

## **The Arts Society Fylde Child Protection Policy Procedures**

This document should be read in conjunction with The Arts Society Fylde Child Protection Policy Statement and the THE ARTS SOCIETY YA Organisers guide.

### **Scope of these Procedures**

These procedures apply to activity undertaken by The Arts Society Fylde members and volunteers. THE ARTS SOCIETY Membership Department offers support to member Societies in all areas covered by these procedures, including Disclosure and Barring Service (DBS) checks if appropriate, on recruitment of member Society volunteers, access to information on child protection training and support for member Society volunteers, guidance for member Society events, and dealing with concerns about abuse for which please refer to the Safeguarding Policy: <https://theartssocietyfylde.org.uk>

### **Personnel**

The Arts Society Fylde's aim is to ensure as far as is possible that members and volunteers who seek to work with children and young people through the Society's activities and who gain access to them are as safe to do so, in child protection terms, as can be guaranteed.

Therefore The Arts Society Fylde will ensure that it is fully compliant with the latest guidance from the Disclosure and Barring Service and will ensure that a named person within its Committee, normally the Chairman, will be required to take all reasonable steps to ensure this. All prospective members and volunteers whose work may necessitate substantial or having any unsupervised responsibility for children and young people will be DBS checked. Substantial access here refers to situations where adults work regularly with children including occasions when they may find themselves in sole charge of a group or single child.

Society members who go into schools or similar settings to work with different groups of children should not be required to register for the government's Vetting and Barring Scheme unless their contact with the *same* children is frequent or intensive. As defined by the Independent Safeguarding Authority (ISA), 'frequent contact' is if the work with children takes place once a week or more; 'intensive contact' is if the work takes place on 4 days in one month or more or overnight. It is highly unlikely that this situation should arise, however if it does the volunteer should contact THE ARTS SOCIETY for guidance.

For those volunteers who have supervised access to children on an intermittent basis it is strongly recommended that a self-disclosure form and/or a personal reference is obtained.

Self-Disclosure Forms and DBS forms can be obtained from the Membership Department at THE ARTS SOCIETY. The written consent of the applicant must be obtained to enable such enquiries to be made. No application may proceed unless such consent is given. If no such consent is provided by the applicant then the presumption should always be that the applicant is not suitable for the role in question unless a clear explanation for the withholding of consent is given and considered on a confidential basis by the Society Committee and the decision by the Committee is made in exceptional circumstances to proceed without the need to complete such forms. At all times the onus is on the applicant/ employee/ volunteer to reveal any conviction, caution, bind-over, probation order or pending prosecution whether imposed prior to or within the period involved with The Arts Society Fylde, and this should be made clear by The Arts Society Fylde when such a person makes local contact.

Where appropriate, The Arts Society Fylde will issue relevant volunteers with THE ARTS SOCIETY guidelines for working with children and young people, as referred to in the Young Arts Handbook: <https://theartssociety.org/resource/young-arts-handbook> including THE ARTS SOCIETY Young Arts Code of Behaviour & Conduct. The Arts Society's aim is to safeguard the welfare of the young people with whom it works as well as protecting those who work with children from unfounded accusations or from behaving in ways which may be well-intentioned but inadvisable. All volunteers have a responsibility to ensure that they respect the position of trust in which they have been placed and that their behaviour is appropriate at all times. The Arts Society views bullying very seriously. All staff and volunteers should be made aware that bullying will not be tolerated and that every effort should be made to ensure that bullies and their victims are dealt with appropriately.

## **Training & Support**

The Arts Society Fylde's Aim is to ensure that all relevant volunteers are advised of suitable child protection awareness training and where to access it.

THE ARTS SOCIETY Membership Department provides support to member Societies with queries relating to issues of Child Protection (see contact details below).

## **Parents/ Guardians/ Carers Part in our Policy for Safety & Care**

Parents/ Guardians / Carers will be notified in writing that whilst all reasonable care will be taken with children during The Arts Society Fylde Young Arts activities, The Arts Society Fylde expects its participants, on their part, to recognise that they are responsible for exercising self-discipline and for doing everything they can to prevent injury to themselves and others or damage to property. Written authority will be obtained in advance in case of emergency stating the following: *I authorise the leader of the event to give permission to the doctor to undertake any treatment necessary.*

The Arts Society Fylde procedure is that all children and young people attending activities should arrive and depart accompanied by a parent or authorised adult whose contact details should be given to the appropriate representative.

## **Supervision of Activities**

Activities involving unaccompanied children and/or vulnerable adults will be supervised at all times by The Arts Society Fylde volunteers and/or authorised adults (teachers, parents etc) who have been DBS checked.

## **Photographs, Videotapes, Press Photography & Website Images**

Photographs of children participating in activities may be taken only with the written permission of the parent or guardian using the Consent form on [theartsocietyfylde.org.uk](http://theartsocietyfylde.org.uk) Consent forms must be held securely whilst consent is held so that they can be referred to in the event of any queries. If anyone wishes to withdraw their consent then we must be advised promptly in order to apply the restriction to the use of the relevant images.

## **In Case of a Problem**

Those working on The Arts Society Fylde activities have a duty to ensure that any suspicion, incident, allegation, disclosure or other manifestation relating to child protection is reported according to THE ARTS SOCIETY guidelines. Any such information received will be taken seriously, reported and followed up accordingly by the Volunteering Department. Please refer to Appendix 1 (see page 3) for guidelines on dealing with concerns about a child's welfare.

Further instructions can be found on the THE ARTS SOCIETY website: <https://theartsociety.org/resource/child-protection>. These will include detailed procedures for the reporting, recording and confidential handling of concerns about a child's welfare and allegations of abuse.

## **The Legislation That Supports These Procedures**

The Children Act 1989; The Police Act 1997, The Data Protection Acts 1988/1998/2018, The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000; The Children Act 2004; Sexual Offences Act 2003; Safeguarding and Vulnerable Groups Act 2006; Protection of Freedoms Act 2012. A reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

## **Contacts for any queries on the content of this document**

1. The Arts Society Fylde designated committee member: C. McHugh  
[mchugh2be@btinternet.com](mailto:mchugh2be@btinternet.com)
2. THE ARTS SOCIETY MEMBERSHIP MANAGER, THE ARTS SOCIETY HOUSE, 8 Guilford Street, London WC1N 1DA T. 02074300730

**APPENDIX 1 Guidelines on dealing with concerns about a child's welfare**

