



SAFEGUARDING POLICY

Introduction

This policy sets out Rural Media's actions and commitments for safeguarding all who participate in its activities, including employees and workers who may have contact with young people, children and venerable adults or adults at risk. We intend this policy to be proportionate and relevant to our organisation's activities and has been agreed by our Board of Trustees. This policy will be reviewed regularly and workers will be trained on its contents and advised to take an informed but common sense approach to safeguarding and protecting Young People and Vulnerable Adults.

Terms and Definitions

'Rural Media' is used throughout this document to mean both 'Rural Media Charity' [Companies House registered no. 02732325; Charity Commission registered no. 1041335] and its trading subsidiary 'Rural Media Productions Ltd' [Companies House registered no. 03751216].

'Workers' is used throughout this document and refers to staff, freelance contractors, volunteers and Board members

'Child' and **'Young Person'** are both terms used to describe anyone who has not reached the age of 18 years.

'Adult' is anyone who is aged 18 years or over.

'Vulnerable Adult' and **'Adult at Risk'** is anyone aged 18 years or over who is at risk of abuse or neglect, who has needs for care and support, who is experiencing, or is risk of, abuse or neglect and as a result of their care needs is unable to protect themselves.

Philosophy and principles

- Rural Media is committed to the safeguarding of children, young people and adults at risk.
- All young people, children and vulnerable adults must be treated with care, respect and dignity.

- Those working with children, young people and vulnerable adults are in a position of trust, and must wholeheartedly respect and fulfil that trust.
- Communication with children, young people and vulnerable adults must be open and clear.
- In line with legislation, the welfare and safety of the individual is paramount.

If a complaint or criminal proceeding occurs between a Rural Media worker and a third party, as a result of Rural Media's direct or indirect involvement, it will be treated seriously.

All issues and allegations relating to safeguarding should be reported immediately to the designated member of staff:

Safeguarding Lead

Julie Colman

Tel: 01432 344039

Mobile: 07970 404966

Email: juliec@ruralmedia.co.uk

They will respond promptly, in line with the actions and commitments set out below.

Rural Media's Contact with Young People

Rural Media's workers may have direct contact with children, young people and vulnerable adults through educational and media production projects and programmes such as BFI Film Academy, Travellers' Times and the New Creatives Programme, through training, and when working with young people to plan and develop projects and programmes. Examples include:

- Creative and Media workshops organised for young people as part of projects like Travellers Times or Big Wig;
- Film production training as part of BFI Film Academy or BA in Short Film
- Film production and creative talent development and mentoring as part of New Creatives
- Working directly with children, young people and vulnerable adults to plan and develop events through Great Place project (eg; Create Fuel or 'get a proper job')
- Working with partners to develop special project work (e.g. Schools Programme Anthology);
- Consulting children, young people and vulnerable adults about projects and programmes;
- Involving young people in specific training events
- Questioning and surveying children, young people and vulnerable adults for project evaluations.

Rural Media will take steps to ensure workers do not have unsupervised contact with children, young people and vulnerable adults. However, for some posts, occasional unsupervised contact may be required (eg; one to one mentoring) and for these posts the appropriate DBS or other checks will be obtained and 'safer working' guidelines issued.

Risk assessment

When working with or through a partner organisation, steps will be taken to ensure they are using a risk assessment to ensure the safety of young people and vulnerable adults.

When Rural Media is the lead or sole organisation, contact with children, young people and vulnerable adults requires a risk assessment. The risk assessment form helps you assess risk and prompt any action required to ensure the individual's protection. Once completed and acted upon, risk assessments must be sent to the appropriate Project Manager for filing.

Rural Media workers in contact with children, young people and vulnerable adults must ensure they are not placed in situations where abuse might be alleged. Workers should not find or place themselves in situations where there is unsafe equipment or materials, inadequate staff support, or work for which they do not have enough training or experience. Project planning should ensure the skills of the worker match the needs of the situation.

