

# DEVONSHIRE COLLECTIVE

## Safeguarding Policy

Updated January 2026, Edward Ball (Designated Safeguarding Officer) and Marie Burgess (Designated Safeguarding Lead Trustee)

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Note that this document should be read in conjunction with:  
Devonshire Collective' Safeguarding Procedures.

## **1. Purpose and introduction**

This policy defines how Devonshire Collective operates to safeguard children, young people and adults at risk involved as visitors and as participants in all our activities on- and off-site, and online. DC is committed to the highest standards in protecting and safeguarding the welfare of the children, young people and adults at risk entrusted to its care. We also want to protect and support our staff and volunteers who work with or encounter these groups.

DC is committed to strengthening our leadership, culture and capacity around safeguarding and embedding safeguarding within the organisation's culture. We are committed to achieve the highest standards of safeguarding appropriate for the organisation.

In the context of this policy a child is defined as anyone under the age of 18, thus including those commonly referred to as 'young people'.

For the purposes of this policy, the term adult at risk may be someone aged 18 years or over who "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 him or herself, or unable to protect him or herself against significant harm or exploitation." This definition is taken from the Care Act 2014 (as amended).

This policy will apply to all staff, freelancers/contractors and volunteers and will be used to support their work. It has been written in line with best practice and current legislation.

The safeguarding of children is defined as "the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully." It is mandatory for everyone working at DC to abide by the Safeguarding Policy and Procedures. Anyone found not to have followed the policy and procedures could be subject to disciplinary action, or alternative action if they are not an employee. Where necessary, we will refer any issues or concerns involving protection to the appropriate agencies. If we encounter a

safeguarding disclosure, concern or allegation that constitutes, or may constitute a crime, the police will be informed.

## **2. Policy statement**

The principles that underpin Devonshire Collective's approach to safeguarding are:

- Welfare is paramount: the welfare of the child, young person or adult at risk takes priority.
- Right to protection: all children, young people and adults at risk have the right to protection from harm.
- We will recognise all concerns that a child or adult is at risk, or might be at risk of harm.
- We will respond appropriately to a child or adult who is telling us they are being harmed or at risk of harm.
- We will refer all concerns, if appropriate, to the relevant children's or adult care services and/or police.
- We will record the concerns and any subsequent action appropriately.
- We will not delay passing on concerns.
- Staff, volunteers and freelancer/contractors are clear on appropriate behaviours, responses and procedures.
- Safe recruitment, selection and retention is the first step to ensuring the welfare of children, young people and adults at risk.

For adults at risk, Devonshire Collective adopts the Care Act's six principles and incorporates the July 2025 updates, ensuring carers' wellbeing is considered and safeguarding enquiries proceed even without consent where risk of harm exists.

### **DC will therefore ensure that:**

- Staff are safely recruited, selected, and trained in issues of protection.
- All staff, volunteers and any contractors working directly with the public are aware of DC's safeguarding policy and procedures.
- Group leaders, service providers and any other interested parties are given information about DC's safeguarding policy and procedures.
- Teachers, group leaders and any other interested parties are provided with information about our expectations regarding protection and safe supervision responsibilities whilst visiting DC.
- A risk assessment is supplied to assist with the planning of a visit to a DC site. Risk assessments for school visits to each site are available on request.
- Ensure relevant Disclosure and Barring (DBS) checks are done on required roles.
- DC's complaints procedure is accessible to all visitors.

## **3. Legal context**

This policy considers relevant legislation and guidance and is particularly informed by the requirement of the Children Act 1989, which provides a framework for the care and protection of children and young people, and the Children Act 2004 and Working Together to Safeguard Children Act 2023. Keeping Children Safe in Education (September 2025) has also been considered.

This policy also reflects the July 2025 revisions to the Care Act 2014 statutory guidance, which introduced a whole-family approach, free intermediate care and minor adaptations, and clarified local authority duties to assess carers' responsibilities and to make safeguarding enquiries regardless of consent. These changes strengthen adult safeguarding and carer support obligations.

#### **4. Safeguarding code of conduct for all staff, contractors, and volunteers**

This safeguarding Code of Conduct sets out the expectations of Devonshire Collective for all staff, contractors or volunteers who work for or represent the organisation in their contact with children, young people and adults at risk. Failure by any staff member to comply with this Safeguarding Code of Conduct may be considered Gross Misconduct and could end in summary dismissal. Contractors and volunteers may be asked to leave DC premises and be dealt with according to the relevant procedures.

