



Adult Safeguarding Policy p.1-p.19

Safeguarding and Child Protection p.20

Aim of this policy

The aim of this policy is to outline the practice and procedures for staff, freelance practitioners and volunteers, including committee members, of Sun Drum. The policy will contribute to the prevention of abuse of vulnerable adults (also known as adults at risk) through raising awareness and providing a clear framework for action when abuse is suspected or disclosed. It is aimed at protecting vulnerable adults and the organisation's representatives, recognising the risks involved in supporting vulnerable adults in a range of settings, for a range of activities and in lone working.

The policy covers all staff and areas of work with specific guidance for projects regularly in contact with vulnerable adults.

Summary statement

We believe that:

- The welfare of the vulnerable adult is paramount.
- All vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.

- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Members, Practitioners and Volunteers should be clear on how to respond appropriately.
- Sun Drum will take every reasonable step to ensure that vulnerable adults are protected where:
 - Members, Practitioners and Volunteers are directly involved in the delivery of workshops.
 - members, Practitioners and Volunteers recruit or broker relationships between an artist arts facilitator and a third party.
 - We seek to promote a positive ethos of collaborative work between the professional arts sector and vulnerable adults.

If a complaint or criminal proceeding occurs between an artist or arts facilitator and a third party, as a result of Sun Drum's direct or indirect involvement, we will treat the situation with the utmost urgency.

Definition of 'vulnerable'

A '**vulnerable adult, child or young person**' is defined as someone who is or 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 themselves or unable to protect themselves against significant harm or exploitation.

A person who is receiving services of a type listed in paragraph (2) below and in consequence of a condition of a type listed in paragraph (3) below has a disability of a type listed in paragraph (4) below.

(2) The services are:

- a. Accommodation and nursing or personal care in a care home
- b. Personal care or nursing or support to live independently in his/her own home
- c. Any services provided by an independent hospital, independent clinic, independent medical agency or NHS body
- d. Social care services
- e. Any services provided in an establishment catering for a person with learning difficulties

(3) The conditions are:

- a. A learning or physical disability
- b. A physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
- c. A reduction in physical or mental capacity

(4) The disabilities are:

- a. A dependency upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions
- b. Severe impairment in the ability to communicate with others
- c. Impairment in a person's ability to protect They/them from assault, abuse or neglect

Definition of 'abuse'

"**Abuse** is the harming of another individual usually by someone who is in a position of power, trust or authority over that individual. The harm may be physical, psychological or emotional or it may be directed at exploiting the vulnerability of the victim in more subtle ways (*for example, through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of his or her financial resources*). The threat or use of punishment is also a form of abuse. In many cases, it is a criminal offence"

Centre for Policy on Ageing (1996)

Rights and Responsibilities

a. Responsibilities of Sun Drum

- To ensure members, practitioners and volunteers are aware of the vulnerable adult protection policy and are adequately trained
- To notify the appropriate agencies if abuse is identified or suspected
- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
- To DBS check members, practitioners and volunteers who have access to or work with vulnerable adults

b. Responsibilities of Sun Drum members, practitioners and volunteers

- To be familiar with the vulnerable adult protection policy and procedures
- To take appropriate action in line with the procedures outlined in this policy
- To declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possibly resulting in dismissal

c. Support for those who report abuse

All those making a complaint or allegation or expressing concern, whether they be staff, service users, carers or members of the general public should be reassured that:

- All complaints will be taken seriously and reported to the Safeguarding Officer
- Their comments will usually be treated confidentially, but their concerns may be shared if they or others are at significant risk
- If service users, they will be given immediate protection from the risk of reprisals or intimidation
- If Staff they will be given support and afforded protection if necessary, in line with the Public Interest Disclosure Act 1998.

d. The vulnerable adult, child or young person has the right to

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

Recruitment and Selection

a. Recruitment of staff practitioners and Volunteers

- Sun Drum complies with the DBS Code of Practice, a copy of which is available from the office on request. Enhanced DBS Disclosures will be required from all members, practitioners and volunteers providing any service. DBS checks will be renewed every three years.
- We will ask for two written references for members, practitioners and volunteers and specifically ask referees about suitability for working with vulnerable adults, children and young persons. All references will be checked thoroughly including appropriate Disclosure
- We will ask for a photo ID from the applicant (such as a passport or driving licence) to verify the person's identity. All members, practitioners and volunteers will be required to have their photo ID card which could prove their identity if and when needed.
- We will interview all members, practitioners and volunteers using a panel of at least two representatives from the organisation. The interview process provides us with an opportunity to discuss attitudes to working with vulnerable adults and our safeguarding policy.

