

Safeguarding Policy, guidelines and procedures



Introduction

Culture Vannin recognises that it has a duty of care to safeguard all children and vulnerable adults involved with the work of the organisation. All children, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs and/or sexual identity, have the right to protection from abuse.

A child is defined as a person under the age of 18 years and for the purpose of this policy where the word 'child' or 'children' is used it also includes vulnerable adults. Where 'parent' is used, it includes guardians and carers.

This policy recognises the wide reaching and varied range of work undertaken by the organisation both at its cultural centre and offices in St Johns and in the community, and aims to ensure the safety and protection of all those involved with its work. This may include but is not limited to: 1:1 music lessons, group music lessons for children, group or individual language lessons for adults, intergenerational projects, school group visits, oral history interviews, filming projects, members of the public visiting the exhibition, competitions, tours and community outreach work including public performances.

Culture Vannin adheres to the principles of equality, diversity and inclusion.

The aim of this policy is to promote good practice:

- Providing children with appropriate safety and protection whilst in the care of Culture Vannin.
- Allowing everyone working or volunteering for Culture Vannin to make informed and confident responses to specific safeguarding concerns.

Culture Vannin will ensure the safety and protection of all children involved with the work of the organisation through adherence to the following documents:

- *Standards of Conduct*
- *Safeguarding policy, guidelines and procedure*
- *Filming and Photography policy*
- *Risk assessments*

Safeguarding Guidelines

These guidelines are Culture Vannin's best practice and aim to ensure a safe, supportive and inclusive environment for all children we work with.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children equally, and with respect and dignity.
- Always putting the safety of each child first, before winning or achieving goals, recognising their developmental needs.

- Maintaining a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them or invite them into their room).
- Maintaining a safe and appropriate environment for online teaching (e.g. to have the parent present wherever possible, to wear appropriate clothing and to use neutral shared spaces and rooms (never bedrooms)).
- Making our activities fun and enjoyable based on mutual trust by giving enthusiastic and constructive feedback rather than negative criticism.
- Keeping up to date with technical skills, safeguarding qualifications, first aid training, risk assessing and insurance relevant to activities undertaken.
- Tutors are all DBS checked, except in very occasional circumstances when a guest tutor or volunteer is already known to organisers and awaiting a DBS renewal.
- Involving parents wherever possible. For example, encouraging them to take responsibility for their children. If groups have to be supervised in changing rooms or similar situations, always ensure parents, officers or volunteers work in pairs.
- Ensuring where possible, if mixed groups are involved in activities or outings, that there is a male and female member of staff present or accompanying them.
- Being an excellent role model - this includes not swearing, smoking, vaping, drinking alcohol, or engaging in any substance abuse in the company of children.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if officials are required to transport children in their cars, ensuring that children, where possible, are seated in the back of the vehicle.
- Ensuring parents are informed of systems in place for external performances, such as risk assessments.
- Adhering to a maximum staffing ratio of 1 adult to 8 children.
- Ensuring written parental consent is given for film and photos to be taken, stored and shared as Culture Vannin's *Filming and Photography Policy*.
- Seeking explicit permission for adjusting the position of any part of the child's body (e.g. whilst instructing musical instrument or dance lessons).

Practices to be avoided:

- Spending time alone with children away from others, with the exception of prearranged 1:1 lessons where the above good practice will be adhered to and parents have the option to be present.
- Taking or dropping off a child to an event or activity without a parent present. Written parental consent must be secured if officials are required to transport children in their cars, ensuring that children, where possible, are seated in the back of the vehicle.

Practices never to be sanctioned are:

- Engaging in rough, physical or sexually provocative games, including horseplay.
- Sharing a room with a child.
- Online lessons where the teacher or student is not in a neutral shared space (it is never appropriate for either to be in a bedroom).
- Communicating with a child directly outside of a Culture Vannin activity eg: befriending on social media, instant messaging, phoning. All communications should be conducted through parents. Emails with older students must always copy in a parent.
- Allowing or engaging in any form of inappropriate touching – this includes peer on peer.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child.
- Reducing a child to tears as a form of control.
- Doing things of a personal nature* for children that they can do for themselves.
- Failing to act upon and record any allegations made by a child.

**It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or have a disability. These tasks should be carried out with the full understanding and consent of parents and the individuals involved.*

In some cases, you may know the child personally but you must continue to follow the processes above.

Safeguarding Procedure (how to report a concern)

Types of abuse

Abuse comes in many forms and can include: peer on peer abuse, bullying and cyberbullying, domestic, physical, sexual, emotional abuse and neglect. Culture Vannin offers safeguarding training both online and in person for all officers and volunteers. More information on the types of abuse and advice on how to recognise it can be found www.nspcc.org.uk

Reporting a concern

If you're worried about a child, it can be hard to know what to do. It is not the responsibility of Culture Vannin's officers or volunteers to decide whether or not child abuse is happening or has already taken place. There is, however, a responsibility to act on any concerns by reporting these to the appropriate officer or appropriate authorities. Officers and volunteers should not wait until they are certain that abuse is occurring. Any concerns or suspicions should be reported immediately.

- If a child is in immediate danger, **call 999**.
- In all other instances, concerns should be raised as soon as possible with **Culture Vannin's Safeguarding Officer, Dr Chloë Woolley** on chloe@culturevannin.im or **676169**.
- If the Safeguarding Officer is not available or in the case of an emergency contact Social Services or the Police immediately. **IOM Constabulary: 631212**.

Further advice is available online on the NSPCC website: [Recognising and responding to child abuse and neglect | NSPCC Learning](#).

Safeguarding concerns and complaints involving officers and volunteers

It may be difficult to report a colleague, but if you have suspicions or concerns about poor practice or abuse then you must report these immediately to **Culture Vannin’s Safeguarding Officer, Dr Chloë Woolley** who will deal with the situation appropriately. If the Safeguarding Officer is the subject of the complaint, contact the Director of Culture Vannin. Where there is a complaint against an officer or volunteer there may be three types of investigation:

- Criminal
- Child protection
- Disciplinary, in line with *Culture Vannin’s Disciplinary and Grievance policy and procedure*

Confidentiality

If a child is suffering or at risk of suffering significant harm, you can share information with appropriate agencies or professionals without the child’s or their parent’s consent. Every effort should be made to ensure that confidentiality is maintained for all concerned, including handling and disseminating information on a need-to-know basis.

This policy replaces the Culture Vannin Child-protection policy.

*This is the policy of Culture Vannin as an organisation. We expect those organising events who are in receipt of funding from us, and any contractors we work with to have **their own safeguarding policies**, which we expect to be shared with us. Whilst we will ensure those attending our events are aware of this policy, we are not able to police how other participants or parents take or use photos and cannot be considered liable for any infringement made by other parties.*

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Culture Vannin is the trading name for the Manx Heritage Foundation, registered charity 333 in the Isle of Man.