##### **Do:**

- Approach any child, young person or adult at risk apparently in distress and ask if you can help.
- Seek assistance from colleagues or supervisors to minimise the time spent alone with the identified person.
- Be aware of the possible risks and question situations that you find suspicious.
- Keep a look-out for unaccompanied children and follow the "Lost Child" procedure (see Devonshire Collective Safeguarding Procedures).
- Communicate details of any safeguarding issues to the Designated Safeguarding Officer or Deputy DSO.
- Keep any lost children in a public area where they can be clearly seen.
- Actively contribute to DC's organisational values where inappropriate behaviour is not tolerated.
- Ensure that whenever possible there is more than one adult present during activities with children, young people, and adults at risk, or at least that are within sight or within hearing of others. The adult present may be a teacher or a parent.
- If a child, young person, or adult at risk wishes to talk to you in confidence then try to find a quiet space in a public area where this is possible.
- Always act professionally.
- Avoid situations which might appear compromising.
- Report any allegation (including suspicions) of abuse or inappropriate behaviour immediately to the Designated Safeguarding Officer or Deputy DSO.

- Always do your utmost to accommodate if the child, young person or adult at risk expresses a wish to talk to a male or female member of staff.
- Be sensitive in your communication with people so that you avoid over familiarity.

**Do Not:**

- Engage in any physical play with children, young person or adults, nor allow or engage in any touching of any kind.
- Physically restrain a child, young person or adult at risk except in exceptional circumstances and only if you have been trained to do so. (E.g. to prevent injury, damage to property/collections or to prevent theft, however only consider minimum restraint).
- Make sexually suggestive comments to any visitor.
- Use foul or abusive language to any visitor.
- Physically assault or abuse any visitor.
- Give your personal contact details (including phone, email, social network accounts etc) to any visitor or participant.
- Give personal information of any other person as per the General Data Protection Regulation 2018.
- Do things of a personal nature for children, young people or adults at risk that they can do for themselves or that a parent / leader can do for them.
- Photograph children and adults (unless for business purposes and following DC procedures - see below and Appendix B for consent form).
- Seek to befriend children, young people or adults at risk on any social media accounts or channels.
- Use your personal mobile phone to communicate with children or adults at risk.

All staff, volunteers and freelancers/contractors should understand the need to maintain appropriate boundaries in their dealings with children, young people and adults at risk. When undertaking a role on behalf of Devonshire Collective, individuals are considered acting in a position of trust. A position of trust is one in which one individual is in a position of power or influence over the other by virtue of their work or nature of their activity. It is vital for all those in a position of trust to understand the power this can give over those that they care for and the responsibility they must exercise because of this relationship.

## 5. Safeguarding structure, roles and responsibilities

All staff, contractors and volunteers have a responsibility to maintain appropriate standards of behaviour and to report poor practice. All staff must be alert to and recognise safeguarding concerns regarding children, young people and adults at risk, and to report any concerns and all incidents according to DC procedures (See Devonshire Collective Safeguarding Procedures). Safeguarding leads must ensure compliance with national child

protection standards introduced in Working Together 2023, and actively promote multi-agency collaboration and accountability.

**Designated Safeguarding Officer (DSO):**

Edward Ball

Director

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**Designated Safeguarding Lead Trustee (DSLТ):**

Marie Burgess

Trustee

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The role of the designated safeguarding officer includes:

- Attending child protection and safeguarding training and keeping up to date with current legislation and developments in the field of Child Protection and Safeguarding.
- Liaising with internal departments to ensure understanding and implementation of the Safeguarding Policy.
- Receive and record information from staff, volunteers, children or parents/carers who have child protection concerns. Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate, and safely storing relevant and necessary information.
- Consult initially with the NSPCC or statutory child protection agency (LSCB) regarding any doubts or concerns as soon as possible. If necessary, to make a formal referral to a statutory child protection agency within 24 hours.
- Responsibility for ensuring that regular training is made available to staff, volunteers and freelancers.

The DSO also takes the lead on DBS checks, safe recruiting and staff training. DC Trustees have overall responsibility for safeguarding within the organisation.

**Specific roles and responsibilities:**

**Designated Safeguarding Lead Trustee (DSLТ)**

- Takes the lead in overseeing DC's approach relating to safeguarding and the protection of children and adults at risk, including people who benefit from the company's work, staff, volunteers and other people connected to the company's activities.
- Supports the Designated Safeguarding Officer in ensuring safeguarding is at the heart of decision-making.

- Assists other trustees to consider issues of safeguarding across all aspects of DC's work.
- Keeps up to date with safeguarding legislation and good practice.
- Champions safeguarding issues and risks with the Board.
- Acts as the "point of last resort" Board contact for staff raising safeguarding issues.

### **Designated Safeguarding Officer**

- Draws up, and annually reviews Devonshire Collective's Safeguarding Policy and Procedures with the DSLT.
- Organises and chairs regular meetings relating to DC Safeguarding.
- Promotes the importance of safeguarding across DC.
- Ensures all staff, volunteers and anyone who works for DC is familiar with our safeguarding policy and procedures.
- Ensures all staff receive training on safeguarding issues appropriate to their role.
- Takes a key role in DC's DBS checks on individuals, chairing DBS risk management meetings if required.
- Consults local advisors on safeguarding for additional information and guidance if needed.
- Gathers information and evidence in any safeguarding incidents.
- Reports safeguarding incidents to the police and social services.
- Supports the relevant authorities if a concern is investigated.
- Ensures all data records are kept and destroyed according to GDPR regulations and DC's Privacy Policy.
- Produces quarterly reports on safeguarding for Trustees.
- Be the first point-of-call for all staff who have safeguarding concerns.

### **Safeguarding Review Meetings**

The Safeguarding Review meeting takes place once per quarter. Its terms of reference are to:

- Embed a strong culture of safeguarding across Devonshire Collective.
- Ensure DC's Safeguarding Policy and Procedures are promoted to all employees, volunteers, freelancers/contractors.
- Maintain a group of appropriately trained safeguarding members to handle any safeguarding issues that occur and provide advice to the organisation on safeguarding issues.
- Review and monitor safeguarding across DC events/activities and online.
- The DSLT will report to the Board following these meetings.
- Keep abreast of legislative changes and best practice in safeguarding.

- Ensure sufficient safeguarding training provision for the organisation.
- Ensure good safeguarding practice is embedded across every area of DC's activity.
- DSO to ensure the meetings are arranged, actions agreed and all committee members understand their roles.

The DSO chairs the Safeguarding Meeting. Members include: DSLT, DBS Manager, Creative Learning Lead and Gallery Manager.

## **6. Recognising and reporting concerns about a child or adult at risk**

### **How concerns may arise**

A concern about the safety of a child or adult at risk may arise because:

- A child or adult tells you they are being abused, or tells you about an experience or event that has happened to them that you think would be harmful (this is sometimes referred to as a 'disclosure' – not to be confused with a disclosure to do with a check by the Disclosure and Barring Service).
- You identify signs of child/adult abuse or neglect.
- The person's behaviour is inappropriate and gives cause for concern (e.g. a visitor or teacher).
- You directly witness someone being harmed by an adult or another child.
- Someone tells you (e.g. a child or a member of the public) either face to face or by any other means of communication, that a child or adult is being harmed or is at risk of harm.
- The behaviour of an adult towards a child or adult at risk gives you cause for concern.
- An adult survivor of abuse tells you about their abuse in childhood. This can be referred to as 'historical abuse'. The perpetrator may still be alive and children may therefore be at risk.

When working with adults at risk, staff must make every reasonable effort to obtain informed consent before sharing or reporting safeguarding concerns. This involves explaining clearly what information may be shared, with whom, and for what purpose; checking that the adult understands and is making the decision freely; and offering support such as advocacy where appropriate. Adults should be reassured that they retain control over their information except in situations where there is a risk of serious harm, coercion, or a public protection duty. All discussions about consent, including the adult's decision and the rationale for any action taken, must be documented.

### **Reporting concerns**

All safeguarding concerns must be reported. The process for reporting can be found in Devonshire Collective's Safeguarding Procedures.

## **7. Responding to and managing safeguarding allegations against a member of staff, volunteer or freelancer/contractor**

## **How allegations may arise**

A safeguarding allegation is where a member of staff, volunteer or freelancer/contractor has:

- Behaved in a way that has harmed, may have harmed, or might lead to harm of a child, young person or adult at risk.
- Possibly committed or is planning to commit a criminal offence against a child, young person or adult at risk, or:
- Behaved towards a child, young person or adult at risk in a way that indicates he/she is or would be unsuitable to work with children, young people or adults at risk.

