

Safeguarding Children and Young People Policy

Richmond Arts Service and Orleans House Gallery

Date	November 2020	Author(s)	Louise Dussimon
Review date	November 2021	Approved by	Tim Corum

Safeguarding Children and Young People Policy

The London Borough of Richmond's Art Service has a duty of care to safeguard all children and young people who attend the Orleans House Gallery building and grounds and who take part in any projects, events, activities, or workshops we produce both on and off-site. Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

The purpose of this policy is:

- To protect children and young people who engage with Richmond Arts Service and Orleans House Gallery from harm. This includes the children of adults who engage with our services.
- To provide staff and volunteers with guidance principles and information to support them in making informed decisions regarding safeguarding and the welfare of children and young people

Scope of the policy

This policy applies to anyone working with or on behalf of Richmond Arts Service and Orleans House Gallery, including all paid staff, volunteers, freelance or sessional workers, and students undertaking placements. The procedures and supporting documents accompanying this Policy Statement clarify each person's responsibility in situations where children and young people are involved.

Definitions

- Child: A "child" is defined as a person under the age of 18
- Young Person: We use the term 'young people' to refer to older children in the upper ranges of the official description of a "child". For the purpose of this document "Young Person" or "Young People" refers to those aged 11-18 years old
- Staff: For the purposes of this document, any further references to "Staff" encompasses any adult over the age of 18 who is employed or contracted to work with or on behalf of Richmond Arts Service, including all paid staff, volunteers, freelance or sessional workers, and students undertaking placements.
- Richmond Arts Service sits within the Environment and Community Services division and manages the development and delivery of arts services in the borough of Richmond. This encompasses learning and engagement, public programming, artists development and asset management and development and includes supporting the charitable objects of Orleans House Trust, who are responsible for the conservation and preservation of Orleans House Gallery and art collection. Orleans House Trust understand their responsibilities as a charity, including the need to report serious incidents to the Charity Commission when advised to by Richmond Arts Service, and will follow the guidance of this document regarding safeguarding.

Context and Legislation

This policy is primarily guided by the following legislation:

- Working Together to Safeguard Children 2018
- Children Act 2004
- Children Act 1989
- Keeping Children Safe in Education (2020, updated January 2021)
- What to do if you're worried a child is being abused (March 2015)

Policy Statement

We are committed to protecting all children and young people from harm. We give equal priority to keeping children and young people safe regardless of their age, culture, disability, gender reassignment, language, race, religion or belief, sex or sexual orientation. We believe that everyone has a responsibility to promote the welfare of all children and young people and to keep them safe.

We do this by:

- Providing clear and detailed safeguarding policy and procedures, including information on how to report concerns or disclosures
- Ensuring all Staff understand and follow the Safeguarding Policy and Procedures and receive appropriate training
- Responding to all concerns, disclosure and allegations quickly and appropriately
- Appointing nominated Designated Safeguarding Leads and establishing a Safeguarding Working Group who take responsibility for safeguarding across Richmond Arts Service.
- Working closely with Richmond and Wandsworth Council and Kingston and Richmond Safeguarding Children's Partnership
- Implementing and following robust recruitment and selection procedures to ensure the suitability of all Staff members
- Listening to, respecting and promote the rights, wishes and feelings of children, young people and vulnerable adults who we work with through our service
- Establish good practice procedures and build a safe culture where all Staff know how to best protect children and young people from harm
- Risk assessing all activities which involve children and young people

Contact details

Designated Safeguarding Lead

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Deputy Designated Safeguarding Lead

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If you are concerned about a child in Richmond please contact:

Single Point of Access (SPA)

020 8547 5008

Out of Hours

020 8770 5000

Alternatively, you can contact:

NSPCC

0808 800 5000

Childline

0800 1111

If you think a child is in immediate danger you should call 999

Note: The NSPCC helpline is staffed by trained professionals who can provide expert advice and support. They can help if you're concerned about a child, if you're a parent or carer looking for advice, or if you're a professional in need of information and guidance. They also have advice about spotting the signs of abuse. It's free and you don't have to say who you are. Childline is for young people who would like to speak for free with a counsellor.