



Safeguarding Policy and Procedures

1. Introduction	<p>This policy applies to all staff, including the board of trustees, paid staff, volunteers and sessional workers, students, interns or anyone working on behalf of Brighton Fringe</p> <p>The purpose of this policy:</p> <ul style="list-style-type: none">To protect children and vulnerable adults who receive Brighton Fringe's services. This includes the children of adults who use our services.To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection. <p>Brighton Fringe believes that a child or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practise in a way that protects them.</p> <p>Brighton Fringe comes into contact with children and / or vulnerable adults through the following activities:</p> <ul style="list-style-type: none">Audiences in interactive performances, including Fringe CityWorkshops (Fringe Academy)Events & launches <p>The types of contact with children and / or vulnerable adults will be:</p> <ul style="list-style-type: none">General contact as audience participants / attendeesIn workshops – General contact <p>Brighton Fringe undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
2. Legislation	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none">○ Working together to safeguard Children 2010○ The Children Act 1989

	<ul style="list-style-type: none"> ○ United Convention of the Rights of the Child 1991 ○ Data Protection Act 1998 ○ Human Rights Act 1998 ○ The Equality Act 2010 ○ Sexual Offences Act 2003 ○ Children and Families Act 2012 ○ Protection of Freedoms Act 2012 ○ Children Act 1989 (Revised 2004) ○ Safeguarding Vulnerable Groups Act 2006 ○ Mental Capacity Act 2005 ○ The Care Act 2014 ○ Care Act statutory guidance on Safeguarding in Chapter 14 ○ Mental Health Act 2007 ○ Health and Social Care Act 2008 ○ Rehabilitation of Offenders Act 1974
<p>3. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is an act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>Abuse can take a number of forms for children, including the following (in accordance with Working Together to Safeguard Children, 2015):</p> <p>Physical Abuse Emotional Abuse Sexual Abuse Neglect</p> <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child, 1991).</p> <p>It can take a number of forms for adults, including the following (in accordance with the Care Act 2014):</p> <ul style="list-style-type: none"> ● Physical ● Domestic Violence and Abuse ● Sexual ● Psychological ● Financial or Material ● Modern Slavery

	<ul style="list-style-type: none"> • Discriminatory • Organisational Neglect and Acts of Omission • Self Neglect <p>In accordance with the Care Act 2014, Chapter 14, safeguarding duties apply to an adult who:</p> <ul style="list-style-type: none"> - Has needs for care and support (whether or not the local authority is meeting any of those needs) and; - Is experiencing, or at risk of, abuse or neglect; and - As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
<p>4. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>Trustees have responsibility to ensure:</p> <ul style="list-style-type: none"> - The policy is in place and appropriate - Liaison with and monitoring the Designated Safeguarding Officer (Amy MacGregor). - Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented <p>Designated Safeguarding Officer has responsibility to ensure:</p> <ul style="list-style-type: none"> - The policy is accessible - The policy is implemented - The policy is monitored and reviewed - Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented - Promoting the welfare of children and vulnerable adults - Ensure staff (paid and unpaid) have access to appropriate training/information - Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately - Keep up to date with local arrangements for safeguarding and DBS - Develop and maintain effective links with relevant agencies. - Take forward concerns about responses.
<p>5. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include: Health & Safety Policy, Data Protection Policy, Complaints Procedure, Volunteer Policy and Induction Procedures.</p> <p>Safe recruitment Brighton Fringe ensures safe recruitment through the following processes:</p>

