

## **The Barber Institute of Fine Arts**

### **Safeguarding Policy**

Children, young people and adults at risk

This version: May 2022

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## Introduction

The Barber Institute of Fine Arts (the Barber) is committed to ensuring a safe and supportive environment exists for all staff, students and visitors, in accordance with the University of Birmingham's (UoB) Safeguarding policy. This document sets out the Barber's approach to the safeguarding of children, young people and adults at risk. It establishes codes of practice, procedures and guidelines relevant to the Barber's activities, set within the wider policy of UoB.

All Barber staff, should be aware of their obligations to ensure the safeguarding of children, young people and adults at risk. When referring to *staff* members we include:

- Those are employed by the Barber Institute of Fine Arts
- Volunteers
- Placements
- Freelancers and artist collaborators

This document has been designed to provide information on procedures and guidelines to ensure that they adhere to the Barber's and University's safeguarding policies.

## Policy Statement and Aims

The Barber works with a wide range of audiences including children, young people and adults. The Barber recognises its responsibility to protect and safeguard the welfare of those audiences who may come into contact with the Barber as an independent visitor, through the Learning & Engagement programme and through any other public or co-user activity organised by the Barber.

The Barber will not tolerate abuse in any of its forms and is committed to safeguarding our audiences with care and support. Whilst the Barber cannot be held responsible for the acts of third parties over whom it has little or no control, our staff are committed to reducing the potential for abuse and neglect and to providing a framework within which the dangers of abuse and neglect can be managed. To achieve this we have adopted the procedures set out in this document.

Through our work and by means of this policy, we are committed to:

- Valuing, listening to and respecting our audiences as well as promoting their welfare and protection.
- Safe recruitment of external partners who work with our Learning & Engagement team and across the Barber.
- Adopting a procedure for dealing with concerns about possible abuse.
- Supporting those affected by abuse.

The key objectives of this policy is for all Barber staff to:

- have an overview of safeguarding

- be clear about their responsibility to safeguard children, young people and adults at the Barber
- ensure the necessary actions are taken where someone is deemed to be at risk

## Scope of this Policy

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect. <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

All staff should be aware of their responsibilities with regards to the safeguarding and protection of children, young people and adults at risk and are asked to familiarise themselves the following supportive documents:

- [Policies of the University of Birmingham](#)
- [Policies at the Barber Institute of Fine Arts](#)
  - Digital Safeguarding Policy
  - Digital Risk Assessment
  - Onsite Learning & Engagement Activity Risk Assessment

This policy has been written with specific reference to work undertaken by the Learning & Engagement Team and has been designed to supplement the above documents. This document is relevant to any staff involved in the planning, delivery and supervision of activities and events that may involve children, young people and/or adults at risk.

The Barber recognises that staff will come into contact with children, young people and/or adults at risk across their Learning & Engagement programmes which include, but is not limited to:

- Barber Home
- Barber Health
- Recovery Art
- Barber Schools
- Our public programme of talks, events and workshops

All staff are required to read this policy and confirm that they have done so in writing via email. In addition all staff will undertake UoB training and relevant staff will undertake bespoke internal Barber training sessions and additional external training courses.

Additional resources include, but are not limited, to the advice signposted through [Arts Council England](#).

This policy and the procedures within it will be reviewed and updated if necessary every three years.

## Definitions

This policy refers to **children, young people** and **adults at risk**:

- In the context of this policy a child is defined as anyone under the age of 18, thus including those commonly referred to as 'young people'.
- Adults at risk are those who are over the age of 18 who have the need of care or support. They may be experiencing, or are at risk of, abuse or neglect, and as a result of those needs are unable to protect themselves against the abuse or risk of it.
- A vulnerable person may fall into any one of the following groups: older and frail people; people with a mental health need, a learning difficulty, a physical impairment, a sensory impairment; people who are substance or alcohol dependent; or family carers who are providing assistance to another adult at risk.

**Abuse** is a violation of an individual's human and civil rights by any other person(s) or group of people. Abuse may be single or repeated acts. It can be:

- Physical: for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.
- Psychological and emotional: for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- Financial: including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.
- Sexual: such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.

## Communication

An up to date version of the Barber's Safeguarding Policy and Digital Safeguarding Policy is available publically on the Policy section of the Barber website. They are also available to staff internally on the Barber S Drive where they can be accessed at any time.

The Barber has two Designated Safeguarding Officers:

- Flora Kay, Learning & Engagement Manager
- Jen Ridding, Deputy Director: Engagement & Operations

These Officers are responsible for notifying the Director and Heads of Department of changes to the Safeguarding Policy or Digital Safeguarding Policy. This information will be cascaded to all managers who are responsible for ensuring that employees are aware of any changes.

When commissioning any Learning & Engagement activity the Learning & Engagement team are responsible for ensuring that all external artist partners/contractors are signposted to the Safeguarding Policy and Digital Safeguarding Policy at the point of engagement and that they are informed of any changes to this documentation.

## **Whistle-blowing policy**

There are established procedures for whistle-blowing. Barber staff should refer to the internal document titled 'Whistle Blowing Procedure', available on the Barber S Drive.

## **Lost Child Procedure**

Barber staff should refer to the Barber's Lost Child Action Plan which is only available internally on the Barber S Drive.

## **SAFEGUARDING**

### **What is safeguarding?**

Everyone should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

A child, young person or adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be someone who is usually able to protect themselves from harm but may be unable to do so because of an accident, disability, frailty, addiction or illness.

