

Safeguarding Policy

Inclusive Performing Arts Community Interest Company

Inclusive Performing Arts & Festival Delivery

1. Introduction

This policy outlines the commitment of **Inclusive Performing Arts CIC** to safeguard and promote the welfare of all children and young adults, particularly those with Special Educational Needs and Disabilities (SEND), who engage with our performing arts activities, workshops, and public events including our inclusive performing arts festival.

We believe that all children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to protection from all types of harm and abuse.

2. Purpose of the Policy

- To protect children, young people and vulnerable adults who take part in our programmes and events.
 - To provide staff and volunteers with the overarching principles that guide our approach to safeguarding.
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3. Legal Framework

This policy is based on legislation, policy, and guidance including but not limited to:

- **Children Act 1989 and 2004**
 - **Working Together to Safeguard Children (2018)**
 - **Keeping Children Safe in Education (2023)**
 - **The Care Act 2014**
 - **The Equality Act 2010**
 - **SEND Code of Practice (2015)**
 - **Charity Commission safeguarding guidance**
 - **Bedford Borough Safeguarding Children Partnership**
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4. Scope

This policy applies to:

- All employees, directors, volunteers, contractors, freelance artists and facilitators working on behalf of the CIC.
 - All activities run by the CIC, including:
 - Regular workshops and sessions
 - Public performances
 - The inclusive performing arts festival
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5. Definitions

Child: Anyone under the age of 18.

Young adult: Anyone aged 18–25, particularly where they have SEND and remain under the care of local authority or educational support.

Safeguarding: Protecting children and vulnerable adults from abuse or neglect and ensuring their health and development is not impaired.

6. Designated Safeguarding Lead (DSL)

Name: Sadie Hunt

Email: sadiehuntarts@gmail.com

The DSL is responsible for:

- Managing safeguarding concerns
- Ensuring training is delivered
- Liaising with external agencies
- Keeping accurate records

A **Deputy DSL** will also be appointed and trained.

7. Principles for Working with SEND Participants

- **Person-centred approach:** Every participant's individual needs and abilities are central to how we plan and deliver.
- **Accessible communication:** We use visual aids, Makaton, BSL, easy-read formats, or communication devices as needed.
- **One-to-one support:** When appropriate, we provide or encourage carers/assistants to accompany participants.
- **Risk assessments:** Tailored for each SEND participant when necessary, especially for performances and festival participation.

8. Safer Recruitment

We follow safer recruitment practices to ensure that all staff and volunteers:

- Undergo a full **DBS check**
- Provide references
- Complete induction training including safeguarding awareness
- Understand and adhere to this policy

9. Training

All staff, contractors, and volunteers are required to:

- Undertake annual safeguarding training
- Complete specific training on working with SEND children and young people
- Attend pre-event safeguarding briefings, particularly for the festival

10. Code of Conduct

All team members will:

- Treat all participants with respect and dignity
- Maintain professional boundaries
- Never be alone in a private space with a participant unless necessary and risk-assessed
- Never use demeaning, offensive, or suggestive language

11. Responding to Concerns or Disclosures

If a child or young person discloses:

- Listen carefully, do not ask leading questions
 - Reassure them they were right to speak
 - Do not promise confidentiality; explain you will need to tell someone to help keep them safe
 - Record the disclosure immediately using the **Safeguarding Incident Form**
 - Report immediately to the DSL
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12. Safeguarding During Events & Festival

For our inclusive performing arts festival, we will:

- Have a dedicated **Festival Safeguarding Coordinator**
 - Provide clear safeguarding briefings to all staff, volunteers, and performers
 - Use a **wristband or tagging system** to ensure children are supervised appropriately
 - Have a clear **lost child protocol**
 - Ensure **quiet/sensory-friendly spaces** are available for neurodivergent individuals
 - Maintain a **first-aid and wellbeing team** onsite
 - Ensure all performance venues are **risk-assessed and accessible**
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13. Photography and Media

- Consent will be obtained for all participants before any photo or video is taken.
 - Parents/carers will be given clear information about where media will be used.
 - Participants who do not have consent will be visibly marked to media staff (e.g., with coloured wristbands).
 - For more details and information please refer to our technology policy
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14. Record Keeping

- All safeguarding concerns will be recorded using our secure, confidential safeguarding reporting system.
 - Access is limited to the DSL and Deputy DSL.
 - Records will be retained in accordance with data protection laws.
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15. Whistleblowing

All team members are encouraged to report concerns about the conduct of staff, volunteers, or others involved in the organisation. Concerns should be directed to the DSL or, if appropriate, an external agency (e.g., NSPCC or local authority).

16. Policy Review

This policy will be reviewed annually or:

- After a safeguarding incident
- In response to changes in legislation
- Following advice from statutory bodies

Next review date: 30/07/2025

Signed:

Director / Designated Safeguarding Lead

Date: