

**FYLDE DECORATIVE AND FINE ARTS SOCIETY.**  
**Working with Children and Vulnerable Adults Policy**

**Background**

Our National Society (Nadfas) commenced its Young Arts Programme in 1973 and encourages all Member Societies to pursue Young Arts Projects. Fylde DFAS is committed to inspire young people with a lasting enthusiasm for the arts and an awareness of our arts heritage. Our shared vision is for equality of opportunity for all to learn through participation in the arts. We are keen, therefore, in addition to our Young Arts work, to reach out to those excluded groups who may lack access to the arts. These objectives may involve us in working with children and vulnerable adults.

Fylde DFAS has a duty of care to safeguard all children and vulnerable adults involved in its activities and will seek do that through adherence to Child Protection guidelines, relevant legislation, and accepted good practice.

**Definitions**

A child is defined as a person under the age of 18.     (*The Children Act 1989*)

Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.                     (*Department of Health 2002*)

A vulnerable adult may have specific needs or requirements that Fylde DFAS members and volunteers need to be sensitive to. This may be because they have a mental health problem; a physical or learning disability; a sensory impairment; are elderly and frail, or have some form of illness.

The issues around working with vulnerable adults are not the same as working with children and young people. Vulnerable adults, for example, should, like any adults, be able to make choices and decisions about their own lives, under the terms of the Mental Capacity Act 2005. On a practical level, however, working with these two groups raises issues of good practice and concerns about safeguarding.

**Role of Partner Organisations**

Situations where Fylde DFAS volunteers work directly with children or vulnerable adults are most likely to be on partnership projects with schools, colleges, or organisations supporting adults with specific needs. These organisations will have their own established policies and procedures in place and will have expertise in their specialist area It is important therefore that:

- Effective liaison between the Fylde DFAS project organiser and the partner organisation takes place.
- The role of the volunteer in this situation is clearly defined and discussed with the appropriate partner organisation.
- The volunteer is made aware of all relevant policies and procedures in use by the partner organisation.
- The volunteer undergoes any mandatory training required by the partner organisation.
- Any CRB checks, references, or other checks on the volunteer as required by the organisation or Fylde DFAS are undertaken before volunteering takes place.

### **CRB Checks**

Currently, CRB checks are required for what is described as 'regulated activity' with children and vulnerable adults. This is defined by the Home Office as

- Any activity that involves contact with children or vulnerable adults frequently, intensively and /or overnight. Examples would include teaching, training, care, supervision, advice, treatment and transportation.
- Any activity allowing contact with children or vulnerable adults that is in a specified place frequently or intensively. Examples would include schools and care homes.

### **Working with the Public**

Some situations may involve Fylde DFAS Committee members and volunteers working with the general public. These situations may bring members and volunteers in contact with children and vulnerable adults.

When Members / volunteers have contact with children and vulnerable adults on behalf of Fylde DFAS they should, whenever practicable, ensure that they are always in the company of another appropriately qualified adult (e.g. parent, guardian, teacher, carer/ support worker, CRB checked adult).

### **Risk Assessments**

Before any activity that might involve children and vulnerable adults takes place there should be a risk assessment which should include:

- Assessing whether CRB checks are required for volunteers taking part, and if necessary, ensuring that they have been undertaken.
- Ensuring that the environment is safe and appropriate
- Ensuring that materials involved, for example in workshop sessions, are safe and appropriate.
- Ensuring that any potential hazards are identified and dealt with.

The Fylde DFAS activity organiser will take responsibility for ensuring that all these steps are in place.

### **Good Practice**

Good practice in delivering arts activities with children and vulnerable adults would include:

- Always working in an open environment.
- Treating all children and vulnerable adults with respect and dignity.
- Valuing the wishes of children and vulnerable adults.
- Making arts activities fun and enjoyable.
- Involving parents / carers where appropriate.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the needs and capacity of children and vulnerable adults
- Reporting any situations of hazard or suspected abuse

### **Photos and video**

Fylde DFAS are aware that photographs can, in certain circumstances, pose direct or indirect risks to their subjects. Photographs of children, young people, and vulnerable adults will only be used by Fylde DFAS where appropriate permissions have been obtained. Any use of photographs and video of children and vulnerable adults by Fylde DFAS must comply with our *Permission to Use Photographs Procedure*. This includes guidelines on the taking and use of images and sets out in detail the situations in which written consent is required and must be evidenced.

### **Related Policies and Procedures**

Fylde DFAS Permission to Use Photographs Procedure [April 2010]

Fylde DFAS Equality and Diversity Policy [December 2009]

### **Review of Policy**

This policy will be reviewed annually to ensure that it is compliant with current legislation.

February 2012