

## Escape Arts Children & Young People's Protection Policy

### 1. Definitions

A **child or young person** is defined as a person under the age of 18 (The Children Act 1989, as may be amended, modified or replaced from time to time).

A **SEND child or young person** is defined as a child/young person with special education needs & disability.

**Abuse** is a violation of an individual's human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts. It can be:

- **Physical Abuse:** This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child/young person's ill health also constitutes physical abuse.
- **Sexual Abuse:** This involves forcing or enticing a child/young person to take part in sexual activities, whether or not the child/young person is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children/young people pornographic materials, sexual activities or encouraging children/young people to behave in sexually inappropriate ways also constitutes sexual abuse.
- **Emotional abuse:** Varying degrees of emotional abuse is present in virtually all children and young people's protection incidents but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child/young person. Such behaviour may involve conveying to a child/young person that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.
- **Neglect:** Neglect is the persistent failure to meet a child or young person's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter, or clothing for a child/young person, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child/young person.

A **Designated Safeguarding Lead (DSL)** is a person in Escape Arts who has received training to lead on the implementation of Escape Arts' Safeguarding & Child Protection Policies. They are the first port of call with regards to raising any safeguarding concerns, reporting safeguarding concerns/crimes and providing support to anyone in the team who has had to report a safeguarding concern. As of July 2024, Escape Arts employs two Designated Safeguarding Leads who support the implementation of this policy. These employees are the Operations Manager and Arts Award Coordinator.

A **Local Authority Designated Officer (LADO)** is a statutory role that is responsible for overseeing the management of allegations made against adults who work with children, whether in a paid or voluntary capacity. The LADO ensures that allegations are dealt with fairly, quickly, and consistently, and that appropriate referrals, investigations, and safeguarding measures are taken.

## **2. Statement of Policy**

Escape Arts works with children and young people to deliver projects that provide education and support their wellbeing and development.

Escape Arts believes that all children and young people have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children and young people in our care from harm and provide a healthy and safe environment. This policy has been developed with regard to national statutory guidance, including Working Together to Safeguard Children (2023), to ensure our approach reflects current best practice in child protection.

### **Escape Arts will therefore ensure that:**

- The welfare of the child and young person is paramount.
- All children and young people, whatever their age, culture, disability, gender, gender identity, language, ethnicity, religious beliefs and/or sexual orientation, have the right to protection from abuse.
- The needs of disabled children, young people and others who may be particularly vulnerable will be taken into account.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working within the project have a responsibility to report concerns to the appropriate person (Project Manager, Designated Safeguarding Leads, CEO and/or Deputy CEO).

## **3. Scope of Policy**

For the purposes of the policy, references to members of staff includes:

- All employees, including sessional staff.
- Artists and other freelance contractors
- Volunteers, including young volunteers supporting our Arts Award group.
- Work experience placements/trainees

This policy also applies to young people volunteering at Escape Arts' Arts Award project. Former participants over the age of eighteen can volunteer to share their experiences and support participants. All young people between the ages of 18-25 volunteering to support this project will meet with an Escape Arts member of staff ahead of volunteering to be made aware of appropriate boundaries when working in a group with young people under the age of 18. Any breach of this policy or inappropriate behaviour could lead to the individual's volunteer role ending.

This policy applies to all staff regardless of whether they have regular contact with children or young people. Escape Arts expects all people working for the organisation, volunteering,

or attending events & workshop sessions to be treated with the same dignity and respect, and have equal access to any of Escape Arts' services. *For more information, see Escape Arts Equality, Inclusion & Diversity Policy.*

All staff must have DBS checks before beginning employment with Escape Arts and before any direct contact with children or young people. All volunteers working with children and young people will be required to undertake a DBS check. All staff and volunteers will be requested to read Escape Arts Children and Young People's Protection Policy and Procedure and will undertake safeguarding training as part of the Escape Arts Induction. Staff members receive accredited Safeguarding Training annually and volunteers are also offered an annual refresher training session on this policy.

