

ORT GALLERY | SAFEGUARDING POLICY

Ort Gallery is committed to safeguarding the welfare of children, young people and adults at risk, and we recognise that we have a duty of care for the children and adults at risk who we work with. This policy lines out how we safeguard audiences, participants and employees of Ort Gallery.

This policy lines out basic terms safeguarding of vulnerable adults and gives details of procedures and good practice. We believe that everyone has the right to live their lives free from violence and abuse.

Any member of staff working with vulnerable adults or children will have been DBS checked prior to the start of the activity. Any members of staff or volunteers working with vulnerable adults or children without a DBS check will never be alone with a vulnerable adult or child and only support the work of DBS checked members of staff. We advise vulnerable adults to bring a carer along should they need extra assistance. Ort Gallery pays for the DBS checks necessary for all staff.

Definitions

We understand in this policy the term children to apply to 0-18 year olds although the values that underpin it apply to everyone we work with.

An adult at risk (vulnerable adult), as defined in 'No Secrets (DoH 2000)' and supported by Birmingham Safeguarding Adults Board is: 'A person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

For the purpose of this policy, safeguarding is defined as action to prevent abuse or to protect persons thought to be at risk of abuse or neglect or actions that violate their human and civil rights.

Any individual at risk of abuse or neglect should be able to get in touch with public organisations for appropriate interventions and to know that agencies will work together as needed.

Designated Safeguarding Lead

The designated lead for Safeguarding is Josephine Reichert who is responsible for;

- Annually review, update and disseminate the safeguarding policy, safeguarding procedures and code of conduct

- Ensure that appropriate training is available
- Receive any concerns about the protection of an individual that may have been raised
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter appropriately
- Ensure the safeguarding policy and procedures are followed and accurate information recorded
- Keep relevant people in the organisation informed about action taken, further action required, for example disciplinary action against a member of staff
- Ensure appropriate support and advice is given to members of staff who have been disclosed to, or involved with a particular matter.

If you wish to speak to Josephine Reichert regarding safeguarding issues please email her at josie@ortgallery.co.uk or call 07938 428394.

Selection and Development of Staff and Volunteers

All staff and volunteers receive a written description outlining their roles, what is expected from them and their responsibility to safeguard children and adults at risk.

References and evidence of qualifications, identity and address will be obtained when recruiting and selecting staff and volunteers.

We offer safeguarding training to all staff and regular refreshers.

Criminal convictions

Ort Gallery undertakes DBS checks at the cost of the organisation for staff who work one on one with children or vulnerable adults. As this only applies to a small amount of projects we do not DBS check all staff. Only staff with a DBS check will work one on one with vulnerable adults and children.

If Ort Gallery dismiss a member of staff or a volunteer because they have harmed a child or adult at risk, or would have done so if they had not left, the designated lead will notify the Disclosure and Barring Service.

Behaviour of Staff and Volunteers

Staff and volunteers must treat children with respect, must not make racist or sexist remarks and must avoid showing favouritism.

All staff and volunteers have a responsibility to;

- Safeguard children and adults at risk
- prevent abuse of children, especially young children and ensure they are not being bullied or raise awareness of such behaviour immediately
- seek medical help in an emergency

It is never acceptable for a member of staff or a volunteer to provide personal care to any individual at Ort Gallery. This is because the work we undertake at Ort Gallery should never include this kind of activity and participants should bring a carer or guardian with them if they are in need of personal care on our premises. We do not provide activity for children under 5 so personal care will not be required of any staff or volunteers.

Vulnerable Staff and Freelancers

Ort Gallery is a place where safety, care and empathy are part of our ethos. We therefore have several policies to ensure we treat all members of staff with respect and we support and empathise with someone's situation.

Please refer to our [Code of Conduct](#), [Equity and Inclusion Policy](#) and [Complaints Policy](#). In these documents we line out that we treat all members of staff and freelancers fairly and without prejudice, that we will use radical empathy to understand someone's situation and that we will make sociocratic decisions as a team with and not about the individual.

Lone Working & Late Nights

No member of staff will ever be alone in the building at any time of day or night. The building manager or relevant replacement will always be present to ensure everyone leave the building in a safe manner.

Ort Gallery cover all travel and other safeguarding expenses of the people we work with to ensure we keep them safe. This will include having a conversation to ensure we understand what access support is needed.

Restraint

Ort Gallery accepts a definition of restraint as an action intended to curb or restrict another person's freedom of action. We recognise that restraint can take many forms including: physical restraint, forced care, physical intervention, chemical restraint, environmental restraint, electronic surveillance and medical restraint.

The use of restraint can happen under many circumstances, which includes situations where the risks to a person's safety are considered too high to be acceptable.

The most common situations, where restraint may be indicated, include those where there are needs to protect another person or other people from harming or injuring themselves or others physically or psychologically or to protect property and possessions.

The use of restraint may be quite reasonable and acceptable in some situations but unreasonable and tantamount to abuse in others.

