

**Sanctuary Queer Arts** Co-Directors recognises the responsibility it has to ensure the safety and well-being of the children, young people, employees and volunteers for whom it provides events, workshops, training schemes and theatre/performance activities.

**Sanctuary Queer Arts** recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Protection of Children (Scotland) Act 2003.

**Sanctuary Queer Arts** recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect and is committed to a practice which protects children from harm.

**The nominated co-director of Sanctuary Queer Arts with specific responsibility for ensuring this policy is regularly reviewed and adhered to is Fraser MacLeod Co-Director [fraser@sanctuaryqueerarts.com](mailto:fraser@sanctuaryqueerarts.com). Any concerns regarding child protection within Sanctuary Queer Arts should be addressed to him.**

**Alternatively both Annabel Cooper [annabel@sanctuaryqueerarts.com](mailto:annabel@sanctuaryqueerarts.com) and Drew Taylor-Wilson [drew@sanctuaryqueerarts.com](mailto:drew@sanctuaryqueerarts.com) Co-Directors can be approached.**

The following policy applies to all staff, chaperones and volunteers working with Sanctuary Queer Arts.

## DEFINITION

**A child** is defined as those under the age of 18.

**A member of staff** is defined as any person in receipt of payment for a specified amount of time, however short, working with our young people, e.g. as part of a commission, a workshop leader, as a chaperone or a mentor.

**A vulnerable adult** is defined as someone over the age of 18 unable to protect themselves from harm or exploitation.

## OVERVIEW

Four key principles underpin working with children, young people and vulnerable adults:

1. The best interests of the person must always be a primary consideration.
2. All children, young people and vulnerable adults should be treated fairly and with dignity and respect.
3. All children, young people and vulnerable adults have the right to protection from all forms of harm, abuse, neglect and exploitation.
4. All children, young people and vulnerable adults have the right to express their views on matters that affect them.

## 1. PROCEDURES

At the outset of any event or training programme involving children and vulnerable adults, Sanctuary Queer Arts will:

- 1a.** Undertake a risk assessment of any venues used to during the activity.
- 1b.** Identify at the outset the person with designated responsibility for child and vulnerable adult protection.
- 1c.** Ensure that children are supervised at all times.
- 1d.** Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children. All staff working with children and vulnerable adults will be asked to become a member of the Protection of Vulnerable Groups [PVG] scheme, managed and delivered by Disclosure Scotland check.
- 1e.** No person may be permitted to volunteer or be employed by Sanctuary Queer Arts in any manner if they have a criminal conviction or pending court case related to the safety and wellbeing of children or vulnerable adults.
- 1f.** Know how to get in touch with the local authority social services, in case it needs to report a concern.

## 2. ADULT SUPERVISION

- 2a.** Sanctuary Queer Arts will ensure a ratio of adults to the age and capacities of the children, young people and vulnerable adults which always safeguards their welfare. Our ratio policy is as follows:
  - At minimum 1 supervisory adult per 10 participants, if the group has no participants below the age of 18
  - 2 supervisory adults will be present at any activity delivered. A third supervisory adult will be considered for numbers of 20 or more in a workshop setting or when additional support needs have been identified
- 2b.** Our events and activities will always be supervised by a designated adult with skills appropriate to that activity and will be recruited based on their experience in a corresponding field. Supervisory adults [in both voluntary and employed capacity] will be appointed subject to an interview process where necessary.

## 3. PHYSICAL CONTACT

- 3a.** All Sanctuary Queer Arts employed staff and volunteer adults will maintain a safe and appropriate distance from children, young people and vulnerable adults.
- 3b.** Sanctuary Queer Arts employed staff and volunteer adults will only touch children, young people and vulnerable adults when it is absolutely necessary in relation to the particular activity.
- 3c.** Sanctuary Queer Arts employed staff and volunteer adults will seek the consent of the child, young person or vulnerable prior to any physical contact and the purpose of the contact shall be made clear.

## 4. ELECTRONIC COMMUNICATIONS

The increasing use of electronic communications such as email, text and Facebook / Instagram / Twitter messaging services provides opportunities for personal contact with young people and vulnerable adults which would not normally involve other people.

**4a.** It is the policy of Sanctuary Queer Arts that no adult should have access to participants' data including personal information by electronic means or paper means until all of the necessary safeguarding checks have been successfully completed. This policy is the responsibility of the Co-Directors, any employed staff, chaperones and volunteers to uphold during any Sanctuary Queer Arts activity and time surrounding it.

