



**Craven Arts Charitable Trust
January 2026**

To be reviewed in January 2027

Safeguarding children, young people and adults at risk

Safeguarding Procedures

These Safeguarding Procedures are detailed guidelines and instructions that support our overarching safeguarding policy statement. They explain the steps that Craven Arts will take to keep children, young people and adults at risk safe and what to do when there are concerns about a person's safety or wellbeing.

Dealing with Disclosures and Concerns

It can be very hard to speak out about abuse. Often, people fear that there may be negative consequences if they tell anyone what's happening to them. Some may delay telling someone about abuse for a long time, while others never tell anyone, even if they want to. It's vital that people can speak out, and that whoever they tell takes them seriously and acts on what they've been told.

Many people will seek help because they know where to go and believe that it will make a difference. Others may not have the confidence to seek support or be too scared to ask for help. They may not get the help they need until they reach crisis point (Garvey et al, 2009). Make it as easy as you can for people to find and take up the offer of help.

Reinforce positive messages about those who seek help – seeking help is a sign of strength. Be positive about people, their capacity for change and their resilience. See the whole person – engage with people both in terms of their strengths and their weaknesses. Build trust – treat people with respect.

Responding to disclosures

Show you care, help them open up: Give your full attention to the child, young person or adult and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.

Take your time, slow down: Respect pauses and don't interrupt the person – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.

Show you understand, reflect back: Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.

It's important to keep accurate and detailed notes on any concerns you have about a child. You will need to share these with your Designated Safeguarding Lead (DSL) – Selina McGonagle.

Include:

- the child's, young person or adult at risks details (name, age, address)
- what the person has said or why did that give you cause for concern (if the person made a verbal disclosure, write down their exact words)
- any information the person has given you about the person reported to have carried out the abuse.

Timely information sharing is key to safeguarding and promoting the welfare of children.

Safeguarding a child is a clear and legitimate reason for sharing information and data protection law does not prevent you from doing this.

Sharing information to safeguard children includes:

- preventing harm
- identifying risk to prevent harm
- promoting the welfare of a child

People who work with children, whether in a paid or voluntary role, may need to share information about the children and families they are involved with for several reasons. These include:

- you are making a referral to arrange additional support for someone in the family
- someone from another agency has asked for information about a child or family
- someone in the family has asked to be referred for further help
- a statutory duty or court order requires information to be shared
- you are concerned that a child or a member of their family may be at risk of significant harm
- you think a serious crime may have been committed or is about to be committed which involves someone in the family.

Share all the information you need to and keep a record of the reasons why you are sharing or requesting information about a child or their family (ICO, 2023). While sharing this information is important, you should also make sure you are not putting a child's safety and welfare at risk by sharing information about them. Always seek consent to share information about a child and their family.

Consent

Children, young people and adults at risk should be given the opportunity to decide whether they agree to their personal information being shared. If a child doesn't have the capacity to make their own decisions, ask their parent or carer (unless doing so would put the child at risk of harm).

You should always seek consent to share information about an adult.

Tips for getting consent:

- be open and honest
- make sure the person you're asking for consent understands what information will be shared and why
- explain who will see the information and what it will be used for

- make sure the person you're asking for consent understands the consequences of their information not being shared
- get the consent in writing, in case there are any disputes in the future. If it's only given verbally, make a written record of this
- make sure the person knows they can withdraw consent at any time.

Reporting concerns

If a child, young person or adult 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

If a child is in immediate danger, call the police on 999.

If a child is not in immediate danger:

Contact Craven Arts' Designated Safeguarding Lead (DSL) Selina McGonagle on 07903 939207 or email selinamcgonagle@gmail.com. You should raise your concerns promptly and provide any notes on any disclosed information.

The DSL will contact the local child protection and adult at risk services. North Yorkshire Safeguarding Children Partnership. [NYSAB](#) or North Yorkshire Adult Services [NYSAB Raise a safeguarding concern –](#)

The DSL will inform the Trustee at Craven Arts Charitable Trust responsible for Safeguarding. Clare Danek 07788 712377 email claredanek@gmail.com

All tenants and external hires at Craven Arts House must report allegations and concerns to the DSL at Craven Arts House, being sensitive to consent and potential ongoing investigations.

