



Safeguarding: Policy and Practice

Information for Staff, Artists and Volunteers working with
children, young people and vulnerable adults

September 2021

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Introduction

Who is it for?

This document is for everyone who works with children, young people and vulnerable adults at Norden Farm Centre for the Arts, including:

- Staff
- Tutors and their assistants
- Artists
- Interns
- Volunteers

When you have read the document, you should complete the form in Appendix B and return it to Jessica Thompson (Education Officer).

Policy and practice will be in place at the time of the document being issued.

What is it for?

The purpose of this document is to provide detailed information about safeguarding policies and procedures at Norden Farm Centre for the Arts, which are aimed at ensuring that young people and adults alike are able to work together safely within current legislation.

Terminology

For conciseness, unless otherwise specified, in this document:

- The term *child* is used to include young adults under 18 years of age.
- The term *vulnerable adult* is used to include a person who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation. This definition of an Adult covers all people over 18 years of age.
- The term *parent* is used to include the parents, guardian and carers of children
- The term *staff* is used to include tutors, artists, interns and volunteers who come into contact with children and young people in the course of their

activities at Norden Farm Centre for the Arts

- The term *workshop* is used to include courses, projects and other events run by tutors

What is in it?

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Appendix A contains a copy of the form you should use to provide details of any disclosure or concern you have in relation to safeguarding; copies are available from the Box Office or via email jessica.thompson@nordenfarm.org

Appendix B safeguarding policy agreement

Appendix C a copy of the Online Safety agreement for practitioners working remotely online with children and young people.

Appendix D is a blank photo permission form you should use to obtain photo permission when the photographer has been employed by Norden Farm

Appendix E is a sign which should be in place when a photographer is present in the building who has not been booked by Norden Farm, but has been employed by a third party (workshop leader / practitioner etc.)

Appendix F is a blank form you should complete to indicate that you have read this document and will comply with it.

How to use it?

You should read the whole document when you initially receive your copy and then refer to it as necessary afterwards.

Who to contact if you have any issues?

Your safeguarding officers are Jane Corry (Artistic Director and CEO) and Jessica Thompson (Education Officer).

1 Safeguarding Policy

1.1 Statement

Norden Farm Centre for the Arts has been operating since 2000. The organisation aims to offer a wide range of high quality artistic events and participatory opportunities for all interests in the community and to support both professional and community artists.

The arts have the power to change lives.

At Norden Farm we believe that everyone should have the chance to experience and participate in high quality, transformative and life enhancing arts events.

Through our education and outreach programme, we aim to provide a range of opportunities for our community.

We deliver a regular programme of classes and activities for children, young people and adults together with special projects for the community.

We have a particular focus on children and young people, however, the precautions below should also be applied, with appropriate adjustments, to vulnerable adults.

Our work provides opportunities for children and young people to develop their creativity, to work with professional arts practitioners and consequently raise self-confidence, experience enhanced self-esteem and offer new and alternative routes of self-expression.

For further details of Norden Farm's culture, values and how people should behave in general, please refer to Norden Farm's Code of Conduct, available on request. This code is primarily for trustees and appropriate adjustments should be made in applying it to others.

1.2 Children's rights

As an organisation, Norden Farm works within the boundaries of the UN Convention in the Rights of the Child (1991).

Norden Farm agrees that:

- All children have a right to expect that their best interests are a priority when decisions are being made about them by Norden Farm
- All children have a right to have a say in anything that affects them
- All children have a right to be protected by those who look after them
- All children have the right to rest, play and have the opportunity to join in a wide variety of activities

All the rights in the Convention must apply to all children without discrimination of any kind. Every child has equal rights, as disclosed in our Equal Opportunities Statement.

1.3 Code of practice

The following guidelines are designed to ensure the best possible protection for children and young people and the adults working with them.

- Staff will ensure that the appropriate number of legally responsible adults are present in accordance with the individual contractual agreement
- All staff should respect the rights, dignity and worth of all, and treat everyone with equality
- Always be publicly open when working with young people. Situations where an adult and an individual child are completely unobserved should be avoided
- If physical contact is necessary, it should be done openly

- Adults should ensure that the activities that they direct or advocate are appropriate to the age, maturity and ability of the participants
- Adults should consistently be aware of differing customs and cultural requirements
- If an adult accidentally hurts a child, or causes distress in any manner, the adult should: report the incident to his or her line manager (or the duty manager), supported by a brief written report of the incident as soon as possible
- Staff should not, under any circumstance, smoke or use bad language while around young people. Smoking should happen discreetly, out of view of all students and parents
- No alcohol is to be consumed by tutors prior to, during and between classes/workshops. Practitioners working with children and young people should not consume alcohol on the premises prior to, during, between or after classes/workshops.

2 What is abuse?

Recognising child abuse is not easy. However, it is not up to any individual to decide whether abuse has taken place. This applies regardless of whether you have a concern about the behaviour of another Norden Farm Centre for the Arts employee or the possibility that a child might be a victim of abuse at home or elsewhere.

2.1.1 Definitions of child abuse

There are four main forms of abuse:

Physical abuse including hitting, shaking, throwing, poisoning, burning or otherwise causing physical harm. Physical harm may also be caused when a parent fabricates the symptoms of illness in a child, or deliberately causes illness. Physical abuse may include modern slavery and human trafficking.

Emotional abuse is the emotional ill treatment of a child, which can cause severe adverse effects on the child's emotional development. It can take many forms. For example, it can involve conveying to a child that he or she is worthless or imposing expectations that are not appropriate for a child's age. Some level of emotional abuse is involved in all types of ill treatment of children, but it can also occur alone.

Other forms of emotional abuse can include criminal exploitation, discrimination on any grounds in the Equality Act 2010, extremism and radicalisation.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact including penetrative or non-penetrative acts, as well as touching of any part of the body, clothed or unclothed. They may include noncontact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. They may also include forced marriage.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs and is likely to result in the serious impairment of the child's health and development. It can occur if a parent fails to provide adequate food or clothing or fails to respond to a child's basic emotional needs. It can also take the form of self-neglect.

Other forms of abuse to be aware of include:

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can happen in any relationship, and even after the relationship has ended. Both men and women can be abused or abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship.

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

Bullying and cyberbullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Child trafficking is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. They are often subject to multiple forms of exploitation.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs, bag theft
- Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation.

Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They could be any age.

Harmful sexual behaviour includes:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- full penetrative sex with other children or adults

Children and young people who develop harmful sexual behaviour harm themselves and others.

Online Abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:

- social media
- online chats
- emails
- text messages and messaging apps

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming.

2.1.2 Recognising abuse

Physical abuse

Bumps and bruises don't necessarily mean a child is being physically abused – all children have accidents, trips and falls.

There isn't one sign or symptom to look out for that will say a child is definitely being physically abused. But if a child often has injuries, there seems to be a pattern, or the explanation doesn't match the injury then this should be investigated.

Emotional abuse

There often aren't any obvious physical symptoms of emotional abuse or neglect but you may spot signs in a child's actions or emotions.

Changes in emotions are a normal part of growing up, so it can be really difficult to tell if a child is being emotionally abused. Signs can include developmental delay, fear of making mistakes, self-harm and fear of a parent being approached regarding their behaviour.

Sexual abuse

Children who are sexually abused may:

Stay away from certain people

- they might avoid being alone with people, such as family members or friends
- they could seem frightened of a person or reluctant to socialise with them

Show sexual behaviour that's inappropriate for their age

- a child might become sexually active at a young age
- they might be promiscuous
- they could use sexual language or know information that you wouldn't expect them to

Have physical symptoms

Neglect

Neglect can be really difficult to identify, making it hard for professionals to take early action to protect a child.

Having one of the signs or symptoms below doesn't necessarily mean that a child is being neglected. But if you notice multiple, or persistent, signs then it could indicate there's a serious problem.

Children who are neglected may have:

- Poor appearance and hygiene
- Health and developmental problems
- Housing and family issues

Signs, symptoms and effects for other listed forms of abuse including:

- Domestic abuse
- Child sexual exploitation
- Female genital mutilation (FGM)
- Bullying and cyberbullying
- Child trafficking
- Grooming
- Harmful sexual behaviour

Can be found here - <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

2.2 Bullying and Cyberbullying

Bullying is not acceptable at Norden Farm Centre for the Arts, whether by an adult to an adult, an adult to a child, or a child to a child. It may include:

- Physical actions such as hitting and kicking
- Name calling, humiliation, ignoring and threatening behaviour
- Unwanted physical contact
- Non-verbal abuse, hand signs or text messages
- Controlling or manipulating behaviour

The following types of bullying are also hate crimes:

- Racial insults and gestures
- Sexual comments and suggestions
- Bullying someone because they have a disability

Cyberbullying can include:

- Sending threatening or abusive messages
- Trolling – the sending of menacing or upsetting messages on social networks etc
- Excluding children from online games, activities or friendship groups
- Sending explicit messages, also known as sexting

If a child tells a member of Norden Farm Centre for the Arts staff he or she is being bullied or has experienced cyberbullying, the matter must be taken seriously, and the child given support. The bully may need to be supported, as he or she may also be a victim of bullying.

Any incident of bullying involving a child must be discussed with the victim's and the bully's parent. Action taken following these discussions should be agreed by all parties, including practitioners.