Allegations may concern one or more children or adults. It can be about any child or adult, for example those:

- Visiting the gallery with their family, friends or alone.
- Participating in one of DC's outreach activities off-site.
- Participating in one of DC's learning activities off-site.
- Participating in one of DC's learning activities on-site.
- Participating in one of DC's engagement activities online.
- Participating in one of DC's community engagement or consultation activities.
- Visiting as part of a school or other organised group.
- Supporting DC such as volunteers, donors and patrons.
- Participating in work experience or internships.
- That the member of staff, volunteer or freelancer/contractor has contact with in their community/home life.
- Who are the son, daughter or other relative of the employee, volunteer or freelancer/contractor.
- Not known to DC.

The allegation may:

- Not directly concern a known child, young person or adult at risk for example may involve accessing inappropriate images online.
- Be about any form of abuse or neglect.
- Relate to a staff member, volunteer or freelancer who has since left DC.

## **A safeguarding allegation against a member of staff, volunteer or freelancer/contractor may arise when:**

- A child or parent/carer makes a direct allegation against the individual.
- Another member of staff or volunteer observes behaviour that is cause for concern.
- DC receives a safeguarding allegation, e.g. by phone, letter or email, from a member of the public or a professional.
- A member of the public tells a member of staff or volunteer face-to-face.
- It is made in the course of another DC procedure, such as grievance or disciplinary.
- DC is informed by the police or local authority or other organisation that an individual is the subject of a child protection or criminal investigation.

- Information emerges from a DBS renewal that could compromise the safety of a child, young person or adult at risk.
- An employee or volunteer informs DC that they have been the subject of allegations or have harmed a child/adult.

The procedures for managing safeguarding allegations must be followed consistently regardless of how the allegation arose, or from whom, or how the information was received.

### **Process for managing a safeguarding allegation**

Devonshire Collective's Safeguarding Procedures outlines what to do if a safeguarding concern or allegation arises in respect of a member of staff or volunteer or freelancer/contractor.

## **8. Recruitment and selection of staff**

It is a criminal offence for any employer to knowingly recruit a disqualified individual into a post working with children. This also applies to volunteers and contractors. Individuals obtain checks on disqualification from the Disclosure and Barring Service (DBS). The Safeguarding Vulnerable Groups Act 2006 places requirements on employers and individuals who are involved in regulated activity to undertake a DBS check. Regulated activity is defined as an activity that involves frequent or intensive contact with children or adults at risk and is of a specified nature e.g. teaching, training and supervision or is in a specified place such as schools.

Disclosure and Barring Service (DBS) Eligibility Guidelines are in Appendix D.

The list of job roles at DC requiring a DBS check are included in Appendix E.

As part of the recruitment process, applicants will be required to complete either a Basic or Enhanced Disclosure Application where the post involved works with children or adults at risk. Enhanced checks are required for all roles undertaking regulated activity (as detailed in Appendix E).

DC's policy is to require DBS Update Service Certificates. These enable DC to check the record of any individuals employed in the relevant roles at any time.

Applicants will be asked at conditional offer stage to complete the DBS application. The job offer will be subject to DBS clearance. The job offer will be withdrawn if the Disclosure is not clear. Further to this, DC's policy is to request two references at the conditional offer stage, one of which being the most recent / current employer.

A panel consisting of the Designated Safeguarding Officer, and Safeguarding Lead Trustee will follow this policy to consider any disclosures that may arise following a DBS check. Should DC receive an Enhanced Disclosure about an individual already employed, the panel will hold an immediate review. The outcome of the review may include precautionary suspension.

All staff will receive a copy of the DC Safeguarding Policy and Procedures as part of their induction. They will receive training appropriate to their role (see Section 9 below).

DC will make a referral to the Disclosure and Barring Service of an individual removed from regulated activity, either because that person has caused harm, or poses a future risk of harm to children or groups at risk. Any such referral will be carried out according to the 'Barring – making a referral' guidance published by the DBS.

DC's policy on recruiting and ex-offenders can be viewed on request.

## **9. Safeguarding training**

This policy will be available to all staff via the DC shared drive. For those who do not use a computer regularly it is the responsibility of the Line Manager to ensure this is communicated to them. A hard copy is available at all DC sites.

Safeguarding training is provided to staff at three levels. Training is mandatory and it is the responsibility of the DSO to ensure the staff undertake the training. Training will include updates on Care Act 2014 revisions (July 2025) and Working Together 2023 requirements, covering whole-family approaches, carers' rights, and multi-agency safeguarding practices.

Level 1: Online safeguarding training for all staff. Within 30 days of the role commencing. Renewed every 3 years.

Level 2: Internal training in DC's Safeguarding Policy and Procedures. For all staff, Learning and Engagement Team, Duty Managers, those running online public activities, and DC social media account holders. The purpose of the training is to ensure staff members fully understand the contents of the Safeguarding Policy and Procedures and know what to do in practical terms in different circumstances. The DSO or DSLT deliver this training as a workshop. Renewed every 3 years.