- All members, practitioners and volunteers must complete an application form and provide two referees
- All members, practitioners and volunteers have a duty to declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possibly resulting in dismissal.

b. Training and Induction

- All members, practitioners and volunteers will receive Inductions and where relevant will shadow existing members, practitioners or volunteers.

All members, practitioners and volunteers will undergo relevant training. members will be expected to have awareness of Level One Safeguarding within their three-month probationary period. In Year two of employment they will be offered Level Two Training.

Practitioners and volunteers are expected to have awareness of Level One Safeguarding Training when joining the organisation. [More about this is included in the Volunteer Policy and Handbook and the Practitioner Handbook.](#)

All staff receive access to and are required to undergo refresher training every two years.

committee members will be provided with safeguarding training awareness to ensure they understand their duty providing a safe service.

Risk Assessment

- All projects, premises and activities are risk assessed by Sun drum staff. Currently our named lead on this is Fani Bahchevanska. [More about this can be found in our Risk Assessment Policy.](#)

Management and Supervision

- It is the Project Manager's responsibility to clarify with the worker or volunteer their roles and responsibilities regarding their relationships with vulnerable adults with whom they may be in contact.

Record Keeping

Sun Drum has a template Safeguarding Record sheet which is available from the office and a copy attached to this policy.

- There should be a written record of any concerns. This confidential information will be kept in a locked drawer by the Director and will be kept for as long as seemed necessary, in line with Data Protection Act (2018) principles.
- All incidents should be discussed with the Director.
- Records should only be kept by office staff about vulnerable adults, should only include contacts made, referrals made, including date, time, reason and referral agency and all records should be kept in locked secure cabinet at all times.
- Sun Drum may have specific projects that need to keep more detailed records, and these will be identified by the Director.

Good practice guidelines for members, Practitioners and Volunteers

Everyone is encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoid private or unobserved situations) and encouraging open communication with no secrets.
- Treating all vulnerable people equally, and with respect and dignity.

- Building balanced relationships based on mutual trust which empowers vulnerable adults to share in the decision-making process.
- Involving carers/family members wherever possible.
- Being an excellent role model – this includes not smoking, drinking or under any substances in the company of vulnerable adults.
- Be friendly, but remember you are not their friend.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Seeking the agreement of participants prior to any physical contact. (Safe Touch).

Practices to be avoided if possible

- Sun Drum recommends that artists or arts facilitators do not allow themselves to be in sole charge of vulnerable adults.

Practices never to be sanctioned

You should never

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments to a vulnerable adult, even in fun.
- Do things of a personal nature for vulnerable adults, which they can do for themselves.
- Allow allegations made by a vulnerable adult to go unchallenged, unrecorded or not acted upon.

eSafety

Why do we need to include eSafety?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

eSafety Code of Conduct:

We expect everyone in our organisation to agree and sign up to our eSafety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
- 3 seek permission if I want to use personal information or take photographs of other people.
4. report any concerns to the Director or chairperson
5. be clear that we cannot maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

What are the Risks?

There are many potential risks including

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.

- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

What else might be of concern?

A child, young person or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.

- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.
- What do I do if I am concerned?

If you have any concerns, speak to the Director or Chairperson .

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- Remember:
 - do not delay.
 - do not investigate.
 - seek advice from the Director
 - make careful recording of anything you observe or are told

Sun Drum will address the risks relating to the protection of vulnerable adults, children and young people as follows:

- We will identify measures to reduce the risk and decide on what to do if things do go wrong. Risk assessment will include the physical setting; equipment used; first aid provisions and other safety procedures; how special needs are addressed; recording accidents and incidents and insurance cover.
- Risk management will be an ongoing activity and risk assessments will be regularly reviewed.
- We will ensure that our Equal Opportunities Policy is implemented and that all practitioners are aware of our vulnerable adults Protection policy, our Good Practice Guidelines.
- We have a policy and set of procedures for taking, using and storing photographs or images of vulnerable adults, children and young people..
- We will ensure confidentiality in order to protect the rights of Members, committee members, Practitioner and Volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in arts projects) as (Data Protection Act 2018).

What to do if someone discloses abuse or ill treatment to you

It is possible that a vulnerable adult, child or young person who is suffering or has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken if there are concerns of abuse of a vulnerable person.:

- Remain calm and in control but don't delay acting.