Bullying someone because of those gender, gender identity, sexuality, religious belief, race, skin colour or because they have a disability, is a hate crime and against the law.

Hate crimes can be reported online here - <https://www.gov.uk/report-hate-crime> or via 999 in an emergency or 101 at other times.

3 Good Practice: appointing staff

3.1 Norden Farm Centre for the Arts responsibilities

In appointing those who work in direct contact with children, one or more representatives of Norden Farm are responsible for:

Before employment

- Meeting that applicant in person
- Obtaining and following up a minimum of two references, with particular attention as to the applicant's suitability for working with children
- Informing the applicant of the preceding two requirements, and where appropriate, the subsequent results
- All tutors delivering sessions classes/projects/workshops must provide a valid enhanced DBS check

On employment

- Setting an appropriate probation period to assess the individual's suitability to the position
- Providing appropriate information and training about safeguarding and health and safety responsibilities
- Issuing a copy of this document to the individual and ensuring that the employee is familiar with its content

- Discussing any problems arising during the probation period
- On employment Norden Farm Centre for the Arts will apply for an enhanced DBS check for the following staff roles:
 - House Manager
 - Duty Managers
 - Education Officers
 - Technicians
 - Volunteers taking part in regular regulated activity

Until the results of the enhanced DBS check have been received the above staff members cannot carry out regulated activity without supervision.

During employment

- Providing opportunities to discuss work programmes and areas of concern with other staff
- Reviewing the appointment on a regular basis, as part of Norden Farm's appraisal process
- Ensuring that a fresh enhanced DBS check is carried out every three years or providing the DBS Update Service reference number
- Informing employees of any changes to safeguarding or health and safety

3.2 The applicant's responsibilities

- The applicant is responsible for providing all the information requested
- Norden Farm Centre for the Arts recommends that following the completion of the Enhanced DBS all applicants apply to the DBS Update Service – more information can be found here: <https://www.gov.uk/dbs-update-service>

3.3 Employee's responsibilities

All employees and freelance staff are responsible for:

- Promptly providing details of any criminal convictions or investigations
- Cooperating fully with any request made or action taken by Norden Farm Centre for the Arts staff related either to safeguarding or health and safety policy

3.4 Reasons for not appointing an applicant or discontinuing employment

Norden Farm may not appoint an applicant or discontinue an individual's employment if:

- He or she has a history of previous offences against children
- He or she has a history of offences that make him or her unsuitable to work with children, for example concerning drugs or violence
- His or her references are unsuitable
- He or she exhibits unsuitable behaviour during employment
- He or she fails to disclose relevant information, including health conditions that could restrict the applicant's ability to carry out the job satisfactorily
- He or she is unable to do the job

3.5 Appointing education workers from visiting companies

Any person carrying out an education activity with children organised by Norden Farm on behalf of a visiting company must provide:

- Proof of an existing Enhanced DBS check obtained within the last three years. If this criterion is not met, the visiting education worker must be supervised at all times by a suitably checked member of Norden Farm staff
- A signed copy of Appendix B (the safeguarding information agreement)
- Evidence of appropriate previous work
- References where possible

3.6 Appointing volunteers

Norden Farm volunteers working in regulated activities with children should have appropriate qualifications and/or experience and proof of an Enhanced DBS check. Alternatively, they must be supervised at all times by a suitably checked member of Norden Farm staff.

Regulated Activity in our sector includes:

- Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being, or driving a vehicle only for children

- Work for a limited range of establishments (specified places), with opportunity for contact, for example schools, children's homes, childcare premises (but not work by supervised volunteers)

Activity is only defined as Regulated if done regularly

In this context, regular means carried out by the same person frequently.

Non Regulated Activity in our sector includes:

- If staff or volunteers work under a reasonable level of supervision
- If work in specified places consists of occasional or temporary services, e.g. maintenance (not teaching etc.)

4 Good Practice: running a workshop at Norden Farm

During a workshop, tutors and volunteers are acting in *loco parentis* (in the place of a parent). So the guidelines in this sections are extremely important. You must read them carefully and comply with them at all times.

Children can work with Norden Farm in many different ways, for example as:

- A young performer in a professional company
- A member of one of the youth groups
- A participant in a workshop
- A work experience placement, as a volunteer
- A participant in Norden Farm's Farm Out schools programme

Staff at Norden Farm must adhere to the following principles when working with children:

- Treat them with respect
- Offer encouragement and praise
- Take time to listen to their views
- Wherever possible, take their views on board in any relevant decision-making process

The guidelines in this part of the document have been developed to help all staff who work for Norden Farm to ensure the safety of all the children they work with.

