

Safeguarding Policy



Live & Local is committed to ensuring the safety and wellbeing of all children, young people, and adults at risk who engage with our work.

This policy establishes the organisation's safeguarding commitments, procedures, responsibilities, and expectations for staff, volunteers, freelance artists, promoters, and partners.

It replaces all previous safeguarding policies and aligns with:

- *Safeguarding Vulnerable Groups Act 2006*
- *Working Together to Safeguard Children 2026*
- *Care Act 2014* adult safeguarding duties
- ACE safeguarding expectations for funded organisations

Live & Local believes that:

- The welfare of children and adults at risk is paramount;
- Safeguarding is everyone's responsibility;
- All people have the right to live free from abuse, neglect and exploitation;
- All safeguarding concerns will be taken seriously and acted on promptly.

This policy applies to Live & Local:

- All staff and Board of Directors;
- All volunteers;
- All freelance artists and facilitators;
- All promoters and community partners;
- Anyone representing Live & Local in any capacity.

It is essential that every effort is made to ensure that children, young people and adults at risk of abuse can engage with creativity, arts and culture safely, and that there are effective processes and procedures in place to respond to concerns should they arise.

1. Introduction

- 1.1 This document contains the policy statement and general policy of Live & Local with regard to the protection of children and adults at risk.
- 1.2 All staff, volunteers, freelancers (including but not limited to artists, event staff, film staff), Board of Directors, and companies working on Rural Hub Towns (RHT) projects have a duty of care to users of our services and should know how to respond to concerns.
- 1.3 The Executive Director will ensure that the Safeguarding Policy is implemented consistently across the organisation.

- 1.4 The Designated Safeguarding Lead (DSL), currently the Company Manager, has responsibility for recording all instances of alleged or reported abuse. Staff and volunteers should approach the DSL with any concerns of abuse. The Rural Hub Towns Programme Manager is Deputy DSL for times when the Company Manager isn't available. A Live & Local Director (from the voluntary Board of Directors) will be nominated as Safeguarding Lead for the Board of Directors ensuring that the policy is up to date and implemented within the organisation.
- 1.5 All DSLs will receive appropriate specific DSL training.
- 1.6 All suspicions, complaints or allegations of suspected or actual abuse of children/adults at risk will be taken seriously and responded to swiftly and appropriately.

2. Definitions

- 2.1 Duty of Care: anyone working with Live & Local whether employed, freelance, or voluntarily has a legal duty of care to safeguard children, young people and adults at risk. This means that safeguarding is everyone's responsibility.
- 2.2 Regulated activity: contact with children is defined Regulated Activity only if carried out by the same person frequently (once a week or more often), or on four or more days in a 30-day period (or in some cases overnight between 2am and 6am), and it falls under one of the following two categories:
 - 2.2.1 Unsupervised activities – teaching, training, instructing, caring for or supervising children, providing advice/guidance on wellbeing, or driving a vehicle only for children.
 - 2.2.2. Work for a limited range of organisations/establishments – these are 'specified places' with opportunity for contact, such as schools, children's homes and childcare premises. Anyone who works in these establishments is doing Regulated Activity.
- 2.3 Contact can be Regulated Activity regardless of whether the individual is an unpaid volunteer or a paid staff member, although it does not include work by supervised volunteers or staff. Supervision means such day-to-day supervision as is reasonable to protect any children concerned.
- 2.4 Regulated Activity excludes family arrangements and personal, non-commercial arrangements; and excludes incidental contact where the activity is not being provided for children and the presence of a child or children is unforeseen, (such as a public participation event designed for adults).
- 2.5 The definition of a child for the purpose of Regulated Activity is someone under the age of 18, except when that person is in employment.
- 2.6 The definition of a child is anyone under the age of 18, including looked-after children, children in kinship care, adopted children, and unborn children where safeguarding concerns exist.
- 2.7 The definition of an adult at risk 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 themselves or be unable to protect themselves against significant harm or exploitation.
- 2.8 Abuse is a violation of an individual's human and civil rights by another person or persons. Abuse may consist of a single act or repeated acts. It may be physical,

verbal, or emotional; it may be an act of neglect or an omission to act, or it may occur when a children or adults at risk is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

2.9 Child Safeguarding Principles

From *Working Together to Safeguard Children 2026*:

Safeguarding is a shared responsibility across agencies

- Anti-discriminatory practice is essential
- Hidden harms must be actively identified
- Information sharing must be timely and purposeful

2.10 Adult Safeguarding Principles

From *Care Act 2024*

- Empowerment – people being supported and encouraged to make decisions
- Prevention – take action before harm occurs
- Proportionality – least intrusive response appropriate to risk
- Protection – support for those in greatest need
- Partnership – local solutions through collaboration

3. POLICY STATEMENT

- 3.1 Basing all procedures on the principle that the interests and welfare of children and adults at risk are paramount, Live & Local will:
- 3.2 Review and update this Policy on an annual basis to reflect changes in practice/processes or legislation and guidance.
- 3.3 Ensure that all staff, Board of Directors, freelancers, volunteers, and community partners have access to our Safeguarding Policy.
- 3.4 Training will be provided to management, DSLs, and the team working on Rural Hub Towns (RHT). Updated as required.
- 3.5 Ensure that all staff or contracted freelancers, or volunteers when required to work with children and adults at risk in a Regulated Activity can provide Live & Local with a current (dated within the last 12 months) DBS (Disclosure and Barring Services) document. If they do not hold one then Live & Local can process their DBS search. A DBS provided by another employer will be accepted if dated within 12 months and has all the relevant searches completed on it.
- 3.6 Provide freelancers and volunteers with safeguarding information when they are working at community events without Live & Local staff present, or where an activity has a likelihood of creating contact with at risk groups.
- 3.7 Work to limit situations where our staff, freelancers, Board of Directors or volunteers are left alone with children or adults at risk.
- 3.8 Consider safeguarding as part of all RHT event Risk Assessments. We will consider; children and adults at risk, outdoor/late-night/lone working scenarios, online or hybrid activity, modern slavery.
- 3.9 Provide DBS checks for all RHT staff.

- 3.10 Not engage a barred person to work in a Regulated Activity.
- 3.11 Make a formal referral to the DBS of any person that Live & Local has concerns about in respect of causing harm or posing a risk of future harm to children and adults at risk, (including if they have left the organisation). It is an offence to fail to make a referral without good reason.
- 3.12 Report to the police any suspicion that a person has committed, or is about to commit, a criminal offence.
- 3.13 Follow safeguarding procedures and guidance as laid out below.

4. SAFEGUARDING PROCEDURES AND GUIDANCE

- 4.1 Staff members have a duty of care to report any suspected abuse of a child or adult at risk, regardless of whether consent has been given, so that appropriate action can be taken. Where possible, this duty to report will always be discussed with the child or adult at risk prior to the information being shared. The report will be made to the DSL.
- 4.2 The DSL will report any suspected abuse, harm, and risk of harm, actual or potential criminal offence in respect of a child or adult at risk to the appropriate authorities.
- 4.3 Responding to an allegation of abuse from a child or adult at risk:
 - Keep calm – do not appear shocked or disgusted;
 - Accept what the child/adult at risk says without passing judgement (however unlikely the disclosure may sound);
 - Look directly at the child/adult at risk (acknowledging appropriateness in each situation. E.g. a person who is neurodivergent may find eye contact uncomfortable);
 - Be honest;
 - Let them know you will need to tell someone else, don't promise confidentiality;
 - Be aware the child/adult at risk may have been threatened and fear reprisals for having spoken to you;
 - Never push for information or question the child/adult at risk as this can undermine any subsequent criminal investigation. If at any point a child decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.
- 4.4 The staff member receiving an allegation of abuse from a child or adult at risk should compile a written record of the allegation, to include:
 - The name of the child/adult at risk;
 - Date, time and place where the conversation took place and names of those present during the conversation;
 - What the child/adult at risk said has happened, as far as possible in their own words, including when the abuse happened and who was present;
 - Any questions that were asked;
 - Description of the circumstances that brought about the disclosure;

- Observations of the behaviour and physical condition of the child/adult at risk;
 - Facts or verbatim reports only; do not record opinions
 - Signature dated and timed, of the person recording the report, and who the record was sent to (DSL).
- 4.5 Do not attempt to investigate the claims; the decision on reporting to the appropriate authorities' rests with the DSL.
- 4.6 Live & Local will ensure that best practice is imparted to our Promoters through guidance in the Promoter Handbook.

