

Dated

2023

Safeguarding Policy

DE REUS FOUNDATION

A registered charity in England and Wales (number 1204215)

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1. PURPOSE AND SCOPE

- 1.1 The De Reus Foundation (Charity) undertakes activities, which result or may result in interactions with Children, young people and Vulnerable Adults. The purpose of this policy is to provide Staff and Volunteers, Children, Vulnerable Adults and their families and the wider public with the main principles that guide our approach to safeguarding.

2. LEAD TRUSTEE

- 2.1 The Charity has appointed a Lead Trustee who is responsible for the oversight of safeguarding within the Charity and to spearhead any investigation or, where necessary, reporting to the appropriate regulator or authority.
- 2.2 Lead Trustee: Samantha De Reus.

3. APPLICABILITY

- 3.1 This policy applies to Staff, Volunteers, Freelance Contractors, and our trustees.
- 3.2 This policy is non-contractual and the Charity may amend it at any time.

4. PRINCIPLES

- 4.1 The Charity has a responsibility to protect the welfare of all our visitors, artists, suppliers, Staff, Volunteers and Freelance Contractors and to keep them safe. Being able to live safely, free from fear and abuse, is a right.
- 4.2 The Charity recognises its responsibility for fostering a culture where people feel safe and where they feel able to speak up should they have any concerns.

5. DEFINITIONS

- 5.1 **Child/ Children:** as defined in the Children's Acts 1989 and 2004, is anyone who has not yet reached their eighteenth birthday. Until a person has reached their eighteenth birthday, they are the legal responsibility of their parents/ carers, even if that person is not present.
- 5.2 **DBS:** Disclosure and Barring Service
- 5.3 **Basic Check:** shows unspent convictions and conditional cautions
- 5.4 **Standard check:** shows spent and unspent convictions and adult cautions, from the Police National Computer which have not been filtered in line with legislation
- 5.5 **Enhanced Disclosure:** shows the same as a standard check plus any information held by local police that's considered relevant to the role

- 5.6 **Freelance Contractors:** anyone contracted for work/projects on a freelance basis.
- 5.7 **Gallery:** refers to Gallery V of 13 St Johns St, Cambridge CB2 1TW
- 5.8 **Staff:** anyone who is directly employed by the Charity,
- 5.9 **Volunteers:** anyone who undertakes a role with the Charity on a voluntary basis and is not paid.
- 5.10 **Vulnerable Adult:** a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

6. TYPES OF ABUSE

- 6.1 Abuse can take many forms, for example:

- 6.1.1 behavioural – controlling or coercive behaviour;
- 6.1.2 verbal - isolating, harassing or humiliating verbally;
- 6.1.3 physical - slapping, pushing, hitting or restraining which leads to a burn, cut, bruising or internal injury;
- 6.1.4 sexual - sexual harassment and rape;
- 6.1.5 financial – misusing a Child or Vulnerable Adult's money or stealing from them;
- 6.1.6 neglect - depriving someone of enough food, the right medicines or not helping them wash and change their clothes.

7. REPORTING CONCERNS

- 7.1 If you think a crime has occurred, is in progress or that someone or property is at risk of immediate danger, then you should call the police immediately.
- 7.2 If there is no immediate danger then you are invited to make your concerns known to a member of our team, who will alert a senior member of the Charity.
- 7.3 For members of the Charity, make your concerns known to your supervisor. If you feel unable to do so, speak to the Lead Trustee.
- 7.4 The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting. They are aware of the Government guidance on handling safeguarding allegations.

