

SECTION 2



Guggleton Farm Arts CIC: Safeguarding Policy and Guidance Document

Including DON'T PANIC FESTIVAL specific section

PART 1: ORGANISATIONAL INFORMATION AND APPLICABILITY

Organisation Details:

Name: Guggleton Farm Arts CIC (aka The Gugg)

Address: Station Road, Stalbridge, Dorset DT10 2RQ

Telephone: 01963 363456

Website: <http://www.guggletonfarmarts.com> <http://www.thegugg.org>

Company No: 12405322

Status: Certified Social Enterprise and accredited member of SOCIAL ENTERPRISE UK.

Mission and Scope:

Guggleton Farm Arts, aka The Gugg, is a notforprofit CommunityInterestCompany that proactively seeks to provide many forms of art to anyone in the local community, and beyond. We operate in a supportive, nonjudgemental, and safe environment to enhance the wellbeing and abilities of all involved.

Applicability:

These policies and related procedures apply to all Directors, employees, tutors, volunteers, and students working on behalf of Guggleton Farm Arts CIC (hereafter GFACIC). Failure to comply with these policies will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

Designated Safeguarding Leads:

Designated Senior Lead for Safeguarding: Deanne Tremlett

Email address: deannetremlett@btinternet.com

Telephone number: 07947361085

Policy Review:

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

Last Reviewed Date: 15/2/2026

Signed:

PART 2: ADULT SAFEGUARDING POLICY

1. Introduction and Core Principles

This policy ensures GFACIC has the correct procedures in place to protect and safeguard adults. We believe in protecting an adult's right to live in safety, free from abuse and neglect.

We are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal:

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.

Accountability: Accountability and transparency in delivering safeguarding.

2. Legal Framework and Definitions

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:

- (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.

GFACIC is committed to the principles of the Dorset County Council Safeguarding Adults Board.

3. Recognising Signs and Types of Abuse

Staff and volunteers must be vigilant. Concerns may arise from direct disclosure, complaints, or observations.

Types of Abuse (as defined by The Care Act 2014 and local guidance):

Physical abuse: Assault, hitting, slapping, misuse of medication, inappropriate restraint.

Domestic Violence/Domestic Abuse: Psychological, physical, sexual, financial, emotional abuse; 'honour'based violence.

Exploitation: Sexual and/or criminal exploitation.

Sexual abuse: Rape, sexual harassment, inappropriate touching, witnessing sexual acts, pornography, or nonconsented acts.

Psychological abuse: Emotional abuse, threats, humiliation, controlling behaviour, intimidation, coercion, verbal abuse, cyber bullying, isolation.

Financial or material abuse: Theft, fraud, internet scamming, coercion regarding financial affairs, misuse of property.

Modern slavery: Human trafficking, forced labour, domestic servitude.

Discriminatory abuse: Harassment or slurs due to race, gender, age, disability, sexual orientation, or religion.

Organisational abuse: Neglect and poor care practice within an institution (hospital, care home) or within one's own home.

Neglect and acts of omission: Ignoring medical, emotional, or physical care needs; withholding necessities (medication, nutrition, heating).

Selfneglect: Neglecting personal hygiene, health, surroundings, and hoarding.

Radicalisation to Terrorism (PREVENT):

Adults may be vulnerable to radicalisation. Signs include: contact with extremist recruiters, articulating support for extremist causes, accessing extremist websites, possessing extremist literature, significant changes to appearance or behaviour.

4. General Procedures for Adult Safeguarding

4.1 Reporting Concerns

Any individual who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with their supervisor or the Designated Safeguarding Lead (Deanne Tremlett).

Immediate Danger: Contact the Police (999) and Adult Social Care immediately.

No one should assume that someone else will report the issue.

4.2 Safe Recruitment & Selection

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

4.3 Social Media

Employees and volunteers must adhere to the GFA Social Media Standard Operating Procedure and the code of conduct regarding behaviour towards adults we support.

4.4 Persons in Positions of Trust (PiPoT)

If an allegation is made against an employee, volunteer, or formal/informal carer who may be a risk to others, this must be referred to the Safeguarding Lead immediately.

4.5 Training and Awareness

As a minimum, all staff/volunteers working with adults at risk must have awareness training to:

Understand safeguarding roles.

Recognise an adult in need of safeguarding.

Know how to report a safeguarding Alert.

