



# Impact Arts Child Protection Policy & Procedure

**Approved by the Director & The Chair of the Board of Directors:**

Signed \_\_\_\_\_ date \_\_\_\_\_

Fiona Doring, Director, Impact Arts

Signed \_\_\_\_\_ date \_\_\_\_\_

Jim Sweeney, Chairperson, Impact Arts Board of Directors

**Impact Arts' Designated Child Protection Officer is Nicola Burgess, contactable on:**

**T: 0141 575 3001 M: 07875 068 298 E: [nicola.burgess@impactarts.co.uk](mailto:nicola.burgess@impactarts.co.uk)**

**Our Deputy Designated Child Protection Officer is Fiona Doring, contactable on:**

**T:0141 575 3001 M: 07977 281 895 E: [fdoring@impactarts.co.uk](mailto:fdoring@impactarts.co.uk)**



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## **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 (UNCRC) recognises this and states that every child has the right to express their views in matters affecting them (article 12), have freedom of expression and access to information (article 13) and participate freely in cultural life and the arts (article 31). This Policy will be updated when the UNRC (Incorporation) (Scotland) Bill is incorporated into law in Scotland in 2021.

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 and nurturing environment.

Impact Arts Board of Directors have responsibility for signing off on policies including those relating to Child Protection and Safeguarding. All Trustees undertake NSPCC Child Protection training to enhance their collective understanding of its importance and their role in ensuring risks are well managed.

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. However, this policy is aimed at all staff in recognition that everyone has a role to play in safeguarding children regardless of their role. The principal aim of this policy is to support staff in their role to ensure that children are protected and can safely participate in Impact Art's activities. This policy also aims to offer support and guidance to staff regarding their duty of care towards safeguarding procedures. Furthermore, it will support Impact Arts' staff to make informed and appropriate responses to specific issues surrounding child protection and the welfare of children.

The Impact Arts child protection policy is underpinned by the overarching principles of child protection in Scotland as detailed in the following legislation, policy and guidance:

- Getting it Right for Every Child (GIRFEC) 2017
- Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland 2014
- United Nations Convention for the Rights of the Child (1989)

It is not Impact Arts' intention to amend the terms & conditions stipulated within the aforementioned legislation, policy and guidance. Should any dispute arise concerning provisions outlined within the Impact Arts child protection policy, the statutory provisions will take precedence under all circumstances.

The Impact Arts child protection policy does not form part of a contract of employment, however as part of the induction process, all Impact Arts staff are required to confirm that they have read and understood this policy and Impact Arts' safeguarding procedures for both children and adults..



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 and training** 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.

Child abuse is defined in the National Guidance for Child Protection in Scotland (2014) as:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.

The National Guidance for Child Protection in Scotland (2014) also defines the following **categories of abuse (list is not exhaustive)**:

Physical abuse:

- Physical abuse is the causing of physical harm to a child or young person.
- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- . Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.



#### Emotional abuse:

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

#### Sexual abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

#### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from „non-organic failure to thrive“, where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Although it may be difficult for a child or young person to tell someone if they are being abused, and the child themselves might not recognise that what is happening to them is abuse, there are signs of abuse that staff should be alert to as they may indicate concerns about the well-being or safety of a child:

- Unexplained behavioural changes i.e. anxiety/aggression
- Becoming withdrawn from staff/peers/family
- Knowledge of inappropriate/adult issues
- Running away/going missing

**Each of the categories of abuse have specific common signs and although these do not always mean that abuse is taking place, staff should be aware of these common signs (list not exhaustive):**



### **Physical** abuse signs

- A history of unexplained falls or minor injuries
- Bruising, broken or fractured bones
- Burns, scalds or bite marks
- Injuries found at different states of healing

### **Emotional** abuse signs

- Lacking in confidence/self-assurance
- Difficulty controlling emotions
- Difficulty making/maintaining friendships
- Displaying aggressive behaviour towards other children

### **Sexual** abuse signs

- Disclosure or partial disclosure (use of phrases such as 'It's a secret')
- Using sexualised language/displaying sexualised behaviour
- Disturbed behaviour e.g. depression, nightmares, sudden withdrawal from activities, substance misuse, eating problems,, self-harm,
- Showing fear or aggression to one particular person, avoiding being alone with a particular person