8. RESPONSIBILITIES

8.1 Trustees:

- 8.1.1 The Board of Trustees will review this policy at least annually.
- 8.1.2 Trustees are aware of the Charity Commission guidance on safeguarding. They will refer to the ten actions guidance provided by the Charity Commission to ensure good governance.
- 8.1.3 A lead trustee will be given responsibility for the oversight of all aspects of safety, including whistleblowing. This will include:
 - (a) Nurturing a culture of respect so that everyone can safely raise concerns they might have.
 - (b) Leading an annual review of safety and provide recommendation to the board of Trustees to consider.
 - (c) Investigating issues and dealing with them fairly, quickly and sensitively. Where necessary, reporting to the authorities.
 - (d) Carrying out risk assessment as appropriate with any actions required being put in place such that the risks are minimised.
 - (e) Oversight of recruitment to ensure that all checks that are needed are carried out. This includes DBS checks and the level required. This includes Staff, Volunteers and Freelance Contractors.
 - (f) Maintaining a register to monitor and ensure ongoing monitoring of DBS clearance and relevant training is up to date.
 - (g) Making Staff, Volunteers, Freelance Contractors, and others aware of the safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.

9. RECRUITMENT

9.1 When appointing those who work in direct contact with Children and young people the Charity will be responsible for the following:

9.2 Before employment:

- 9.2.1 Meeting the application in person (which can include remotely via video meeting).
- 9.2.2 Obtaining the results of a suitable DBS disclosure, Basic Check or Standard Check. For Staff or Volunteers a new DBS will be obtained prior to their working for the

Charity. If the applicant is being employed on a freelance basis, evidence of an Enhanced Check obtained in the last three years can be accepted. Any physical copies will be kept in a secure location.

- 9.2.3 Obtaining two references from applicants that are satisfactory and cast no doubt on the application in relation to the role they are applying for.

9.3 Upon employment:

- 9.3.1 Setting an appropriate probation period to assess the individual's suitability for the role.
- 9.3.2 Providing applicants with copy of this policy to read and sign to say that they understand the Safeguarding Policy and how it affects their work, which will be included in their contract or agreement.
- 9.3.3 Carrying out an individual risk assessment if the applicant is under 18 or a Vulnerable Adult. The Charity will still carry out a general risk assessment in addition to this.

9.4 During employment:

- 9.4.1 Providing appropriate training and to include safeguarding training.
- 9.4.2 Undertaking DBS checks every three years.
- 9.4.3 Where any policy is updated, this is to be shared with all Staff, Volunteers and Freelance Contractors.

9.5 The applicant/employee will be responsible for:

- 9.5.1 Providing all the information requested.
- 9.5.2 Promptly providing details of any criminal convictions or investigations.
- 9.5.3 Co-operating fully with any request made or action taken by the Charity.

9.6 Reasons for not appointing an applicant/discontinuing employment may include:

- 9.6.1 Relevant previous offences against Children or Vulnerable Adult for example drugs or violence related offences.
- 9.6.2 Unsuitable references.
- 9.6.3 Unsuitable behaviour during probation period or employment. The Charity will consider its contractual obligations in this regard and any applicable policies such as disciplinary policy that sits within any Staff handbook.

9.6.4 Failure to disclose relevant information.

10. SUPERVISION OF CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS

10.1.1 Children and Vulnerable Adults visiting, and establishment of the Charity mainly do so as part of an organised group or with family and friends. Whilst the primary responsibility for the welfare of Children and Vulnerable Adult(s) rests with the supervising adult, Staff, Volunteers and Freelance Contractors working with Children and Vulnerable Adults will:

- (a) Take responsibility for their wellbeing at all times;
- (b) Be made aware of and comply with health and safety procedures relevant to the location;
- (c) Ensure the working space is safe before allowing Children to enter;
- (d) Take a register where appropriate;
- (e) In respect of artists who are under 18, make sure that a registration form has been completed by a parent/guardian with emergency contact details, any relevant medication information and, where applicable, a photography consent form.

10.1.2 Every Staff member, Volunteer and Freelance Contractor must take responsibility to ensure that this policy is always implemented and that any issues are addressed correctly, with compassion and that the strictest confidence is maintained at all times.