Understand dignity and respect.

Know the Safeguarding Adults Policy.

4.6 Mental Capacity and Advocacy

The Mental Capacity Act (MCA) defines someone lacking capacity if they cannot understand, retain, weigh up, or communicate information regarding a decision due to illness or disability.

GFACIC will involve an advocate if a person lacks capacity to make decisions about a safeguarding concern.

Support will be sought from Dorset Adult Social Care regarding capacity concerns.

4.7 Confidentiality and Information Sharing

Information is shared in line with GDPR. However, information must be shared with the Local Authority if an adult is at risk of harm, or with the Police if they are in immediate danger or a crime has been committed.

4.8 Whistleblowing

GFACIC protects employees and volunteers who whistleblow in good faith in the public interest from reprisals.

4.9 Recording

A written, signed, and dated record must be kept of any safeguarding concern, including details of the persons involved, the nature of the concern, actions taken, and decisions made. Records must be securely and confidentially stored.

PART 3: CHILDREN AND YOUNG PERSON SAFEGUARDING POLICY

1. Purpose and Undertaking

Whilst providing services and events, GFACIC undertakes:

To protect children and young people who receive GFACIC'S services (including children of adults using our services) from harm.

To provide staff, volunteers, children, young people, and families with overarching principles to guide our approach to child protection.

2. Core Beliefs and Recognition

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.

We recognise that:

The welfare of children is paramount in all work and decisions.

All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have an equal right to protection.

Some children are additionally vulnerable due to previous experiences, dependency levels, or communication needs.

Working in partnership with children, families, and other agencies is essential.

3. Procedures for Keeping Children and Young People Safe

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

Valuing, listening to, and respecting them.

Appointing a nominated child protection lead (Deanne Tremlett), a deputy, and a lead trustee/board member for safeguarding.

Adopting safeguarding best practices, including procedures to manage allegations against staff/volunteers.

Implementing effective online safety policies.

Providing support and training for staff and volunteers.

Recording, storing, and using information professionally and securely (GDPR).

Sharing good practices with children and families.

Creating and maintaining an antibullying environment.

Applying health and safety measures in accordance with the law.

Applying adult to child supervision ratios.

PART 4: CONTACTS AND RESOURCES

Immediate or Emergency Situations

Police Emergency: 999

Police Nonemergency: 101

Adult Safeguarding Contacts

Designated Senior Lead (GFACIC): Deanne Tremlett, 07947361085, deannetremlett@btinternet.com

Dorset Council Adult Social Care (feeling safe and in control/report abuse): <https://adultsocialcare.dorsetcouncil.gov.uk/feelingsafeandincontrol/reportabuseofanadultsafeguarding/>

Dorset Council Specialist Assessment Team (Adult Social Care Referral): <https://adultsocialcare.dorsetcouncil.gov.uk/contactus/reportaconcernaboutanadult/>

National Domestic Abuse Helpline: 0808 2000 247 | <https://www.nationaldahelpline.org.uk/>

Adult Social Care Learning/Development

Resources: <https://www.dorsetcouncil.gov.uk/careandsupportforadults/dorsetsafeguardingadultsboard/learninganddevelopment3>

Mental Capacity Act Code of

Practice: <https://www.gov.uk/government/publications/mentalcapacityactcodeofpractice>

Children and Young Person Safeguarding Contacts

Designated Senior Lead (GFACIC): Deanne Tremlett, 07947361085, deannetremlett@btinternet.com

Children's Advice and Duty Service (ChAD): Single point of contact for concerns.

Tel: 01305228866

Address: Westport House, Worgret Road, Wareham BH20 4PP

<https://www.dorsetcouncil.gov.uk//childrensAdviceandDutyServiceChAD>

NSPCC Helpline: 0808 800 5000 | help@nspcc.org.uk

NSPCC Learning (Support/Resources): 0116 234 7246 | learning@nspcc.org.uk

PART 5: GUIDANCE, APENDICES, AND CODE OF CONDUCT

Appendix A: Key Supporting Documents and Guides

Staff and volunteers should refer to the following NSPCC and government guidance documents (links provided below) as referenced in this policy:

Managing allegations against staff and volunteers: <https://www.nspcc.org.uk/globalassets/documents/volunteering/essentialresourcesforvolunteers/managingallegationsagainststaffandvolunteers.pdf>

Recording concerns and information sharing: <https://www.nspcc.org.uk/globalassets/documents/volunteering/essentialresourcesforvolunteers/whattodoifyouhaveaconcernaboutachildforthosewhodontworkdirectlywithchildrenoradultsatrisk.pdf>

Child protection records retention and storage: <https://learning.nspcc.org.uk/media/1442/childprotectionrecordsretentionandstorageguidelines.pdf>

Legal framework summaries: nspcc.org.uk/learning

Appendix B: CODE OF CONDUCT (Children & Young People)

This behaviour code outlines the conduct expected of all GFACIC representatives (directors, committee members, staff, volunteers, and external staff) engaging with children and young people.