All adults involved with Sanctuary Queer Arts are expected to follow these procedures when dealing with electronic communications:

**4b.** No contact via social media platforms, using personal accounts, with those under 18 email/phone contact only, or using a proxy. At the time of writing this rule applies to: workshop leaders, workshop assistants, Sanctuary Queer Arts administrative / producing staff, Sanctuary Queer Arts Co-Directors, Sanctuary Queer Arts project leads, associated technical staff, associated venue staff, chaperones.

**4c.** All electronic communication with Sanctuary Queer Arts participants over 18 to be saved, or at minimum conducted via a traceable source – e.g. WhatsApp Saving of correspondence should be for a period of at least six months or, if a safeguarding or child protection issue is involved, until such times as the issue has been fully resolved.

**4d.** Communication with Sanctuary Queer Arts participants via social media platforms should be conducted through designated work accounts, solely set up for communicating with participants and therefore contain minimal content, no nudity, no promotion of alcohol or drugs, no overt terms of affection/endeavour and no promotion or instigation of abusive content.

**4e.** If communication with Sanctuary Queer Arts participants via social media is not conducted through a work account, and inappropriate activity is seen – it is at the discretion of the Sanctuary Co-Director(s) to ask the Sanctuary Queer Arts staff/chaperone/volunteer to remove themselves from any further contact with Sanctuary Queer Arts participants.

**For further guidance please refer to the Digital Safeguarding Policy**

## 5. INCIDENT RECORDING – DIGITAL CONTACT

There may be occasions when a young person or vulnerable adult submits evidence or sends a message (either by text, social media messaging service or email) that may be deemed inappropriate. A member of staff should record this evidence and discuss it with the Fraser MacLeod or the other Sanctuary Co-Directors. If this evidence or message raises safeguarding, bullying or harassment issues it should be kept and not withdrawn or deleted.

## 6. INCIDENT RECORDING – INTERPERSONAL CONTACT

There may be occasions when a young person or vulnerable adult raises concerns of behaviour that may be deemed inappropriate. A member of staff should record this evidence and discuss it with the Safeguarding Officer/Sanctuary Co-Directors prior to approaching the young person or vulnerable adult concerned. If this evidence raises safeguarding, bullying or harassment issues it should be kept and not withdrawn or ignored. Sanctuary Queer Arts staff must share it with the Safeguarding Officer and follow the relevant safeguarding, bullying and harassment policies and procedures.

## 7. SUSPICION OF ABUSE

**7a.** If Sanctuary Queer Arts employed staff and volunteers adults see or suspect abuse of a child or vulnerable adult while in the care of Sanctuary Queer Arts, this should be made known to the Fraser MacLeod or the other Sanctuary Co-Directors.

**7b.** If in this event – Sanctuary Queer Arts employed staff and volunteers adults must make a note of what was witnessed, the child/vulnerable adult's response, as well as their response given.

**7c.** If a serious allegation is made against any Sanctuary Queer Arts employed staff, volunteer adults and venue staff, that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from any premises used by Sanctuary Queer Arts in the delivery of activity, and they will not have any unsupervised contact with any other children or vulnerable adults in the project.

## 8. DISCLOSURE OF ABUSE

*If a child or vulnerable adult confides in Sanctuary Queer Arts employed staff and volunteer adults that abuse has taken place, the following guidelines are requested:*

- 8a.** Remain calm and in control but do not delay taking action.
- 8b.** Listen carefully to what has been said. Allow the child/vulnerable adult to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- 8c.** Don't promise to keep it a secret. Use the first opportunity you have to share the information with the Safeguarding Officer. Make it clear to the child/vulnerable adult that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- 8d.** Reassure the child/vulnerable adult that 'they did the right thing' in telling someone.
- 8e.** Tell the child/vulnerable adult what you are going to do next.
- 8f.** Speak immediately to the person with responsibility for child/vulnerable adult protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- 8g.** As soon as possible after the disclosing conversation, make a note of what was said, using the child/vulnerable adult's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

## 9. SUPPORT FOR STAFF/CHAPERONE/VOLUNTEERS IN ACCUSATION OF ABUSE

**9a.** Any allegation made against any staff/chaperone/volunteer may cause them to feel angry, upset, isolated and concerned. Sanctuary Queer Arts is committed to supporting all its associated adults engaged in any of our activities, but it is our policy that the welfare and protection of the child/vulnerable adult is paramount – therefore in the event of any allegation the individual staff/chaperone/volunteer must be removed from activity involving Sanctuary Queer Arts participants immediately. This policy does not reflect the culpability or truth of an allegation, simply protects all parties involved. The individual will not be permitted to re-join any Sanctuary Queer Arts activity until a full investigation into the allegation has been conducted, during which strict confidentiality will be maintained.

