



Impact Arts Child Protection Policy and Procedure

Impact Arts' Child Protection Officer is Natalie McFadyen White, contactable on:

T: 0141 575 3001 M: 07976 624 884 E: nmcfadyen@impactarts.co.uk

Our Deputy Child Protection Officer is Nic Wood, contactable on:

T:0141 575 3001 M: 07875 068 298 E: nwood@impactarts.co.uk



Contents

	Page
1. Introduction	3
2. Definitions	4
3. Child Protection at Impact Arts	6
4. Recruitment of staff	9
5. Training, support & awareness raising	10
6. Partnership and collaboration	10
7. Online	10
8. Physical contact	11
9. Allegations	11
10. Medication, first aid & health and safety	12
11. Photography	12
12. Useful Numbers	12
13. Management of Information	14
 Appendix 1	 16



1. Introduction

The arts can play a major part in allowing children and young people to have the best possible experience of childhood and develop to their fullest potential.

The United Nations Convention on the Rights of the Child recognises this and states that every child has the right to participate freely in cultural life and the arts. This is supported by the Getting it Right for Every Child (GIRFEC) framework which focusses on the SHANARRI indicators for children to be :

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

Impact Arts has a responsibility to ensure that children can take part in Impact Arts' activities in a safe environment. Impact Arts' recognises that some members of its staff come in to contact with children through activities and events both at Impact Arts and in other locations. The principal aim of this policy is to ensure that children are protected and can safely participate in Impact Art's activities. This policy also aims to protect Impact Arts' staff, from situations where they may feel threatened. Furthermore, it will allow Impact Arts' staff to make informed and appropriate responses to specific issues surrounding child protection and the welfare of children

It is not Impact Arts' intention to amend the terms & conditions stipulated within the Children Act 2004 , the National Guidance for Child Protection 2014 or any associated legislation. Should any dispute arise concerning provisions outlined within this policy, the statutory provisions will take precedence under all circumstances.

This policy does not form part of a contract of employment.

The term '**Impact Arts' staff**' refers to Impact Arts' employees, volunteers, freelancers, consultants and self-employed individuals undertaking a contract for services on behalf of Impact Arts.

This policy covers the following Impact Arts activities:

- **recruitment** of Impact Art's staff;
- **events** in which Impact Art's staff come into direct contact with children and young people;
- **projects** with community groups and schools where Impact Art's staff come into direct contact with children and young people at off site venues;
- **web** based projects.



2. Definitions

For the purposes of Impact Arts' Child Protection policy, 'children' refers to anyone under the age of 18 years.

For the purposes of this policy, '**abuse**' is the harming of another individual usually by someone who is in a position of power, trust or authority over that individual. The harm may be physical, psychological or emotional or it may be directed at exploiting the vulnerability of the victim in more subtle ways (for example, through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of his or her financial resources). The threat or use of punishment is also a form of abuse. In many cases it is a criminal offence.

Abuse can happen anywhere and can be carried out by anyone e.g.:

- informal carer's, family, friends, neighbours;
- paid staff, volunteers;
- other services users or tenants;
- strangers

Identification of abuse (list is not exhaustive)

Physical abuse signs

- A history of unexplained falls or minor injuries
- Bruising in well protected areas, or clustered from repeated striking
- Injuries found at different states of healing

Sexual abuse signs

- Disclosure or partial disclosure (use of phrases such as 'It's a secret')
- Disturbed behaviour e.g. depression, sudden withdrawal from activities, loss of previous skills, self-injury, showing fear or aggression to one particular person

Emotional signs

- Isolation
- Unkempt, unwashed, smell
- Over meticulous
- Inappropriately dressed

Neglect signs

- Physical condition poor
- Clothing in poor condition
- Inadequate diet



- Untreated injuries or medical problems

Financial or material signs

- Frequent explanation of no money

Discriminatory signs

- Lack of respect shown to an individual
- Signs of substandard service offered to an individual
- Exclusion from rights afforded to others, such as health, education, criminal justice

Other signs of abuse

- Inappropriate use of restraints
- Sensory deprivation e.g. spectacles or hearing aid
- Denial of visitors or phone calls

Signs of abuse can also be linked to concerns that the child may be experiencing or at risk of:

- Child Sex Trafficking
- Child Sexual Exploitation
- Radicalisation
- Female Genital Mutilation (FGM)
- Forced Marriage
- Domestic Abuse
- Self Harm

Who's Who:

Responsible adults are people over the age of 18 who assume responsibility for children during an Impact Arts' facilitated activity such as teachers, parents, kinship carers, care workers and group leaders.