Purpose: To protect children from abuse, protect adults from unfounded allegations, and maintain expected standards of behaviour. Upholding this code is the responsibility of all staff/volunteers; breaches must be reported to Directors and may result in disciplinary procedures or referral to statutory agencies.

Expectations for Staff and Volunteers

You are in a position of trust and must act as a role model.

YOU MUST:

Operate within GFACIC's principles, child protection, and online policies.

Listen to and respect children. Avoid favouritism and discrimination.

Value children's contributions and ensure all contact/language is appropriate to the work.

Provide examples of good conduct and challenge unacceptable behaviour.

Maintain open environments: Ensure more than one adult is present or that you are within sight/hearing of other adults during activities.

If a child requires private time, ensure other staff know where you and the child are.

Respect a young person's right to personal privacy.

Exercise special caution when discussing sensitive issues.

YOU MUST NOT:

Patronise children.

Allow allegations to go unreported.

Develop inappropriate relationships or contact with children outside the work of GFACIC.

Conduct a sexual relationship or any form of sexual contact with a child or young person. This is a serious breach of trust and unacceptable under any circumstances.

Make sarcastic, insensitive, derogatory, or sexually suggestive comments/gestures.

Act in a threatening or intrusive manner.

Make inappropriate promises regarding confidentiality.

Jump to conclusions, or exaggerate/trivialise child abuse issues.

Role of Parents and Carers

GFACIC regards parents/carers as valuable partners. Parents/carers will be informed and involved in the event of their child becoming subject to behaviour sanctions.

Appendix C: Designated Safeguarding Officer (DSO) Role Description

Purpose of Role:

Lead on ensuring appropriate arrangements for keeping children/young people safe are in place at GFACIC.

Promote the safety and welfare of children/young people involved in activities at all times.

Duties and Responsibilities:

Policy Development: Lead on developing and reviewing safeguarding and child protection policies/procedures.

Implementation: Ensure all concerns are responded to appropriately. Make sure all personnel understand the policy.

Information Sharing: Ensure children and parents know who to talk to.

Recording: Receive and record information from anyone with a concern.

Action on Concerns: Assess information, make referrals to statutory organisations, and consult with management following organisation policy.

Liaison: Act as the primary link with Local Authority children's social care and the police. consult the NSPCC Helpline when support is needed.

Record Keeping: Store and retain records legally and securely.

Reporting: Keep Directors and the management committee informed of issues and ensure safeguarding is an ongoing priority.

Competence: Be familiar with interagency procedures, keep up to date with new developments, and complete regular training to share with the organisation.

Internal Guidance on Handling Specific Issues

1. Information Sharing Best Practice (Children)

Timely information sharing is key to safeguarding.

Legitimate Purpose: You must have a clear purpose to share personal information (e.g., making a referral, protecting a child from significant harm, statutory duty).

Consent: Always seek consent to share, unless doing so would put the child at risk of significant harm. Consent can be overridden to protect a child from harm.

What to Share: Decide specific information based on who needs to know. Share quickly and securely.

Facts and Opinions: When recording, be as factual as possible. If giving an opinion (yours or others'), clearly differentiate it from fact and identify whose opinion it is, recording their exact words.

2. Dealing with Disclosures and Concerns about a Child or Young Person

How to respond to a child:

Listen carefully: Focus on what you are being told without expressing your own views or shock.

Use tools if needed: If they struggle to talk, suggest tools like Childline's letter builder.

Reassure them: Tell them they have done the right thing by telling you.

No Blame: Tell them it is not their fault.

Take them seriously: Confirm you believe them and will support them.

DO NOT confront the alleged abuser: This could make the situation worse for the child.

Explain next steps: Tell them you need to speak to someone who can help.

Report immediately: Report to the DSO as soon as possible, and take accurate, factual notes while details are fresh.

PART 6: ENHANCED FRAMEWORK AND INCLUSION for DON'T PANIC FESTIVAL

● IMMEDIATE DANGER FLOW

If someone is in immediate danger:

→ Call 999

→ Inform Event Control / DSL immediately

→ Preserve scene if safe

→ Record incident ASAP

● NONURGENT SAFEGUARDING FLOW

Step 1: Recognise - Disclosure / behaviour / concern

Step 2: Respond – Listen. Reassure.

Do NOT investigate

Step 3: Report - Immediately to DSL or Deputy

Step 4: Record - Facts only. Time / date / exact words

Step 5: Refer (DSL only) Adult Social Care / ChAD / Police

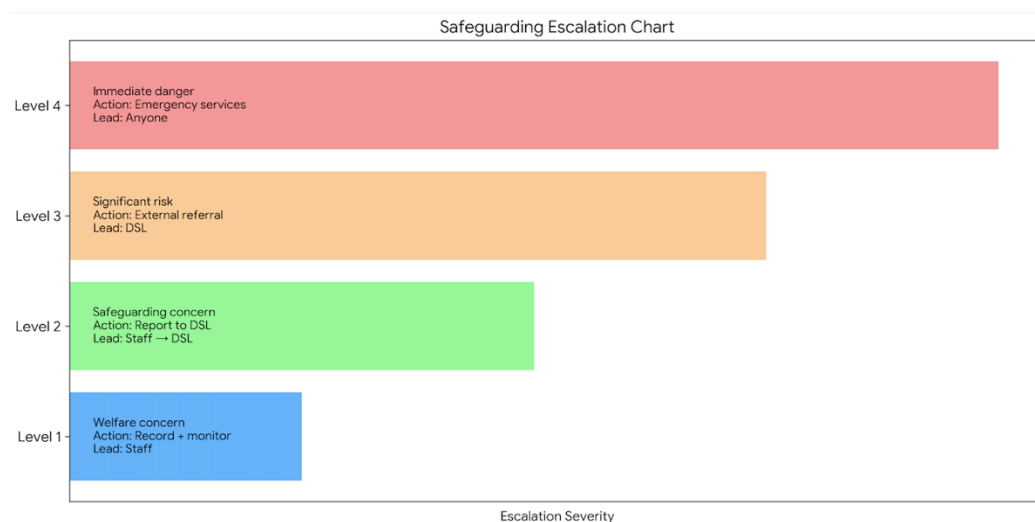
LOWLEVEL CONCERNS (EARLY INTERVENTION)

Record internally

Monitor patterns

Escalate if repeated

ESCALATION LADDER (CLEAR ACCOUNTABILITY)



Level	Type of Concern	Action	Who Leads
Level 1	Welfare concern	Record + monitor	Staff
Level 2	Safeguarding concern	Report to DSL	Staff → DSL
Level 3	Significant risk	External referral	DSL
Level 4	Immediate danger	Emergency services	Anyone

FESTIVAL-SPECIFIC SAFEGUARDING

Applies to:

Large crowds (1,500–2,000)

Mixed age groups

Open public environment

Temporary infrastructure

Key Controls:

Safeguarding Hub / Welfare Point

Clearly signed

Staffed at all times

First aid + safeguarding reporting

Lost Child Protocol

Secure holding area

DBS- checked staff only

No public announcements of child name

ID verification before release

Children Safety Measures:

Supervision messaging to parents

Clearly defined family zones

Adults at Risk:

Quiet/welfare space available

Staff trained in vulnerability awareness

Clear escalation routes

Crowd Safety Integration:

Safeguarding linked with -

Stewarding teams

Security

Medical teams

Event Control

MARTYN'S LAW (PROTECT DUTY) ALIGNMENT

GUGG ARTS commits to:

Threat Awareness

Staff briefed on risks (terrorism, hostile actors)

Preparedness

Emergency procedures in place

Lockdown / evacuation plans

Response Capability

Clear communication chain

Trained staff and volunteers

ACT MODEL

A – Awareness of threats

C – Consider risks

T – Tell authorities

INCIDENT COMMAND STRUCTURE (EVENT MODE)

Chain of Command:

Event Director

Safety Officer

Safeguarding Lead (DSL)