#### **4. Purpose of Policy**

The aim of Escape Arts Children and Young People's Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Escape Arts.
- Allowing all staff/volunteers to make informed and confident responses to specific children and young people's protection issues.

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

#### **5. Escape Arts Children & Young People's Protection Commitments**

Escape Arts' staff, volunteers and other freelance contractors will adhere to the following guidelines to protect themselves from false allegations.

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all children/young people equally with respect and dignity.
- Always putting the welfare of each child/young person first.
- Maintaining a safe and appropriate distance with children/young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child/young person or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children and young people to share in decision making.
- Making activities fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly. If it is difficult to maintain hand positions when the child or young person is constantly moving, young people should always be consulted, and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Involving parents/carers wherever possible. If groups must be supervised in the changing areas, always ensure staff work in pairs.
- Ensuring that if mixed groups are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.

- Being an excellent role model. This includes not smoking or consuming harmful substances such as drinking alcohol or illegal drugs in the company of children/young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children/young people, avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if a staff member is required to transport any children/young people in cars.
- Ensure each child/young person has been fully registered with the project by parent/carer.
- Ensure all children/young people are signed both in and out of the projects.
- Under no circumstance are staff allowed to befriend children/young people under the age of 18 via any social media or have direct contact via personal mobile phones unless acknowledgement and consent is given by a parent or carer. *For more information, see Section 8, Child & Young People's Protection & E-Safety.*

All staff are required to undertake a DBS check at the beginning of their employment. Volunteers working with Escape Arts community groups, specifically those working with children, young people and vulnerable adults, will also be required to undertake a DBS check as part of their registration.

### **Practices To Be Avoided**

The following should be **avoided** except in emergencies or where written consent has been given. If a case arises where these situations are unavoidable (e.g. the child/young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child/young person up at the end of a session), it should be with the full knowledge and consent of someone in charge in the project or the child or young person's parents.

#### **Otherwise, avoid:**

- Spending excessive amounts of time alone with children/young people away from others.
- Taking or dropping off a child/young person to an event. This should only be undertaken with written approval of the parent/guardian and with another member of staff present.

#### **Practices never to be allowed:**

The following should **never** be allowed. You should **never**:

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child/young person.
- Befriend a child/young person via social media.
- Allow or engage in any form of inappropriate touching.
- Allow children/young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child/young person, even in fun.
- Reduce a child/young person to tears as a form of control.
- Allow allegations made by a child/young person to go unchallenged, unrecorded

or not acted upon.

- Do things of a personal nature for children, young people or disabled adults that they can do for themselves.
- Invite or allow children/young people to stay with you at your home unsupervised.

**NB** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children/young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents and the consent of the children/young people involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her/them about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child/young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

### **Incidents That Must Be Reported/Recorded**

If any of the following occur Escape Arts staff will report this immediately to the Programme Manager, Designated Safeguarding Lead and/or CEO/Deputy CEO and record the incident. They will also ensure the parents of the child/young person are informed:

- if you or a member of staff accidentally hurt a participant
- if a child/young person seems distressed in any manner
- if a child/young person appears to be sexually aroused by your or a member of staff's actions
- if a participant misunderstands or misinterprets something you or a member of staff has said or done.

### **6. Recruitment/Training of Staff and Volunteers**

Escape Arts recognises that anyone may have the potential to abuse children/young people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children/young people.

Pre-selection checks will include the following:

- All volunteers/staff will complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent will be obtained from an applicant to seek information from the Criminal Records Bureau in the form of an enhanced DBS check.
- Two confidential references, including one regarding previous work with children/young people. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving license with photo).

All employees and volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers will receive formal induction, during which:

- A check will be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- The job requirements and responsibilities will be clarified.
- Child protection, safeguarding & confidentiality procedures will be explained and training needs identified.

In addition to pre-selection checks, the safeguarding process will aim to include training to help staff and volunteers to:

- Establish good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children and young people.

## 7. Children & Young People's Protection Procedures

It is not the responsibility of anyone working in Escape Arts, in a paid or unpaid capacity, to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

### Concerns and Actions:

#### 1. Concerns about poor practice:

- If, following consideration, an allegation is clearly about poor practice, the CEO will deal with it as a misconduct issue.
- If the allegation is about poor practice by a Project Coordinator, or if the matter has been handled inadequately and concerns remain, it should be reported to the CEO/Deputy CEO who will decide how to deal with the allegation and whether to initiate disciplinary proceedings.

#### 2. Concerns about suspected abuse:

- All safeguarding concerns and allegations will be handled in accordance with Working Together to Safeguard Children (2023), including the duty to refer concerns to children's social care and, where applicable, the Local Authority Designated Officer (LADO).
- Any suspicion that a child or young person has been abused by either a member of staff or a volunteer should be reported to a Designated Safeguarding Lead (DSL) and the CEO/Deputy CEO, who will take such steps as considered necessary to ensure the safety of the child or young person in question and any other child/young person who may be at risk. The staff members who are Designated Safeguarding Leads will be communicated to staff and volunteers during the induction.
- The Designated Safeguarding Lead/CEO/Deputy CEO will refer the allegation to the social services department which may involve the police or go directly to the police if out-of-hours. For clarification on what information to share with social services, see **page 7** of this policy.
- The parents or carers of the child will be contacted as soon as possible **following advice from the social services department**.
- The CEO/Deputy CEO will also notify the relevant Escape Arts Trustees: Chair or Co-Chairs of the Board of Trustees and HR Sub-Committee Chair.
- If a Designated Safeguarding Lead/CEO/Deputy CEO is the subject of the

suspicion/allegation, the report must be made to the Chair or Co-Chairs of the Board of Trustees and HR Sub-Committee Chair who will refer the allegation to social services.

- Where the concern involves a person in a position of trust, Escape Arts will refer the matter to the Local Authority Designated Officer (LADO), in line with the procedures set out in Working Together to Safeguard Children. The LADO is responsible for overseeing the process and ensuring that allegations are handled appropriately across agencies.

### **3. Concerns outside the immediate project environment (eg a parent or carer):**

- Report your concerns to the Designated Safeguarding Lead/CEO/Deputy CEO, who should contact social services or the police as soon as possible.
- Social services and the Designated Safeguarding Lead/CEO/Deputy CEO will decide how to involve the parents/carers.
- The CEO/Deputy CEO will also report the incident to the Chair or Co-Chairs of the Board of Trustees and HR Sub-Committee Chair, who will report to the full Board of Trustees if appropriate. The Board of Trustees should ascertain whether the person/(s) involved in the incident play a role in Escape Arts and act accordingly.
- Maintain confidentiality on a need-to-know basis only.
- See **page 7** of this policy for more detail on the information that is needed for social services or the police.

### **4. Concerns about bullying:**

- If bullying is suspected, the same procedure will be followed as set out in 'Responding to Suspicions or Allegations' above.
- Escape Arts' staff will:
  - Take all signs of bullying very seriously.
  - Encourage all children/young people to speak and share their concerns (It is believed that up to 12 children/young people per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
  - Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
  - Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
  - Keep records of what is said (what happened, by whom, when).
  - Report any concerns to the Programme Manager/Designated Safeguarding Lead/CEO/Deputy CEO or the school (wherever the bullying is occurring).
- Action towards the bully(ies):
  - Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s) where appropriate.
  - Inform the bully(ies)'s parents.
  - Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
  - Provide support for the victim's coach.
  - Impose sanctions as necessary.
  - Encourage and support the bully(ies) to change behaviour.
  - Hold meetings with the families to report on progress.
  - Inform all organisation members of action taken.

- Keep a written record of action taken.
- Key staff will undertake training in safeguarding and behaviour management, facilitated through Warwickshire County Council. Depending on the seriousness of the event, external expertise will be sought to help resolve the situation.

Where an allegation is made, the project will follow the procedures as detailed above and report the matter to the social services or the police. This is because other children/young people, either within or outside the activity, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children/young people. This is reinforced by the details of the Protection of Children Act 1999 (as may be amended, modified, or replaced from time to time).