Named Person is an entitlement for children and young people from birth up to 18 years old, or beyond if still in school, to have a named person who will be a Health Visitor or promoted teacher. The named person will be available to listen, advise and help a child or young person and their family, providing direct support. They can also respond to requests for assistance from other services, such as Impact Arts, if it will benefit the child or young person's well being. The Named Person will be implemented nationally in August 2018.



3. Child Protection at Impact Arts:

Impact Arts believes that:

- the welfare of the child is paramount;
- staff should be clear on how to respond appropriately when working with children;
- all children, whatever their age, culture, disability, gender or racial origin have a right to a safe environment and to protection from abuse;
- any suspicion or allegation of abuse should be taken seriously and responded to appropriately
- the child should be put at the heart of any child protection issue
- the Child Protection Officer should be assertive and not passive

Key Contacts:

Organisations working with vulnerable children are required to ensure a Child Protection Officer who is trained in identifying and reporting child protection issues is named. Any concerns regarding the well-being of children we work with must be reported to the Child Protection Officer at the earliest opportunity. For Impact Arts, the following are key Child Protection contacts:

- Child Protection Officer: **Natalie McFadyen White**, Head of Delivery, based at The Factory, 319 Craigpark Drive, Glasgow, G31 2TB T: 0141-575-3001 M: 07976 624 884 E: nmcfadyen@impactarts.co.uk.
- In her absence Impact Arts' Deputy CPO is **Nicola Wood**, Programme Manager, based at The Factory, 319 Craigpark Drive, Glasgow G31 2TB T: 0141 575 3001, M: 07875 068 298 E: nwood@impactarts.co.uk
- Should neither the CPO or Deputy be available, staff should in the first instance contact **Fiona Doring**, Director, on M: 07977 281 895 E: fdoring@impactarts.co.uk or another member of Impact Arts' Leadership Team.

What to do:

3a. DISCLOSURES:

If a child discloses any information to Impact Arts' staff suggesting that they have been physically, emotionally or sexually abused, staff should stop all else that they are doing to prioritise this, take the disclosure seriously, listen to the person carefully and accept what is being said.

They should not express shock, ask leading questions or make promises they are unable to keep such as promising to keep information confidential or to stop the abuse from happening.

They should inform the person at the beginning of the disclosure that they will be unable to keep the information confidential. After the disclosure, staff must complete an accurate, non-subjective report of the conversation and forward to the Child Protection Officer. The Child Protection Officer role at Impact Arts will treat all Child Protection concerns in an assertive and not passive way, they will put the child at the heart of the situation and they will put everything else on hold to focus on the welfare of the child.

DO:

- ✓ Be accessible and receptive



- ✓ Listen Carefully
- ✓ Take it seriously
- ✓ Reassure the child that they have the right to tell
- ✓ Say what will happen next – “I will have to tell”
- ✓ Inform the Child Protection Officer or Deputy immediately
- ✓ Make a careful and accurate record of what was said by both the child and staff member

Don't:

- ✗ React strongly
- ✗ Jump to conclusions, especially about the abuser
- ✗ Speculate or accuse anybody
- ✗ Tell the child you will keep their secret
- ✗ Ask leading questions
- ✗ Make promises you cannot keep
- ✗ Stop the child from speaking freely
- ✗ Tell the child to stop talking so you can contact the Child Protection Officer

When a disclosure is taking place you can adopt the TED line of enquiry to ensure questions are open and not leading:

- Tell me what happened
- Explain it to me the best you can
- Describe it to me

Any such disclosure should be recorded in writing in as much detail as possible immediately after the incident using where possible the exact words used by the child in the disclosure and reported to Child Protection Officer, Natalie McFadyen White as soon as possible. **It is not the responsibility of staff to act on the disclosure themselves.**



Child

Protection Disclosure

Once the Disclosure form is completed it should never be emailed, but printed and signed and kept in a secure lockable place. Staff should be aware of limiting who they are sharing Child Protection information with and not discuss Disclosure information with others aside from the Child Protection Officer.