- Listen carefully to what is said. Allow the person to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to 'keep it a secret'. Use the first opportunity you have to say that you will need to share the information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the vulnerable adult that 'they did the right thing' in telling someone
- Tell the vulnerable person what you are going to do next.
- Speak immediately to the person at Sun drum who has designated responsibility for protection of vulnerable adults (Safeguarding Officer). It is that person's responsibility to liaise with relevant authorities and agencies.
- As soon as possible after the disclosing conversation, make a note of what was said, using the 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.
- If the allegation is made against the named person at Sun drum, you should inform the secondary named contact. Under no circumstances should you disclose this information to anyone else.

Staff member or volunteer should not:

- Appear shocked, horrified, disgusted or angry
- Press the individual for details (unless requested to do so)
- Make comments or judgements other than to show concern
- Promise to keep secrets
- Confront the abuser
- Risk contaminating evidence

Discuss with the Director who will:

- Ascertain whether the situation might fall within the definitions of abuse outlined in this policy
- Consider the vulnerable adult's capacity to make decisions
- Ascertain whether an advocate or appropriate adult might be necessary
- Ascertain any immediate action required

Principles of Safe Touch

At all times, it is vital that staff and volunteers maintain a safe and appropriate distance from participants. However, there may be times when physical contact is necessary when delivering creative activities.

For this, Safe Touch has been developed – a process for ensuring that you are touching participants in a safe way.

The principles of Safe Touch are:

- **NECESSARY**

Only touching participants when it is absolutely necessary in relation to the particular arts activity.

- **PERMISSION**

Seeking permission from participants prior to any physical contact

- **WHY**

Explain to participants why you are going to touch them.

- **WHERE**

Explain to participants where you are going to touch them.

Responsibilities and communications

- The Policy will be reviewed every year by committee members, and amended as appropriate.
 - It is the Director's responsibility for ensuring that the policy and procedures are
- Sun Drum vulnerable adult & Child Safeguarding Policies November 2024 (next review July 2025)

implemented, including referring any appropriate disciplinary action to committee members.

- The Director has responsibility for responding to any allegations, concerns or adult safeguarding incidents including referrals to committee members and relevant agencies.

Sun Drum Safeguarding Officer (First Named Contact)

Fani Bahchevanska (Chairperson) Sun Drum

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Sun Drum Safeguarding Officer (Second Named Contact)

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Signed

Liz Hill, Director

November 2024	Policy expanded with more details, including new paragraphs : esafety and safe touch Copy of safeguarding record sheet	Juluy 2025
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Adult Safeguarding Record Sheet

Confidential

*This form should only be filled in with information **already** known, be careful not to ask leading questions. Fill in factually. It should be filled out ASAP, on the same day and stored in a secure place.*

Date of Birth

Name of the adult at risk (including any names known)	
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Address	
Name of Parent or Carer and contact details.	
Any special needs known; including	

medical/disability/language/ etc.	
Nature of concern	
Views of adult at risk (if able to express	
Name and details of any other adults at risk or children (under 18 years of age) in the family or setting	

Action Taken	Detail here agency contacted, who spoken to and any timescales/actions given
Safeguarding Lead or deputy person's action and reason for taking it OR Why no action has been taken	Time & Date Detail here external agency contacted, who spoken to and any timescales/actions given

Name of organisation, address and phone numbers/e-mails	
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To be completed by the concerned person

Signature:

Print Name:

Job Title/Role:

Date:

To be completed by Lead/Deputy person for Safeguarding:

Signature: Print Name: Job Title/Role: Date:

Safeguarding and Child Protection Policy

Sun drum has considered its responsibilities to the children and young people participating in our workshops and arts outreach sessions very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures, in order to set out the standards we wish to uphold in providing activities for children and young people, and in safeguarding the welfare of children and young people in our care.

1. Policy Statement

Sun drum acknowledges its duty of care to safeguard the welfare of all children and young people (defined as those under 18) involved in our activities. (A separate vulnerable adult Policy exists and should be read in conjunction with this policy). All young people have a right to protection, and to have their particular needs taken into account. Sun drum will therefore endeavour to ensure the safety and protection of all children and young people involved in our activities through the Child Protection guidelines adopted by committee members of the charity. It is the responsibility of *all* adults within the charity to assist Sun drum in this endeavour.