Code of practice for Rural Media workers (available as a separate 'Quick Guide')

This applies to all contact with children, young people and vulnerable adults:

Our expectations of staff, contractors and volunteers – Code of conduct

The following code of conduct should be followed by all staff, contractors and volunteers

- listen and respect everyone as an individual
- value and respect children, young people and vulnerable adults as individuals
- appropriately involve children, young people and vulnerable adults in decision making during activities
- encourage and praise achievement
- actively contribute to a culture where inappropriate behaviour is not tolerated
- model an example of the good conduct you wish others to follow
- ensure that whenever possible there is more than one adult present during activities with children, young people and vulnerable adults, or at least that you are within sight or hearing of others
- avoid transporting individuals alone by car unless it is more dangerous to leave that young person or vulnerable unattended.
- avoid any unnecessary physical contact – if contact is necessary for medical or health and safety reasons, where possible, explain why and seek consent
- do not engage in or allow any sexually provocative language or activities to take place
- do not make or permit suggestive or discriminating remarks to/or about children, young people or vulnerable adults
- do not meet children, young people or vulnerable adults outside of organised or formal interaction
- do not give out personal information, or share email addresses, mobile phone numbers etc with any child, young person or vulnerable adult

- report all allegations/suspensions of abuse by seeking further support and guidance, including any allegation made against yourself or others
- ensure that any concern about inappropriate behaviour are quickly and appropriately reported
- support a whistle blowing culture where any concerns about inappropriate behaviour by others towards children, young people and vulnerable adults is speedily reported
- ensure they are familiar with this and other Rural Media polices including Health & Safety, Equality and Data Protection.
- send any messages for young people under 16 via their teacher, group leader, parent or guardian where possible. Always use Rural Media email address and if you need to message a young person directly always copy in another staff member to your communication. **DO NOT** give out personal email addresses to participants.
- Do not follow or 'friend' young people that you are working with or have worked with on social media.

If a worker feels uncomfortable about approaches made to him/her by a young person, including via email or social media, they should discreetly make the young person aware of their discomfort and should inform their line manager and/or Safeguarding Lead of the situation.

Disclosure

Workers who disclose that they have been convicted of any offence relating to children/young people or vulnerable adults, or any related disciplinary sanction will not be permitted to work on any project which involves contact with children, young people and vulnerable adults.

Accidents and injuries

Where Rural Media is the lead or sole organiser or children, young people and vulnerable adults are acting on Rural Media direction, any accidents must be recorded. This record must be counter-signed by the person with responsibility for the individual and archived by the Finance & Operations Director.

Implementation, monitoring and review of this policy

It is the responsibility of all Rural Media workers and representatives who have contact with Young People or Vulnerable Adults to observe this policy. It will be reviewed annually and additionally where there are relevant changes in legislation or to our working practices and appropriate training given.

Any queries or comments about this policy should be addressed to the Chair of the Board.

Risk assessment prompt sheet

Issue	Response	Action if required
Are you working in a room with other adult supervision?	Yes/no	
If you may have unsupervised contact with children, young people or vulnerable adults are you DBS ‘enhanced’ checked and registered with the DBS Update Service?	Yes/no	
If you are working with an external organisation do they have a safeguarding policy? (If not, the Rural Media policy will be followed).	Yes/no	
Is it clear who is responsible for the children, young people and vulnerable adults during contact time?	Yes/no	
Does Rural Media have a partnership agreement with the organisation you are working with?	Yes/no	
Will you be using photography/film/video/ recordings or live broadcast and have the appropriate consents been sought?	Yes/no	
Health and safety. Are there any risks that you can see in the space or activities planned for young people? Examples include: trip hazards, head-height obstacles, slippery floors, heavy doors that might trap fingers.	Yes/no	
Are there any other follow up actions you are aware of that you need to take?	Yes/no	
If you are using your own vehicle for transporting children, young people or vulnerable adults, have you checked your insurance policy to ensure all parties are adequately covered? NB make sure you that you are not alone in the vehicle with any single child. Make sure seat belts are correctly adjusted for height, or that child seats are used, etc.	Yes/No	

Guidance

Guidance on the requirements for the safeguarding of Young People and Vulnerable Adults when working with partners or working on Rural Media led projects

1. Rural Media-led projects

Where the contact is on behalf of Rural Media and not through a partner, the Safeguarding Lead must ensure that contact complies with legislation on child/adult ratios and the registration of child care activities as appropriate.