### **Neglect** signs

- Appearing dirty/poor hygiene Clothing in poor condition, wrong clothing for the time of year
- Inadequate diet, hunger, lack of money to buy food
- Untreated injuries or medical problems, missed medical appointments

In addition, staff should be aware of the common signs of abuse that are particular to children and young people with disabilities and additional support needs as listed within the National Guidance for Child Protection in Scotland 2014:

- Discrimination, lack of respect shown to an individual, bullying, teasing, verbal abuse, ignoring
- Signs of substandard service offered to an individual, disregard for privacy or dignity with personal care
- Exclusion from rights afforded to others, such as health, education, self-expression, social activities
- Inappropriate use of restraints, rough handling
- Sensory deprivation e.g. spectacles, hearing aid or communication aid
- Denial of visitors or phone calls, threats of abandonment, over use of respite
- Misappropriation of child's finances,

The National Guidance for Child Protection in Scotland 2014 also list potential indicators of risk that may give cause for concern about a child or young person's well-being or safety (Not exhaustive):

- Child Sex Trafficking
- Child Sexual Exploitation
- Radicalisation



- Female Genital Mutilation (FGM)
- Forced Marriage and honour-based violence
- Domestic Abuse
- Parental problematic alcohol and drug use
- Disability
- Non-engaging families
- Children and young people who display harmful or problematic sexual behaviour
- Children and young people experiencing or affected by mental health problems
- Fabricated or induced illness
- Children and young people who place themselves at risk
- Children and young people who are missing
- Under-age sexual activity
- Bullying
- Online/mobile/social media abuse
- Grooming
- Children who are looked after away from home
- Non-recent abuse

*Not all the indicators set out here are common; nor should their presence lead to any immediate assumptions about the levels of risk for an individual child. Where identified, though, they should act as a prompt for all staff, whether in an adult or childcare setting, to consider how they may impact on a child (National Guidance for Child Protection in Scotland 2014).*

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.

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The Child's Plan is an entitlement enshrined in the Children and Young People (Scotland) Act 2014, for children and young people from birth up to 18 years old to have a personalised and coordinated plan where they need a range of extra support needs to enhance their well-being. The Child's Plan should explain why the plan has been created, what it will achieve and the actions that have to be taken by the Team Around the Child (TATC) who implement the plan. Impact Arts staff may, on occasion be part of contributing to the Child's Plan or TATC meetings.



### **3. Child Protection at Impact Arts:**

Impact Arts believes that:

- the welfare, safety and well-being of the child is paramount and the best interests and safety of the child should be put at the centre of any child protection issue
- all children, whatever their age, culture, disability, gender or racial origin have a right to a safe environment and to protection from abuse;
- staff should be clear on how to respond appropriately to safeguarding and well-being concerns and niggles when working with children;
- any suspicion or allegation of abuse should be taken seriously and responded to appropriately and timeously following the Impact Arts Child Protection policy
- the Designated Child Protection Officer should challenge appropriately and champion the rights and welfare of the child at all times as well as offer appropriate support and guidance to staff involved with safeguarding concerns

#### **Key Contacts:**

Organisations working with vulnerable children are required to appoint a named Designated Child Protection Officer who is trained in identifying and reporting child protection issues. Any concerns regarding the well-being of children who use Impact Arts services must be reported to the Designated Child Protection Officer at the earliest opportunity. Staff through their work with children may also become aware of concerns relating to other children not connected to the service or vulnerable adults which must also be passed to the named Designated Child Protection Officer.

For Impact Arts, the following are key Child Protection contacts:

- Designated Child Protection Officer **Nicola Burgess**, Programme Manager, based at The Factory, 319 Craigpark Drive, Glasgow G31 2TB T: 0141 575 3001, M: 07875 068 298 E: [nicola.burgess@impactarts.co.uk](mailto:nicola.burgess@impactarts.co.uk).
- Should the DCPO not be available, staff should in the first instance contact **Fiona Doring**, Director, on M: 07977 281 895 E: [fdoring@impactarts.co.uk](mailto: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 alleging that they have been physically, emotionally or sexually abused or are at risk of harm, 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 Designated Child Protection Officer without delay and written factually up no later than 24 hours after the initial disclosure. The Designated Child Protection Officer role at Impact Arts will treat all Child Protection concerns as a matter of priority and

