



# **Creative Royston Policy Statement for the Safeguarding and Protection of Children and Vulnerable Adults**

## **Policy Statement**

The Creative Royston Management Committee (CRMC) organises and runs and organises events, including the annual Royston Arts Festival, using venues in and around the town and features events, exhibitions and workshops in art, craft, music, dance and other creative arts. Four 'Officers' of the CRMC, Chairperson, Vice-Chair Treasurer and Secretary are elected annually at Creative Royston's AGM and other members are co-opted as required. Volunteers are recruited to help with the running of Creative Royston events.

This Safeguarding Policy is designed to safeguard protect the welfare of all who use our services, with a focus on the welfare of children and vulnerable adults at risk, for whom we have a duty of care.

Staff and volunteers have a legal duty to act if they are concerned about the safety of a child. The welfare of the child is paramount as enshrined in the 1989 Children Act.

This policy ensures that Safeguarding is everyone's responsibility and that all members of Creative Royston (officers, committee members, volunteers) potentially involved in activities which may include young people and vulnerable adults at risk are familiar with its principles, procedures and aims.

## **Definitions**

- The 1989 and 2004 Children Acts define a child as any person under the age of 18.
- A vulnerable adult at risk at risk is anyone aged 18 and over who:
  - o has needs for care and support
  - o is experiencing, or at risk of abuse or neglect
  - o is unable to protect themselves against significant harm or exploitation

Forms of abuse:

The list below is not exhaustive, and a child or vulnerable adult at risk may suffer more than one category of abuse simultaneously.

- Physical: hitting, slapping, pushing, kicking, restraint, unwanted restrictions, burning, biting, administering poisonous substances, suffocating, drowning, female genital mutilation and using excessive force.
- Neglect or acts of omission: failure to meet basic needs, including food, clothing and supervision; failing to provide a vulnerable person with the help they need - this could be ignoring medical advice, physical care needs or failure to provide access to health or social care services.
- Emotional: including threats of harm or abandonment, deprivation of contact, controlling, intimidation, coercion, harassment, verbal abuse, humiliation, isolation or withdrawal from services or supportive networks, lack of love and affection, bullying, taunting, verbal attacks and threats.
- Sexual: involvement of children in sexual activity which they do not comprehend, are unable to give informed consent, or which violates social taboos or family roles. Exposing children to pornographic material.

- Financial or material: including theft, fraud, exploitation and the misuse or misappropriation of property, possessions or benefits. This can also include pressure in connection with wills, property of inheritance or financial transactions.
- Discrimination: including behaviour and harassment based on a person's ethnicity, race, culture, sexual orientation, age or disability, and other forms of harassment, slurs or similar treatment. The presence of extreme views is also a safeguarding issue and those expressing extreme views (especially when resulting in discrimination) should be considered at risk.

## **Recruitment and selection**

Everyone involved with Creative Royston is a volunteer (including officers and committee members). Please see our volunteer policy for details of our recruitment process for volunteers.

## **Training and induction**

Creative Royston will appoint a Designated Officer for Safeguarding.

The Designated Safeguarding Officer will be trained in best practice and will co-ordinate the response to safeguarding incidents.

All volunteers will have access to the Safeguarding Policy and will be able to call upon the Designated Officer for further information at any time.

All records of training will be kept by the Secretary and Designated Officer.

All will have access to a copy of the Safeguarding Policy and will sign a Declaration to confirm that they have read and understood it.

## **Responsibilities and reporting procedures**

Safeguarding is everyone's responsibility.

If you have any reason for concern, or are aware of any allegation of child or vulnerable adult at risk abuse, you are required to:

- Make a written record of any details using the Safeguarding Reporting Form (see Appendix 1). This is for all verbal or written disclosures and other safeguarding incidents
- Report this immediately to the Designated Officer (see contacts section below)
- If the Designated Officer is not available, further contacts are available in the contacts section below
- If any person is in immediate danger, call 999
- Do not judge or investigate yourself.
- Maintain confidentiality.

Volunteers are responsible for reporting any concerns, incidents or allegations of abuse. They are not experts in recognition and are not expected to decide whether or not child or vulnerable adult at risk abuse is taking place.

Indications that a child or vulnerable adult at risk may be being abused include:

- Unexplained or suspicious injuries, particularly if situated on part of the body not normally prone to injuries.
- A child or vulnerable adult at risk describes what appears to be an abusive act involving them.
- Someone else (child or adult) expresses concern about the welfare of another child or vulnerable adult at risk.
- Unexplained changes in behaviour (i.e. becoming very withdrawn or sudden outbursts of temper).
- Inappropriate sexual awareness, behaviour, language or use of images in art/craft work.

## **Contacts**

Creative Royston Designated Officer for Safeguarding: Phil Oddy (Vice Chair).

Report a concern about a child (under 18 years old) to Hertfordshire County Council (HCC) Children's Services on 0300 123 4043 (including out of hours).

For more information about safeguarding children please visit the [Hertfordshire Safeguarding Children Partnership](#).

You can also report child abuse, or discuss your concerns with the NSPCC by calling 0808 800 5000 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Report a concern about a vulnerable adult - <https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult> or 0300 123 4042 (24 hours).

If any person is in immediate danger you should call the police on 999.

## Appendix 1: Safeguarding Reporting Form

Complete as fully as possible. This form is intended to be completed electronically, please use additional pages to capture all relevant information, if required.

Form completed by:	
Name of child or vulnerable adult at risk (if known):	
Name of adult responsible for child or vulnerable adult at risk, if applicable:	
Location of representative of Creative Royston when incident occurred:	
Name(s) of other adults made aware of the details of this disclosure and/or incident:	
Date of incident:	
Time of incident:	
Is the child or adult aware that you will be sharing this information with others?	YES/NO
Write all details of disclosure or safeguarding incident. If you are recording a disclosure try and use the exact words of the child or vulnerable adult:	
Describe emotional state of child/vulnerable adult at risk (be very clear, e.g. child was crying):	
Details of actions taken:	

To be filled out by Designated Safeguarding Officer:

Date received:	
Name:	
Signature:	