The Rural Media worker responsible for the activity must ensure that:

- A risk assessment is carried out in advance;
- Appropriate action is taken to mitigate any identified risks;
- Any necessary permissions are in place from the school, local council etc. and letters/forms to parents etc. have been sent out in advance;
- Contact details are recorded for each child attending without a parent or parent-nominated minder;
- An attendance register is kept
- First aid equipment and support is available in case of an emergency;
- Workers are fully aware of any severe allergies, or medical and access needs and the appropriate arrangements have been made.
- Staff-child ratios and all procedures conform with the guidance in 'A Safe Place for Children';
- Staff supporting the event have appropriate levels of DBS checks or other checks as appropriate;
- All young people and vulnerable have left safely after the activity;
- The worker has not been placed in a situation where allegations of abuse may be made.

2. Working with and through partners

Some contact with young people and vulnerable adults is through partners such as schools, local authorities and voluntary or community organisations.

Our expectations of partners

Wherever contact is through these partners, Rural Media can reasonably expect them to:

- Have a Safeguarding policy in place;
- Use risk assessments and take action to ensure adequate safeguarding of young people;
- Ensure contact is supervised by a responsible person from their own group in addition to any Rural Media representative (preferably with an up to date DBS check or other check as appropriate);

- Understand their responsibilities and ensure safe practices that protect the welfare and safety of the young person at all times;
- Understand their responsibility to conform with legislation on child/adult ratios and the registration of child care activities as appropriate;
- Obtain consent from parents, as they would automatically do for any out of school activity.

Film/Media/Photography

When Rural Media is acting as a lead or sole organisation then any photographs of video/film footage for possible publication must put the welfare of the young person at its centre. This means that individual permission must be obtained for the photograph/film to be published in the agreed formats and for specified purposes (parent's or guardian's permission required for young people under 16).

Completed permissions forms must be archived within the project folder by the responsible project lead, or must be sent to the **Safeguarding Lead** for filing.

When Rural Media is acting as a partner organisation, eg with schools, then it is reasonable for Rural Media to ask permission for photography well before the event from the relevant contact but should always allow the school or organisation to follow its own procedure.

Recruitment and DBS checks

As an organisation working to committed to supporting talent development and youth voice, Rural Media has a position of trust when working with Young People and Vulnerable Adults. Rural Media is committed to safeguarding the welfare of those accessing our activities and events through the effective use of the Disclosure and Barring Service (DBS) vetting process for all relevant posts, paid or unpaid.

Rural Media workers have varying levels of contact with young people and will treat each case on its merits, employing one of the following solutions as appropriate:

- Requesting appropriate disclosures of the DBS through Hoople as our 'registered body' for workers who have contact in a position of trust with young people; <http://www.criminalrecordchecks.co.uk/>
- Requesting other appropriate checks as laid down by current guidelines.

There are five types of check that are available:

Examples of activities with children that are regulated activity (not the full list) include:

- teaching and training (for example teachers, coaches, artists-in-residence);
- care and supervision (for example probation officers, childminders);
- advice or guidance (for example careers advisors or mentors);
- transportation (for example bus drivers).

You may also be in regulated activity if you work or volunteer in certain places, including:

- schools;
- childcare premises (for example nurseries, playgroups);
- children's homes;
- children's detention centres.

There are six categories of activity which are regulated activity with vulnerable adults. They are:

- providing health care
- providing personal care
- providing social work
- assistance with general household matters
- assistance in the conduct of a person's own affairs
- conveying.

Activity or situations which are not regulated include:

- work with 16 and 17 year olds in a workplace
- work at mixed age sports and leisure facilities
- work with children or vulnerable adults by chance (for example if an adult brings their child to an aerobics class)
- work at a college for adults
- work in a leisure facility where children or vulnerable adults might be customers (for example holiday camps)
- someone under 16.

There is no period of validity for a DBS Disclosure. A DBS Disclosure is technically out of date on the day it is issued as a new or further criminal conviction, caution, etc. may be recorded against the individual at any time after the issue date. There are no requirements to undertake periodic DBS Disclosures. However, Rural Media requires all those working in regular contact with children, young people or vulnerable adults renew their DBS check every 3 years and are encouraged to be registered with the DBS Update Service.

Disclosures do not record convictions that were committed abroad. When recruiting employees or volunteers who have spent a period of time living or working abroad, a DBS Disclosure must be obtained in the normal way and a DBS Disclosure or equivalent from the country(s) concerned may be required as well.

In all circumstances every effort must be made to ensure a DBS Disclosure is obtained where necessary prior to an individual commencing work or volunteering with the Rural Media, or a risk assessment must be undertaken to determine and ensure that sufficient safeguards are in place to ensure the individual has no unsupervised access to children, young people or vulnerable adults.

If a positive DBS Disclosure (i.e. a Disclosure that reveals a criminal background or details that may be of concern) is received, then the individual concerned cannot commence work with children and young people until a risk assessment has been carried out to determine

whether the risk can be taken and what safeguards would need to be introduced to manage that risk.

In accordance with the Rehabilitation of Offenders Act a criminal conviction may not automatically prevent an individual from working with Rural Media. Amongst factors, the Festival must consider the following:

- the requirements of the role and the level of supervision the individual will receive;
- the seriousness of the offence/issue raised and its relevance to the safety of employees, customers, participants or property;
- how relevant the offence is on the role to be undertaken;
- how much time has elapsed since the offence was committed and whether it was a one-off incident or part of a history of offending;
- whether the individual's circumstances have changed since the offence was committed making re-offending less likely;
- whether the individual was open and transparent about their past and declared their criminal background prior to receiving the DBS Disclosure.

Allegations against staff, contractors or volunteers (workers)

If an allegation is made against you, you should advise your line manager and The Safeguarding Lead even if you think it is trivial. If we receive an allegation against you we will inform you.

- All allegations of misconduct will be subject to standard procedures as outlined in your contract of employment and repeated below.
- You are entitled to the moral and practical support of your line manager, Safeguarding Lead and senior colleagues if an unwarranted allegation is made against you
- Any allegation will be scrupulously investigated, with due regard for confidentiality. In itself this should not be interpreted as indicating culpability. It is part of our duty to protect people working with us from any unfounded allegation
- If your behaviour contravenes this policy and guidelines, it will be treated as gross misconduct
- If you have concerns about how an allegation against yourself or anyone else is being dealt with, you should inform a colleague at the most senior level you think appropriate.

What will happen - A referral will be made via Local Authority Designated Officer (LADO) to the Herefordshire Safeguarding Children Board.

LADO's are involved in the management and oversight of individual cases. They provide advice and guidance to employers and voluntary organisations, in addition to liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

Some allegations may not need to be referred to the LADO but if you are in any doubt, please seek advice from the Herefordshire LADO office on (01432) 261739

lado@herefordshire.gcsx.gov.uk

What to do if someone discloses that they are being abused

It can take a great deal of courage for a Young Person to talk to an adult about what is happening to them and it can sometimes be hard for an adult to listen or recognise what is going on.

It is important that workers and volunteers know how to respond in an appropriate way.

- Accept what they are telling you.
- Be aware that they may have been threatened by the person abusing them. Reassure them that they were right to tell you and that you believe them.
- Keep calm and look at them directly.
- Listen to them without interrupting. Do not stop them when they are recalling significant events.
- Try not to question them directly or probe for more information.
- Avoid asking closed or leading questions (e.g. "He's been hitting you, hasn't he?").
- Remain calm and receptive; do not over-react or allow shock or distaste to show.
- Do not make assumptions or speculate, or make negative comments about the abuser.
- Make it clear you take them seriously and acknowledge their courage in telling you.
- Explain what you have to do and whom you have to tell.
- Be honest with them. Let them know that you need to tell somebody. Do not promise confidentiality. If a Young Person has built up the courage to make a disclosure then they are putting you in apposition of trust and will want you to help them.
- Tell them what you are going to do next and that you will let them know what is happening.

What to do next if you believe that a child is in need or at risk

Make an immediate, written, accurate record of what has been said. If possible use their own words and record them on the Referral Form found at the end of this document. Write it by hand and ensure you record dates and times wherever possible. Speak immediately to the Safeguarding Lead.

Procedure

This sets out the actions you must take if:

- (1) You suspect a vulnerable adult or child may be at risk of, is being, or has been, abused either by a member of staff, a member of their family, or anyone else
- (2) A vulnerable adult or child tells you that they are being, or have been, abused by any of the above. Make sure you are familiar with the guidance set out below. This can happen very suddenly and surprisingly so make sure you are prepared. If you feel you need further support or training please speak to The Safeguarding Lead as soon as possible.
- (3) You have concerns regarding the behaviour (past or present), towards vulnerable adults or children, of anyone connected with Rural Media.

Step One – Notify and Record

Do not delay - tell the Safeguarding Lead (or your line manager who will arrange for you to speak with the Safeguarding Lead) as soon as you can and explain your concerns.

In the case of (2) where a vulnerable adult or child has disclosed information to you about themselves or someone else, complete the referral form, a copy of which can be found at the end of this document. Give this form to the Safeguarding Lead. Complete the form by hand and remember this is strictly confidential and highly sensitive information.

If the Safeguarding Lead is the subject of or is linked to your concerns or, for good reason you feel it is not possible to raise your concerns with your line-manager or the Safeguarding Lead, you must immediately contact the Finance and Operations Director who will arrange for a confidential interview where you will have an opportunity to discuss your concerns.

Do not discuss this with anyone else. However it is important that you receive appropriate support and/or counselling during this difficult and potentially upsetting time so do not keep your feelings 'bottled up'. Ask your line-manager or the Safeguarding Lead about support and counselling.

Step Two – Internal Investigation

The Safeguarding Lead will notify the CEO and an appropriate action plan will be agreed as a matter of urgency and certainly within 24 hours of receipt of any such notification.

The CEO will consult as appropriate in order to agree the course of action. This would normally include the SMT and/or the Safeguarding Lead.

Actions may need to include suspension of a staff member or member(s), or the suspension or postponement of a project or activity.

It is company policy to notify Social Services of any incident of abuse which is disclosed or reported or made known to the organisation.

Your line-manager will ensure that any member of their staff team reporting abuse has access to appropriate support and counselling. The Safeguarding Lead can help with resources/support for this too.

Step Three – External Notification

In Herefordshire, referrals must be made to the Multi-Agency Safeguarding Hub (MASH). To speak to someone in the MASH about appropriate actions to take, **you can call them on**

01432 260800. If you are calling outside normal office hours, **contact the Emergency Duty Team on (01905) 768020**

Further information and advice

Herefordshire Safeguarding Children Board
<http://hscb.herefordshire.gov.uk/>

Herefordshire Local Authority Designated Officer (LADO)
<http://hscb.herefordshire.gov.uk/for-professionals/policies-procedures/#LADO>

Disclosures and Barring Service information:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

HM Government: 'What to do if you're worried a child is being abused: Advice for practitioners'.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Responsibility for this policy rests with Rural Media's Board of Trustees and The CEO (Nic Millington). Implementation of this policy is the responsibility of the Safeguarding Lead, Julie Colman

It is essential to the implementation of this policy that staff know how to deal with emergencies and to express concerns to the appropriate person in the organisation.

It is the responsibility of all staff to take action to prevent the suffering another person.

It is not the responsibility of staff to decide whether a vulnerable adult or child is being, or has been, abused or whether or not someone poses a risk to the welfare of a vulnerable adult or child.

Staff are not expected to be experts on abuse, but must at all times act with due regard for the Vulnerable adult and Child Safeguarding Policy and awareness of its content.

Staff are therefore expected to be familiar with this policy, to attend staff training sessions and to act in accordance with the procedures set down within this document.

Referral form:

Your Name:

.....

Your Position:

.....

Your knowledge of and relationship to the individual:

.....

.....

Individual's name:

.....

Individual's address:

.....

.....

.....

Individuals Date of birth:

.....

Date(s) of incident(s)

Location of incident(s)

Nature of the concern/allegation. Write down what happened or what you suspect. If recording something said, try to use the child's own words.

Make it clear what is fact and what is your suspicion.

Continue on a separate sheet if you need to.

Print Your

Name:

Signed:

Date:

In the event that Social Services Department are notified, they will require the following information most of which will already be in the above form:

- Name, position, and contact number of person who suspects the abuse.
- The individuals name, date of birth, gender, ethnic origin, religion and any disability
- When the child, young person or adult first came into contact with Rural Media
- Any other names the child, young person or vulnerable adult may be known by
- Any previous addresses where the child, young person or vulnerable adult is known to have lived
- Details as far as possible of the child, young person or vulnerable adults family
- The source of the information
- Details of the concern (if an incident, the time, place and any persons present)
- Any physical signs, behavioural signs, indirect signs.
- Has anybody been alleged to be the abuser, if so give details
- Whether the child, young person or vulnerable adult has been spoken to, and if so what was said
- Whether the parents/carers/guardians have been contacted, and if so what was said
- Whether the child, young person or vulnerable adult and their family are aware of the referral
- Has anyone else been consulted or contacted, if so give details