Groundswell ARTS

Growing creative communities

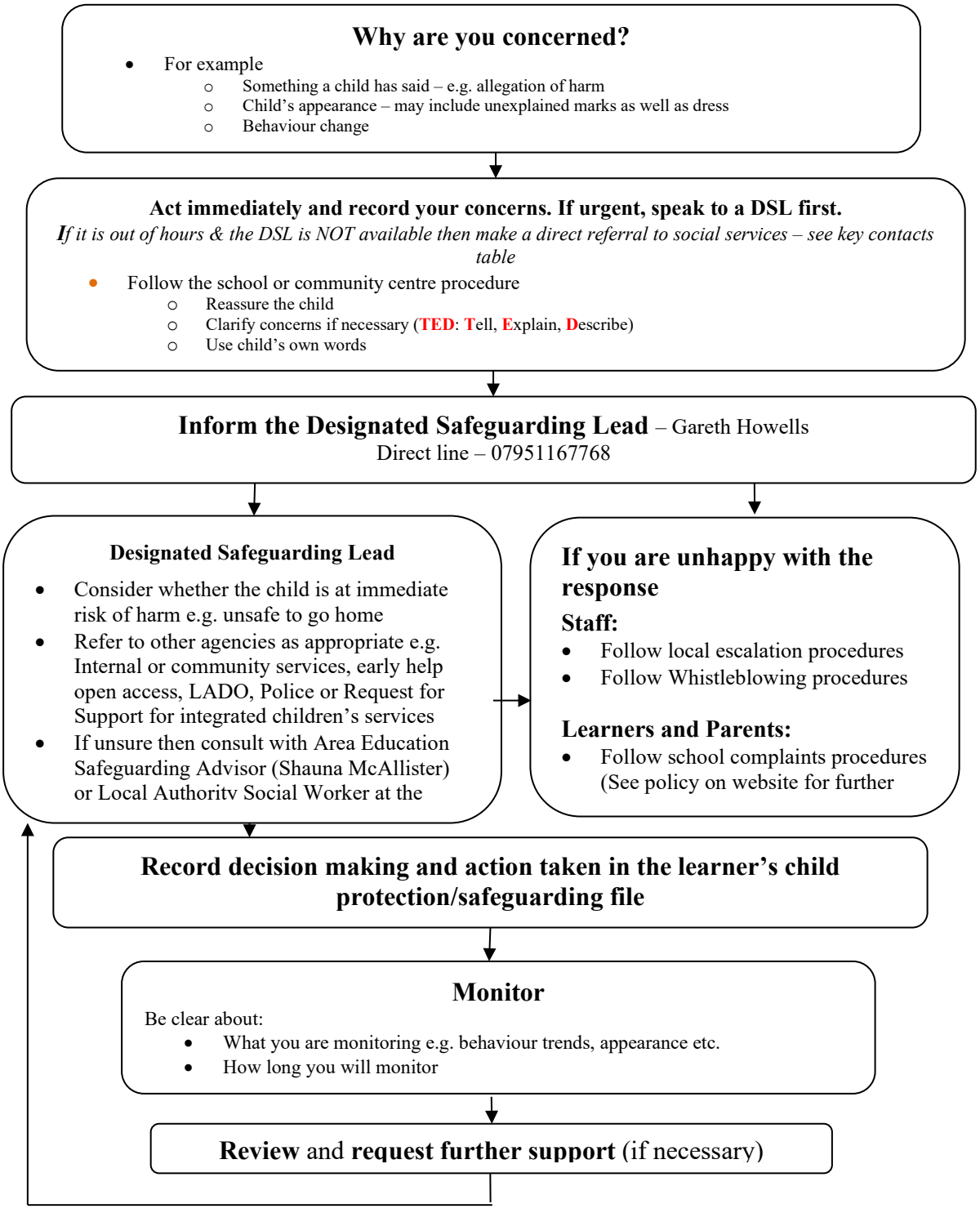
Safeguarding Policy
January 2026

Key Contacts

Post	Postholder	Contact details
Designated Safeguarding Lead (DSL)	Gareth Howells	Tel No 07951167768 gareth@groundswellarts.com
Deputy on-site Safeguarding Lead (DDSL)	Angeline Conaghan	Tel No 07960955985 angeline@groundswellarts.com
Governor for Safeguarding	Lydia Ashman	lydiaashman@gmail.com
Local Authority Designated Officer (LADO)	Shauna McAllister / John Srivastava	*shauna.mcallister@Haringey.gov.uk* *LADO@Haringey.gov.uk* *020 8489 2968/1186*
Channel Helpline		*020 7340 7264*
Haringey Local Safeguarding Children Board		8th floor, River Park House, 225, High Road, London N22 8HQ https://haringeyscp.org.uk/ 020 8489 3145
Haringey Council's Children's Services Please only use the out of hours number if you are calling outside of normal working hours. Your call will be logged and the operator will take brief details. An out of hours social worker will ring you back.		• Monday to Thursday 8:45 am to 5:00pm; Friday 8:45 am to 4:45 pm **020 8489 4470** • Out of office hours, including weekends: **020 8489 0000** **Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999**
Making a MASH referral		• During your phone call (above) if you are a professional working with children you may be asked to complete a **MASH referral form** within 24 hours. This should be emailed securely to mashreferral@haringey.gov.uk
Other local Authorities with Groundswell Projects **Enfield LADO**		For Enfield LADO phone 0208 379 2850.

Barnet LADO **Waltham Forest LADO** **Brent LADO**		For Barnet phone the Multi-Agency Safeguarding Hub (MASH) on 020 8359 4066. The MASH team are available Monday to Thursday 9am to 5.15pm and Friday 9am to 5pm. For Waltham Forest call 020 8496 3646 to talk through your concerns, or email us at lado@walthamforest.gov.uk Brent LADO - Office hours (Mon – Fri 9am - 5pm): Call 020 8937 4300 (option 1) Outside office hours: Call our emergency duty team on 020 8863 5250

What to do if you have a safeguarding concern



At all stages, the child's circumstances will be kept under review
The DSL/Staff will request further support if required to ensure the **child's safety** is **paramount**

Values and Ethos

Groundswell Arts devise creative programmes that support high levels of community engagement and inclusion. We promote learning, exploration, play and reflection whilst supporting children's mental health and wellbeing, language, communication, and transitions.

Our Core Values are:

- Creative Learning
- Wellbeing
- Inclusion
- Community

Groundswell Arts is fully committed to promoting children and vulnerable adults' rights, notably their right to be protected from harm, abuse, and exploitation and to be involved in any decisions that directly affect them. Groundswell Arts has a duty of care to implement effective policies and procedures for safeguarding the welfare of children, young people, and vulnerable adults. To achieve this, we ensure our staff and volunteers are carefully selected, screened, trained, and supervised.