If further help is required, the DSL will contact the NSPCC Helpline on [0800 800 5000](tel:08008005000) or by emailing help@nspcc.org.uk. The child protection specialists will talk through concerns and give you expert advice and take action to protect the child as appropriate. This may include making a referral to the local authority.

If you have made a verbal referral to local children's services you should follow this up with a written referral as soon as possible, ideally within 48 hours.

Whistleblowing

If you have any concerns about a child, young person or adult at risk at Craven Arts, always talk to the DSL first.

If you're concerned about how child protection issues are handled in your own, or another, organisation you can share your concerns by whistleblowing.

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This is usually something they've seen at work but not always. The wrongdoing might have happened in the past, be happening now, or be something the whistleblower is concerned may happen soon.

You can contact the Whistleblowing Advice Line on:

[0800 028 0285](tel:08000280285)

help@nspcc.org.uk

Managing allegations against or concerns about people who work or volunteer for Craven Arts

Any allegation or concern that an employee or volunteer has behaved in a way that has harmed, or may have harmed, a child, young person or adult at risk must be taken seriously and dealt with sensitively and promptly, regardless of where the reported incident took place.

Depending on the situation, an appropriate response may involve:

- Craven Arts will remove the employee or volunteer from their role while an investigation into the reported concern takes place
- the police will investigate any possible criminal offence
- the local child protection services will be informed, and Craven Arts will seek support on how to handle an investigation
- the child, young person or adult at risk will be given appropriate support.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents

Managing allegations made against a child

There are different ways that a child or young person may be abusive towards others, and they might not realise they are doing so:

[bullying or cyberbullying](#)

[emotional abuse](#)

[online abuse](#)

[physical abuse](#)

[sexting](#)

[sexual abuse.](#)

When a child abuses another child, it is sometimes called 'peer-on-peer' or 'child-on-child' abuse. Peer-on-peer abuse refers to abuse that takes place between children of a similar age, whereas child-on-child refers to abuse between children of any age. Sometimes children might also display abusive behaviour towards adults.

Identifying concerns

There are a range of ways concerns might be raised.

- A child or adult might make a direct allegation of abuse by a child or young person.

- A child or adult might tell you they're uncomfortable with a child or young person's behaviour. They may not realise the behaviour is abusive.
- A member of staff or volunteer might observe behaviour that gives cause for concern and make a report following your organisation's safeguarding procedures.
- Craven Arts may be informed that a child or young person is the subject of an investigation.

A child or young person might tell you they have harmed someone else or are at risk of doing so.

Responding to concerns

When responding to an allegation of abuse made against a child, it's important to consider the needs of everyone involved.

Sometimes a child may tell you directly that they have behaved abusively towards someone else. You should talk to them calmly and remember that they need support. Reassure the child that they've done the right thing by telling you about it. Listen carefully to the child and let them tell their whole story. Don't try to investigate or quiz the child, but make sure you understand what they're saying.

Use non-judgmental language. Tell them that you now have to do what you can to keep them and the other children involved safe. Never promise to keep what a child tells you a secret. Explain that you will need to speak to other people who can help. Reassure the child that they can get help to change their behaviour and move forward with their life. You may want to suggest the child contacts [Childline](#) for support.

Talking to a child about allegations against them

If allegations have been made against a child you should speak to the DSL, who can advise you on the best way to proceed. If you talk to the child about the allegations before taking advice, it may make the situation worse.

If you need any advice or reassurance, the [NSPCC Helpline](#) is here to help – on [0808 800 5000](#) or by emailing help@nspcc.org.uk.

Responding to incidents

Sometimes you might see a child behaving inappropriately and decide to talk to them about this immediately, in order to manage the behaviour. Remember that they may not realise their behaviour is unacceptable. Talk to them calmly and explain why their behaviour is unsuitable and what they can do to improve it.

It's helpful to have a code of conduct which everyone in your organisation agrees to, and which you can refer to when managing behaviour.

Craven Arts - Code of Conduct

At Craven Arts we value and acknowledge the contribution of our staff and volunteers, and this Code of Conduct reminds us of our individual and collective responsibilities while representing Craven Arts.

The Code of Conduct is a summary of the behaviour that we expect from people whilst working and volunteering with Craven Arts. Craven Arts is a charity with a small paid professional staff team working alongside professional tutors, and artists. A large proportion of our outputs are delivered through the time and dedication of our passionate volunteers.

