The tuition/activities provided by Surrey Arts may be an important stabilising element in the lives of children at risk as it provides a regular secure and predictable experience. It is accepted that children suffering from abuse may have challenging behaviour or be defiant or they may be withdrawn. Surrey Arts will endeavour to support the child through:

- The content of the arts curriculum
- The ethos of the lesson/session that should promote a positive, supportive and secure environment and give pupils a sense of being valued
- Ensuring that pupils know when behaviour is unacceptable but making the pupil aware that they are valued and not to be blamed for any abuse which has occurred
- Liaising where appropriate with other agencies that support the pupil such as Schools, Social Care, Child and Adolescent Mental Health Service, education welfare, educational psychology and other professionals available in the Children's Social Care team

Where there are concerns relating to the safety of a child, young person or adult, the Multi-Agency Safeguarding Hub (MASH) can be contacted direct. The MASH, which is based in Guildford Police Station, responds to initial enquiries and combines Children's Service social workers, Adults' Service social workers and health and police staff. Contact details for the MASH are:

Monday – Friday (9:00 - 5:00) 0300 470 9100 or [mash@surreycc.gov.uk](mailto:mash@surreycc.gov.uk)  
Out of hours phone – 01483 517898

For any general or non-safeguarding concerns in relation to an adult (including young adults) the Adult Social Care Team can be contacted. Details are:

Monday – Friday (8:00 - 6:00) 0300 200 1005 or [contactcentre.adults@surreycc.gov.uk](mailto:contactcentre.adults@surreycc.gov.uk)

The senior officer within Surrey Arts should also be informed (Philip Trumble,  
Tel: 01483 519278 Email: [philip.trumble@surreycc.gov.uk](mailto:philip.trumble@surreycc.gov.uk))

The policy will be reviewed regularly in the light of good practice and new legislation. The policy will be issued to all new staff as part of their induction, and re-posted to all staff at least once a year.

Philip Trumble  
Head of Surrey Arts  
Tel: 01483 519278  
Email: [philip.trumble@surreycc.gov.uk](mailto:philip.trumble@surreycc.gov.uk)

Last reviewed            March 2017  
Next review             March 2018