They are also designed to help protect staff: we know that false allegations of abuse are occasionally made by children and although this is a rare occurrence it is important that staff do not put themselves in situations where they might be vulnerable.

This section is divided into two areas: general guidelines and practicalities

4.1 General Guidelines

It is your responsibility as an individual to ensure that you approach safeguarding correctly, with compassion, and that you always maintain the strictest confidence.

Before you run a workshop for children at or for Norden Farm, you must:

- Read this document, sign a copy of the form at the end of the document (appendix B) and return it to Jess Thompson (Education Officer) jessica.thompson@nordenfarm.org

The tutor's responsibility for members of his or her group starts from the moment their group is admitted to the activity space and continues until the last member of the group has left the space.

During the period, you must:

- Take responsibility for the children's well-being at all times
- Inspect the space **before** the group is admitted, to ensure it is a safe environment. If you can foresee any danger, you must discuss this matter and how to resolve it with the Norden Farm Duty Manager

4.1.1 Planning

As part of planning your workshop, you need to:

- Be familiar with the fire evacuation procedure for the space you are using
- Be familiar with Norden Farm's Health and Safety Policy
- Be aware of the nearest first-aider
- Ensure that the ratio of adults to children is in accordance with the individual contractual agreement
- Ensure that classes involving children age 16 and under are supervised at all times by at least one responsible adult who has been DBS checked

4.1.2 Workshop content

You should ensure that the activities to be carried out in your workshops are appropriate to the age, maturity and ability of the children attending. You should also be constantly aware of differing customs and cultural requirements.

4.1.3 Unattended children

With certain exceptions (for example toilet visits) you must not leave children on a workshop unattended at any time. Wherever possible, there should be a second member of staff to help the tutor.

You should avoid being left alone with a child. If it is unavoidable, make sure that you are within sight and hearing of others and always keep doors to rooms open.

Make sure that another adult is around if you need to speak to a child individually. If you find yourself in a situation where you are the only adult in the room, make sure that the door is open and that someone else can see and/or hear what is happening.

You should be aware of the need to balance the need for openness to protect staff and the need of a child for privacy. However, you should ensure that children have the opportunity to discuss things confidentially if they want to.

4.1.4 Physical contact

In some workshops physical contact is essential but you must not have any **unnecessary** physical contact with children.

If it is unavoidable or desirable (for example if a child is distressed), the purpose of the contact must be clear and it should only take place with the child's consent.

You must:

- Respect a young person's right to privacy
- Do not do anything of a personal nature for a child

4.1.5 Relationships

During the course of their work, staff at Norden Farm may develop relationships with children. For example, this may be on a continuing basis with facilitators leading youth workshops.

This contact can lead to a *relationship of trust*.

This is defined as a relationship that exists between an adult and young person aged 18 years of under, where the adult has power or influence over the young person because of the nature of their role within the organisation. It is essential that such power is not abused in any way by anyone working at Norden Farm.

Norden Farm staff must recognise their responsibility towards the children they are working with, and that their position of trust is not abused. This includes social

activities outside work.

4.1.6 Social networking

You must maintain professionalism in connection with internet social networking sites. In the same way that it is not appropriate to socialise with children outside a Norden Farm work context, it is inappropriate to engage with children on social networking sites.

There may be exceptions however, for example if a site has been set up to encourage the social networking of student groups and children and is administered by Norden Farm staff, or if the young person involved is employed at Norden Farm.

Social Networking which falls within the above exceptions must:

- Include a Norden Farm staff member as an administrator
- Groups/pages should be closed to the public or private, and members must only be named and current participants of the Norden Farm group/workshop (participants names can be found on the registration forms)
- Staff who administer the group/page must use a Norden Farm specific profile rather than their own personal social network page e.g. 'Jess Norden Farm'

The Norden Farm administrator will be able to oversee the activity on the group, but is not responsible for the content.

This policy is in place to not only safeguard the children and young people in our care, but also to safeguard staff, artists and volunteers.

If freelance staff, working for companies contracted by Norden Farm Centre for the Arts to deliver work for children and young people, are using their social media platforms and websites for online communication and promotion outside of a Norden Farm context, it is their responsibility to ensure that the content which is publicised is appropriate to the age, maturity and ability of the children involved. You should also be constantly aware of differing customs and cultural requirements.

You must ensure that you have permission to use or share any images taken at Norden Farm Centre for the Arts during workshops/projects outside of a Norden Farm context. All images should be credited appropriately.

Further guidelines about photo permission can be found below, and any questions can be answered by Jessica Thompson (Education Officer)

4.1.7 Photo Permissions for photographers employed by Norden Farm

From time to time, during workshops, sharing's and performances, Norden Farm Centre for the Arts may welcome a professional photographer, the press or staff into the session to take photos and / or videos.

