

Park Street Performing Arts Centre Safeguarding Policy

Policy Statement

Park Street Performing Arts Centre is committed to ensuring the safety and well-being of all individuals, especially children, young people, and vulnerable adults, who engage with our services and activities. We aim to create an environment where everyone feels safe, valued, and respected.

Purpose

The purpose of this policy is to:

- Protect children, young people, and vulnerable adults who attend Park Street Performing Arts Centre.
- Provide trust, staff, volunteers, and committee members with the overarching principles that guide our approach to safeguarding and child protection.

Scope

This policy applies to all staff, volunteers, committee members, trustees, and anyone working on behalf of Park Street Performing Arts Centre.

Legal and Regulatory Framework

This policy is guided by key legislation and statutory guidance to protect children and adults at risk. Relevant documents include:

- **Working Together to Safeguard Children (2018, updated 2023):** Sets out how organisations must work together to safeguard children, focusing on early help, information sharing, and a child-centred approach.
- **Care Act 2014:** Provides the legal framework for safeguarding adults with care and support needs, outlining local authorities' duties and six key safeguarding principles.
- **Safeguarding Vulnerable Groups Act 2006:** Established the Disclosure and Barring Service (DBS) to help prevent unsuitable people from working with children and vulnerable adults.

All charity staff, volunteers, and representatives must comply with this framework and follow best practice in safeguarding.

Key Principles

- The welfare of the child or vulnerable adult is paramount.
- All individuals, regardless of age, disability, gender, race, religious beliefs, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- Safeguarding is everyone's responsibility.
- All concerns and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- We are committed to ensuring our safeguarding practices are transparent and regularly reviewed.

Definitions

Safeguarding

Protecting a person's right to live safely, free from harm, abuse, or neglect. It involves preventing harm and promoting health, wellbeing, and human rights.

Abuse

A deliberate act or failure to act that causes harm, injury, distress, or suffering. Abuse can be physical, emotional, sexual, financial, or take other forms.

Neglect

Failing to meet a person's basic needs, whether deliberately or through lack of awareness or resources. Neglect can involve not providing food, shelter, medical care, or emotional support.

Types of Abuse and Neglect

- **Physical Abuse:** Causing physical harm, such as hitting, slapping, pushing, or misuse of medication.
- **Emotional/Psychological Abuse:** Threats, humiliation, controlling behaviour, intimidation, or isolation.
- **Sexual Abuse:** Any sexual activity without consent, or where the person cannot consent. Includes sexual touching, assault, or exploitation.
- **Financial or Material Abuse:** Theft, fraud, misuse of money or belongings, or controlling someone's finances.
- **Neglect and Acts of Omission:** Ignoring medical, physical, or emotional needs, or failing to provide necessary care.
- **Discriminatory Abuse:** Harassment, slurs, or unequal treatment based on characteristics such as race, gender, disability, religion, or sexuality.
- **Domestic Abuse:** Abuse by a partner, ex-partner, or family member, which can be physical, emotional, sexual, financial, or coercive control.
- **Organisational Abuse:** Poor care practices in settings such as charities, care homes, or hospitals.
- **Modern Slavery:** Exploitation, forced labour, human trafficking, or domestic servitude.
- **Self-Neglect:** When someone fails to care for themselves, putting their health or safety at risk.

Prevent Duty

The **Prevent Duty** is part of the government's counter-terrorism strategy. It requires charities and other organisations to help prevent people from being drawn into terrorism or extremist views. Staff and volunteers should be aware of the signs of radicalisation and know how to report concerns.

Identifying Signs of Abuse

Abuse is not always obvious. It's important to look out for signs, which may include:

- Unexplained injuries, bruises, burns, or marks
- Changes in behaviour, such as becoming withdrawn, anxious, or fearful
- Sudden loss of money or possessions
- Poor hygiene, malnutrition, or untreated medical conditions
- Reluctance to be alone with certain people
- Signs of depression, low self-esteem, or self-harm
- Avoiding eye contact or seeming nervous around specific individuals
- Disclosure from the person themselves or from someone else

No single sign proves abuse is happening, but concerns should always be taken seriously.

Who Abusers May Be

Abusers can be anyone, including:

- Family members or partners
- Friends or neighbours
- Staff, volunteers, or carers
- People in positions of trust or authority
- Strangers
- Peers, including other children or adults at risk

It's essential to remember that abuse can happen in any setting—including at home, online, in care, or within organisations such as charities.

All staff and volunteers must remain vigilant and report any concerns following the charity's safeguarding procedures.

Roles and Responsibilities

Trustees

- Ensure the charity has effective safeguarding policies and procedures in place.
- Review the policies and procedures annually.
- Appoint a designated safeguarding lead (DSL) responsible for safeguarding.

Designated Safeguarding Lead (DSL)

- Oversee the implementation of safeguarding policies and procedures.
- Provide advice and support to staff and volunteers on safeguarding issues.
- Liaise with external agencies (e.g., local authorities, police) when necessary.
- Ensure all incidents and concerns are documented and reported in accordance with this policy.

Staff and Volunteers

- Understand and comply with this safeguarding policy and procedures.
- Ensure that you are familiar with the child pick-up collection information.
- Attend mandatory safeguarding training and refresher courses.
- Report any concerns or allegations of abuse to the DSL immediately.

Safeguarding Procedures

Recruitment and Training

- Implement safe recruitment practices, including background checks (DBS) and references.
- Provide induction and ongoing training on safeguarding to all staff and volunteers.