5. GOOD PRACTICE GUIDELINES

- 5.1 Avoid unobserved situations and encourage open communication with no secrets.
- 5.2 Act as a role model, treating all children and adults at risks with respect.
- 5.3 Always ensure that someone in authority from the school, organisation or community group is present at any workshops or events at which children and adults at risks will be present.
- 5.4 Respect personal space and maintain a safe and appropriate distance from participants and only engage in physical contact if necessary.
- 5.5 Maintain professional boundaries.
- 5.6 Use inclusive, non-discriminatory language.
- 5.7 Keep a written record of any injury that occurs, along with details of any treatment.
- 5.8 Avoid transporting a child or adult at risk alone.
- 5.9 Avoid taking photographs of identifiable individuals without explicit consent.
- 5.10 Never exchange personal contact information with participants.
- 5.11 Never accept cash gifts, or gifts with a value of over £20.
- 5.12 Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children or adult at risks.
- 5.13 The following practices are not sanctioned. You should never:
- Let allegations made by a child or adult at risk go unchallenged or not be acted upon. All allegations should be reported to the Live & Local DSL immediately.

Appendix 1 APPROPRIATE AUTHORITIES

WARWICKSHIRE

- Children's Social Care (Now called Family Connect): 01926 414144 or 01926 886922 (outside normal working hours)
- Adult Social Care: 01926 412080 or 01926 886922 (outside normal working hours)
- Warwickshire Police: 01926 415000

DERBYSHIRE

- Derbyshire Children's Safeguarding: 01629 533190 (24 hours a day). Follow the child protection option when prompted
- Derby and Derbyshire Safeguarding Children's Partnership [ddscp.org.uk] Phone: 01629 535353, Hours: Monday–Friday, 10:00am–4:00pm
- Out of Hours (Children) Emergency Duty Team: 01629 532600
- Safeguarding Adults Phone: 01629 533190 (24 hours a day, 7 days a week)
- Emergency Duty Team: 01629 532600 [derbyshire.gov.uk]
- Derbyshire Safeguarding Adults Board <https://www.derbyshiresab.org.uk>, derbyshiresab@derbyshire.gov.uk

LEICESTERSHIRE

- First response Children's Duty Team (24hrs) 0116 305 0005
- Adult Safeguarding 0116 305 0004 (Office hours: Monday–Thursday 8:30am–5:00pm, Friday 8:30am–4:30pm)
- Adult out of hours Emergency Duty Team: 0116 454 1044
- Leicestershire & Rutland Safeguarding Children Partnership <https://lrsb.org.uk>
- Leicestershire & Rutland Safeguarding Adults Board (LRSAB) <https://www.lradultsafeguarding.co.uk>

LINCOLNSHIRE

- Children's Safeguarding 01522 782111, Hours: Monday–Friday, 8:00am–6:00pm
- Children's out of hours Emergency Duty Team: 01522 782333
- Lincolnshire Safeguarding Children Partnership (LSCP) <https://www.lincolnshirescp.org.uk>
- Adult Safeguarding 01522 782155 Hours: Monday–Friday, 8:00am–6:00pm
- Adult out of hours Emergency Duty Team: 01522 782333

NOTTINGHAMSHIRE

- Children's Multi-Agency Safeguarding Hub (MASH) 0300 500 8090, mash.safeguarding@nottscc.gov.uk (Hours: Monday, Tuesday, Thursday: 8:30am–5:00pm, Wednesday: 10:30am–5:00pm, Friday: 8:30am–4:30pm)
- Children's Out of Hours Emergency Duty Team (EDT): 0300 456 4546
- Adult Safeguarding 0300 500 8080 (Hours: Monday–Thursday: 8:30am–5:00pm, Friday: 8:30am–4:30pm)
- Adult Out of Hours Emergency Duty Team (EDT): 0300 456 4546
- Nottinghamshire Safeguarding Adults Board (NSAB) <https://nsab.nottinghamshire.gov.uk>, safeguarding1.adults@nottscc.gov.uk

STAFFORDSHIRE

- Staffordshire Children’s Advice and Support 0300 111 8007 (select option 1)(Hours Monday–Thursday: 8:30am–5:00pm, Friday: 8:30am–4:30pm)
- Children’s Emergency Duty Service (EDS): 0345 604 2886
- Adult safeguarding **0345 604 2719**, VAStaffordshire@staffordshire.gov.uk (**Hours:** Monday–Friday, 9:00am–5:00pm)
- Adult out of hours **Emergency Duty Service (EDS): 0345 604 2886**
- Staffordshire County Council Safeguarding Hub
<https://www.staffordshire.gov.uk/safeguarding>

WORCESTERSHIRE

- Children’s safeguarding Family Front Door (Children’s Social Care) 01905 822666 (Hours: Monday–Thursday: 9:00am–5:00pm, Friday: 9:00am–4:30pm)
- Children’s out of hours Emergency Duty Team (EDT): 01905 768020
- Adult safeguarding 01905 768053
- Adult out of hours Emergency Duty Team (EDT): 01905 768020