**Information for social services or the police about suspected abuse:**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child or young person's name, age and date of birth of the child/young person.
- The child or young person's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child or young person's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child or young person was not the person who reported the incident, has the child/young person been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

**Who to Contact:**

If you are worried about any or young person and think they may be a victim of neglect, abuse or cruelty, contact Family Connect on 01926 414144. The Front Door operating times are:

- 8.30am – 5.30pm: Monday – Thursday
- 8.30am – 5.00pm: Friday

Outside of office hours for an immediate concern about a child or young person in danger, dial 999. If the concern cannot wait until Family Connect reopens and is an emergency, contact the Emergency Duty Team on telephone number 01926 886922.

You can also contact the **NSPCC Child Protection Helpline** on **0808 800 5000** or **Childline** on **0800 1111**.

### **Confidentiality**

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.

This includes the following people:

- the Programme Manager/Designated Safeguarding Lead/Project Coordinator/CEO/Deputy CEO
- the HR Sub-Committee Chair
- the Chair or Co-Chairs of the Board of Trustees
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the alleged abuser (and parents if the alleged abuser is a child/young person).

Escape Arts will seek social services advice on who should approach the alleged abuser.

Information on any child protection concerns will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). *Please see Escape Arts GDPR Policy for more information.*

### **Internal enquiries and suspension**

- If an allegation is made against a staff member, volunteer, or any adult involved with Escape Arts that indicates they may have:
  - Behaved in a way that has harmed a child or may have harmed a child,
  - Possibly committed a criminal offence against or related to a child, or
  - Behaved in a way that indicates they may pose a risk of harm to children,
- The Designated Safeguarding Lead will notify the Local Authority Designated Officer (LADO) within one working day. The LADO will advise on next steps and coordinate the response between agencies including the police and social care. Escape Arts will cooperate fully with the LADO's investigation process and follow their recommendations before reaching any internal decisions regarding the adult's role or conduct.
- Escape Arts' CEO/Deputy CEO will make an immediate decision about whether any individual accused of abuse should be suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police enquiries, the Escape Arts Trustee Board will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Escape Arts Trustee Board must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child/young person should remain of paramount importance throughout.

### **Support to deal with the aftermath of abuse**

- Consideration will be given to the kind of support that children, young people, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: **bac@bacp.co.uk**, Internet: **www.bap.co.uk**.
- Escape Arts invest in an Employee Assistance Programme for staff and volunteers to access confidential support, online counselling and wellbeing resources through Health Assured, through telephone support: **0800 047 4097 / 1800 936 710**, quoting **ESC029**, Internet: [Home | Health Assured \(healthassuredeap.co.uk\)](http://Home | Health Assured (healthassuredeap.co.uk)) and their app, Wisdom, for 24/7 live chat and support. If you do not have access to Health Assured or the Wisdom app, contact the Deputy CEO who can put you in touch with them.
- Consideration will be given to what kind of support may be appropriate for the alleged perpetrator.

## **8. Children & Young People's Protection & E-Safety**

Escape Arts is committed to ensuring that all staff, volunteers and participants, including children and young people within its remit of care, will be able to use existing and well as up-and-coming technologies safely. With the ever-changing realm of the internet, it is vital to understand all developments in this area to ensure that all those who work with children and young people as well as their parents are informed as to the dangers that exist so that they can take an active part in safeguarding children and young people.