The terms child, children, young person, and young people are used interchangeably to represent anyone who has not yet reached the age of 18. A vulnerable adult or adult at risk can be defined as: any person aged 18 or over who:

- has needs for care and support, either Types of abuse on a long term or temporary basis (including for substance misuse, mental ill health, or domestic abuse)
- is experiencing or is at risk of abuse or neglect and because of those needs is unable to protect themselves against the abuse or neglect or the risk of it

Groundswell Arts will:

1. Ensure that all paid employees, freelancers, volunteers and trustees understand their legal and moral obligations to protect children, young people and vulnerable adults from harm, abuse, and exploitation.

2. Develop best practice in relation to the recruitment and safer recruitment guidelines of all workers (paid staff and volunteers)

3. Provide all newly appointed workers (paid and unpaid) induction training, which gives an overview of the organization's purpose, values, structure and services, and deliver yearly refreshment workshops.

4. Ensure that all employees, freelancers, volunteers and trustees (paid and unpaid) undergo an Enhanced DBS check in accordance with their role and responsibilities.

5. Ensure that all employees, volunteers, freelancers and trustees understand their responsibility and agree to work to the standards and procedures detailed in the organisation's safeguarding policy and procedures.

When working in School or community settings all volunteers, freelancers and staff adhere at first to the school or settings safeguarding policies and procedures reporting in

the first instance to their designated safeguarding lead and then notifying Groundswell second.

6. Ensure that all freelancers, employees, volunteers and trustees understand their obligations to report care or protection concerns about a child/young person/vulnerable adult, or a workers conduct towards a child/young person/ vulnerable to the organisation's designated safeguarding lead.

7. Ensure that all procedures relating to the conduct of employees, freelancers, volunteers and trustees are implemented in a consistent and equitable manner.

8. Ensure that the designated safeguarding officer understands his/her responsibility to refer any protection concerns to the statutory agencies

9. Work to protect all employees, freelancers, volunteers or trustees and people we work with from situations which might be unsafe, particularly by ensuring that whenever possible there is more than one adult present during activities with children/young people and vulnerable adults.

10. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Safeguarding/Protection of Children in accordance with The Protection of Children Act 1999, The Sexual Offences Act 2000 and The Children Act 2004, The Care act 2014, and Safeguarding Vulnerable Groups Act 2006, The Mental Health act 2007, The Human Rights Act 1998

11. Provide opportunities for all employees, freelancers, volunteers and trustees to develop their skills and knowledge particularly in relation to the care and protection of the groups we work with.

12. Ensure where applicable that children, young people, and vulnerable adults are enabled to express their ideas and views on a wide range of issues and will have access to the organization's complaints procedure's.

13. Endeavour to keep up to date with national developments relating to the care and protection of children, young people, and vulnerable adults

4 Legislation and guidance

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
    - DfE Keeping Children Safe in Education 2023 (KCSIE)
    - Working Together to Safeguard Children 2018 (last updated 1 July 2022) (WTSC)
    - Ofsted: Education Inspection Framework' 2019 (revised June 2021)
    - Framework for the Assessment of Children in Need and their Families 2000)
    - Early Years and Foundation Stage Framework (EYFS) September 2021
    - The Education (Independent School Standards) Regulations 2014
    - The Non-Maintained Special Schools (England) Regulations 2015
    - Multi-agency statutory guidance on female genital mutilation (July 2020)
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

5 Definitions of safeguarding

- In line with KCSIE 2023, safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment.
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.
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- Safeguarding is what we do to prevent children suffering or coming to harm.
- Child protection refers to activities undertaken by Groundswell Arts to protect children suffering from harm or likely to suffer from harm. A child includes anyone under the age of 18.
- The safeguarding partners that Groundswell Arts' work with to safeguard its participants as set out in KCSIE are the local authority; the local clinical commissioning group; and the chief officer of Police for the area that falls under the local authority.
- Abuse is a form of maltreatment of a child that covers inflicting harm or failing to prevent the infliction of harm. Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and psychological needs. *Section 8 and Appendix 1 provides a more detailed explanation of the different types of abuse and signs and symptoms and specific safeguarding issues.*

KCSIE 2023 notes the use of the following widely recognised and understood terms 'victim' and 'alleged perpetrator(s)' and where appropriate 'perpetrator(s)'.

6 Child, Young Person and Vulnerable Adult Protection Procedures.

Introduction

Groundswell has implemented these procedures to ensure that all concerns about the care and protection of children/young people and adults are effectively managed, this applies to all people and staff employed by the company.

A child is defined as any person under the age of 18. A vulnerable adult is defined by the Care Act 2014 as an adult who has care and support needs and is experiencing (or being at risk of) abuse or neglect and they are unable to protect themselves because of those needs.

Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
All people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favorably than others in being able to access services which meet their needs.

All employees, freelancers, volunteers and trustees working for Groundswell Arts are required to proactively implement the protection procedures. All persons working with Children, young people, and vulnerable adults in accordance with the law of the land have a duty to do what is reasonable to safeguard children's health, development, and welfare.

Groundswell Arts has a commitment to people's rights, notably their right to be protected from harm, abuse, and exploitation and to be involved in any decisions which directly affect them.

The Companies Artistic Directors (currently Angeline Conaghan, and Gareth Howells 13/11/23) in collaboration with all employees, freelancers, volunteers and trustees are responsible for developing and reviewing the organizations' Safeguarding/Protection policy statement and other care and protection policies and guidelines. This shall happen provisionally on an annual basis or in response to any significant developments/changes in the law.

Safeguarding Adults Local Contacts - Haringey Local Authority

The Haringey Safeguarding Adults Board (SAB) has overall responsibility for coordinating safeguarding adult matters and ensuring that partner agencies carry out safeguarding adults' work. Health agencies, the Police, the Fire Service, service user groups and the probation service are all represented on the SAB.

If you think someone else is being abused, you can contact the First Response Team (adult social services):
Telephone: 020 8489 1400
Email: firstresponseteam@haringey.gov.uk

Information that would be helpful:
- Why you are concerned
- The name, age and address of the adult at risk
- If anyone lives with them
- If they're getting help from any organisation
- Who may be doing the abuse

If you want to report a safeguarding concern, please complete the Safeguarding Alert Form and email it to firstresponseteam@haringey.gov.uk

Further details: https://www.haringey.gov.uk/social-care-and-health/safeguarding-adults

Staffing

Recruitment

All applicants (paid/unpaid) will be subject to a rigorous selection process.