It is also not the responsibility of staff to decide whether a child and the family are in need of support or help, or if a child is at risk of abuse. It is not your job to diagnose, it is your job to notice concerns and act on them by reporting them.

If a member of staff feels that a child or young person is at risk of harm or abuse, this should be immediately communicated to Natalie McFadyen White, Child Protection Officer. Again, concerns must be logged and recorded on an ongoing basis in a non-subjective manner. Any records regarding children's wellbeing will be held confidentially by Impact Arts and shared with any investigating organisations (e.g. police / social work) if required, therefore must be written and maintained to a high



standard, and fit for purpose and using SHANARRI terminology to describe the potential risks should any investigation take place. If a case goes to court, the Child Protection Officer will attend and represent Impact Arts.

In exceptional circumstances (i.e. there is an imminent risk to a child) police should be contacted. The police are the only agency which can prevent a child returning to their parent or carer if there is an immediate risk, and staff members should not attempt to intervene.



instances we refer to the 4 Rs:



RECOGNISE:

- Is there reason to have concerns about the child’s immediate safety? If yes, you must contact the Police immediately
- Is your observation a potential sign of neglect
- Does your observation go against the SHANARRI indicators for the child’s wellbeing

RESPOND

- Do you have sufficient information on the child i.e. Full Name/DOB/Responsible Adult
- What other information do you need to make an informed decision and how should you go about obtaining it?
- Have you provided the child’s immediate support needs

REFER

- Have you informed the Child Protection Officer of your concerns
- Have you informed the child of the action you are taking or taken in to account their wishes and feelings

RECORD

- Have you written a factual report that accurately reflects what you have observed which is free from opinion and is solely based on facts

“Niggle Sheets” are used to record these observations.