Reporting and Responding to Concerns

- Report any safeguarding concerns to the DSL immediately.
- If a child or vulnerable adult is in immediate danger, contact emergency services immediately.
- Document all concerns, disclosures, and actions taken in a secure and confidential manner (See incident report form).

Managing Allegations

- Take all allegations against staff, volunteers, or trustees seriously.
- Follow a clear process for managing allegations, including involving external agencies where appropriate.
- Ensure support is available for those involved in the allegation process.

Confidentiality

- Maintain confidentiality and share information only on a need-to-know basis.
- Ensure records are stored securely and accessed only by authorised individuals.

Communication and Review

- Regularly communicate the safeguarding policy to all trust, staff, volunteers, and committee members.
- Review and update the safeguarding policy annually or in response to legislative changes.

Contact Information

- **Designated Safeguarding Lead (DSL):** Dr Emma Lewis, Clinical Psychologist, info@parkstreethull.co.uk
- **Local Authority Safeguarding Team:** 01482 448 879

Approval and Review

This policy was approved by the Board of Trustees and Management Team on 01.09.25 and will be reviewed annually or as required.

Safeguarding Children Procedure

If you believe a child or young person is at immediate risk you should contact the police on 999.

In an emergency or for urgent advice, please contact the Early Help and Safeguarding Hub (EHASH) or the Emergency Duty Team by telephone -

- EHASH - 01482 448 879 option four
- Emergency Duty Team - 01482 300 304 (Out of hours)

If you have concerns about a child and the matter is not urgent then please follow these steps.

Step 1: Fill out a safeguarding report form (see below) and submit to a member of the trust.

Step 2: Discuss safeguarding concern with Safeguarding Officer, Emma Lewis.

Step 3: If the advice is to access further support then you must contact Hull City Council through the portal

[CYP Hub \(hullcc.gov.uk\)](https://hullcc.gov.uk/cyp-hub)

Once you have completed the online forms. Please document the actions on the safeguarding report and email to info@parkstreethull.co.uk.

Safeguarding Vulnerable Adults Procedure

If you believe a vulnerable adult is at immediate risk you should contact the police on 999.

In an emergency or for urgent advice, please contact Hull City Council's safeguarding adults team

- telephone 01482 616 092
- email adultsafeguarding@hullcc.gov.uk.

If you have concerns about a vulnerable adult and the matter is not urgent then please follow these steps.

Step 1: Fill out a safeguarding report form (see below) and submit to a member of the trust.

Step 2: Discuss safeguarding concern with Designated Safeguarding Lead, Emma Lewis.

Step 3: If the advice is to access further support then you must contact Hull City Council through the portal

Once you have completed the online forms. Please document the actions on the safeguarding report and email to info@parkstreethull.co.uk.

Safeguarding Incident Report Form

Date:	
Time:	
Who was present:	
What happened: Describe in as much detail what happened factually.	
Describe your concerns: Please outline why you have concerns about the above information.	
Details of the child	
Details of anyone else involved	
Action to be completed:	
Completed by: Sign and date	

Appendix: Safeguarding Requirements for Venue Hirers

1. Purpose

This appendix outlines safeguarding expectations for all individuals, groups, or organisations hiring Park Street Performing Arts Centre's (PSPAC) building. The aim is to ensure that all activities hosted on our premises maintain high safeguarding standards and protect children, young people, and vulnerable adults.

2. Hirer Responsibilities

1. Safeguarding Policy

- All hirers must confirm that they have a safeguarding policy in place if their activity involves children, young people, or vulnerable adults.
- A copy of the policy must be provided to PSPAC upon request.
- If a hirer does not have their own safeguarding policy, they are required to follow PSPAC's safeguarding policy for the duration of their hire.

2. Staff and Volunteer Checks from the external hire company

- Hirers must ensure that anyone working with children or vulnerable adults has undergone the appropriate background checks (e.g., DBS/Disclosure checks or equivalent).
- Hirers are responsible for supervising their staff and volunteers at all times.

3. Training

- Staff and volunteers involved in activities with children or vulnerable adults must have received relevant safeguarding training.
- Hirers should ensure that training is up-to-date and appropriate to the activity.

4. Code of Conduct

- Hirers and their staff must follow safe conduct practices while on site, including respecting the privacy and dignity of all participants.
- Unsupervised access to vulnerable groups is prohibited.

5. Reporting Concerns

- Any safeguarding concerns arising during the hire period must be reported immediately to PSPAC's designated safeguarding officer (DSO).
 - Hirers must cooperate fully with any subsequent safeguarding investigation.
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3. Venue Access and Supervision

- PSPAC will ensure that hirers are aware of areas that are restricted or off-limits.
 - Hirers are responsible for supervising their participants and ensuring that safe adult-to-child ratios are maintained.
 - PSPAC reserves the right to monitor hirer activities to ensure safeguarding standards are being upheld.
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4. Risk Assessment

- Hirers must complete a risk assessment for their activities if children, young people, or vulnerable adults are involved.
 - Any identified risks must be addressed, and the risk assessment should be submitted to PSPAC before the booking is confirmed.
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5. Insurance

- Hirers must provide evidence of appropriate insurance coverage for their activities, including public liability insurance.
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6. Non-Compliance

- PSPAC reserves the right to terminate a hire agreement if safeguarding standards are not met.
 - Non-compliance may be reported to relevant authorities if necessary.
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7. Documentation

- Copies of hirer safeguarding policies, risk assessments, and evidence of staff checks must be retained by PSPAC.
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8. Review

- This appendix will be reviewed annually, or following any safeguarding incident or legislative changes.