Escape Arts will seek to ensure that across the organisation the following elements will be in place as part of its safeguarding responsibilities to children and young people by:

- Establishing a list of authorised person(s) dealing with child protection issues and E-safety in each project location.
- Establishing key internet administrators who are responsible to monitor the social media sites.
- Implementing training sessions with all children and young people on E-Safety, including the signing of Acceptable Use Agreement.
- Provide information to parents that highlight safe practice when using the internet and other digital technologies in the project and at home.
- Provide adequate training for staff and volunteers, including in all inductions.
- Provide adequate supervision of children and young people when using the internet and digital technologies.
  - Provide good role models in acceptable use of mobile phones within projects.
  - Provide up to date photography/filming parental consent forms, which are completed before publication.
- Establish a reporting procedure for abuse and misuse by children, young people and adults.
- Not sharing personal profiles with children and young people.
- Use of Internet facilities, mobile and digital technologies
- Participants and staff shall not visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - Indecent images of children/young people
  - Promoting discrimination of any kind

- Promoting racial or religious hatred
- Promoting illegal acts
- Any other information which may be offensive to peers or colleagues e.g. abusive images; promotion of violence; gambling; criminally racist or religious hatred material.

Serious breaches may lead to the incident being reported to the Police or other regulatory bodies, for instance, illegal Internet use or child protection concerns.

#### Social Media:

Personal invitations from staff to participants (including vulnerable adults, children and young people) on social media (or vice versa) are not permitted. This refers to Facebook, Twitter, Instagram and any other social media platforms where staff and participants share personal information, such as photographs, and has a private chat function. No initiation or acceptance of invitations from participants within the project under the age of 18 will be sanctioned. Staff are not permitted to share personal contact details with participants (such as email and phone numbers).

#### Keeping Young People Safe in Online Sessions

During the Covid-19 pandemic, Escape Arts used digital platforms such as Zoom and Microsoft Teams to continue to engage participants in projects. Whilst there are no Escape Arts projects currently meeting online, the following guidance has been produced to ensure children and young people are safe online if online sessions were to resume in the future.

Prior to joining any online session, written consent must be obtained by a parent or guardian giving permission for the child or young person to join the session. Online sessions working with children and young people must be attended by two members of staff at all times. Staff members and children/young people must adhere to a Code of Conduct, created with the Project Coordinator at the beginning of an online project. This must include items such as dressing appropriately for sessions and acceptable use of the chat function in line with the WhatsApp Group Code of Conduct.

Staff members must only use verified Escape Arts accounts on Escape Arts' owned technology only for any online project session working with children and young people. All staff, volunteers, freelance contractors and participants engaging in an online project session must use their real name to ensure people can be identified.

Recording of any online session with anyone under 18 must obtain written consent from a parent or guardian before the recording takes place.

Staff members must be vigilant in looking out for the same signs of abuse outlined in *Recognising Child Abuse* when working with children and young people online. The same reporting procedures in *Responding to Suspicions and Allegations* below must be followed.

#### Use Of Photographic/Filming Equipment

Escape Arts staff will supervise all use of photography and film, ensuring written consent has been obtained and safeguarding those children/young people for whom consent has not been granted. This written consent will be obtained during the initial registration for an Escape Arts' project.

## **9. Implementation**

All staff members and volunteers will undertake training in this policy as part of the Escape Arts Induction. Refresher sessions will be implemented annually.

Through training and regular review of this policy, Escape Arts will aspire to enable:

- Relevant staff to attend a recognised good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Where relevant, volunteers to complete recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a child/young person.
- All staff to undergo national first aid training.
- Attendance of updated training when necessary.

## **10. Monitoring and Evaluation**

Escape Arts will review this policy annually with the HR Sub Committee and the Board of Trustees to ensure the policy is updated with the latest legislation. As of July 2025, Escape Arts employs two Designated Safeguarding Leads who lead on the implementation of this policy. These employees are the Operations Manager and Arts Award Coordinator.

Safeguarding is a standing agenda item at HR Sub-Committee Meetings to share learning and discuss policy implementation. Outside of these meetings, the Board will be informed of any safeguarding concerns that have been reported to Family Connect or WCC LADO. The Board will also be informed if an Escape Arts staff member has been involved in a safeguarding incident with a child or young person. Members of the Escape Arts team will contact the Board directly if there has been a safeguarding incident involving the Executive or if they do not feel that a safeguarding concern has been dealt with effectively.

**Agreed and adopted by the Board of Trustees – Date:** 31<sup>st</sup> July 2025

To be reviewed every year.

**Next date for review – Date:** July 2026