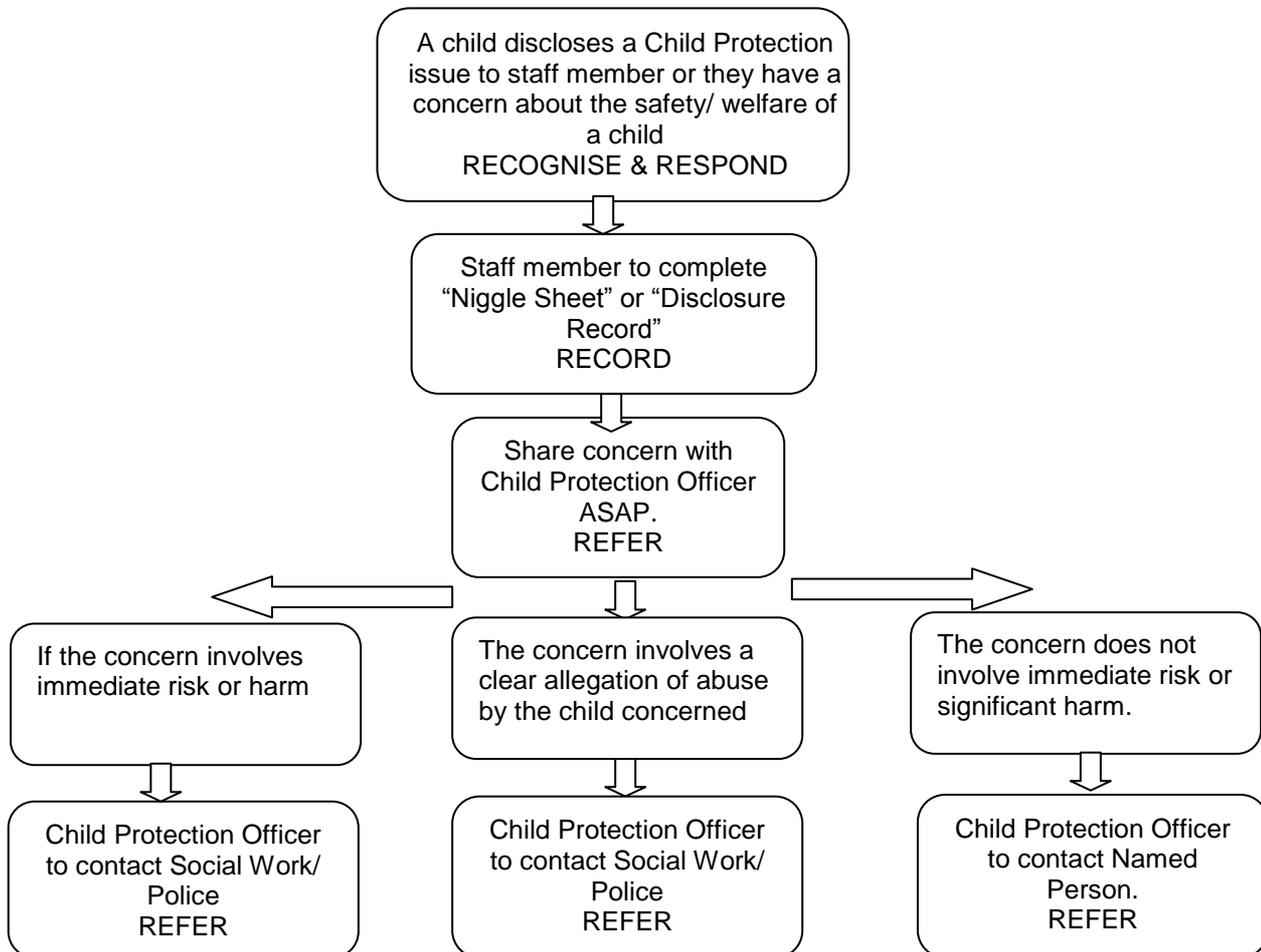


Child Protection Niggle Sheet

Once the Niggle Sheet is completed it should never be emailed, but printed and signed and kept in a secure lockable place.



3c. Child Protection Process Map



4. Recruitment of staff

All new staff including those who may have contact with children whilst representing Impact Arts' must:

- complete an application form which will elicit information about the applicant's past;
- undergo a PVG check;
- provide two confidential references which will be taken up prior to commencement and will specifically ask about suitability to work with children;
- provide evidence of identity.
- demonstrate they match our organisational values

New staff who have contact with children will only begin their contact once we have received the certificate back from Disclosure Scotland and it has been seen by the CPO and authorised as suitable.



5. Training, Support & Awareness Raising

Impact Arts is committed to ensuring all our staff are trained in Child Protection to ensure that our policy and procedures are adopted throughout the organisation. We will further ensure that all Trustees undergo Child Protection training to ensure awareness from the highest level. New staff will have access to child protection training provided by Impact Arts which will demonstrate in depth the types of child protection issues they are likely to encounter, and procedures for recording information and reporting concerns. All staff will attend a child protection refresh session every 12 months. The Child Protection Officers will undergo refresh training every 3 years.

Where a staff member is involved in a Child Protection Disclosure (directly or as the Child Protection Officer), we will provide an external 1 to 1 supervision support session for them.

Impact Arts will prioritise the sharing of our Child Protection Policy throughout the organisation to ensure all staff are familiar with its content and reporting procedures. Child protection will be embedded throughout the organisation in the following ways:

- agenda item on Leadership Team meetings
- agenda item on Programme Delivery meetings
- agenda item as part of standing Governance paper at all Board meetings
- child protection discussed at regular supervisions and annual appraisals with all staff working directly with children

6. Partnership and Collaboration

Impact Arts may enter into partnership or collaboration with other organisations to undertake programmes of activity, which further Impact Arts' aims. Some projects may include working with children.

It is the responsibility of all organisations to be fully aware of issues of child protection and to have their own policies and procedures in place for managing this. Specific clauses to this effect should be included in contracts/agreements where relevant.

All Impact Art's staff participating in such collaboration where children could be present will have read and familiarised themselves with this policy and the relevant procedures.