11. WORKSHOPS/EVENTS ORGANISED BY THE CHARITY

11.1 Written risk assessments will be carried out for all activities and safeguarding issues will be included in each risk assessment involving Children and/or Vulnerable Adults.

12. SOCIAL MEDIA AND PHOTOGRAPHY

12.1 The Charity regularly captures and shares digital media including photographs and videos of the exhibitions and events we have or that are sent to the Charity. We have a responsibility to ensure Children and Vulnerable Adults are protected at the point images are captured and/or shared.

12.2 Photography and filming at the Charity's establishments:

12.2.1 The Charity will not take or allow photographs or film to be taken of Children in the course of activities without having a permission form filled in by the parent/carer of the Child.

- 12.2.2 For any group visits, always seek permission from the group leader before taking any photographs of a group of Children or Vulnerable Adults. If in doubt, make sure that we only take photos of hand/back of heads and not faces.
- 12.2.3 The Charity does not allow photographs of unaccompanied Children to be taken.
- 12.2.4 Where we are required to share imagery or film with a third party (e.g. press, stakeholders, funders) full written consent is required from the parent or carer before we share with third parties.
- 12.3 Sharing photographs and video:
 - 12.3.1 Do not name or release identities of any individual in print or online, including Children or Vulnerable Adults, without having a permission form filled in by the parent/carers of the Child.
- 12.4 Social media:
 - 12.4.1 Social media can be a legitimate and effective way to engage but posting content online come with some risks. The Charity's use of social media is guided by this policy document and will also comply with our privacy policy, which is available upon request.
 - 12.4.2 The use of personal social media accounts is prohibited when engaging with Children and Vulnerable Adults.
- 12.5 We regularly work with audiences to share and create digital content across our website and organisational social media accounts for all audiences to enjoy and experience. We recognise that when we directly involve Children and Vulnerable Adults in digital participation, specific procedures are required to ensure these individuals are safeguarded.
- 12.6 We will manage online risks by ensuring:
 - 12.6.1 Staff, Volunteers, Freelance Contractors and trustees understand how to keep themselves safe online. We will provide adequate training and will, where appropriate, use high privacy settings and password access to meetings to support this.
 - 12.6.2 The services we use are safe and in line with our code of conduct.
 - 12.6.3 We protect people's personal data and follow data protection legislation.
 - 12.6.4 We have permission to display any images on our website or social media accounts, including consent from an individual artist or their parent/guardian.
 - 12.6.5 Where appropriate, we will remove, edit or report any content that is deemed objectionable, offensive or unlawful.

- 12.6.6 Content that is abusive, threatening, harassing, defamatory, ageist, sexist, homophobic, transphobic, ableist, or racist is not acceptable and the Charity will act quickly to remove and report any such content.
- 12.6.7 Anything that is intended to promote or incite violence will not be tolerated and, if deemed unlawful, could lead to further action.
- 12.6.8 Concerns may be reported using this policy, or direct to a social media provider using their reporting process.

13. REPORTING ABUSE AND PROCEDURE FOR RESPONDING TO ALLEGATIONS AND DISCLOSURE ALLEGATIONS:

- 13.1 If any member of Staff, Volunteer or Freelance Contractor is concerned that abuse may be occurring, is likely to occur, or receives a report of abuse, they must make written notes and refer the matter immediately to their line manager or directly to the Lead Trustee.

14. WHISTLEBLOWING

- 14.1 Whistleblowing refers to the act of reporting or exposing wrongdoing in the public interest, either within an organisation or externally, for example, to a regulator or the press. Anyone with concerns can follow the Charity's Whistleblowing Policy.

15. WORKING WITH OTHER ORGANISATIONS

- 15.1 In working with other organisations, including any grant making, we will comply with Charity Commission guidance by carrying out relevant due diligence and having a written agreement that sets out:

- 15.1.1 Our relationship.
- 15.1.2 The role of each organisation.
- 15.1.3 Monitoring and reporting arrangements.

16. VERSION CONTROL

- 16.1 This policy will be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.