This code of conduct helps us work together, supporting collaboration across a community.

By following this Code of Conduct you will be contributing to the success of Craven Arts and our vision, mission and values for the charity.

Craven Arts is a catalyst for creativity
We provide space for creative people to grow
We offer cultural learning opportunities for all
We are a place for our community to connect

We Value

Creativity
Community
Integrity

Craven Arts expects staff, tutors, trustees, volunteers, studio holders, participants to:

- work as part of a team and respect each other
- be a positive role model, by being ready to engage and promote arts and culture
- be on time and presentable
- be committed to our value of creating a place for our community to connect. This means that there is zero tolerance to discrimination, stigmatisation or harassment
- protect confidential or personal information in relation to other volunteers, staff and people we may support
- to adhere to **Craven Arts** policies on safeguarding; GDPR; health and safety

When working or volunteering at Craven Arts you cannot engage in or promote your own personal, political, cultural, or religious beliefs. We recognise that people can be adversely affected by words and actions. Please Inform Selina McGonagle if instances of such behaviour or language arise.

Craven Arts has a legal responsibility to ensure that when you work or volunteer with us you are protected under our insurance whilst carrying out your role. Any person found to be engaging in criminal or illegal activity in their role will be referred to the police. Alcohol and drug use are not permitted whilst working or volunteering at Craven Arts.

Craven Arts will ensure that you have been trained or have suitable qualifications to carry out your role. Craven Arts will ensure you have had a clear induction and receive regular support informally and formally.

Following this Code of Conduct is a mandatory condition of your involvement with **Craven Arts** and should be regarded as setting the standard we expect from all workers and volunteers. Failure to demonstrate our values through your behaviour or communication can lead to you automatically being removed from your role, course or project.

If you are unsure whether a decision or action you are thinking of taking will be against the Code of Conduct, ask our Director Selina McGonagle.

Staff and Recruitment

All staff employed to work with children, young people and adults at risk will need to show proof of an Enhanced DBS Check and suitable teaching qualifications or experience in their field of teaching via a CV which includes two professional references.

We encourage all staff to have regular Safeguarding training, and they must have read and understand the Craven Arts Safeguarding Policy and Procedures alongside “What to do if you’re worried a child is being abused” HM Government guidance.

Young people aged 16 and above can support the delivery of arts activity at Craven Arts House. Students on long term placements and volunteers may be included in staffing ratios. They cannot be left to supervise a group of children or young people by themselves unless they have a full Enhanced DBS.

We aim to ensure that we have at least two members of staff working at Craven Arts House when working with children, young people and adults at risk. If only one member of staff is on duty at any time, they must understand the lone working procedures.

Staff Conduct and Suitability

Staff are expected to maintain high standards of behaviour and are expected to disclose any convictions, cautions, reprimands, warnings or other incidences that may affect their suitability to work with children, young people and adults at risk. This is an ongoing commitment and expectation upon staff who are required to complete an Enhanced Disclosure and Barring Service check every three years.

Any member of staff should feel confident to raise concerns about safe practice or other concerns about adults working with children in confidence and in line with the whistleblowing policy.

Keeping records

It's important to keep accurate and detailed notes on any concerns you have about a child's, young person or adults' behaviour. You should share this record with the person responsible for the supervision or pastoral care of the child and the DSL.

Include:

- the person's details (name, age)
- the date and time of the incident
- what was happening before the incident took place
- what the person said, or did that gave you cause for concern (write down their exact words if possible)
- whether the behaviour appeared spontaneous or premeditated.

Photography and Video Consent Form

Craven Arts Charitable Trust may take images or videos for promotional or publicity purposes. We take the issue of data protection very seriously and would never knowingly use an image or video without consent.

Craven Arts will seek consent to use images of children, young people and adults at risk. The following statements and information below are included on a consent form given to all participants when they register for a course, workshop or project at Craven Arts.

Images or video may be published for the purposes of publicity and promotion by Craven Arts and their partner North Yorkshire Council or other Funders who support the charity Craven Arts Charitable Trust.