Level 3: Designated Safeguarding Officer training is provided to the DSO. Renewed every two years either online or face-to-face via external professional trainer.

See Appendix G for details.

Training is also offered to the DSLT on an annual basis. The DSLT may already hold appropriate and up to date training, in which case DC may ask to obtain a copy of the training certificate.

## **10. Arrangements for work experience, academic placements and young volunteers**

DC provides schools, colleges and universities with work experience placements or internships. It may be necessary to work on an individual basis with a student normally between the ages of 15 and 18. DC recognises that students taking part in work experience placements are required to develop responsibility, independence and the ability to make their own decisions. All arrangements must reflect updated statutory guidance on safeguarding disabled children and extra-familial harm risks as outlined in Working Together 2023. DC recognises that sometimes it may be practical to have more than one staff member work with a student placement. All staff must remember, however, that the health, safety and welfare of individuals is paramount.

Any placement, work experience or volunteer should come through the advertised route and the Director should be aware the placement is happening. Volunteers, work experience

placements and academic placements (internships) must be arranged via the Programme Manager and academic institution (internships).

DC would like all student placements to have a positive experience and the following guidelines should assist with this:

- DC provides each student placement with an induction to include Human Resources and Health and Safety issues.
- Each student placement will be provided with relevant policies, including the safeguarding policy, as part of the induction process.
- All student placements will be provided with a name badge when the work experience commences. The badge must be handed in at the end of the placement.

If you are expecting to spend time alone with a student, the staff member must:

- Hold a current DBS check.
- Always ensure that there is a clear plan and the Line Manager knows your location and the activity you will be carrying out.
- If practical, ensure the activity is held in a public place. If not practical you should perform the activity in an area where you can be viewed easily. Again, where practical ensure the door to the room is left open or ajar.
- Never travel alone with a student at any time, unless they are over 18.
- Comply with the Safeguarding Policy, Procedure and Code of Conduct.

Any DC staff member who engages with volunteers is also obliged to make the volunteer aware of this policy and their duty to abide by it.

## **11. Arrangements for freelancers and contractors**

Freelancers and contractors who are involved in regulated activity at DC must hold a current DBS certificate. Regulated activity is defined as an activity that involves frequent or intensive contact with children or adults at risk and is of a specified nature e.g. teaching, training and supervision or is in a specified place such as schools. Further information is provided in Section 8 above. All arrangements must reflect updated statutory guidance on safeguarding disabled children and extra-familial harm risks as outlined in Working Together 2023.

Any DC staff member who enters into an agreement with a freelancer/contractor to provide a service that involves regulated activity on DC premises is obliged to make the contractor aware of this policy and their duty to abide by it. Freelancers/contractors providing regulated activity for DC must also provide evidence of having received up to date safeguarding training.

## **12. Arrangements for donors**

DC undertakes fundraising to generate income through donations and sponsorship. Donations may come from individuals, trusts and foundations, and corporate supporters. Individuals can donate to DC in a number of ways, for example, via donation boxes, a one-off or regular donation, signing up as a Patron, or by leaving a gift in their will.

Individuals may be the sole decision-maker on behalf of trusts and foundations or corporate supporters; this is particularly likely for family trusts or family-owned businesses. DC staff talk to existing and potential donors regularly in the course of their jobs, for example, at a special event, exhibition launch, or in a one-to-one meeting, or phone call.

Anyone talking to a donor needs to be alert for clues as to whether the person is able to make an informed decision with regards to making a donation. A previous donation is not evidence of capability to make another donation. DC believes everyone should have the opportunity to donate if they want to do so. However, there are times when donations should not be taken. DC abide by the Fundraising Regulator's Code of Practice (1.2 General Principles) and use the Institute of Fundraising guidance for Treating Donors Fairly (2016) to ensure that:

- Donors have the mental capacity to make a decision.
- Staff consider whether a donor's context or circumstances may influence their capacity to make a considered decision.
- Staff consider indicators which could mean that an individual is in a circumstance of risk or needs additional support.
- Staff can identify the signs that an individual may be in a circumstance of risk.
- Staff are aware of the impact of DC's fundraising messages and understand that those in a circumstance of risk may find it harder to say 'no' to a donation ask.