	<ul style="list-style-type: none"> • Providing the following safeguarding statement in appropriate recruitment adverts or application details – ‘recruitment is done in line with safe recruitment practices.’ • Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities. • There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding • Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification • DBS checks will be conducted for all staff. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient unless the applicant is currently subscribed to the DBS Update Service and holds a current certificate for the appropriate workforce and level of check. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts. • No formal job offers for roles where a DBS is required are made until after checks for suitability are completed (including DBS and 2 references). Exceptionable and justifiable circumstances where employment/ role could commence prior to DBS clearance will be agreed in consultation with the Board. <p>Disclosure and Barring Service Gap Management The organisation commits resources to providing Disclosure and Barring Service checks on staff whose roles involve contact with children and /or vulnerable adults.</p> <ul style="list-style-type: none"> • A 3 year rolling programme of re-checking DBSs is in place for holders of all posts. <p>Service delivery contracting and subcontracting</p> <ul style="list-style-type: none"> • There will be systematic checking of safeguarding arrangements of partner organisations. • Safeguarding will be a fixed agenda item on any partnership reporting meetings. • Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures.
<p>6. Communications, training and support for staff</p>	<p>Brighton Fringe commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include</p> <ul style="list-style-type: none"> • Discussion of the Safeguarding Policy (and confirmation of understanding) • Discussion of other relevant policies • Ensure familiarity with reporting processes, the roles of line manager and Designated Safeguarding Officer (Amy MacGregor) and who acts in their absence (Sarah Perryman). • Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult and child safeguarding • Formally assessing new members of staff’s competence in applying safe practices (e.g. during probation period)

Training

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:






ROLE	<u>Introductory safeguarding training</u>	<u>Basic safeguarding training</u>	<u>Specialist safeguarding training</u>	<u>Continual professional development</u>
Staff (paid or unpaid) No Contact with children or potentially vulnerable adults	X			X
Staff (paid or unpaid) Contact with children or potentially vulnerable adults		X		X
Management & Directors / Designated Safeguarding Officer			X	X
Trustees		X	X	X

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Team meetings
- Director meetings
- Board meetings
- One to one meetings (formal or informal),
- Participation in multi-agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.

	<ul style="list-style-type: none"> • Encouraging open discussion to identify the barriers to reporting so that they can be addressed. • Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection • All regular staff (paid or unpaid) are reminded of policies and procedures whenever a need is identified by a line manager • Project specific discussion of the policy and agreed actions for project staff and participants (Fringe Academy, Fringe City) <p>Support We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none"> • Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with. • Undertaking project specific research into charities which can provide supportive resources for staff and participants. • Seeking further support as appropriate through signposting provided by the individual by their line manager who commits to keeping up to date with local support services e.g. access to counselling. <p>Staff who have initiated protection concerns will be contacted by the Designated Safeguarding Officer, the Acting Safeguarding Officer in their absence, and/or the Designated Board Safeguarding Officer (Heather James) within 1 week or within 24 hours where an individual is deemed at risk of serious harm.</p>
<p>7. Professional boundaries</p>	<p>Professional boundaries are what define the limits of a relationship between a Brighton Fringe Staff member and a participant. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Brighton Fringe expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> • Brighton Fringe does not allow paid or unpaid staff to give or receive gifts from clients over the value of £10 and/or on a reoccurring basis. Any question around transparency or clarity should be raised with the Designated Safeguarding Officer. However gifts may be provided by Brighton Fringe as part of a planned activity. • Brighton Fringe will not use abusive language towards participants • Brighton Fringe will not use punishment or chastisement • Brighton Fringe will not pass on participants' personal contact details • Degree of accessibility to service users (e.g. not providing personal contact details) • Brighton Fringe does not accept responsibility for any valuables on behalf of a participant <p>The following policies also contain guidance on staff (paid or unpaid) conduct: Health & Safety Policy, Data Protection Policy, Complaints Procedure, Volunteer Policy, Induction Procedures.</p>

	<p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.</p>
<p>8. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Brighton Fringe.</p> <div style="border: 1px solid black; padding: 10px; margin-bottom: 5px; text-align: center;"> <p>Communicate your concerns with the Designated Safeguarding Officer</p>  </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 5px; text-align: center;"> <p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form and send this to the Designated Safeguarding Officer, or the Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer if the concern is about the Designated or Acting Safeguarding Officer</p>  </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 5px; text-align: center;"> <p>Discuss with parents of the child or with the adult and/or their care and wider support team or referring agency Make referral if safe and appropriate</p>  </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 5px; text-align: center;"> <p>If required, The Designated Safeguarding Officer, or Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer will call MASH (Multi Agency Safeguarding Hub) for Child/Young Person referrals or Access Point for Adults</p>  </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 5px; text-align: center;"> <p>If required, the Designated Safeguarding Officer, the Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer will submit the Incident Report Form to the local authority within 24 hours of making contact</p>  </div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>The Designated Safeguarding Officer, the Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer will ensure that feedback from the Local Authority is received and their response recorded</p> </div>



The Designated Safeguarding officer will keep the person who reported the concern up to date with developments if appropriate and will report the incident to the Board of Trustees within 1 week or within 24 hours if there is immediate risk of serious harm.

