



Version 1.3

Walford Mill Education Trust (WMET) is a registered charity which promotes crafts and making through workshops, classes, exhibitions and events, and by providing working space for established and emerging makers.

The purpose of this policy statement is to:

- to protect children and vulnerable adults who visit and take part in activities held at Walford Mill from harm.
- to provide makers, trustees, staff and volunteers, as well as children and vulnerable adults and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Walford Mill Education Trust, including the board of trustees, paid staff, makers, volunteers, contractors and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection

Definitions

The legal definition of a child is anyone up to the age of 18.

‘Vulnerable person’ means:

- a. anyone under the age of 18, or
- b. anyone of any age who needs (or may need) community care services because of mental disability, other disability, age or illness, and who is (or may be) unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

We believe that:

- The welfare of a child or vulnerable adult is paramount;
- All children and vulnerable adults, whatever their age, culture, disability, gender, gender reassignment, race, religious beliefs, sex or sexual orientation have the right to protection;
- All concerns and allegations of abuse must be taken seriously and responded to swiftly and appropriately; and
- All makers, trustees, staff and volunteers should know how to respond to concerns

We will seek to keep children and vulnerable adults safe by the following means:

1. Recruitment includes appropriate vetting of staff with responsibilities for children and vulnerable adults. All staff, tutors, volunteers, makers and trustees, who are working with vulnerable people will have undergone a DBS check from the Disclosure and Barring Service and a copy of their certificate been seen and reviewed when the certificate is updated (every 3 years).
2. We shall appoint a Designated Safeguarding Officer (DSO) for children and vulnerable adults, a Lead and a Deputy Board Member for safeguarding. The Trust will provide training for staff, makers and volunteers.
3. For classes held at Walford Mill the correct ratios will be observed: one tutor to up to eight children for classes containing under eight's and one tutor to up to ten children where classes contain children over eight.
4. We will provide a safe physical environment for vulnerable people, staff, makers and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance. In order to manage physical and other risks associated with activities, Health and Safety risk assessments will be carried out where appropriate, and class areas kept clean and secure.
5. Should children and vulnerable adults have to leave the class area, for example to use the external toilets, they will be supervised as appropriate by a DBS checked member of staff, tutor, maker or volunteer.
6. Parents or guardians will be required to sign children in and out of classes where they are leaving a child and to leave contact details including address and telephone numbers. Everyone attending a class will be required to provide emergency contact details to the tutor at the point of

booking. This information and any other personal data collected during the booking process will be maintained in confidence by individual tutors, and will not be available to other members of the Trust.

7. Staff, tutors and makers onsite will always be aware of the vulnerable person protection issues and take a responsibility to act in the best interest of children and vulnerable adults. Staff, tutors and makers do not act in loco-parentis and are not trained to deal directly with children who they suspect have been abused.
8. In the event that a member of the public believes an incident has occurred or staff member, tutor or maker suspects a vulnerable person may have been abused they will follow a procedure of informing the Lead Board Member and/or the DSO, who are the designated persons for child protection onsite, who will in turn pass the information to responsible agencies such as Dorset Council's Children's or Adult Services and Dorset Police. Any such information will be kept in confidence. For further details on the procedure see Appendix A for guidance and a checklist on "what to do if someone tells you they are being abused". See Appendix B for a copy of the incident form to be completed. See Appendix C for contact details for responsible agencies.
9. To ensure that staff, tutors, makers and the public have confidence in the policy a separate Whistleblowing Policy will provide a path to escalate issues where senior individuals are considered suspect.
10. We will seek to keep children and vulnerable adults safe by valuing, listening and respecting them. An anti-bullying environment will be maintained at all times in accordance with the Walford Mill Anti Bullying and Harassment Policy. In the event of a vulnerable person making a disclosure to a staff member whilst at Walford Mill, the details will be written down and the information passed to the Chairman who takes responsibility for informing responsible parties at Dorset Council and seeking advice from NSPCC as necessary.
11. All records and data will be stored securely and conveniently and made accessible to their owner (the vulnerable person and their family) on request, and destroyed securely when they are no longer required.
12. All staff, tutors and makers working and interacting with vulnerable people will be made aware of the safeguarding policy and the appropriate actions to take in the event of an accident/incident occurring.
13. Our aim is to promote equality and respectful and dignified treatment of all children and vulnerable adults and to make crafts, art and making fun and enjoyable.