Images or film may be published in the following ways

- Media – for example in press releases sent to local newspapers, radio and television channels
- Social media – for example on Craven Arts Facebook/Instagram/You Tube channel.
Documenting Craven Arts activity and advertising courses and workshops.
- Website – Craven Arts website and are Funders websites
- Digital marketing – e-newsletters
- Printed materials such as posters, flyers and brochures

Craven Arts may share the image/video with third party organisations only to the extent necessary to fulfil the relevant purpose e.g. with design agencies. Image/video and contact details will be stored with Craven Arts for three years and deleted after this time unless an extension period is agreed. Consent can be withdrawn at any time by contacting info@cravenarts.co.uk

Confidentiality and social media

Staff, Tutors or Volunteers must not share on any information about participants attending Craven Arts activity. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue.

Posting any material relating to Craven Arts or its users on social media sites needs the permission of the Director at Craven Arts. Any staff who breach this rule will face disciplinary action.

Staff and volunteers when using social media must not post or discuss anything that could damage Craven Arts's reputation.

Use of mobile phones, wearable technology and cameras

Staff personal mobile phones may be used to document activity in a workshop. With prior consent from parents and carers, which is collected during registration to programmes.

Tutors will not make personal calls during programmed activity. If a member of staff needs to make an urgent personal call, they can use their mobile. If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand they can.

Missing Child Procedure

At Craven Arts House we are always alert to the possibility that children can go missing during sessions and while visiting our building for an exhibition or event.

To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (eg walking from the school to the Club).

If a child cannot be located, the following steps will be taken:

- We will ensure all doors are locked
- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed.
- The manager/tutor will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible to reduce other participant's concern.

- The manager/tutor will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

Uncollected Children Policy

Craven Arts House endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

When the parent or carer arrives, they will be reminded that they must notify us if they are delayed.

Over 15 minutes late

If a parent or carer is more than 15 minutes late in collecting their child, the tutor will try to contact them using the contact details on file.

If there is no response from the parent or carer, messages will be left requesting that they contact the CAH immediately. The tutor will then try to contact the emergency contacts listed on the child's registration form.

While waiting to be collected, the child will be supervised by a member of staff.

When the parent or carer arrives, they will be reminded that they must notify CAH if they are delayed.

Over 30 minutes late

If the tutor has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Social Care team for advice.

The child will remain in the care of CAH staff, at Craven Arts House premises, if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.

If it is not possible for the child to remain at CAH, a note will be left on the door of CAH informing the child's parent or carer where the child has been taken (eg to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

Managing persistent lateness

The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late, they may lose their place at the Club.

Administering Medication

If a child attending Craven Arts House activity requires medication of any kind, their parent or carer must confirm in their application and consent form that they give CAH Staff the **Permission to administer medicine** in advance.

Staff at the CAH will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at CAH. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers, EpiPen), staff will offer to keep the medication safe until it is required. Inhalers and EpiPen's must be labelled with the child's name.

Prescription medication

CAH staff will only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine contains aspirin, we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Long term conditions

If a child suffers from a long-term medical condition Craven Arts House will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.

Children to Staff teaching ratios

We ensure we have sufficient staff to supervise children, young people or adults at risk, keep them safe and meeting their individual needs. Staffing requirements at Craven Arts House are considered by the number of people we are planning to take part in the activity, their ages, their maturity, the space available, other activity taking place at Craven Arts House, and the type of activities that we intend to offer.

Examples of good staff to children's ratios are

1:4 for early years (0-5 years)

1:8 for children up to the age of eight

1:10 for children over the age of eight

If a provider does not meet the threshold for Ofsted registration - for example if it provides coaching in a particular area such as drama or sport rather than general childcare - there are no legal minimum staffing ratios.

Lone Working Procedures

The safety and welfare of our staff and children in our care is paramount. It is best practice for at least two members of staff to be on duty at any one time, but situations may arise where this is not possible. When it is necessary for only one member of staff to be on duty, we will follow the procedures set out in this policy.

Staff members approved for lone working must have all the relevant qualifications, training and skills. For example:

- child protection training
- a relevant childcare, play work or teaching qualification.
- does not have any medical condition that might affect their suitability to work alone.
- is familiar with the emergency evacuation procedure – and how this can be adapted to lone working situations.

When a member of staff is working alone, they must keep all children "within sight or hearing at all times" Therefore all essential resources must be readily to hand and not kept in a separate part of the building. For example: emergency contact details, first aid kit, mobile phone