### **13. Filming and photography**

Photographs and films of DC activity must not include any participant unless authorised by the appropriate member of staff and adult/parental consent for children and adults at risk is given. DC has forms to be completed by the relevant guardian to obtain permission to photograph. These are available at all DC activities. Appendix C.

### **14. Online Safety**

Devonshire Collective does not currently run online learning. However, DC recognises the opportunities and challenges that digital engagement may bring to those working with children, young people and adults at risk. We advocate applying the same principles and standards for interacting with children and adults online as in other areas of practice.

Digital engagement encompasses all the work DC carries out with participants online. It is planned that these activities are wide ranging and include (but are not limited to):

1. Online school sessions
2. Livestreamed public talks and tours
3. Facilitated co-production and consultation sessions
4. Online chat groups
5. Social media engagement
6. Direct e-communications

A detailed policy and operating procedures for safe online activity is currently being developed in line with Keeping Children Safe in Education (2025), our Online Safety Policy

addresses risks including misinformation, disinformation, fake news, conspiracy theories, and the use of generative AI in educational and engagement contexts.

It is planned that all staff, volunteers and anyone else running online engagement activity for DC must adhere to the Online Safety Policy and procedures.

## **15. Age of unaccompanied children**

DC welcomes unaccompanied children aged 12 or over to its gallery. Children aged 11 or under will need to be accompanied by a parent, or a guardian aged 16 or over. Parents/guardians must sign up children under 16 to our education programmes.

Children will be asked to leave if behaviour is not appropriate and affects exhibits or other visitor's experiences.

## **16. Record keeping and retention of data**

Devonshire Collective keeps a record of any safeguarding incident, including details of how each incident or allegation is followed up, of any decisions reached, and any action taken. These are stored in a secure safeguarding folder on the shared drive. Access to this folder is restricted to the Designated Safeguarding Officer.

DBS check outcomes relating to staff are logged securely in the HR system.

Filming and photography consent forms are held securely in a secure folder on the shared drive along with the images/film that they relate to.

All records are retained in line with DC's Privacy and Retention Policies, which are in line with GDPR regulations. The DSO will seek advice from the relevant authorities before any records are destroyed.

The information which is provided or that is recorded against a person as part of this policy will be used in accordance with the European General Data Protection Regulation 2018 and for the following purposes:

- to enable the organisation to create electronic records of the incident;
- to enable DC to manage safeguarding cases that arise;
- to enable the data to be processed and to enable the organisation to compile statistics and reports to the Board of Trustees. No statistical information used will be published that would identify an individual.

## **17. Contact details**

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Director

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### A. Safeguarding Risk Assessments for groups and outreach visits

#### Risk Assessment

Date:	DC LEARN		
Location:			
Activity Description:			
Activity(risk)	Whom Affected	Risk Level	Action
		L S R	

<b>Allergic reactions to materials on contact:</b>	All workshop attendees & facilitators	1	1/2	1/2	Monitor material usage Hand washing facilities and wipes available Ensure awareness of materials Supervision of children/
<b>Allergic reaction-breathing hazard of fumes from materials:</b>	All workshop attendees & facilitators	2	1/2	2/4	Use water based low voc materials Ventilate area Space materials on different tables by type Keep bottles/tins lidded when
<b>Ingestion of materials:</b>	All workshop attendees & facilitators	2	1	2	Non toxic products used Small quantities to be given to attendees Supervision of children/adults at risk Water available Refer to manufacturer guidance on usage
<b>Contact with eyes:</b>	All workshop attendees & facilitators	1	2	2	Supervision and monitoring Follow manufacturer's instructions
<b>Injury from materials and equipment:</b> scissors, paintbrushes, pens, pencils etc tables and chairs	All workshop attendees and facilitators	1	2	2	Supervision of children/adults at risk Ensure awareness of materials/equipment Monitor material usage Tool safety rules

<b>First Aider:</b>	
<b>First Aid Box Location:</b>	<b>Ambulance Meeting Point:</b>
<b>Nearest Hospital/Medical Facilities:</b> DGH	<b>Nearest Phone:</b>
<b>Risk Assessment Undertaken By:</b>	

<b>L : Likelihood</b> 1 Hazard exists infrequently; limited numbers exposed. 2 Likely to occur; hazard exists intermittently or occurs occasionally. 3 Likely to occur soon; permanent hazard or occurs	<b>S : Severity of Hazard</b> 1 Could cause a minor injury only. 2 Could cause major injury/3 day or more absence. 3 Could cause a fatality/severe injury.	<b>R : Risk Level, this is the product of Likelihood and Severity ( R = L X S )</b> Very High Risk 6 or 9 Moderate Risk 3 or 4 Low Priority Risk 1 or 2
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**VERY HIGH RISKS NEED IMMEDIATE ACTION. ACTIVITY MUST NOT COMMENCE**

#### **B. DC Online Safety Policy**

This policy should be read alongside Devonshire Collective's Safeguarding Policies and Procedures on child protection and safeguarding.