Security Lead

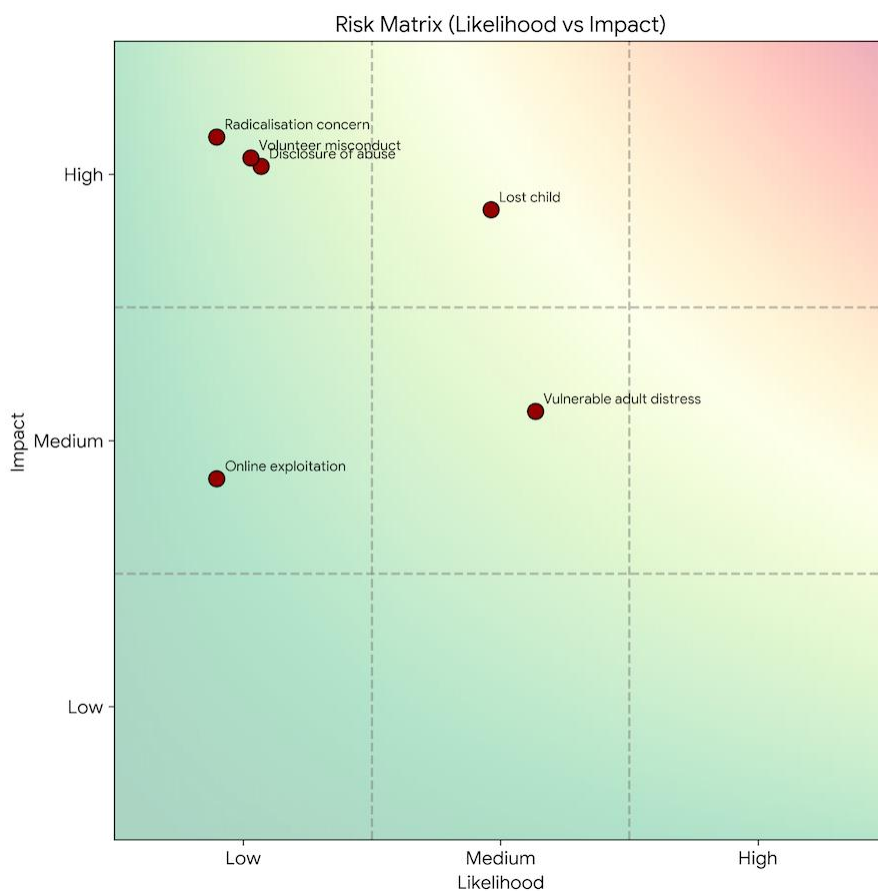
Medical Lead

Communication Flow

All incidents → Event Control → DSL + Safety Officer → Action

SAFEGUARDING RISK MATRIX

Risk	Likelihood	Impact	Control Measures
Lost child	Medium	High	Wristbands, signage, trained staff
Vulnerable adult distress	Medium	Medium	Welfare area, trained volunteers
Disclosure of abuse	Low	High	DSL, reporting procedure
Volunteer misconduct	Low	High	DBS, code of conduct
Online exploitation	Low	Medium	Social media policy
Radicalisation concern	Low	High	Prevent awareness training



SAFER WORKING PRACTICE

Minimum Requirements:

Two-adult rule wherever possible

Open, observable environments

Clear boundaries

No private messaging with minors

Prohibited:

Transporting children alone (unless authorised & recorded)

Personal relationships

Social media contact outside policy

ONLINE SAFEGUARDING

GUGG ARTS will:

- Moderate online spaces
- Prevent direct contact between adults and minors
- Remove harmful content
- Report online abuse

INCLUSION AS SAFEGUARDING

Safeguarding is strengthened through:

- Accessibility (physical + sensory)
- Cultural awareness
- Trauma-informed practice
- Neurodiversity inclusion

TRAUMA-INFORMED APPROACH

Staff will:

- Avoid re-traumatisation
- Use calm, non-judgemental language
- Offer choice and control
- Recognise hidden vulnerability

SAFEGUARDING CULTURE STATEMENT

GUGG ARTS commits to a culture where:

- Concerns are welcomed, not feared
- People feel safe to speak up
- Safeguarding is visible and normalised
- Inclusion is active, not passive

QUICKREFERENCE (FOR STAFF LANYARDS)

IF IN DOUBT:

Listen

Record

Report

NEVER:

Ignore

Investigate

Promise secrecy