

Bow Arts - Child Protection Policy

Aim of Policy

Child protection and child safety are of paramount importance to Bow Arts. We aim to create environments in which children and young people are safe.

The aim of this policy is to outline clearly the processes through which members of the Bow Arts staff, volunteers, interns and freelance contractors can keep children and young people safe.

Introduction

Children and young people have the right to be physically, emotionally and sexually safe. Bow Arts will therefore:

1. Take all reasonable measures to ensure that risks of harm to children's welfare are minimised
and
2. Take all appropriate actions to address concerns about the welfare of a child, or children

The measures that Bow Arts take to meet these commitments include ensuring a careful recruitment and selection process, ongoing supervision and monitoring arrangements and guidance on appropriate behaviour. We will ensure that health and safety procedures are followed and that appropriate insurance cover is in place. Any suspicion of abuse will be promptly and appropriately responded to. Any concerns will be taken seriously and acted upon appropriately and will pay attention to what children and young people say and feel.

Bow Arts will follow the Tower Hamlets Local Safeguarding Children Board's guidance, *Working Together to Safeguard Children* (2015), and that of our partner schools and community groups.

1) Recruitment

- All applicants for work that will come into contact with children and young people, whether voluntary or paid, as an employee or contractor, will be asked to provide two references and will be interviewed before the appointment is made. All references will be followed up and kept on file. Checks will be made on any gaps or inconsistencies in employment history
- It will be made clear to applicants that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974
- All appointments will be subject to satisfactory enhanced Disclosure and Barring Service (DBS) disclosure checks¹
- All appointments will be subject to a probationary period and will not be confirmed unless we are confident that the applicants working directly with children can be safely entrusted with children and young people

2) Staff training

- All staff members, freelance contractors, trustees, volunteers and interns will be made familiar with Child Protection issues and procedures and will be notified of any significant changes to these
- At Board level a Bow Arts Trustee will be responsible for 'championing' child protection issues

3) Safeguarding by means of good practice

- Individual members of staff, freelance contractors, trustees, volunteers and interns will not be left alone with individual children or with small groups (if in a separate room, the door must be left open)

¹ The DBS replaces both the previous Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

a) School, community or partner settings

- A named supervising adult (school or setting staff) will be identified at the project planning stage. The responsible adult should be present during the activity at all times
- It is not appropriate for staff, freelance contractors, trustees, volunteers and interns to be expected to take the role of 'teacher' or 'youth worker' and as such should not be expected to discipline children or young people – this is the role of the supervising adult. However, we would expect our contractors to be consistent in using the behavior management strategies, rewards and sanctions of individual school settings

b) On-site at Bow Arts managed property

- At least two responsible adults must be present at all times. Where the activity is not being delivered in partnership with a school or community group (e.g. Bow Arts Summer School taking place in the Nunnery Gallery), the two adults may be Bow Arts staff, freelance contractors, volunteers or interns

Everyone involved with a project has a duty to ensure that the children and young people involved are safe.

4) Contracts and Code of Conduct

All freelance contractors, interns and volunteers who will be in contact with children and young people will be asked to sign a contract or written agreement. As part of this we will:

- strongly advise all contractors to take out their own Public Liability Insurance to at least £5million in addition to the cover in place by Bow Arts
- request that contractors have read, understood and agree to our Code of Conduct (see Appendix C)
- ensure that activities are risk assessed by the contractor and/or supervising adult prior to the commencement of the work where appropriate. Risk Assessments will be kept on the project file

5) Responding appropriately to suspicions or disclosures of abuse

All members of staff, freelance contractors, trustees, volunteers and interns have a duty to report any concerns relating to the welfare of children and young people. These may include:

- Disclosures from children or young people
- Observations or suspicions of inappropriate conduct towards children or young people

Guidance on how to respond to a disclosure of abuse can be found in Appendix A.

All incidents must be recorded, preferably on the incident reporting sheet (Appendix B).

Reporting suspicions or disclosures of abuse:

a) School settings

If in a school setting then the school's Child Protection Officer will be the first point of reference.

b) Community settings

If in a community setting then the community centre's named Child Protection Officer will be the first point of reference.

c) Bow Arts managed events or projects on Bow Arts managed property

If it is a public event such as an open studios event or related workshop at Bow Arts premises or other partner venue, the first point of contact will be designated Child Protection Officer for the event (usually a member of the Bow Arts Education and Learning team).

In ALL cases, any suspicions or disclosures must ALSO be reported to:

Rob Smith – Head of Education & Learning: 020 8709 5295 / 07967 714238 / rsmith@bowarts.com

AND to Martyn Coles, Trustee with responsibility for championing Child Protection issues.

All information will be kept confidential.

Staff, freelance contractors, volunteers and interns should not attempt to investigate a child protection matter as it may compromise any possible legal proceedings. There is a need only to establish sufficient details and information for a decision to be made about making a referral.