During these sessions Norden Farm staff will obtain signed and dated photo permissions from participants and audience members. An example of this form is found in Appendix C.

This signed consent form gives Norden Farm the right to publish the materials in the press or on social media platforms. The agreement also allows the marketing department to use the media in, but not limited to, brochures, flyers, adverts and banners.

In line with GDPR, Norden Farm will hold the information provided indefinitely on a secure network, or until the media is no longer required, at that time the information will be destroyed. Norden Farm will never share the information given with third parties without consent.

Photo permission consent can be withdrawn at any time by contacting marketing@nordenfarm.org, but it is not possible to recall documents in which the image has already appeared.

4.1.8 Photo Permissions for photographers employed by a Third Party Photographer

Workshop leaders and practitioners running workshops and events at Norden Farm are welcome to arrange for a photographer to document the session.

Practitioners must advise the Duty Management team a week in advance of the session, to allow enough time to ensure Norden Farm has the appropriate signage in place to let participants and audience members know a photographer will be present. An example of this signage can be found in Appendix D.

Importantly, it is not Norden Farm's responsibility to obtain signed photo permission from participants and audience members when a third-party photographer, organised by the practitioner will be present at the session. It is the responsibility of the practitioner.

For further information and guidance on this please contact Jessica Thompson (Education Officer)

4.1.9 Transport

You must not take children alone on car journeys, however short. If it becomes essential this must be done with the parents' consent and you need to check that you have business insurance. Children must travel as passengers in the back seat.

4.1.10 Mobile phones

You should not normally give your personal mobile number to children.

However, you may need to do this if you are taking the children off site. In this case you should ensure that the children delete your number from their phones on your return.

4.2 Practicalities

4.2.1 Registration form

Before the start of any workshop, the person legally responsible for each child must complete a registration form for their child. The registration form provides information detailing, for example, emergency contact details, photo permission details and medical information.

Forms will be emailed out to parents and guardians before the start of the workshop or term by Norden Farm's Classes Administrator.

It is extremely important that these forms are completed. If a child's form is not fully completed, he or she will not be allowed to stay. The form must be completed by the person legally responsible for the child.

Completed registration forms should be completed and returned to the Classes Administrator prior to the start of the workshop/term.

Forms returned at the first workshop

Parents may return the form directly to the Box Office ahead of the first session.

In this case, the form must be checked to make sure it has been fully completed.

If any medical conditions are listed on the form, you must talk to the parent about them before he or she leaves the child. If the child is on medication that he or she

cannot administer himself or herself and is required to be administered during the workshop, the parent **must** stay with the child for the duration of the workshop.

After the session, any completed registration forms should be marked for the attention of the Classes Administrator where they can be stored appropriately.

No form received

Blank registration forms will be placed with the register, and kept behind the Box Office. If a child arrives without a form, you will need to ask his or her parents to complete one at the beginning of the first session.

If this is impossible for any reason, you must make a note of the following information for the child:

- Name
- Date of birth
- Post code
- Emergency telephone number
- Allergies

Summary

- You must check that you have completed registration forms for every child in your workshop
- If a parent forgets to bring the form, he or she must complete another one
- You must read all the completed forms carefully so that you are fully aware of any issues
- You must keep the forms with your register and have them available at every session, in case of emergency

4.2.2 Arrivals and departures

We ask all parents of children under 12 to drop off their children at the workshop room at the start of the session, and not leave their child until the tutor is present.

If a child is not collected at the end of the workshop, you must take him or her to the Duty Manager so that his or her parent can be contacted using the contact numbers on the registration form. You must stay with the child until the parent arrives.

You must not:

- Leave a child alone who has not been collected
- Give a child a lift home yourself
- Allow a child aged under 12 to leave the building without a responsible adult unless specific arrangements have been agreed with his or her parent

- Allow a child to leave the workshop without first informing you as the tutor or an assistant tutor

4.2.3 Take a register

You must take a register at the start of each workshop

4.2.4 Emergencies

First aid

First aid assistance is available via Norden Farm's Box Office staff, who can call a first aider. Only the Duty Manager on shift should administer first aid, not the tutor.

The Duty Manager will complete an accident report form and return it to the Events and Operations Manager.

You must inform the parent of any child who has had any kind of accident during the session.

In case of a time critical emergency if no Duty Manager is available staff should take appropriate action and ensure that the incident is documented with the DM at the earliest opportunity.

Fire Alarm

If the fire alarm sounds, you must follow Norden Farm's evacuation procedures.