- This will include cover letter and CV in application, followed by a series of interview(s) with the companies' directors.
- Recruitment for permanent posts will be advertised on our website and elsewhere to ensure equal access.
- We aim to be proactive in our approach to recruitment to promote equal opportunities.
- Potential employees will be asked to provide 2 referees, which the company will contact, any record of contact will also be kept on file.
- Potential employees will have their online profile checked as part of our due diligence procedures
- Employment will be pending a DBS check through total CRB. The level of DBS check will reflect the nature of their work in school/organization/setting.
- All potential candidates will be informed that online searches will be done as part of due diligence checks ahead of their interview.

Training

All staff (including freelance or voluntary) working with Groundswell Arts on a project involving children, young people and vulnerable adults will be required to undertake a safeguarding training and period of induction. The nature of this will reflect their previous personal experiences and needs. Training will take many forms reflecting the needs of all individuals.

All staff (including freelance or voluntary) must familiarize, agree and sign a declaration agreeing to the organization's child protection policies and procedures. All newly appointed workers (including freelance or voluntary) will complete a probationary period, at the end of this period the company will review their position with the employee and at least 2 members of staff.

The company will provide the following according to their role and responsibility:

The Details of the structure of the organisation.
Details of the organisation's aims and objectives.
The roles and responsibilities of staff and volunteers within the organisation
Clear details of the expectations, roles and responsibilities of all newly appointed staff and volunteers
Training, information and a copy of the organisations code of conduct will be provided.
The contact details and roles and responsibilities of the organisations Child Protection Officer will be provided.

Along with a compulsory requirement to undertake Safeguarding training Groundswell Arts offers additional yearly paid training to all its staff to undertake ongoing professional development.

In the past these additional trainings have included:

- Mental Health First Aid
- Paediatric First Aid
- Trauma Informed Practice
- Access to supervision
- Equality, Diversity and Inclusion training.

Online – Workshops and projects

Groundswell Arts run several projects that can be conducted online via live meeting platforms. In addition to Groundswells Safeguarding policy in schools and community groups, freelance artists will be giving training and instruction on how to conduct this work in virtual space.

1. **Email address and login information**
   Any artist asked to conduct interviews will be given a Groundswell Arts email address to use as their log in so as to avoid any personal address being shared with clients. Groundswell Arts shall moderate any emails that are received through these addresses

2. **Being mindful of your online profiles**
   Before teaching online, artists should protect themselves from accidental inappropriate contact by restricting their profile on each video calling app you use, so that it does not automatically accept contact requests and cannot be viewed by clients. User profiles should feature the groundswell arts Icon, and this shall be given to artists when creating their log in.
   Artists should encourage clients to restrict their own profiles so that they can only receive calls from known contacts. It may be possible to avoid the need for clients to have profiles at all by

sending them email invites to a live video call once you have set this up. Either way of working can be made safeguarding compliant.

3. Staying professional during the call

Artist should establish a serious and professional manner when working online. Emphasise to clients that video calling apps are for lessons only and not for other contact, e.g. sharing photos or general messaging.

Artists should dress as they would when teaching face to face. Consider the background that the clients will see and carry out a video check from your camera to see what is visible. A neutral background is best – minimise mess and don't put anything too personal on display.
It may be necessary to widen the frame depending on your needs, so care should be taken that the frame is well chosen and appropriate. Artists may wish to use your chosen app's blurred background setting.

Do not allow clients to wear excessively informal attire or present against a messy background. If this happens, the call should be terminated, and the reason communicated afterwards. The same applies if a client behaves inappropriately, and it may be necessary to take further action if this happens, just as you would with a face-to-face lesson.

4. Lesson observations and recordings

If working with Children or vulnerable adults it may be possible to ask parents or carers to remain in the room during the lesson as an added precaution, although this may not always be possible or desirable. A better alternative is perhaps for a parent/carer to be nearby. In all cases, parents/carers should be fully informed that online teaching is happening and given information about appropriate practice relating to it. As employers we would ask parents to consent forms when agreeing to take part in the project.

Many video calling apps allow calls to be recorded. Groundswell Arts normally advises against recording sessions because of the risk of personal data being held indefinitely. However, we recognise that this maybe appropriate in some situations.

If an artist records a session, they must ensure that clients (and Groundswell Arts Management) have consented to the recording being made, and artists will try to record audio only. These recording should be deleted after the session has taken place or at the first opportunity after the project.