### **The purpose of this policy statement**

Devonshire Collective works with children and families as part of its activities. These include: regular family workshops at our gallery, weekly after school creative clubs, creative activities for 16-25s, sensory play activities for early years children and their carers. We do not currently provide online learning. The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices.
- provide staff and volunteers with the overarching principles that guide our approach to online safety.
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Devonshire Collective's activities.

### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

We believe that:

- children and young people should never experience abuse of any kind.
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times. We recognise that:
- the online world provides everyone with many opportunities; however it can also present risks and challenges.
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online.
- We have a responsibility to help keep children and young people safe online, whether or not they are using Devonshire Collective's network and devices.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

We will seek to keep children and young people safe by:

- appointing Marie Burgess, DC Safeguarding Trustee, as online safety coordinator.
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults.

- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
- supporting and encouraging parents and carers to do what they can to keep their children safe online.
- developing an online safety agreement for use with young people and their parents or carers.
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person.
- reviewing and updating the security of our information systems regularly.
- ensuring that usernames, logins, email accounts and passwords are used effectively.
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate.
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- providing supervision, support and training for staff and volunteers about online safety.
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse).
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

## C. DC Photography and Film Consent Form

**DC LEARN**

### Photography & Filming Consent Form

To be completed by individual (parents/guardians if subject is less than 18 years of age) before photographs or film are used.

#### Person in photograph/film

I hereby grant Devonshire Collective the right to use the photographs and film resulting from the project and its documentation, and any reproductions or adaptations of the photographs and film, for all general purposes in relation to the work including, without limitation, the right to use them in any publicity materials, online, books, newspapers and magazine articles whenever they choose to do so.

Name of attendee of course/workshop (please print):

.....

Address:

.....

.....

.....

Signature (if over 18)..... Date.....

.....

**Name and address of parent/guardian if person to be photographed/filmed is less than 18 years of age**

Name (please print).....

Signature.....

Date.....

**D. Disclosure and Barring Service (DBS) Eligibility Guidelines**

Refer to Gov.uk guidelines: <https://www.gov.uk/government/publications/dbs-workforce-guidance>