- In the event of an emergency evacuation, please follow staff instructions. Our fire alarm is via a recorded announcement over the public address system
- When exiting the building please leave through the nearest emergency exit
- The workshop leader should stay with the group at all times during the evacuation
- The fire assembly point is by the walnut tree in the corner of the car park
- Once you have reassembled outside, please ensure a complete head count of your group, and inform a uniformed steward or the Duty Manager if anyone is missing

4.2.5 Toilets

At the beginning of the workshop, you should show children the toilets they should use and explain that:

- They must not go anywhere other than the workshop room or to the toilet, for safety reasons
- If children need to go to the toilet, they must tell you or an adult assistant
- If they are under 12, they must be accompanied to the toilet by the tutor or an adult assistant. If this is not possible, they must go to the toilet in pairs
- If they are over 12, they can go to the toilet without an adult but should go in pairs wherever possible

If you are running a workshop with children under 12 without extra assistance, you should arrange specific toilet breaks for the children so that you can take them all to the toilet together.

If a pair of children have gone to the toilet together, and have been gone for more than 10 minutes, you must inform Box Office or the Duty Manager immediately. You must not leave the other children in your workshop.

5 Good Practice: running a workshop online (remote learning)

Keeping participants and practitioners safe during remote education is essential.

Practitioners delivering remote learning online should be aware that the same principles set out within this document will apply

5.1 General Guidelines for remote teaching

Before you run a workshop for children at or remotely for Norden Farm, you must:

- Read this document, sign a copy of the form at the end of the document (appendix E) and return it to Jessica Thompson (Education Officer) Jessica.Thompson@nordenfarm.org
- Sign and return a copy of the Online Safety Agreement (appendix B) to Jessica Thompson (Education Officer) Jessica.Thompson@nordenfarm.org.

5.1.1 Planning

As part of planning your workshop, you need to:

- Be aware of your Norden Farm contact during the session so you can easily contact them should there be any issues during the sessions

- Ensure that the ratio of adults to children is in accordance with the individual contractual agreement
 - If you're using 'breakout rooms' on an online platform, you need to consider how will these be supervised
- Ensure that classes involving children age 16 and under are supervised at all times by at least one responsible adult who has been DBS checked

You may find the following useful when organising live lessons (this is not an exhaustive list):

- use neutral or plain backgrounds
- consider who can post information and whether all content suitable for Norden Farm
- ensure appropriate privacy settings are in place, consider whether people need passwords to access services
- ensure you understand and know how to set up and apply controls relating to participant interactions, including microphones and cameras
- consider how to monitor what people do, say and share
- ensure all staff, pupils, students, parents and carers have a clear understanding of expectations around behaviour and participation
- clearly explain how users can report online concerns

5.1.2 Other people in your home

You should consider the other people who live in your home – are they likely to wander into your session, or in the background of a video call? Make sure your participants won't hear or see anything inappropriate.

You should also check that nobody who lives in your household has been disqualified from working with children.

In England, anyone who lives in the same household as another person who has been disqualified from working with children, can also be disqualified from working with children in domestic premises.

This is called disqualification by association.

5.1.3 Workshop content

You should ensure that the activities to be carried out in your workshops are appropriate to the age, maturity and ability of the children attending. You should also be constantly aware of differing customs and cultural requirements.

5.1.4 Maintaining Professional Boundaries

Teaching online is different to teaching face-to-face. But adults should always maintain professional relationships with children and young people.

5.1.5 Contacting children at home

All communications with participants should go through Norden Farm.

5.1.6 Registration form

As with live workshops, before the start of any workshop, the person legally responsible for each child must complete a registration form for their child. The registration form provides information detailing, for example, emergency contact details, photo permission details and medical information.

6 Good Practice: running a workshop at external venues

This section describes good practice for Norden Farm staff when they are working with children at venues away from Norden Farm, such as schools and community groups. In particular:

- A teacher should always be present if you are working with a school group or in a school within school hours
- As far as possible, work with children in other education contexts (for example in schools, colleges and pupil referral units) should take place in the presence of a teacher or chaperone
- At least two adults, including you, should be present in the room during any activities with children

6.1 Procedures required by external venues

You must follow any procedures that are required by the venue. For example, you may need to sign in when you arrive; some schools require visitors to wear ID badges.

You should:

- Make sure that you arrive early enough to deal with any administrative procedures before setting up for your workshops
- Make sure that you contact the school ahead of time to confirm that you are coming and when you expect to arrive
- Take a copy or the original of your up to date Enhanced DBS check for the school's records (could also be your DBS Update Service reference code)

7 How to handle an allegation of abuse

Section 2 of this document defines abuse and describes how you can recognise it. This section explains what you should do if you suspect abuse or if it is reported to you.

7.1 General guidelines about children's behaviour

It is important to challenge unacceptable behaviours. However, sanctions or reprimands that are in any way humiliating, or make a child look or feel foolish in front of others, are not acceptable. Humiliating behaviours are equally unacceptable from an adult to another adult.

Occasionally children may exhibit behaviours that may be considered unusual, concerning or inappropriate. It is very important that this is dealt with quickly as the behaviour may be an indicator of other issues affecting the child.

This section first emphasises the importance of record keeping in the context of allegations of abuse. It then contains information on:

- Reporting disclosure
- Initial consideration of whether there is substance in an allegation:
 - Where an allegation is made against a person not working for Norden Farm
 - Where an allegation is made against a person working for Norden Farm

7.2 Record keeping

All paperwork relating to concerns or allegations of abuse must be stored securely for 30 years.

7.3 Reporting concerns or an allegation of abuse

If a child lets you know, by any means, that he or she has been abused, or if you are told by anyone else that a child is being abused, or if you see something yourself which leads you to think a child may be being abused, you should speak to the child and:

- Listen to what he or she says, without making any suggestions yourself
- Not ask any leading questions
- Not promise confidentiality, but explain whom you must tell and why
- Pass the information to Norden Farm's CEO
- If the allegation is against the CEO, pass the information on to the Chair of Norden Farm's Board of Trustees
- Make a written, dated record of the allegations as soon as practical (within 24 hours), using a copy of the form in Appendix A. Record the allegations in the child's own words, without elaborating or indicating assumptions.

Alternatively, you may report the incident through the MASH (Multi Agency Safeguarding Hub in Windsor and Maidenhead). In this case, you must inform the CEO you have done so.

If an allegation is made when the CEO is not available, you should not delay a disclosure and report it directly to MASH.

MASH@achievingforchildren.org.uk or you can call on 01628 683150.

To make a safeguarding referral about an adult at risk, or for advice about an adult who may be being abused, contact the Royal Borough at the earliest opportunity.

During working hours contact the First Response and Duty Team on 01628 683744

Outside of working hours contact the Emergency Duty Service on 01344 786543

If a child or vulnerable adult is not in immediate danger but the abuse is of a criminal nature contact the

Thames Valley Police non emergency number on 101

7.4 Initial consideration of substance

As soon as an allegation of abuse is made, the person to whom the allegation is made (the CEO or Chair of Norden Farm's Board of Trustees) should:

- Consult the Local Authority Designated Officer at the local authority to determine the most appropriate course of action. The Local Authority Designated Officer is responsible for managing and overseeing concerns, allegations and offences relating to staff and volunteers in any organisation in a local authority area
- Obtain signed and dated details of the allegation in writing from the person who received the disclosure
- Ensure that a record is made containing information about times, dates, locations and the names of potential witnesses

This information will be made available to the appropriate authorities, and a copy kept securely at Norden Farm.

What happens next depends on whether the allegation is against someone working at Norden Farm or not.

7.4.1 An allegation against a person who does not work for Norden Farm

This includes an allegation against another child or an adult.

The CEO will inform the Local Authority Designated Officer. Any further involvement by Norden Farm will be agreed by the CEO and the local authority (RBWM) and will only take place if it is in the child's best interest, as determined by the local authority.

7.4.2 An allegation against a person who works for Norden Farm

Any allegation of abuse against a member of Norden Farm staff must be investigated. The Local Authority Designated Officer will decide the correct course of action. Norden Farm staff must not, under any circumstances, attempt to carry out any investigation themselves.

The decision whether to investigate under local safeguarding procedures is made by the safeguarding agencies, who will advise if a further investigation is needed and, if

so, by whom. An investigation may not be warranted if the allegation is demonstrably false.

Any subsequent investigation of all the facts will be aimed at establishing where the allegation can be substantiated. This will have one of the following results:

- If a child is at risk of significant harm and in need to protection, an immediate referral to the Local Authority Designated Officer under the safeguarding procedure
- If there is reason to suppose that abuse could have occurred, referral under the local safeguarding procedure or under internal disciplinary procedures may be necessary
- If the allegation was prompted by inappropriate behaviour, it should be considered under internal disciplinary procedures
- The allegation may be apparent without foundation

If there is no objection by the police or safeguarding agency concerned, the outcome of the initial consideration and the procedures now to be followed will be communicated as follows:

- The CEO informs the parents of the child concerned
- The CEO informs the employee against whom the allegation is made

8 Responding to allegations of abuse

If any member of staff is concerned that abuse may be occurring, is likely to occur, or has received a report of abuse, he or she must make written notes and refer the matter immediately to their line manager.

The line manager must report the matter immediately to the CEO, who must consult with the local authority to determine the most appropriate course of action.