Course of action:

1. Record Incident (see Appendix B – Incident Reporting)

Who? > Staff member, freelance contractor, volunteer or intern

**2. Report incident to designated Child Protection Officer (School or Community Setting)
AND Bow Arts Child Protection Officer (Rob Smith – Head of Education & Learning)**

Who? > Staff member, freelance contractor, volunteer or intern

3. Contact the Tower Hamlets Child Protection Advice Line (020 7364 3444) or relevant Local Authority

Who? > Child Protection Officer (School, Community or Bow Arts)

4. No further action required OR advised to refer to:

Social Services OR Education Welfare Officer OR Health Professional

Who? > Child Protection Officer (School, Community or Bow Arts)

6) Whistle blowing policy

- If you are concerned that a professional might be involved in abuse it is important that you take action.
- If children and young people and their parents/carers are concerned about what is happening to themselves or others they will be able to speak to the Education and Learning team.

In such circumstances concerns should be reported to:

Rob Smith – Head of Education & Learning: 020 8709 5295 / 07967 714238 / rsmith@bowarts.com

AND to Martyn Coles, Trustee with responsibility for championing Child Protection issues

You will be informed of the steps which will be taken to process your concern/s.

7) Keeping records

- Records will be kept of times/dates that adults work.
- An accident book will be kept to record any injuries that occur on any on-site visits to Bow Arts managed property.
- Records will be kept of communication with school/setting nominated Child Protection Officers or Tower Hamlets Child Protection Advice Line until a resolution has been agreed about the concern.

- Up to date information will be kept on all adults working with vulnerable adults and/or children through the Bow Arts. This will include the current address, references, DBS information and disclosures of individuals.

8) Complaints

- Service users and their parents and/or carers may not be satisfied with arrangements made or actions taken by us and may wish to make a complaint. In this instance, we will follow the Bow Arts complaints procedures as outlined in a standalone document that can be found on the website, www.bowarts.org. In such circumstances concerns must be reported to:

Rob Smith – Head of Education & Learning: 020 8709 5295 / 07967 714238 / rsmith@bowarts.com

All such correspondence will be kept confidential.

9. Disclosure and Barring Service (DBS) Checks

Bow Arts processes volunteer, standard and enhanced DBS disclosure checks through a Registered Body, currently uCheck.

Bow Arts only offer work and volunteering/intern roles to individuals if they hold a valid DBS or CRB check completed within the past three years, or have a DBS application in process (see below). This can be completed through Bow Arts, or through another organisation. If completed through another organisation, the original certificate must be seen and recorded by Bow Arts.

Freelance Contractors, staff and volunteers:

Bow Arts recognises valid DBS checks must include each of these elements:

- 1) The check must be an 'Enhanced' check, including a check of the relevant DBS Barred Lists
 - 2) The check must be for 'Child Workforce' or 'Child and Adult Workforce'
 - 3) Have an appropriate role description to the role that will be carried out
- All staff and contractors are responsible for informing Bow Arts of any convictions prior to, or following completion of DBS disclosures.
 - An individual may work/volunteer in client schools and settings if their DBS check is in process with Bow Arts. If the application has not been processed by the time the work is contracted, it will be noted in the client contract that the check is pending, and the application reference number will be included. In this situation the client retains the right to decline an individual.
 - If a disclosure is made, or if a 'trace' should come to light through a DBS check, we will provide a designated member of staff for the client with details of the disclosure. It will then be the responsibility of the client to make their own assessment of risk before allowing access to the individual. The client's decision must be made in writing to Bow Arts.
 - If a disclosure or trace relates to a matter of child protection, Bow Arts retains the right to remove an artist from their Education Artist database.
 - How disclosures are treated internally within Bow Arts. A note that an artist has a disclosure will be added to the artist file and all members of the Education and Learning team and the CEO will be informed. The Head of Education & Learning will write to the contractor/volunteer to clarify our procedure (as above) and how we will handle the information.

- Each staff member will also be issued with a Photo ID card that should be worn at all times when on the school/setting premises. This ID will display Bow Arts name and logo, a current photo of the individual, their job title and the date of issue.

Where a client has any special requirements that differ to this policy it is the responsibility of the organisation to inform Bow Arts in a timely fashion so that we can endeavour to support any such requirements.

All data processed as part of the DBS checking will be scanned and kept securely on file.

Further information on DBS is available at www.gov.uk/government/organisations/disclosure-and-barring-service.

10) Further Information

If you have any further questions about this policy, any of the processes/procedures contained within and links to current Child Protection training please do not hesitate to contact a member of the Education and Learning team.

Rob Smith – Head of Education & Learning: 020 8709 5295 / 07967 714238 / rsmith@bowarts.com

Any future changes to this policy will be made in line with current legislation and best practice.