**E. DC Safeguarded Roles**

Enhanced DBS: Director, Creative Learning Manager, Youth Producer

Basic DBS: General Manager, Curator, Gallery Assistant, Finance Manager

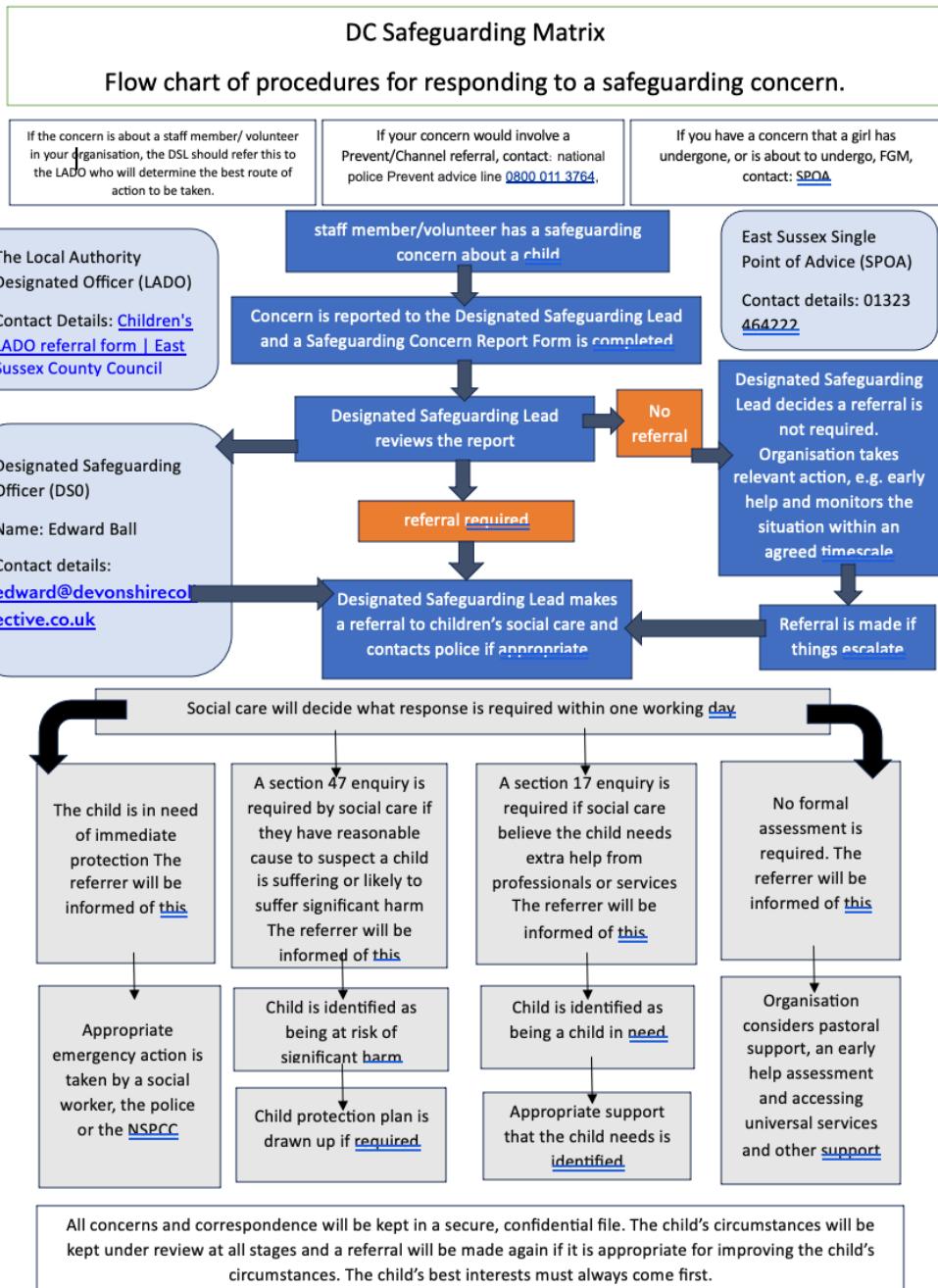
**F. DC Recruiting Ex-Offenders Policy**

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Devonshire

Collective complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

- Devonshire Collective undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Devonshire Collective can only ask an individual to provide details of convictions and cautions that Devonshire Collective are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Devonshire Collective can only ask an individual about convictions and cautions that are not protected.
- Devonshire Collective is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Devonshire Collective actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Devonshire Collective select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Devonshire Collective ensures that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Devonshire Collective also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, Devonshire Collective ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Devonshire Collective makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
- Devonshire Collective undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## **G. DC Safeguarding Matrix**



## H. Practical Ideas for How Staff Can Attempt to Obtain Consent

### 1. Create a safe, private environment

- Ensure the adult feels comfortable and not rushed.
- Make sure no one influencing or intimidating them is present.
- Check for communication needs (e.g., interpreter, easy-read).
- 

### 2. Explain the concern in clear, non-judgemental language

Instead of:

“We need to report this for safeguarding.”

Try:

"I'm worried about your safety because... and I'd like to talk with you about sharing this so we can help keep you safe."

Short, plain-language explanations help the person understand why sharing might be helpful.

### 3. Describe exactly what will happen if they agree

Adults often refuse when they don't know what to expect.

Use simple, transparent statements such as:

- "If you agree, I would contact \_\_\_ and they may offer you support."
- "You can stop the process at any time."
- "We will only share the minimum information necessary."

### 4. Check understanding gently

Ask open questions like:

- "Can you tell me what you understand about what we've discussed?"
- "What questions do you have about sharing this information?"

Avoid yes/no questions, which don't confirm real understanding.

### 5. Emphasise their control and choices

Adults at Risk often fear losing control.

Reassurance helps:

- "The decision is yours."
- "I will support whatever you choose."
- "You can take some time to think about it."

### 6. Offer to involve someone they trust

If appropriate and safe:

- A support worker
- A friend/family member
- An advocate
- Mental capacity advocate if capacity is in question

This can increase the likelihood of informed consent.

### 7. Explain the limits of confidentiality clearly

This is essential to maintain transparency.

E.g.:

"I will try to respect your wishes, but if I believe you or someone else is in serious danger, I may still need to share this without your consent. I will always tell you if that happens."

8. Record the consent conversation thoroughly

Staff should capture:

- What was explained
- How understanding was checked
- The decision made
- Whether the adult appeared coerced or fearful
- Any capacity concerns

This supports defensible decision-making.