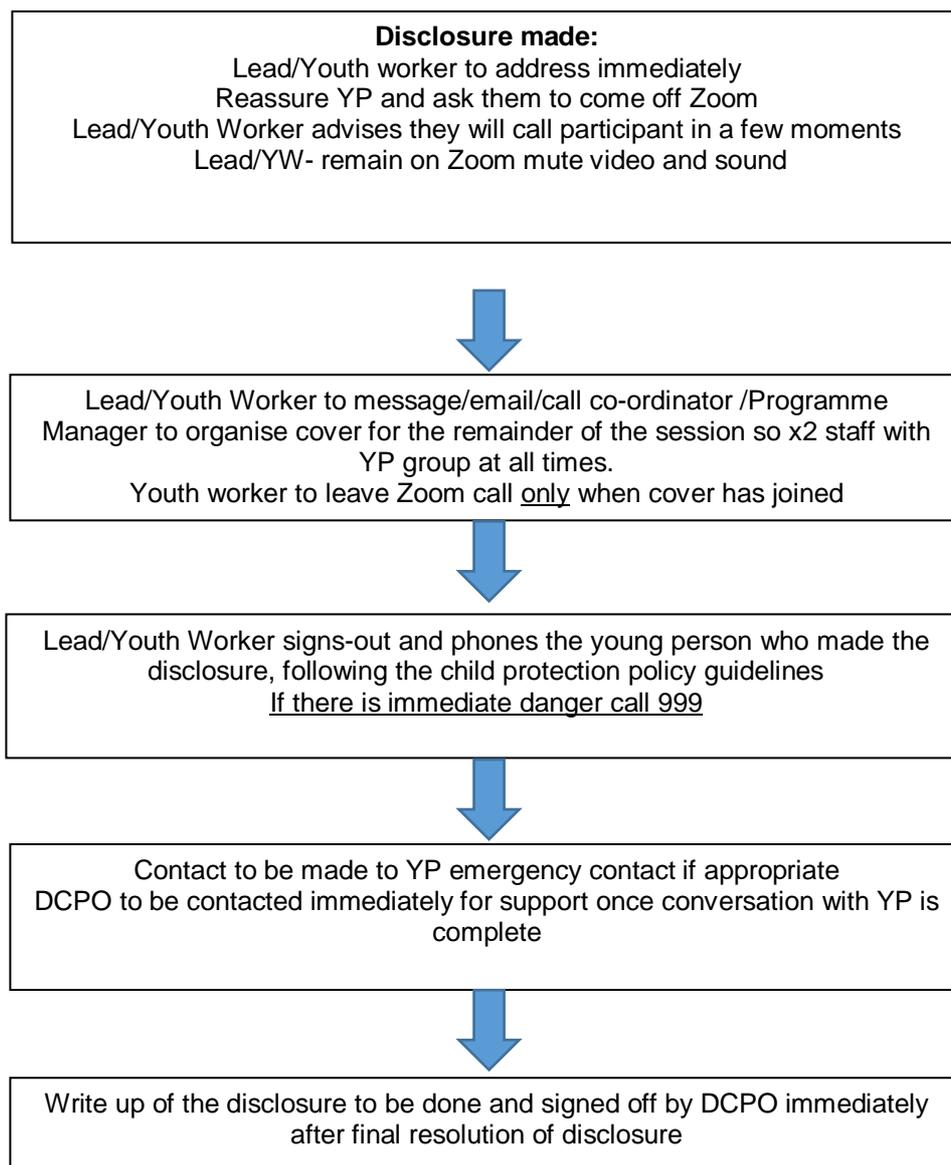


will put the child at the centre of the situation. Responding to any child protection concerns will take precedence over any other task in order to focus on the welfare of the child.

## ONLINE DISCLOSURES

Due to the remote way Impact Arts have been working since 18.03.2020, a significant portion of our work has been moved to online sessions over platforms such as Zoom, Facebook, Discord and Miro.

All video sessions with young people must have two staff present as per our Lone Working policy. If a child or young person discloses on a call the Youth Worker must initiate the young person to turn off their camera and mute themselves from the session and follow the process outlined below.





## **N.B**

The first person the youth worker gets on the phone should jump on the group Zoom call immediately and can continue to call for support if they are unable to stay on for the full session

This procedure is to be followed by whomever the disclosure is given to.

## **Zoom rules**

- Participants should be encouraged to keep their cameras on during the sessions and follow the code of conduct set out at the beginning of the programme.
- Personal conversations on Zoom between participants should be disabled
- Break out rooms should not be used unless two members of staff are in them to support
- Participants should not share Zoom links or passwords with anyone not on the programme
- Participants and staff should ensure any Alexa type devices are switched off

## **Facebook rules**

- DCPO to be invited to each Facebook group to monitor content and comments
- Staff to set up a work Facebook account using their impact arts email address
- Staff should never accept young people or participant as friends on their personal accounts
- Staff should not reply to messages out with hours of working

## **DO:**

- ✓ Be accessible and receptive
- ✓ Listen Carefully
- ✓ Take it seriously
- ✓ Reassure the child that they have the right to tell and they are not to blame
- ✓ Say what will happen next – “I will have to tell”
- ✓ Inform the Designated Child Protection Officer or Deputy immediately
- ✓ Make a careful and accurate record of what was said by both the child and staff member and write up concerns factually within 24 hours

## **Don't:**

- ✗ React strongly or make value judgements
- ✗ Jump to conclusions, especially about the alleged 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 Designated 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:

- **T**ell me what happened
- **E**xplain it to me the best you can
- **D**escribe 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 Designated Child Protection Officer, Nicola Burgess as soon as possible and within 24 hours of the disclosure being made. **It is not the responsibility of staff to act on or investigate the disclosure themselves.**



Child  
Protection\_Disclosure

**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.**

Once the Disclosure form is completed it should be signed with an electronic signature and emailed to the designated email address [child.protection@impactarts.co.uk](mailto:child.protection@impactarts.co.uk)

The form should then be deleted from your desk top and emails and permanently deleted from the recycling bin and deleted emails folder, the Designated Child Protection Officer will save the form in the locked Child Protection folder and add it to the tracker. Staff should contact the Designated Child Protection Officer without delay to give a verbal account of the disclosure or concern if there is likely to be a delay in the Designated Child Protection Officer receiving the form. Staff should be aware of limiting who they are sharing Child Protection information with and not discuss Disclosure information with others aside from the Designated Child Protection Officer.

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 Nicola Burgess, Designated Child Protection Officer. Again, ongoing concerns must be logged and recorded on an ongoing basis in a non-subjective manner in a child's chronology. 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, and can also be accessed by the child now or in future. Therefore it must be written and maintained to a high standard, free of



judgement with facts and opinions clearly stated to describe the concerns and potential risks should any child protection or criminal investigation take place. If a case goes to court, the Designated Child Protection Officer will attend and represent Impact Arts and the notes relating to the incident may be called into evidence.

In exceptional circumstances (i.e. there is an imminent risk to a child's safety) the 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.

### 3b. OBSERVATIONS and CONCERNS:

Out with direct disclosures Staff Members may make observations that cause concern and could be signs of abuse. In these 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/Date Of Birth/Responsible Adult
- What other information do you need to make an informed decision and how should you go about obtaining it?
- Have you considered the child's immediate support needs

#### REFER

- Have you informed the Designated 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 and timeous report that accurately reflects what you have observed which is free from opinion and is solely based on facts

"Safeguarding concern sheets" are used to record these observations.

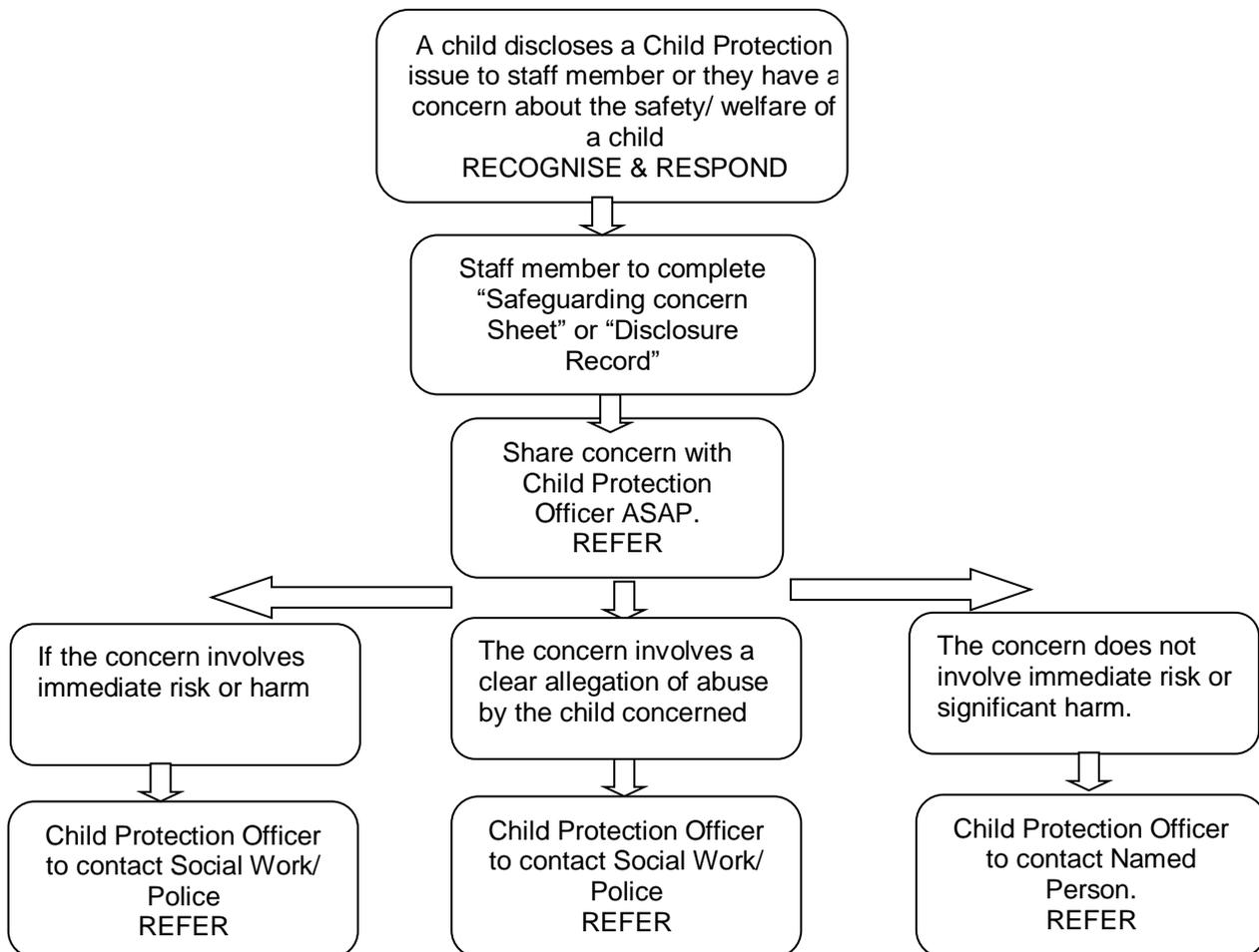


Once the Concern Sheet is completed it should be emailed to Impact Arts' dedicated Safeguarding email address [child.protection@impactarts.co.uk](mailto:child.protection@impactarts.co.uk) and then deleted from the employees account.



Child  
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### 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 prior to beginning work;
- 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 their PVG certificate back from Disclosure Scotland and it has been seen by the DCPO 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 Designated Child Protection Officers will undergo refresh training every 3 years. Staff should also be encouraged to attend multi-agency child protection training offered in the local authorities where they work to support them to build relationships with partner statutory agencies increase, their skills and confidence in responding to safeguarding concerns and increasing awareness of local statutory safeguarding processes.

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

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:

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

It is important to note that staff at all levels of the organisation should not wait until a supervision session or meeting to share a child protection procedure as the Designated Child Protection Officer operates an open-door policy where concerns are prioritised.

## **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 and partner agencies should demonstrate their commitment to safe working practices and policies regarding child protection.

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.