Face to Face working in future outbreaks or incidents of Covid19 or similar.

Groundswell Arts will adhere to all government guidance in relation to social distancing measures and extra cleaning or hygiene precautions needed to ensure safety of our workers and project participants.

Groundswell Arts will require a school's risk assessment prior to any face to face working and will conduct their own full project specific risk assessments required for any work or events we carry out and communicate fully with all participants about expectations related to their safety.

5 Recognising and Dealing with Abuse of a Child, Young Person or Vulnerable Adult

Groundswell is committed to safeguarding the children, young people, and vulnerable adults with whom it works. This section gives all staff some general guidance on types of abuse and neglect and potential signs of abuse/neglect. This is not definitive if staff are in

any doubt or have questions, they should talk to the lead teacher at the school and to Groundswell's child protection officer.

The first step in helping abused or neglected children, young people and vulnerable adults is learning to recognize the signs of abuse and neglect. The presence of a single sign does not prove abuse is occurring in a family, but a closer look at the situation may be warranted when these signs appear repeatedly or in combination.

Types of abuse

Physical Abuse, Emotional or Psychological Abuse, Neglect, Discrimatory Abuse, Domestic Abuse, Bullying, Sexual Abuse/Exploitation, manipulating to adopt radical ideologies and harmful behaviors, Slavery/Human Trafficking, FGM, Forced Marriage

Signs of abuse

Children, young people, and vulnerable adults often find it very difficult to talk about the abuse they are experiencing. So, adults have a vital role to play in looking out for the possible signs

Although it is sometimes hard to be 100 per cent certain that a child, young person, or vulnerable adults are being abused, here are some of the signs to watch out for:

A baby who cries constantly.
A Child, Young Person or Vulnerable Adult who is often bruised or injured. A child who is often very withdrawn.
A Child, Young Person or Vulnerable Adult who is often very dirty or smelly.
A Child, Young Person or Vulnerable Adult who is often hungry, or under or over-dressed for the time of year.
A Child, Young Person or Vulnerable Adult who is often left at home alone.
A Child, Young Person or Vulnerable Adult who is often left in unsafe situations, or without medical attention when they need it.
A Child, Young Person or Vulnerable Adult who is constantly 'put down', insulted, sworn at or humiliated.
A Child, Young Person or Vulnerable Adult who seems very afraid of particular adults, and reluctant to be alone with t them.
A Child, Young Person or Vulnerable Adult who has unexplained changeable emotions, such as depression, anxiety, or severe aggression.
A Child, Young Person or Vulnerable Adult who shows sexual knowledge or behaviour that is inappropriate for their age.
A Child, Young Person or Vulnerable Adult who is growing up in a home where there is domestic violence.
A Child, Young Person or Vulnerable Adult who is living with parents or carers who are involved in serious drug or alcohol abuse.

In some cases, these signs may have an acceptable explanation.

On the other hand, this list does not cover every possibility. You may see other things in the Child, Young Person or Vulnerable Adults behavior or circumstances that worry you. The most important thing to remember is that if you have a gut feeling that something is not right, trust your judgement and take action as outlined below.

Procedures for responding to concerns about abuse /neglect

The following section gives advice to employees, freelancers and volunteers on the procedures that Groundswell has in place for staff to report if they have concern that a Child, Young Person or Vulnerable Adult person may be experiencing abuse or neglect.

Employees, freelancers and volunteers should in all instances:

Make a written record of the observations or the information received. This should be done with the child protection officer/named person after discussion, the document should be signed, dated, and stored securely.

The child protection officer/named person will seek advice from children's services and refer to the relevant authorities, police, social services, NSPCC.

If a child/young/Vulnerable adult person has alleged that they are being abused

Staff should make a written record of the observations, or the information received. This should be done with the named person after discussion, the document should be signed, dated and stored securely.

The safeguarding officer/named person will seek advice from children's services and refer to the relevant authorities, police, social services, NSPCC.

Follow your company procedures.

If a child/young person/vulnerable adult discloses information regarding allegations of harm, you should do the following.

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information. will need to be shared with others – do not promise to keep secrets.
- Allow the child to continue at their own pace.
- Ask questions for clarification only and always avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words, as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated.

In projects where employees, freelancers or volunteers are working with a partner school or organisation, this organisation should have their own safeguarding policies and procedures and a named person whose role it is to handle these concerns. Staff should listen to the child/young person/ vulnerable adult, and they should then talk immediately to the named person in the setting, unless the allegation implicates the named person, in which case they should refer the matter directly to Groundswell 's

Safeguarding Officer. In any case, they should also inform their line manager and ensure they have details of the incident.

