

GUGGLETON FARM ARTS

Adult Safeguarding Policy

Guggleton Farm Arts CIC, Station Road, Stalbridge, Dorset DT10 2RQ, 01963 363456

<http://www.guggletonfarmarts.com>

Guggleton Farm Arts, aka The Gugg, is a not-for-profit Community-Interest-Company that proactively seeks to provide many forms of art, to anyone in the local community, and beyond; in a supportive, non-judgemental and safe environment, to enhance the wellbeing and abilities of all involved.

GUGGLETON FARM ARTS is a CERTIFIED SOCIAL ENTERPRISE and accredited member of SOCIAL ENTERPRISE UK. Company No:12405322

Adult Safeguarding Policy for GUGGLETON FARM ARTS CIC

Introduction:

This policy is to ensure that Guggleton Farm Arts CIC [hereafter GFACIC] has all the correct procedures in place to protect and safeguard adults.

The GFACIC believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of GFACIC in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, directors and volunteers have been made aware of how this policy can be accessed.

This policy and related procedures are applicable to the Directors, employees and volunteers of GFACIC. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Safeguarding as Part of the Safeguarding Adults Review [SARs]:

In safeguarding adults GFACIC is committed to the principles to the Dorset County Council Safeguarding Adults Board.

<https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/dorset-safeguarding-adults-board/dorset-safeguarding-adults-board>

Key Principles of Adult Safeguarding:

In the safeguarding of adults, GFACIC are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. GFACIC aims to demonstrate and promote these six principles in our work:

- Empowerment – People being supported and encouraged to make their own decisions and informed consent
- Prevention – It is better to take action before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

Recognising the signs of abuse:

Employees, directors and volunteers are well-placed to identify abuse; the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. Wigan borough also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- Physical abuse - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic Violence/ Domestic Abuse - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Exploitation- Including sexual and/or criminal exploitation
- Sexual abuse - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational abuse - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- Neglect and acts of omission - Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.

- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

Reporting Concerns:

Any employee, director or volunteer who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person. If the adult requires immediate protection from harm, contact the police and Adult Social Care.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

Safe Recruitment & Selection:

GFACIC is committed to safe volunteer, employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Social Media:

All employees and volunteers should be aware of GFACIC social media policy and procedures [GFA Social Media Standard Operating Procedure] and the code of conduct for behaviour towards the adults we support.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer. In such an instance referral to the Safeguarding lead mentioned at the end of this report should be immediate.

Training and Awareness:

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

If an individual feels lacking in this area of knowledge then training and advice is available here:

<https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/dorset-safeguarding-adults-board/learning-and-development-3>

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to GFACIC Children and Young People's Safeguarding Policy.

Mental Capacity:

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision.

For more information on dealing with issues related to mental capacity refer to the Mental Capacity Act Code of Practice:

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

GFACIC undertakes to involve an advocate if a person lacks capacity to make decisions about a safeguarding concern. Support and guidance will be sought from Dorset Adult Social Care should anyone have concerns regarding an adult's capacity.

<https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/care-and-support-for-adults>

Confidentiality and Information Sharing:

GFACIC expects all employees, volunteers and directors to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed. You can report abuse here:

<https://adultsocialcare.dorsetcouncil.gov.uk/feeling-safe-and-in-control/report-abuse-of-an-adult-safeguarding/>

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Whistleblowing:

GFACIC is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

Important Contacts:

Designated Senior Lead for Safeguarding
Name: Deanne Tremlett
Email address: deannetremlett@btinternet.com
Telephone number: 07947361085

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:
...9/6/2025..... (date)

Signed:
.....

Dorset Council Specialist Assessment Team (Adult Social Care Referral Team)

<https://adultsocialcare.dorsetcouncil.gov.uk/contact-us/report-a-concern-about-an-adult/>

Police Emergency –
999 Non-emergency –
101
Telephone: 0808 2000 247
<https://www.nationaldahelpline.org.uk/>

Children and Young Person Safeguarding Policy

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Children and Young Person Safeguarding Policy:

GUGGLETON FARM ARTS CIC [hereafter GFACIC], whilst providing its services and events for the community, undertakes:

- to protect children and young people who receive GFACIC'S services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of GFACIC including directors, tutors, paid staff, volunteer staff and students

Legal framework

This policy has been drawn up using legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents. [see Appendix A].