**Where there are discrepancies between the child protection policies of Impact Arts and other partner organisations, the default policy will be the National Guidance for Child Protection in Scotland 2014.**

## **7. Online**

The guidelines on photography outlined in this policy **must be followed at all times** on Impact Arts' websites and social media platforms.

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 and it is absolutely necessary to share the information in the first place. Staff should also be aware of other identifiable information in photographs that could reveal a child's personal information such as school uniforms with logos

## **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.

However the first step to dealing with a situation would be to use de-escalation techniques to reduce the likelihood of the situation escalating and the child, other children and/or staff member being put at risk.

## **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 Designated Child Protection Officer. Both parties' account of the incident should be recorded by the Designated Child Protection Officer.

This is an extremely distressing situation for all children, young people and staff. However Impact Arts' has a duty of care to safeguard the needs of the children who use its services and the safety of the child will be paramount in any investigation. Processes will be in place to ensure that staff are also supported throughout the process.

In the event of an allegation being unproven, Impact Arts will offer counselling support to employees via our Employee Assistance Programme.

If an allegation is unproven, Impact Arts will ensure appropriate support is in place for the child to enable them to process and deal with the situation.

Impact Arts may have to notify Police Scotland and Social Services Child Protection Authorities immediately depending on the nature of the allegation.

In this situation, the Staff member maybe suspended from work with pay while Impact Arts conduct an investigation and follow the advice of the relevant authorities. 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 and any other relevant regulatory body 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>

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](https://www.oscr.org.uk/media/2155/2016-03-15_guidance-for-notifiable-events_web-version.pdf).



Such incidents will also trigger a review of the situation to understand what learning can be gained to prevent a similar situation from happening in future.

## **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.

If there is a situation where a child has a medical emergency that requires urgent assistance, the staff member should call 999 and request an ambulance.

If it is known that a child has a medical need that requires monitoring and/or medication, a risk assessment should be formed as part of their support plan.

## **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.

Staff should be aware of children in their services who are looked after away from home where there is a non-disclosure order on their address as photographs on social media may identify the whereabouts of a child.



## **12. Useful Numbers**

### **Impact Arts Designated Child Protection Officers:**

- Designated Child Protection Officer: **Nicola Burgess**, Programme Manager, based at The Factory, 319 Craigpark Drive, Glasgow G31 2TB T: 0141 575 3001, M: 07875 068 298 E: nicola.burgess@impactarts.co.uk
- In her absence Impact Arts' Deputy DCPO is **Fiona Doring**, Director, on T: 0141 575 3001, M: 07977 281 895 E: fdoring@impactarts.co.uk or another member of Impact Arts' Leadership Team.
- Should neither the DCPO or Deputy be available, staff should in the first instance contact **Caroline McGhee**, Head of Operations, based at The Factory, 319 Craigpark Drive, Glasgow G31 2TB T: 0141 575 3001, M: 07818 759 160 E: caroline.mcgee@impactarts.co.uk or another member of Impact Arts' Leadership Team.

### **NSPCC Scotland Advice Line**

**0808 800 5000**

### **Children 1<sup>st</sup>**

83 Whitehouse Loan  
Edinburgh  
EH9 1AT

T: 0131 446 2300

F: 0131 446 2339

[info@children1st.org.uk](mailto: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](mailto: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](mailto: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.

## References

**Scottish Government 2017. Getting it Right for Every Child.**

<https://www.webarchive.org.uk/wayback/archive/20180529180018/http://www.gov.scot/Topics/People/Young-People/gettingitright>.

**Scottish Government, 2014. National Guidance for Child Protection in Scotland 2014.**

<https://www.gov.scot/publications/national-guidance-child-protection-scotland/>. Accessed 02.10.19

**UNICEF 1989. United Nations Convention on the Rights of the Child.**

<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>. Accessed 02.10.19





## Appendix 1.

### Code of Conduct

Following this code of conduct will help build the skills and confidence of Impact Arts' staff working with children and to reduce the likelihood of situations that feel unsafe

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 Designated 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 for a child 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 may be subject to Impact Arts Disciplinary procedures following investigation and, if required, the relevant authorities will be notified and their contract of employment terminated.

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. Staff should sign a declaration form as part of their induction and ongoing appraisals to state that they have read, understood the information in this policy and that they have refreshed this information on an annual basis.