In the absence of the Designated Safeguarding Officer please refer to the Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer (Trustee). In the unlikely event that the Designated Safeguarding Officer is implicated please refer to the Board Designated Safeguarding Officer or in the event that they are both implicated, to your line manager and an alternative member of the Board of Trustees.

It is important to record your concerns and actions at all stages of following the Brighton Fringe Safeguarding process.

Important Contacts:

For Child/Young Person Safeguarding Referrals -

Multi-Agency Safeguarding Hub (MASH) on (01273) 290400 / FrontDoorForFamilies@brighton-hove.gcsx.gov.uk

For Adult Safeguarding Referrals -

Access Point on 01273 295555, out-of-hours 01273 295555 (answered by Carelink Plus) / accesspoint@brighton-hove.gov.uk

Police & Emergency Services -

Call 101 (calls cost a flat rate of 15p per call) or 01273 470 101 / 101@sussex.pnn.police.uk

9. Allegations Management

Brighton Fringe recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

If an occasion arises that a Brighton Fringe staff member (paid or unpaid) will be one-on-one with a child or vulnerable adult outside of a formal workshop or performance setting they must inform the Designated Safeguarding Officer of where they will be and for how long. At an agreed time the staff member will check in with the Designated Safeguarding Officer. If there has been no contact for 30 minutes after the agreed time, the Designated Safeguarding Officer will inform the police.

The process for raising and dealing with allegations is as follows:

	<p>First step: Any member of staff (paid or unpaid) at Brighton Fringe is required to report any concerns in the first instance to their line manager/ or Designated Safeguarding Officer. A written record of the concern will be completed by the line manager or Designated Safe Guarding Officer.</p> <p>Second step: Contact the local authority for advice: Brighton and Hove Access Point on 01273 295555 / http://www.brightonandhovelscb.org.uk/</p> <p>Third step: Follow the advice provided</p> <p>Brighton Fringe recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p>
<p>10. Monitoring</p>	<p>Brighton Fringe will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Training – register/record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated Safeguarding Officer • Formal Board of Trustees reviews of safeguarding processes, training and actions
<p>11. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the following policies: Data Protection Policy, Equal Opportunities Recruitment Procedures, Equality & Diversity Policy.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding Officer.</p> <p>All staff must be aware that they cannot promise participants or their families/ carers that they will keep secrets.</p> <p>Where and when it is safe to do so, the person concerned must be consulted, and their wishes and feelings taken into account, when deciding what information to share about that person.</p> <p>Initial urgent information sharing and gathering may need to take place without the involvement of an adult or child/young person identified as possibly being at risk. They must then be informed and consulted on the need for further enquiries and information sharing as soon as possible. Brighton Fringe staff will take guidance from local Safeguarding agencies on this.</p>

<p>12. Conflict resolution and complaints</p>	<p>Brighton Fringe is aware of Brighton and Hove’s policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (http://www.brightonandhovelscb.org.uk/escalating-a-concern-whistleblowing/)and if necessary this will be taken forward by the Designated Safeguarding Officer</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by Designated Safeguarding Officer via the Brighton and Hove Adult Referral team (http://brightonandhovelscb.org.uk/safeguarding-adults-board/safeguarding-adults-referrals/)</p>
<p>13. Communicating and reviewing the policy</p>	<p>Brighton Fringe will make participants aware of the Safeguarding Policy through the following means: A statement to customers about safeguarding arrangements may be produced and displayed on the website. There will be an agreement with each partner organisation which explains the safeguarding arrangements. The Complaints Policy/Procedure could be referred to which outlines how clients can make a complaint about the service.</p> <p>At the start of each project, the appropriate information to give will be discussed.</p> <p>This policy will be reviewed by the Designated Safeguarding Officer and the Board of Trustees in collaboration with the CEO every year and when there are changes in legislation.</p>
<p>14. Date of last policy review</p>	<p>17/02/2025</p>
<p>15. Signed by</p>	<p>Amy Keogh</p>