7. Online

The guidelines on photography outlined in this policy must be followed at all times on Impact Arts' websites.

A child's personal website or email addresses should never be published, unless written permission is obtained from the adult responsible for that child.



Material submitted by children to Impact Arts' website should be treated in the same way as photographs. Any information that could be used to identify or trace individuals, such as addresses on letters, should be withheld unless written permission is obtained.

8. Physical contact

Impact Arts' staff should avoid any physical contact with children. In exceptional circumstances (e.g. below) staff may be required to support children with physical tasks- this must be done in the company or sight of other staff members / participants and never alone / out of sight.

Responsible adults can provide mobility assistance to children with physical disabilities. Staff may provide appropriate assistance to the responsible adults when requested. The exception is in emergency situations in which a child with restricted mobility would be in danger if help were refused. In these cases permission should be obtained from the responsible adult.

If a member of Impact Arts' staff is physically attacked or threatened, they may take reasonable measures to protect themselves or other to remove the threat.

In such circumstances, they should be aware that their actions must be considered and appropriate; using excessive force in a situation where it is not appropriate could result in disciplinary action or criminal charges.

If a member of, Impact Arts' staff or other children are at risk or feel threatened the Impact Arts Staff may ask a responsible adult to remove a child from the activity.

9. Allegations

Should a child, young person or fellow staff member accuse a member of Impact Arts' staff of physical, emotional or sexual abuse, or any kind of inappropriate behaviour, this should be referred immediately to the line manager and the Child Protection Officer. Both parties' account of the incident should be recorded by the Child Protection Officer.

Impact Arts will notify Police Scotland and Social Services Child Protection Authorities immediately.

The Staff member will be suspended from work with pay while Impact Arts conduct an investigation and follow the advice of the relevant authorities.

In such instance of an allegation, Impact Arts' Director will notify Impact Arts' Trustees and make a decision as to appropriateness of notifying OSCR of any notifiable events relating to incidents of abuse or mistreatment of vulnerable beneficiaries: https://www.oscr.org.uk/media/2155/2016-03-15_guidance-for-notifiable-events_web-version.pdf.



If these allegations are proven against the staff member their contract will be terminated immediately for gross misconduct and a referral will be made to Disclosure Scotland in line with the Referrals to Disclosure Scotland Policy which can be found here: <S:\HR\Policies and Procedures\Referrals to Disclosure Scotland policy.doc>

10. Medication, first-aid and health & safety

Staff should not give a child any kind of medication under any circumstances.

If first aid is required the resident first-aid person or responsible adult should take charge.

At Impact Arts, health and safety guidelines should be followed at all times. Children should not be allowed access to areas identified as potentially dangerous in risk assessments.

11. Photography

Photographs or videos of children, as individuals or in groups, where they can be recognised must not be taken or published without obtaining consent from the individual's parents or guardian.

In the case of groups (school, youth groups, brownies etc), Programme Managers or Co-ordinators should ensure that they have discussed the school's photographic policy with the teacher/responsible adult in advance of the visit. School groups should be sent a Photographic Consent form for pupils to take to their parents in advance of the visit.

When large group photographs or photographs of whole areas are required, and it is not feasible to obtain individual consent, a notice/announcement should be made in advance of the photography.

Once permission has been acquired, Impact Arts may store, distribute and publish the photos in publications, presentations and on the web. Impact Arts uses pictures of children and young people involved in its events and learning projects to celebrate their achievements and to advertise similar projects in the future.

Where providing the name of an individual, school, or group is important, such as competition winners etc, written permission should be obtained.

12. Useful Numbers

Impact Arts Child Protection Officers:

- Child Protection Officer: **Natalie McFadyen White**, Head of Delivery, based at The Factory, 319 Craigpark Drive, Glasgow, G31 2TB T: 0141-575-3001 M: 07976 624 884 E: nmcfadyen@impactarts.co.uk.