14. We endeavour to keep up to date with health and safety in artistic practice, in accordance with guidelines issued by Arts Council England.

Designated Safeguarding Officer S Redmond-Fareham
Phone/email: 07825888780 sarahredmondfareham@gmail.com

Lead Board Member for safeguarding and child protection Name: T F Wheeler
Phone/email: 07840777627 t.w@live.co.uk

Deputy Board Member for safeguarding and child protection Name: K Allen
Phone/email: 07484259431 katharine.allen1@btinternet.com

This policy was last reviewed and approved by the Board of Trustees on:

6 September 2023

Next review date: September 2024

Appendix A

What should you do if a participant tells you that they are being abused?

Always:

Respond appropriately: Stay calm - ensure the participant is safe and feels safe.

Accept what you have been told (This should not be seen as believing or disbelieving what you have been told).

Reassure the participant and stress that they are not to blame.

Tell the participant that you can listen but that you have a duty of care to pass it onto a third party.

Record it - Write down what they tell you in their words as soon as possible or what you have seen, your concerns and the actions you and others have or have not taken.

Report it - Any situations of this nature must be immediately reported to the Designated Safeguarding Officer (DSO), Lead Board Member for Safeguarding (Lead BMS) or Deputy Board Member for Safeguarding (Deputy BMS) who will seek independent third-party advice.

Ensure any written or other evidence is kept confidential within the organisation and secure.

Ensure that you do not discuss the above with the person alleged to have caused the harm, prior to discussion with the management team.

Using the checklist below, record the incident on the **Children and Adults at Risk Incident Form (Appendix B)** as soon as possible after the event detailing what you and the participant discussed.

Never:

Rush into details that may be inappropriate.

Make promises you cannot keep.

Take sole responsibility - consult someone else so that you can protect the participant and gain support for yourself.

Checklist

Participant behaviour/appearance indicates reason for concern

Or

Participant has an unusual physical injury

Or

Participant confides about abuse



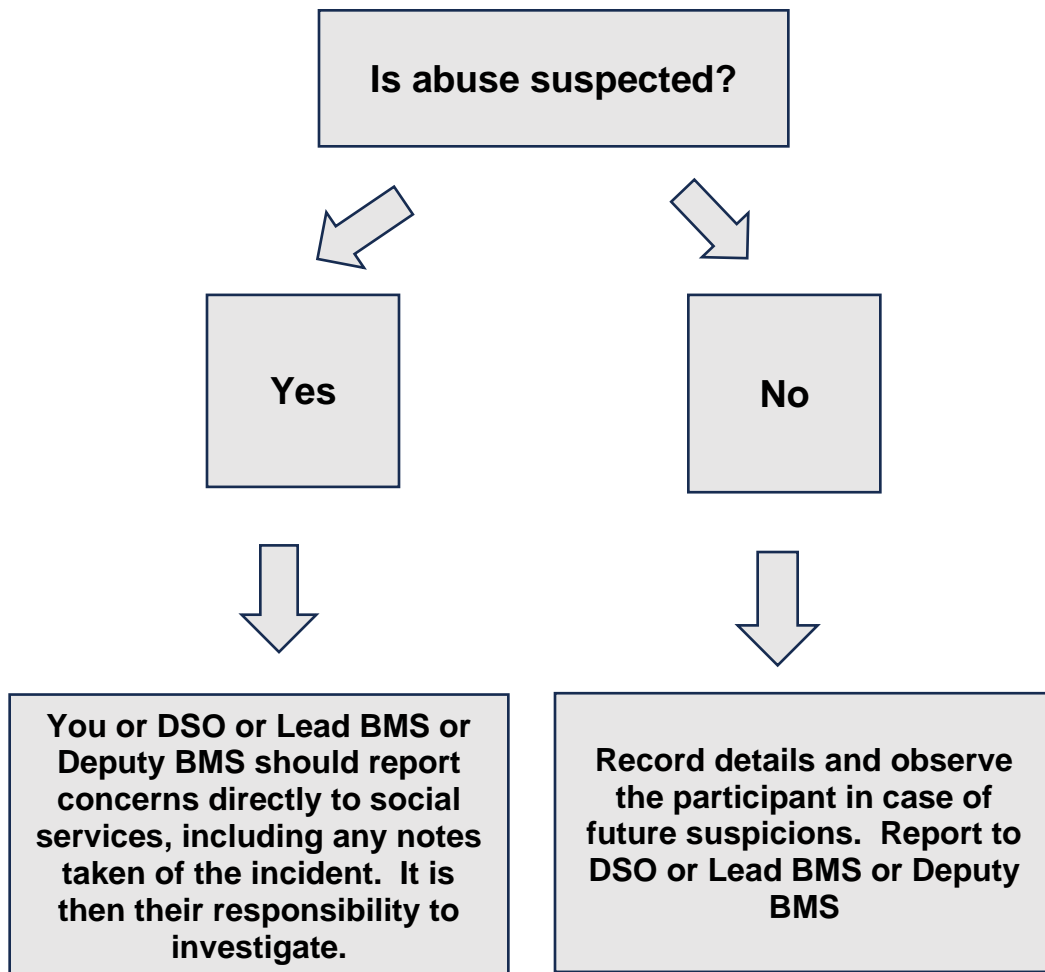
Make a record of your actions on the Children and Adults at Risk Incident Form, include anything the participant may say, anything you asked, your observations.