2. Policy Aims

- To provide children and young people with appropriate safety and protection whilst in the care of our organisation.
- To reassure parents that their children will receive the best practicable care possible whilst participating in our activities.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

3. Principles

- The welfare of children and young people is paramount.
- All children and young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff, practitioners and volunteers working for Sun Drum have a responsibility to report concerns to the first or second named Safeguarding Officer who will refer up to the Director who will decide on the next course of action.
- Adults – staff, volunteers, practitioners, and committee members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people by the charity.
- Staff volunteers and practitioners will receive support through education and training, coordinated by Sun drum to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- Specifically, staff volunteers and practitioners will be expected to undertake appropriate training in working with young people and safeguarding to comply with the 4LSCB policies and procedures. Practitioners and Volunteers will be expected to complete training on joining the organisation.
- Sun drum will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- Sun drum policy and procedures are based on the above principles, UK and international legislation and government guidance and take the following into consideration:
 - The Children Act 1989 and 2004.
 - The UN Convention on the Rights of the Child.
 - Any subsequent legislation relating to child protection would implicitly be incorporate into this document.

- All staff and volunteers will be subject to a full DBS check.

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eSafety Code of Conduct:

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2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if I want to use personal information or take photographs of other people.
4. report any concerns to the Director or Project Manager
5. be clear that we cannot maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.
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- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
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- inappropriate relationships or prostitution. What else might be of concern?

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- has links to children, young people and/or adults at risk on their social media page especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting. What do I do if I am concerned?

If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told

4. Recruitment and Selection

a. Recruitment of staff and Volunteers

- Sun drum complies with the DBS Code of Practice, a copy of which is available from the office on request. Enhanced DBS Disclosures will be required from all members, Practitioners and Volunteers providing any service. DBS checks will be renewed every three years.
- We will ask for two written references for members, Practitioners and Volunteers and specifically ask referees about suitability for working with children. All references will be checked thoroughly including appropriate Disclosure
- We will ask for photo ID from the applicant (such as a passport or driving licence) to verify the person's identity.
- We will interview all practitioners using a panel of at least two representatives from the organisation. The interview process provides us with an opportunity to discuss attitudes to working with children and our safeguarding policy.
 - All staff, Practitioners and Volunteers must complete an application form and provide two referees.
 - All staff and volunteers have a duty to declare any existing or subsequent convictions.

Failure to do so will be regarded as gross misconduct, possibly resulting in dismissal.

b. Training and Induction

- All staff, Practitioners and Volunteers will receive Inductions and where relevant will shadow existing Practitioners or Volunteers. All staff, Practitioners and Volunteers will undergo relevant training. Staff will be expected to complete Level One Safeguarding within their three-month probationary period.

Safeguarding Training when joining the charity. More about this is included in the Volunteer Policy and Handbook and the Practitioner Handbook.

Risk Assessment

- All projects, premises and activities are risk assessed by Sun drum staff. Currently our named lead on this is Fani Bahchevanska. More about this can be found in our Risk Assessment Policy.

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Record Keeping

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- There should be a written record of any concerns. This confidential information will be kept in a locked drawer by the Secretary, and will be kept for as long as deemed necessary, in line with Data Protection principles.
- All incidents should be discussed with the Manager.
- Records should only be kept by office staff about children, and should only include contacts made, referrals made, including date, time, reason and referral agency and all records should be kept in locked secure cabinet at all times.

- Sun drum may have specific projects that need to keep more detailed records, and these will be identified by the Director.

5. Responsibilities and Communication

- Sun drum Child Protection Policy will be available to all parents, staff, volunteers and participants.
- The Policy will be reviewed every year by committee members, and amended as appropriate.
- It is the Director's responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to committee members.
- The Director has responsibility for responding to any allegations, concerns or child protection incidents including referrals to committee members and relevant agencies.
- Parents have a responsibility to work together with the charity in implementing procedures and providing their children with the necessary information to keep themselves safe.

6. Monitoring and review

- This policy will be reviewed every year or in response to significant new legislation.

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Signed

Liz Hill, Director

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Address	
Name of Parent or Carer and contact details.	
Any special needs known; including medical/disability/language/etc.	
Nature of concern	

Views of child at risk (if able to express)	
Name and details of any other adults at risk or children (under 18 years of age) in the family or setting	
Action Taken	Detail here agency contacted, who spoken to and any timescales/actions given

Safeguarding Lead or deputy person's action and reason for taking it OR Why no action has been taken	Time & Date Detail here external agency contacted, who spoken to and any timescales/actions given
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Name of organisation, address and phone numbers/e-mails	
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To be completed by the concerned person

Signature:

Print Name:

Job Title/Role:

Date:

To be completed by Lead/Deputy person for Safeguarding:

Signature: Print Name: Job Title/Role: Date:

Signed **Liz Hill**

Liz Hill- Director Fani Bahchevanska - Chair of committee members

Amendments November 2024, policy expanded, added Record Sheet

Next review July 2025

Contact details

Sun Drum vulnerable adult & Child Safeguarding Policies November 2024 (next review July 2025) Page

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