When restraint is acceptable and reasonable

At all times we will try to empathise with both parties and ensure that we keep the vulnerable party safe. However, we will do this by speaking to the people involved and giving them notice that restraint will be used before using it.

The use of restraint is only acceptable when people's safety is clearly at risk. Restraining interventions must then be appropriate to the situation and must be discontinued once the immediate danger has gone.

Staff actions should be directed at preventing the need for any form of restraint. If physical or any other form of restraint is needed it should be undertaken solely with the interests of keeping the person and other people safe.

The least restrictive form of intervention appropriate to the situation should always be used. It is never acceptable to use forms of restraint that are unnecessary or dangerous to the person being restrained.

Staff Development

All staff and volunteers are given this policy and safeguarding procedures to read and understand.

We will also offer relevant training to all staff and volunteers with regular refreshers.

Photography and Filming

Ort Gallery will obtain formal permission will be obtained for the photographing or filming of a child from a parent or guardian, and the specific use of the images/footage. Permission for the photographing or filming of an adult at risk will be sought from the adult in question where appropriate or from a guardian of link worker. We will also ask permission of any audience members before commencing filming or photography. This is because it might not align with the person's beliefs to be filmed or photographed and is best practice.

ORT GALLERY | SAFEGUARDING PROCEDURE

All employees, freelancers and volunteers working with children and vulnerable adults are required to familiarise themselves with these procedures.

These procedures are to support staff in the process of raising a concern about suspected abuse. In all cases, any suspicion, allegation, incidents of abuse or actions taken must be reported to the designated member of staff responsible for safeguarding children and vulnerable adults (Josephine Reichert) as soon as possible.

Types of Abuse and Neglect

Detailed definitions are included in basic safeguarding training provided to members of staff and volunteers

- Physical Abuse
- Emotional Abuse (For an adult at risk psychological abuse)
- Sexual Abuse
- Neglect

The following definitions of abuse also apply to Adults at Risk

- Financial and Material Abuse
- Discrimination
- Institutional Abuse

How might you recognise or become aware of abuse?

Recognising abuse is not easy, and it is not your responsibility to decide whether abuse has taken place or if an individual is at significant risk. You do have the responsibility however to raise any concerns you may have and all complaints, allegations, or suspicions must be taken seriously.

You may become aware of abuse by:

- A child or adult at risk telling you
- Someone else reporting that a child or adult at risk has told them or that they strongly believe that they have received some form of abuse.
- An individual might show some signs of physical injury for which there appears to be no satisfactory explanation.
- An individual's behaviour may indicate that it is likely that she or he is being abused.
- Observing one child or adult at risk abuse another.

Reporting Child Abuse

If you have any concerns about the safety or welfare of a child or young person, contact the Multi-Agency Safeguarding HUB (MASH) by telephoning 0121 303 1888 or emailing MASH@birmingham.gov.uk

Outside normal office hours please telephone the Emergency Duty Team on 0121 675 4806

Ort Gallery will report all child protection concerns to the relevant Safeguarding Agency on the same day.

Reporting Adult at Risk Abuse

In an emergency phone 999. If you think there has been a crime contact the police straightaway. Call West Midlands Police on 0345 113 5000 or 101. From outside the West Midlands phone 0345 113 5000.

If it is not an emergency and you want to report adult abuse please call the "Adults & Communities Access Point" (ACAP) on 0121 303 1234 and press option 1 on your keypad

Out of Hours Access - In an emergency outside office hours, on weekends and during Bank Holidays phone the Emergency Duty Team on 0121 675 4806 or the police and tell them you are worried about possible adult abuse.

The Emergency Duty Team is available at the following times:

5.15pm to 8.45am (Monday to Thursday) or 4.15pm to 8.45am (Friday to Monday)

Someone who is in a 'Position of Trust' - if your enquiry is about someone who is in a 'POSITION OF TRUST' please phone 0121 303 6906. You can find out more about people in a 'position of trust' through www.bsab.org/how-to-report-abuse

Other teams and contacts - please be aware that you can also contact directly the hospital social work teams, the mental health social work teams and Birmingham Institute for the Deaf (BID) where they are the appropriate team for the person you are concerned about. For contact details visit www.bsab.org/how-to-report-abuse

In all cases:

- Take action to ensure that further harm cannot occur.
- If the person is physically injured or in need of immediate medical attention, consider calling an ambulance or the person's own doctor.
- If the abuse amounts to a criminal offence, the Police should be contacted and any physical evidence preserved.
- Reassure the child, young person or adult at risk that their account will be listened to and taken seriously.
- Note what the child, young person or adult at risk and any other witness tells you, using the exact words spoken – write it down, making a note of the time and date.

- Report the details to your line manager or Ridhi Kalaria as soon as possible – do not delay.

Do not:

- Ask the child, young person or adult at risk leading questions about the alleged abuse and avoid intrusive questioning.
- Promise that you will not share information – you have a responsibility to disclose information to those who need to know.
- Assume that someone else will recognise and report when children, young people or adults at risk. If the behaviour of another member of staff, a volunteer, relative or another service user causes you concern – don't ignore it – report it as soon as possible.
- Do not worry about being mistaken – it is better to have discussed your concerns with somebody who has the experience and responsibility to make an informed assessment and take positive action.

Staff and volunteers should not try to investigate whether or not a child or adult at risk has been abused. This responsibility lies with children's/adult social care and the police. The staff member or volunteer should tell the person in charge (and/or Josephine Reichert) about their concerns. If the person in charge does not feel that there is any cause for concern but a staff member or volunteer disagrees, the concerns must be passed on to the relevant safeguarding agency.

Safeguarding is the individual responsibility of each person – if any person remains concerned about a child/Adult at Risk protection issue, the concern must be reported.

If you are suspicious about a particular person, do not try to question them yourself.

Responding to suspicions of Abuse

If you suspect abuse:

- Make the person with legal responsibility for the child or adult at risk aware of the situation. If you suspect that the person with legal responsibility is actually the source of the problem, you should make your concerns known to another member of staff
- Make a note for your own records of what you witness as well as your response.
- Report to Ridhi Kalaria what has happened and what action has been taken.

Responding to a Child or Adult at risk disclosing to you

It is possible that a child or adult at risk who is or has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken:

- Stay calm
- Listen carefully to what is said and allow the person to tell you at their own pace

- Ask questions only for clarification. Don't ask questions that suggest a particular answer
- Don't promise to 'keep a secret'. Explain that you will need to share the information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the individual that 'they did the right thing' in telling someone
- Tell the individual what you are going to do next
- Speak immediately to the person with legal responsibility for the individual or Josephine Reichert. It is that person's responsibility to liaise with relevant authorities, usually social services.
- As soon as possible, make a note of what was said during the disclosing conversation, using the child or adult at risk's own words. Note the date, time any names that we involved or mentioned, who you gave the information too. Make sure you sign and date your record.
- Report to Josephine Reichert what has happened and what action has been taken.

Responding to Allegations of Abuse against a Member of staff

Any suspicion, allegation or actual abuse of a child or adult at risk member of staff must be reported to Josephine Reichert as soon as possible. If Ridhi cannot be contacted, or that member of staff is involved in the allegation, the report should be made to an Ort Gallery director or your line manager.

On being notified of any such matter Josephine Reichert shall take such steps as she considers necessary to ensure the safety of the individual in question and any other individual who might be at risk.

The allegation shall be dealt with under disciplinary procedures.

If an allegation is made about a member of staff or a volunteer, this will be referred to the MASH or ACAP, who will make enquiries.

If an allegation is made about a member of staff or a volunteer, or for any other reason suspicion falls on a member of staff or a volunteer, Ort Gallery will follow the advice of the police and social care until the enquiries are complete.

It may be necessary to suspend the staff member or volunteer from involvement in any contact with children or adults at risk to safeguard the welfare of children and adults at risk. This does not mean that the person is guilty.

Ort Gallery recognises that the member of staff or volunteer may need for support at this time and will help them to identify suitable sources of support.

When suspicion falls on a staff member or volunteer, there are three possible outcomes:

- It may be proved that the person has abused one or more children/adults or put one or more children/adults at risk of harm,
- It may be proved that the person is not guilty of abuse, or
- The enquiries may be inconclusive, leaving suspicion, but no proof about the person's behaviour.

The last of these possibilities always raises sensitive issues and it is important that you consider how you would deal with it.

If suspicion falls on the person to whom you would normally report their concerns please speak to a director of Ort Gallery or your direct line manager but do not challenge the individual directly.

Recording and Reporting Information

- A full record should be made as soon as possible of the nature of the allegation and any other relevant information including:
 - The date and the time
 - The place where the alleged abuse happened
 - The name of the complainant and, where different, the name of the individual who has allegedly been abused and any other names mentioned
 - The nature of the alleged abuse
 - Description of any injuries observed
 - The account which has been given of the allegation
 - Making sure you sign and date it

Following an allegation, all details of the report and actions taken after shall be made by the designated member of staff including the above plus:

- Parties who were involved
- Any action taken by the school or venue organisation to investigate the matter further
- Any further action e.g suspension of worker
- Where relevant, reasons why there is no referral to a statutory agency
- Names of persons reporting and whom reported

The record should be clear and factual as it may be needed as evidence in court. Copies of reports, notes etc will be kept securely at all times and kept for a period of six years.

Co-operating with Safeguarding enquiries

Safeguarding enquiries are carried out by social care and the Police, usually acting together. Staff and volunteers are expected to co-operate with safeguarding enquiries, as

far as is reasonable within the role of the organisation and of the staff member or volunteer.

Social care and the Police may not be clear about the agency's role and purpose. Staff and volunteers can and should question any request that seems inappropriate.

Signed: Josephine Reichert

Position: Artistic Director

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