- If the line manager is implicated, the matter should be referred to the CEO
- If the CEO is implicated the matter should be referred to the Chair of Norden Farm's Board of Trustees

8.1 Whistleblowing – Making a Disclosure in the Public Interest

Norden Farm Centre for the Arts is committed to the highest standards of openness, probity and accountability. We have a separate Whistleblowing policy which can be requested from admin@nordenfarm.org

This policy is designed to enable employees of the Norden Farm to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g., disciplinary.

These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Failure to follow these Safeguarding guidelines
- Attempts to conceal any of these

Appendix A

Record of disclosure or concern

Please fill in as much of this form as you can. If you are in discussion with a child who is making a disclosure to you, be sensitive about the level of questioning that is appropriate.

Name of child/young person/vulnerable adult

Age _____ Date of Birth _____

Parents'/Carers' names _____

Home address _____

Contact phone number _____

Activity participated in _____

Are you reporting your own concerns or passing on those of somebody else? Give details

Please provide a brief description of what has prompted the concerns – please include dates and times of any specific incidents, names of responsible staff etc.

Are there any physical or behavioural signs of abuse?

Have you spoken to the person? If so what was said?

Have you spoken to the parent/s or carer/s? please record what was said

Have any names been mentioned in the disclosure whose behaviour has cause for concern? Please give details

Have you consulted anyone else? If so who and in what manner?

Your name _____

Your job title _____

Signature _____

Date _____

Appendix B

Safeguarding Policy Agreement

Name _____

Job Title _____

It is essential that you have read the whole of this document thoroughly.

If there is anything you do not understand or would like to discuss, please contact Jessica Thompson (Education officer) (jessica.thompson@nordenfarm.org)

Please sign and date the statement below to confirm that you have read and understood this document

I confirm that I have read and understand the document listed above and agree to comply with the guidelines at all times.

Signed _____

Date _____

Appendix C

Online Safety Agreement – for remote teaching

Name _____

Job Title _____

Workshop / Course / Project title

It is essential that you have read the whole of this document thoroughly.

If there is anything you do not understand or would like to discuss, please contact the member of staff that has programmed your workshop (or course or project) or Jessica Thompson (Education officer) (jessica.thompson@nordenfarm.org)

Please sign and date the statement below to confirm that you have read and understood this section 5 (5 Good Practice: running a workshop online (remote learning) of this document

I confirm that I have read and understand the document listed above and agree to comply with the guidelines at all times.

Signed _____

Date _____

Appendix D



Photo / Video Consent Form

Name of Session	Click or tap here to enter text
Date and Time of Session	Click or tap here to enter text
Photographer	Click or tap here to enter text

By signing this form, you agree that Norden Farm and / or photographers employed by Norden Farm and / or the press may photograph / video / interview your child and publish the materials in the press and on social media platforms.

You also agree that images / videos / and quotes may be given to the marketing department for external distribution and used in marketing materials including, but not limited to, brochures, flyers, adverts and banners.

I give Norden Farm Centre for the Arts and photographers employed by Norden Farm Centre for the Arts permission to take photography and / or video of my child.

I grant Norden Farm Centre for the Arts and photographers employed by Norden Farm Centre for the Arts full rights to use the images resulting from the photography / video filming, and any reproductions or adaptations of the images for the purposes laid out above.

Name of child	
Name of parent / guardian	
Signature of parent / guardian	
Date	

Data Protection

Norden Farm will hold this information indefinitely on a secure network. We will never share this information to third parties without your consent. You have the right to withdraw photo consent at any time by emailing terri.prior@nordenfarm.org Should you withdraw consent Norden Farm cannot use the relevant images again, but it is not possible to recall documents in which their image has already appeared.

Appendix E

Photographs and/or film footage will be taken at today's event

[name of group]

will be taking photos and/or film footage at today's event.

These images will be used by the group named above in the following ways:

- The group's printed publicity
- The group's online publicity (including Facebook and Twitter)
- Shared with group members for personal use only
- Shared with the following third-party organisations for use in their printed and online publicity (including Facebook and Twitter)

The will be stored securely and will not be kept for longer than they are needed for the purposes listed above.

If you would prefer for you or your child not to be photographed, please speak to

Name: [Click or tap here to enter text](#)

If you would like to see your images, or would like us to delete them, please contact the event organiser

Appendix F

Safeguarding Information Agreement

Name _____

Job Title _____

Workshop / Course / Project title

This agreement relates directly to tutors and practitioners who work with children and young people remotely (online learning).

If there is anything you do not understand or would like to discuss, please contact the member of staff that has programmed your workshop (or course or project) or Jessica Thompson (Education officer) (jessica.thompson@nordenfarm.org)

Please sign and date the statement below to confirm that you have read and understood this

I confirm that I have read and understand the above and agree to comply with the guidelines at all times.

Signed _____

Date _____