APPENDIX A

RESPONDING TO A DISCLOSURE - CHECKLIST

DO

Listen Carefully and Take an allegation Seriously	
Stay Calm	
Re-assure the person	
Explain what you will do next	
Report to the designated Child Protection Officer (School, Community or Bow Arts)	
In an emergency, protect the child	
Record everything the child has told you or what you have observed – in detail and immediately (see RECORDING below)	

DON'T

"Go it alone"	
Appear shocked or angry	
Try to obtain more information than is necessary	
Make comments or judgments	
Contaminate the evidence	
Promise to keep secrets (the information must be shared)	
Give sweeping assurances	
Confront the abuser	

RECORDING

Brief and immediate	
Identify fact and opinion	
Record date, time, situation	
Who else was present	
Who said what/Observations	
Use child's own words	
Be clear and specific	
Action Taken (Even if No action)	
Data Protection: <ul style="list-style-type: none"> • Record adequate and relevant information • Be Accurate • Keep to a first hand account • Hold information securely 	

APPENDIX B

CHILD PROTECTION INCIDENT REPORT FORM

Name of person disclosing:

Project:

Project location / venue:

Contact details for person disclosing (when not held by school or community setting):

Briefly describe what happened (include times and dates):

Names and contacts of witnesses:

Name of person completing form:

Date:

Name of Manager responsible for investigation (Designated Child Protection Officer):

Date:

Action taken:

A copy of this report **MUST** be given to the designated Child Protection Officer (school or community setting)

AND

Rob Smith, Head of Education and Learning, Bow Arts, 183 Bow Road, London, E3 2SJ /
rsmith@bowarts.com

APPENDIX C

Code of Conduct

Artists are requested to read, understand and comply with this Code of Conduct:

Conduct with Children

- Read the **Bow Arts** Child Protection Policy (available from www.bowarts.org) and be aware of who the designated member of staff for Child Protection is within the school/setting.
- You are not expected to be solely responsible for managing behaviour; ensure that a supervising adult is present at all times.
- Do not be alone with a student.
- Use appropriate language and behaviour with and in front of student.
- Physical contact with students is prohibited unless overseen by a supervising adult and is essential to the delivery of the workshop for health and safety reasons.
- Never give a student a lift in your vehicle.
- If you feel any way uncomfortable about the behaviour of a student please discuss this with the supervising adult.

Conduct with other Adults (including Bow Arts employees, freelance contractors and school/setting staff)

- Know who the supervising adult is when working directly with students.
- Ensure that you and all other adults know your specific roles and responsibilities.
- Be professional and treat other adults with respect.
- Agree the use of school/setting and personal equipment and materials in advance.

Buildings and workspaces

- Please sign in and out of the premises where requested.
- Please wear a visitors badge at all times where requested.
- Be aware of where emergency exits are and procedures for evacuation.
- Report any breakages or accidents to the supervising adult.
- Any equipment or work in progress that needs to be stored on premises during the project must be highlighted to all staff and appropriate arrangements made.
- Drive with extra caution on school/setting premises (where applicable).
- Do not obstruct emergency exits – even temporarily.
- Check with reception where you can unload and park (where applicable).
- Always use staff toilets and rooms.
- Do not smoke on school/setting premises or when with a group of students.

General

- Value and respect different racial origins, special needs, sexual orientations, genders, religions and cultures.
- Do not promote your own political or religious beliefs.
- Consider the environment impact when planning your project. Aim to keep these to a minimum when planning the use of materials, equipment and transport.
- Strive to plan and deliver work that meets the needs of all learners.

APPENDIX D

Image Permission Policy

Bow Arts may take photographs or capture moving images of children and young people participating in our projects for evaluation, monitoring and promotional purposes. These images may appear in our printed publications, on film or DVD, our electronic communications, on arts education web and social media sites.

Bow Arts Policy for using Photographs and Film

- ✓ Schools/settings must give permission for the use of any photographs or film. This is done by the relevant box being checked on the client contract.
- ✓ Children's names will not accompany photographs unless they are prize winners or members of a troupe e.g. 'the engine' young writers group, and we have their permission.

Where images may be used

1. **Bow Arts** may use images in our printed promotional publications (such as newsletters or promotional print)
2. **Bow Arts** may use images on arts education websites
3. **Bow Arts** may use images from this project on arts education social media sites
4. **Bow Arts** may use images from this project on film / DVD
5. **Bow Arts** may use images from this project via electronic mail (such as e:bulletins)

Permission

By agreeing to this Image Permission Policy:

1. School/settings confirm that have obtained the permission of the adult / parent / carer / person with custody of any children or young person who appears in the photograph/film.
2. School/settings confirm that they are aware that they have no rights of ownership, copyright or other interest in the photograph/film produced from this assignment.
3. School/settings understand and agree to Bow Arts using any photographs/film produced for the purposes agreed, as indicated above.