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Whistleblowing
- Adult to child supervision ratios

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- The welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm and abuse.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them.
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- developing and implementing an effective online safety policy and related procedures.
- providing effective support for staff and volunteers through supervision and training [where necessary] so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- making sure that children, young people and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

In partnership with:

Children's Advice and Duty Service (ChAD)

Name: Single point of contact for safeguarding concerns

Tel: [01305228866](tel:01305228866)

<https://www.dorsetcouncil.gov.uk/-/childrens-advice-and-duty-service-chad>

Westport House

Worgret Road

Wareham

BH20 4PP

Supported by:

[nspcc.org.uk/learnin](https://nspcc.org.uk/learning)

g 0116 234 7246

learning@nspcc.org.uk

@NSPCCLearning

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NSPCC Helpline: 0808 800 5000

Designated Senior Lead for Safeguarding

Name: Deanne Tremlett

Email address: deannetremlett@btinternet.com

Telephone number: 07947361085

APPENDIX

• Role description for the designated safeguarding officer:

Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at GFACIC

To promote the safety and welfare of children and young people involved in GFACIC's activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing's GFACIC's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing GFACIC's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in GFACIC's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at GFACIC, including the directors and management committee members, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at GFACIC and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in GFACIC's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with GFACIC may present a risk to children or young people. This includes:
 1. assessing and clarifying the information
 2. making referrals to statutory organisations as appropriate
 3. consulting with and informing the relevant members of the organisation's management
 4. following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 1. the local authority child protection services
 2. the police.

This includes making formal referrals to agencies when necessary.
8. Consult the NSPCC Helpline when support is needed, by calling [0808 800 5000](tel:08088005000) or emailing help@nspcc.org.uk.
9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
10. Work closely with the directors and management committee to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
11. Report regularly to the directors and management committee on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
14. Complete regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at GFACIC.
15. Attend team meetings, supervision sessions and management meetings as arranged.
16. Work flexibly as may be required and carry out any other reasonable duty.

Appointment to this role is subject to satisfactory vetting and barring checks.

Helpful resources for a nominated child protection lead:

- Training for nominated child protection leads: learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses.
- Child abuse and neglect learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/
- Recognising and responding to abuse learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/
- Safeguarding and child protection learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/

• Dealing with disclosures and concerns about a child or young person:

What to say to a child and how to respond:

1. **Listen carefully to what they're saying**
Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them it could make them stop talking and take back what they've said.
2. **Give them the tools to talk**
If they're struggling to talk to you, show them [Childline's letter builder tool](#). It uses simple prompts to help them share what's happening and how they're feeling.
3. **Let them know they've done the right thing by telling you**
Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.
4. **Tell them it's not their fault**
Abuse is never a child's fault. It's important they hear, and know, this.
5. **Say you'll take them seriously**
They may have kept the abuse secret because they were scared they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.
6. **Don't confront the alleged abuser**
Confronting the alleged abuser could make the situation worse for the child.
7. **Explain what you'll do next**
For younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.
8. **Report what the child has told you as soon as possible**
Report the situation as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible.

• Managing allegations against staff and volunteers

The latest guidance on proper procedures can be referred to in pdf form here:
<https://www.nspcc.org.uk/globalassets/documents/volunteering/essential-resources-for-volunteers/managing-allegations-against-staff-and-volunteers.pdf>

• Recording concerns and information sharing

Up to the minute guidance on how to go about recording, and subsequently reporting, your concerns about a child or young person can be read here:

<https://www.nspcc.org.uk/globalassets/documents/volunteering/essential-resources-for-volunteers/what-to-do-if-you-have-a-concern-about-a-child--for-those-who-dont-work-directly-with-children-or-adults-at-risk.pdf>

Why information sharing is important:

Sharing information about a child's welfare helps professionals build a clearer picture of the child's life and gain a better understanding of any risks the child is facing.

Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet.

General principles of best practice for information sharing are outlined below. When

to share information:

Timely information sharing is key to safeguarding and promoting the welfare of children.

People who work with children, whether in a paid or voluntary role, may need to share information about the children and families they are involved with for a number of reasons. These include:

- you are making a referral to arrange additional support for someone in the family
- someone from another agency has asked for information about a child or family
- someone in the family has asked to be referred for further help
- a statutory duty or court order requires information to be shared
- you are concerned that a child or a member of their family may be at risk of significant harm
- you think a serious crime may have been committed or is about to be committed which involves someone in the family.

You must always have a clear and legitimate purpose for sharing a child's personal information. Keep a record of the reasons why you are sharing or requesting information about a child or their family.

You should also make sure you are not putting a child's safety and welfare at risk by sharing information about them.

Always seek consent to share information about a child and their family. However if consent isn't given, you can still share information with relevant professionals under certain circumstances, for example if you are protecting a child from significant harm..

What information to share:

You need to decide what specific information is appropriate to share and who to share it with.

- Prioritise the safety and welfare of the child and anyone else who may be affected by the situation.
- Make sure you share the information quickly and securely. The sooner you report your concerns the better. This means the details will be fresh in your mind and action can be taken quickly.
- Identify how much information should be shared. This will depend on the reasons for sharing it.
- Use language that is clear and precise. Different agencies may use and understand terminology differently.
- Make sure the information you are sharing is accurate. Make it clear what information is factual and what is based on opinion (yours or other people's).

Facts and opinions:

When working with children and families you will gather information from a variety of sources. How you interpret this information can depend on:

- any previous information received
- your knowledge of research and theory
- your own frame of reference.