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The other members of the Leadership Team are:

Carrie Manning, Head of Development, 0141 575 3001 / 07772 422 049 / carrie.manning@impactarts.co.uk

Mairi McLaren, Head of Finance & Operations – 0141 575 3001 / 07976 632 159 / mairi@impactarts.co.uk

NSPCC Scotland Advice Line

0808 800 5000

Children 1st

83 Whitehouse Loan

Edinburgh

EH9 1AT

T: 0131 446 2300

F: 0131 446 2339

info@children1st.org.uk

Local Social work offices

Glasgow

Parkhead - [how to get here](#)

Newlands Centre

871 Springfield Road

Glasgow G31 4HZ

Phone 0141 565 0100

Fax 0141 565 0279

Out of Hours: 0800 811505

For offices in other areas, please visit <http://glasgow.gov.uk/index.aspx?articleid=5885>

Edinburgh



Social Care Direct

Chesser House
500 Gorgie Road
Edinburgh
EH11 3YJ

Tel: 0131 200 2324

Email: socialcaredirect@edinburgh.gov.uk

Out of hours: 0800 731 6969

Ayrshire

Irvine & Kilwinning

3rd Floor
Bridgeway House
Irvine
KA12 8BD

Tel: 01294 310300
Fax: 01294 310384

contactus@north-ayrshire.gov.uk

Out of hours: 0800 328 7758

Police

To contact local police, please call 101. In the event of an emergency, call 999.

Childline

08001111

13. Management of information

Impact Arts' complies with the principles of the General Data Protection Regulations (GDPR) 2018 in the way it collects, holds and disposes of personal information.

The GDPR sets out seven key principles:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation



- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

To ensure that Impact Arts respects information sharing laws when dealing with a child deemed to be at risk, we will adhere to the principles of GDPR and will:

- Only share information which is necessary, relevant and proportionate to the relevant authorities,
- record why information has been requested or shared
- make the child, young person or family aware why information is being shared unless there are child protection concerns.

Typically, information relating to child protection will be stored confidentially by Impact Arts for 7 years following the organisation's last contact with the child. In some cases, records can be kept for longer periods of time. For example, if:

- the records provide information about a child's personal history, which they might want to access at a later date;
- the records have been maintained for the purposes of research;
- the information in the records is relevant to legal action that has been started but not finished; or
- the records have been archived for historical purposes (for example if the records are relevant to legal proceedings involving the organisation).

For more information please see the website of the [Information Commissioner's Office](#).

Impact Arts will review this policy annually and will update this document when necessary to ensure that it is in line with current legislation on safeguarding children and young people.



Appendix 1.

Code of Conduct

Following this code of conduct will help Impact Arts' staff working with children avoid situations in which they might be compromised.

An Impact Arts' employee should always:

- respect the rights and dignity of an individual;
- welcome children to engage with our work whilst helping and encouraging them to express themselves;
- ensure that the appropriate child protection and risk assessment procedures have been followed before taking part in a project, which involves children;
- be a positive role model and exhibit consistently high standards of behaviour when in the presence of children;
- consider that children come from a diverse range of backgrounds and some may have had complex or traumatic experiences, which could make them sensitive to certain issues and situations;
- take disclosures seriously and report them verbally or in writing as fully and as soon as possible to Child Protection Officer.

An Impact Arts' employee should never:

- be alone with children (unless they have an enhanced Disclosure or PVG and permission from the responsible adult);
- have unnecessary physical contact with children;
- use actions or language that may cause a child or young person to lose self-esteem or confidence;
- enter into a personal relationship with a child;
- contact or engage in conversation with a child via social media
- transport children in their own or company vehicle
- do anything of a personal nature that a child can do themselves;
- allow allegations made by a child against them to go unrecorded;
- publish images or video of children or young people involved in Impact Arts' activities without the consent of their parent/guardian.

If any staff member were to engage in any of the actions above they will be subject to Impact Arts Disciplinary procedures and if required the relevant authorities will be notified.



Impact Art staff that are in sole-care or a supervisory role working with children will have to undergo a ***Protection of Vulnerable Groups (PVG) check*** before such contact is permitted. Impact Arts' staff should not take direct responsibility for children unless they have had a PVG check within the past year.

A Child Protection folder holding this policy, resources and reporting template is located in each Impact Art office.