If staff receive a third-party report that a child/young person/ Vulnerable adult is being abused/neglected they should

Make a written note of their observation(s) and inform the schools/settings safeguarding officer/ named person. Sign and date the record and store securely. The named person will inform and or seek advice from the appropriate services. Staff should always follow company procedures.

If a concern is raised that a child/young person/vulnerable adult is being harmed or abused by a worker within the company

This can be an extremely difficult issue to deal with. It can be difficult to accept that a colleague may deliberately harm a person. It may also be that the behaviour that causes concern is bad practice rather than abuse. When a concern arises, there are three processes that may need to take place.

These are:
A Safeguarding investigation.
A criminal investigation.
Action by the company to discipline or remove the member of staff

It is important that these are properly co-ordinated and that events are managed in the right order. For this reason, the company will take no immediate direct action against a staff member of the company without the advice and agreement of the investigating agencies (e.g., the police, NSPCC, or Social Services), except where such action is necessary to protect a person. If you have concerns about a fellow worker you should speak to the named person in the company, if the complaint is against the safeguarding officer, then this matter should be referred to the company's Director Angeline Conaghan (numbers shall be given) Or …..
(Safeguarding Board member)

If, following consideration and any consultation, the concern clearly is about bad practice rather than abuse, the Safeguarding Officer will advise corrective or disciplinary action against the member of staff against whom the allegation has been made.

Irrespective of the outcome of the Police and Social Services investigations, the company may consider suspension and/or disciplinary action in accordance with its usual disciplinary procedure.

6 Summary

Summary of the referral process to protection agencies

In the event that the company needs to refer a case or information to the correct protection agencies, this will be done by the

Designated Safeguarding officer Gareth Howells (07951167768).

In the event that the named person is unavailable then this duty will fall to the

Deputy designated safeguarding officer Angeline Conaghan- (07960955985).

Safeguarding Board Lead

If none of these people are available, but the Child, Young Person or Vulnerable Adult is at immediate risk of harm, staff should contact the following agencies.

Local Authority Contacts

MASH:	020 8489 4470
MASH access out of hours	020 8489 0000
Local Authority Designated Officer	020 8489 2968 lado@haringey.gov.uk
Haringey Local Safeguarding Children's Board	020 8489 3145 https://haringeyscp.org.uk

Action of whatever form should always be swift, following procedure and be in complete confidence to ensure those involved are protected and treated fairly. The company will always seek advice from protection agencies and will never directly investigate any claims.

It is important to note that as the company exists presently, projects will always be in collaboration with a school or organisation, they will have their own policy and officer who may be better positioned in relation to the case to refer to the agencies. Staff should however always inform their line manager of any incident they're involved in.

If the parent/carer is alleged to have harmed a child, young person, or vulnerable adult then the company will decline from any contact with the parent/carer until they sought the appropriate advice from the relevant protection agencies. Any communications should be referred to the company's named person.

Protection of workers who report care and protection concerns.

The company has implemented this policy to ensure that child, young person, or vulnerable adult taking part in its activities and projects are safeguarded. Staff should never fear the actions of those who have been implicated in abuse or harm nor let this be a barrier to reporting suspected abuse or harm. The law of the land protects the companies Staff from this type of action as long as reports are neither malicious nor vexatious.

Data Protection and management of confidential information

The company respects the rights of both its staff and the children, young people or vulnerable adults who take part in its activity. The company regards all matters regarding safeguarding as highly confidential in its nature.
Unless a person is considered at risk of abuse or harm this confidentiality will be maintained

With regards to information related to such matters all files and documents shall be stored in a secure place and files will be subject to restricted access. The named person, Gareth Howells - Company Director in collaboration with the company Director Angeline Conaghan will be responsible for managing this.

Groundswell Arts requires all participants to view and sign their ethics and consent form in relation to the sharing of material co-created on projects Project participants are

required by Groundswell Arts to complete a full media release In cases where parents and carer's do not want children to be photographed we are kept informed and will avoid all pictures of said children during sessions and events.

Review of policy and procedures

Groundswell recognises that its current policy has been written to reflect the activity of the company and the needs of participants at this point in time. It recognises a need to keep informed of any changes in legislation and company activity and seeks to ensure policy is relevant and updated and transparent.

Review of policy will be completed annually by Designated safeguarding Officer Gareth Howells.