When recording information you should be as factual as possible. If you need to give your own or somebody else's opinion make sure it is clearly differentiated from fact. You should identify whose opinion is being given and record their exact words.

•Child protection records retention and storage:

An up to date pdf on this subject can be read here:

<https://learning.nspcc.org.uk/media/1442/child-protection-records-retention-and-storage-guidelines.pdf>

•Code of conduct for staff and volunteers:

CODE OF CONDUCT

This behaviour code outlines the conduct expected of Guggleton Farm Arts CIC's [hereafter GFACIC] directors, committee members, staff and volunteers, and staff from other organisations who engage with children and young people through GFACIC and its activities.

PURPOSE:

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

UPHOLDING THIS CODE OF BEHAVIOUR:

All members of staff and volunteers are expected to report any breaches of this code to the Directors. Staff and volunteers who breach this code of behaviour may be subject to GFACIC's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave GFACIC premises.

Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

THE ROLE OF STAFF AND VOLUNTEERS:

When working with children and young people for GFACIC all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- Operate within GFACIC's principles and guidance and any specific procedures.
- Follow GFACIC's child protection policy and online policy and procedures at all times.
- Listen to and respect children at all times.
- Avoid favouritism.
- Treat children and young people fairly and without prejudice or discrimination.
- Value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible.
- Ensure any contact with children and young people is appropriate and in relation to the work of the CIC.
- Always ensure language is appropriate and not offensive or discriminatory.
- Always ensure equipment is used safely and for its intended purpose.

- Provide examples of good conduct you wish children and young people to follow.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.
- Ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults.
- Be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff know where you and the child are.
- Respect a young person's right to personal privacy.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.

YOU MUST NOT

- Patronise or treat children and young people as if they are silly.
- Allow allegations to go unreported.
- Develop inappropriate relationships such as contact with children and young people that is not a part of the work of GFACIC or agreed with the manager or leader.
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of GFACIC represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to children and young people, particularly in relation to confidentiality.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Rely on your reputation or that of the organisation to protect

you. THE ROLE OF PARENTS AND CARERS:

GFACIC welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate. In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.

•Behaviour codes for children and young people:

GFACIC is fully committed to safeguarding and promoting the wellbeing of all its visitors, users, staff, directors and volunteers.

GFACIC believes that it is important that at all times visitors, users, staff, directors and volunteers show respect and understanding for the safety and welfare of others.

Therefore, visitors, users, staff, directors and volunteers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of GFACIC.

GFACIC should offer a positive experience for children and young people; where they can learn new things in a safe and positive environment.

In return children and young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly.
- Be supportive and committed to others.
- Report inappropriate behaviour or risky situations.
- Be fair and trustworthy.
- Not be violent and aggressive.
- Behave and listen to all instructions; as these may have implications for their safety
- Show respect to others.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/discriminatory references. This includes bullying using new technologies such as social media, chatrooms or texts.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Not smoke, consume alcohol or drugs of any kind on the GFACIC site.

Any minor misdemeanours and general misbehaviour will be addressed by the appropriate adult and reported verbally to the designated Child Protection Lead. More serious or persistent misbehaviour may result exclusion from the site. Parents will be informed at all stages.

•Photography and sharing images guidance:

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.

It's important to be aware of child protection and safeguarding issues when taking photos of or filming children and young people. The potential for misuse of images can be reduced via awareness and consideration of the data protection implications of making, using and storing images of children and young people.

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes personal details; a tag with location information; visual details such as a school uniform
- inappropriate images of children may be shared online
- images may be copied, downloaded, screenshotted or shared by anyone
- images of children may be adapted and used inappropriately
- photos or videos may appear in internet search results

- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image. This may affect them later in life – for example, it may affect how they see themselves, or how they are viewed when applying for a job

Before sharing images of children on social media, you should consider how widely images may be shared, how long they may remain available and how this may affect the children's long-term wellbeing.

• Whistleblowing:

The Whistleblowing Advice Line offers free advice and support to volunteers and professionals with concerns about how child protection issues are being handled in their own or another organisation.

[0800 028 0285](tel:08000280285)

email.help@nspcc.org.uk

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/>

• Adult to child supervision ratios:

When working with groups of children and young people there must be enough adults to provide the appropriate level of supervision.

Staffing and supervision ratios can sometimes be difficult to judge. You need to make sure you have enough staff and volunteers to ensure children are safe – and that these adults are suitable to undertake various tasks as needed.

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. We've put together some best practice guidance to help other organisations work out how many adults are needed to supervise children safely.

The NSPCC recommend having at least two adults present when working with or supervising children and young people.

They also recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- 0 - 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

If young people are helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

Toilet ratios

Adults who haven't previously volunteered and haven't had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied.

In larger groups of children, encourage groups to take a comfort break together with one responsible adult while the other adult(s) supervises the remaining children and keep a head count.

Designated Senior Lead for Safeguarding

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

9/6/2025

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Signed:

