

Freelance and Volunteer Safeguarding Guidance



Applies to: All freelance artists, facilitators, workshop leaders and creative practitioners working with Live & Local.

This document should be read alongside the full Safeguarding Policy.

1. Purpose of this document

Freelancers and volunteers can work:

- In short-term, one-off or intensive creative sessions
- In mixed-age community groups
- In public or informal settings (village halls, libraries, outdoor areas, community cafés)
- Without Live & Local staff present
- As the sole representative of Live & Local in the room

These conditions create specific safeguarding responsibilities. This document sets out what must be done to keep children, young people, and adults at risk safe at all times.

2. Your Mandatory Safeguarding Responsibilities

Before starting any work, Live & Local will evaluate the project you are working on to see what the safeguarding concerns might be. They will consider the people you are working with, where you will be, what other workers will be there, any at risk people that might be there taking part, and how much contact time you will have in the project.

2.1 Your main safeguarding contact at Live & Local will be the community engagement worker that you liaise with. Should you need to discuss a safeguarding concern with somebody else you can contact our office and speak to our Company Manager or RHT Programme Manager on 01926 402 173.

2.2 We may ask you to provide a DBS check, this should be dated within the last 12 months.

2.3 We may ask you to read and agree to our Safeguarding Policy, to which this document is a useful addendum.

3. Professional Conduct & Boundaries

Freelancers and volunteers must always behave in a way that ensures safety, trust and professionalism.

3.1 You must:

- Maintain professional boundaries
- Respect personal space
- Use inclusive, non-discriminatory language
- Keep accurate written records of any incidents

- Advise Live & Local of any concerns immediately

3.2 You must never:

- Work alone with a child or adult at risk
- Promise confidentiality during a disclosure
- Transport a child or adult at risk alone
- Exchange personal contact details with participants
- Take photographs without explicit consent
- Accept gifts of significant value (above £20)
- Investigate any safeguarding concerns yourself

6. Photography, Film & Creative Documentation

Freelancers and volunteers must comply with Live & Local's consent procedures

- Do not take identifiable photos/videos without explicit permission
- Use the Live & Local photography consent forms
- Never post images of identifiable people on personal social media
- Follow community-partner venue rules

If unsure, do not capture images.

7. Responding to Safeguarding Concerns or Disclosures

If a child or adult at risk discloses harm, you must follow the procedure outlined in the main policy.

You must:

1. Stay calm
2. Listen without judgement
3. Avoid pressing for details
4. Never promise confidentiality
5. Explain that you must tell someone who can help
6. Record the information factually and promptly
7. Contact your Live & Local contact immediately so they can advise the Designated Safeguarding Person

Emergency situations

If someone is in immediate danger call the Police.

8. Information Sharing

Following *Working Together to Safeguard Children 2026*, sharing must be:-

- Timely
- Necessary and proportionate
- Recorded properly
- Shared only with the Designated Person or emergency authorities

Never store safeguarding information on personal devices.

9. Prevent & Extremism Awareness

You must report concerns about:

- Discriminatory, hateful or extremist language
- Sudden changes in behaviour
- Attempts to influence others with extremist views

10. Record Keeping

If any safeguarding incident, injury, accident or concern arises, you must:

- Use Live & Local's recording process
- Record facts, not opinions
- Date, sign and submit the record to the Designated Person (as outlined in the full policy)

11. Key Safeguarding Contacts

1.1.1 Live & Local Designated Safeguarding Lead (DSL)

Company Manager: Kristie Naimo kristie@liveandlocal.org.uk 01926 402173

Deputy DSL: RHT Programme Manager jessica@liveandocal.org.uk 07989 395 446

1.1.2 Emergency Contacts

- Call the Police if somebody is in immediate danger.

12. Confirmation of Understanding

Before delivering any Live & Local activity, freelancers must confirm that they:

- Have read this document and the full Safeguarding Policy
- Understand their safeguarding responsibilities
- Agree to follow all procedures and risk assessments
- Will report all concerns immediately

Failure to comply may result in immediate termination of work and further action where appropriate.