**9b.** In the event of an allegation the Co-Directors will draw up an action plan to fully investigate the assertions made and involve child/vulnerable adult protection and/or policing services where necessary. In this event the Co-Directors will draw up a subsequent plan to support the individual concerned, aiding their mental health and well-being during this time, providing access to independent counselling and advice where necessary.

**9c.** The individual may need further support when returning to work with Sanctuary Queer Arts following the conclusion of any investigation. A plan to achieve this should be agreed before the person returns.

## 10. ACCIDENTS

**10a.** To avoid accidents, Sanctuary Queer Arts employed staff, volunteer adults and participants of all ages will be advised of “house rules” regarding health and safety of any premises and will be notified of areas that are out of bounds. It is the responsibility of employed Sanctuary Queer Arts staff to create these restrictions based on an accurate, current assessment of facilities.

**10b.** Participants will be advised of the clothing and footwear appropriate to the work that will be undertaken.

**10c.** If a participant is injured while in the care of Sanctuary Queer Arts, a designated first-aider will administer first aid and the injury will be recorded in the company’s accident book. This record will be countersigned by the person with responsibility for child/vulnerable adult protection.

## 11. PREMISES

**11a.** Sanctuary Queer Arts staff will ensure the immediate safety of the premises prior to any participant entering in and carry out a risk assessment where required.

*It is Sanctuary Queer Arts Co-Director’s responsibility to ensure that any premises used by participants:*

**11b.** Have the appropriate facilities for the designated arts activity

**11c.** Have the appropriate facilities that accommodate Sanctuary Queer Arts participants individual physical access and mental health requirements

**11d.** Have functioning hygienic toilet facilities

**11e.** As a priority, wherever possible, premises should have gender neutral toilets and changing facilities.

**11f.** Does not violate health and safety coding.

**11g.** Has appropriate insurance

## 12. DOCUMENTATION

**12a.** Photographs and video film may be taken during Sanctuary Queer Arts events and performances for use in future publicity and recruitment, as well as for participants’ viewing. Footage may be broadcast across digital platforms [company website, youtube, Instagram, Twitter and Facebook], displayed in accordance with Sanctuary Queer Arts Child and Vulnerable Adults Protection Policy. Storage of this footage will be limited, restricted and not given freely to any third party.

**12b.** Documentation will be carried out by PVG approved staff members, or external professionals pre-approved by Disclosure Scotland, whom have agreed to Sanctuary Queer Arts’ Child and Vulnerable Adults Protection Policy.

**12c.** Parents and guardians of young people under the age of 18 will sign an approval form to give or withhold their permission. We will abide by their wishes.

**12d.** Before footage is taken – staff, volunteers, parents, young people and children will be notified prior to each film and photography session, and given the opportunity to request that they not be photographed or filmed.

**12e.** Sanctuary Queer Arts will hold a register of every participant involved in official activity [of any age]. This document will contain personal contact details vital for Sanctuary Queer Arts activity and emergency contact. This policy also applies to online activity. Storage of our register will be limited, restricted and not given freely to any third party.

## 13. CODE OF CONDUCT

Every staff member and participant will be provided with and require to familiarise themselves with The Sanctuary (Safer) Spaces Policy.

These policies will be reviewed and updated once a year by The Management.

## 14. DIGITAL SAFEGUARDING POLICY

Sanctuary Queer Arts Digital Safeguarding Policy adheres to the principles of Sanctuary Queer Arts Child and Vulnerable Adults Protection Policy. Due to the advancement of technology and the COVID-19 Global Pandemic 2020, the Co-Directors have created a separate comprehensive Digital Safeguarding Policy.

This policy has been created through research into best practices and reflect the ethos of fairness, dignity and respect we aim to foster in all our activity. This policy is reviewed annually but we are open to discussion how to amend this policy to better serve all we work with. If you would like to discuss any of this policy or offer amendments, then please contact any of the Sanctuary Co-Directors.