Report your actions to Designated Safeguarding Officer (DSO) or Lead Board Member for Safeguarding (Lead BMS) or Deputy Lead Board Member for Safeguarding (Deputy BMS).

Should you have any concerns about the DSO or Deputy BMS please contact the Lead BMS in their role as Chairman of the Board. Should you have any concerns about the Lead BMS, please contact another trustee who will raise the matter with Dorset Council for advice.

This may be used as evidence later





DO NOT PERSONALLY INVESTIGATE - REPORT

Appendix B

Walford Mill Education Trust Children and adults at risk incident form

Your Name:
Your Position:
Participant's Name:
Participant's Address:
Parent's/Carer's Names & Addresses (for children/those in care):
Participant's date of birth:
Date and time of incident/concern:
Your observations:
Exactly what the participant said and what you said: <i>(Remember do not lead the participant - record actual details. Continue on separate sheet(s) if necessary.)</i>

--

Action taken so far:

External agencies contacted:

Date and time:

Signature:

Print Name:

Date:

Recording an incident about a CHILD

1. Please pass this form immediately to the Designated Safeguarding Officer (DSO) or Lead Board Member for Safeguarding (Lead BMS) or Deputy Lead Board Member for Safeguarding (Deputy BMS), who should complete the sections below.

Recording an incident about an ADULT

1. Ask the adult what they would like to happen and discussions arising. Record that here:

2. Ask the adult if they consent to sharing this information (if it is deemed necessary) with the DSO or Lead BMS or Deputy BMS and or any other person or body (police, social care). Record the response here:

To be completed by the Designated Safeguarding Officer or Lead BMS or Deputy BMS:

Form Received by (Name of DSO/Lead BMS/Deputy BMS):

Initial action taken by the DSO or Lead BMS or Deputy BMS:

Has the parent/carer been informed of the concern? YES / NO (please circle, as appropriate)

If YES, state name of parent/carer:

If YES, please state who informed the parent/carer, action taken and the outcome:

If NO, please provide the reason why not:

Date:

Time:

Details of any further action taken or relevant information (this may include follow-up calls, feedback from other professionals, etc. and should include details). A separate sheet can be used, if required:

Please ensure a record of this is logged & added to any chronological timeline.

Police/Dorset Council or other agency contacted?

Yes / No

If Yes fill in next column →

If yes - which?

Name and contact number:

Details of advice received:

Have the parents / carers been informed if contact is going to be made with Social Services?

Yes

No

NB: *parents / carers should always be informed unless to do so could place the participant at risk of further harm, please seek advice on this point from the duty social worker if you are uncertain.*

Signature:

Print Name:

Date:

Appendix C

Contact details for advisory agencies

Dorset Council Children's Advice and Duty Service: 01305 228866
(Single point of contact for safeguarding concerns relating to children)

Dorset Council Adult safeguarding – call 01305 221016 for concerns about an adult that is being abused or neglected

NSPCC helpline for adults who are concerned about a child: 0808 8005000

Number for children and young people to call for help – Childline on 0800 1111