The Barber adheres to following the six key principles that underpin safeguarding work (See Care Act guidance):

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

The Barber will not tolerate the abuse of children, young people, adults, whether that be our audiences or and staff and volunteers. Barber staff should ensure that their work reflects the principles above. The Barber should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting

and reporting neglect and abuse. All staff should be transparent and accountable in delivering safeguarding actions.

## **Code of Practice**

This code of practice applies to all staff, at The Barber Institute of Fine Arts. When working with children, young people or adults at risk you should:

### **Respect**

- Listen to and respect children, young people and adults at risk at all times
- Value and take people's contributions seriously
- Respect a person's right to personal privacy as far as possible
- In some cases it may be necessary to break confidentiality in order to follow child protection procedures: if this is the case it is important to explain this to the child or young person at the earliest opportunity

### **Responsibility**

- Prioritising the welfare of children, young people and adults at risk
- Providing a safe environment
- This includes ensuring equipment is used safely and for its intended purpose
- This includes having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- Following our principles, policies and procedures
- This includes policies and procedures for child protection /safeguarding , whistleblowing and e-safety
- Staying within the law at all times
- Modelling good behaviour for to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code
- Reporting all allegations /suspicions of abuse following reporting procedures
- This includes abusive behaviour being displayed by an adult or child and directed at anybody of any age

### **Relationships**

- Promote relationships that are based in openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Use caution when you are discussing sensitive issues with children, young people or adults at risk
- Ensure that your contact with children, young people and adults is appropriate and relevant to the work of the project you are involved in

### **Lone Working**

- If a child asks specifically for or needs 1-to-1 time with you, ensure other staff or volunteers know where you and the child are
- Only provide personal care in an emergency and make sure there is more than one adult present if possible
- No lone working is permitted with members of staff or volunteers without a valid DBS
- The use of a radio to contact Visitor Services in the event of first aid incidents is required when working on sessions, events or workshops with children, young people or adults at risk
- No staff, volunteers or contractors should accompany children to the toilet but if a child and their accompanying adult need direction to the toilet, any Barber staff member should wait in the corridor.
- Toilet trips preferably should be done by the parent or carer or a member of staff with a DBS
- Staff toilets in the basement should never be used by children

### **Unacceptable Behaviour**

When working with children, young people or adults at risk you should not:

- Allow concerns or allegations to go unreported
- Take necessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships
- Engage in behaviour that is in any way abusive
- This includes having any form of sexual contact
- Let people have your personal contact details (mobile number, email address or address) or have contact with them via social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle
- Make sarcastic or insensitive, derogatory or sexually suggestive comments or gestures

If you have behaved inappropriately you will be subject to UoB's disciplinary procedures.

A referral to statutory agencies such as the police and/or the local authority children's social care department may be made.

If you become aware of any breaches to this code of conduct, you must report them to your direct line manager or a member of the Barber's Senior Management Team (SMT).

## **Why is it important to take action?**

It may be difficult for children, young people or adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

## **What are the types of safeguarding abuse?**

We should always keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered. *The Care and Support Statutory Guidance* sets out the 10 main types of abuse:

- Discriminatory
- Domestic Violence
- Financial
- Modern Slavery
- Neglect
- Organisational
- Physical
- Psychological
- Self-neglect/abuse
- Sexual

## **What are the possible signs of abuse?**

Abuse and neglect can be difficult to spot and display themselves in many forms. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly,
- The person never seems to have money,
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms),
- The person has signs of a pressure ulcer,
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.



## **Who can abuse and neglect others?**

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. Anyone can carry out abuse or neglect, including:

- partners
- other family members
- neighbours
- friends
- acquaintances
- local residents
- people who deliberately exploit adults they perceive as vulnerable to abuse
- paid staff or professionals
- volunteers and strangers

## **How could abuse be brought to your attention?**

- A child, younger person or adult at risk might make a direct disclosure themselves to you about themselves or someone else
- A child, young person or adult at risk might offer information that is worrying but not a direct disclosure to you
- A member of staff might be concerned about a child's appearance of behaviour or about the behaviour of a parent or carer towards someone we work with
- A parent/carers might make a disclosure about abuse that a child, young person or adult at risk is suffering or at risk of suffering
- A parent/carers might offer information about a child, young person or adult at risk that is worrying but not a direct disclosure

## **What should I do if I am concerned?**

Staff at the Barber who have any safeguarding concerns when working with children, young people or adults at risk should:

### **1. Respond**

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial **999** for emergency services
- Get brief details about what has happened and how you can support that individual, but do not probe or conduct a mini-investigation
- Seek consent from the child, young person or adult at risk to take action and to report the concern. Consider whether the person may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to

act against their wishes or without their consent, you must record your decision and the reasons for this

## **2. Report**

- Reporting suspicion of abuse, even if it will not necessarily lead to investigation, is essential to safeguard children, young people and adults at risk, even if the suspicion is slight, each report may add to a case of evidence being built by another institution or service
- The Barber follows its reporting procedure in line with UoB's Policies and Procedures. Details and information on reporting guidance and structure can be found from Page 6 onwards, [here](#).
- Staff are also expected to co-operate fully with any police or social care enquiries that may arise into an allegation of abuse. While individual members of the University have the right to report incidents direct to the local authority's Children's Services or overseas equivalent (e.g. Ministry of Interior Child Protection Centre in Dubai) where possible they should consult first with the University's Director of Legal Services as the University's Senior Child Protection Officer (SCPO) or a CPO. If the person who first becomes aware of the concern feels it inappropriate to involve a CPO or SCPO, or disagrees with the CPO or SCPO's view that the matter need not be reported, they should notify the police or the local authority themselves.
- The University expects all staff to be alert to any concerns about the welfare of children and to report any such concerns they may have, however apparently trivial, to a local Child Protection Officer.
- The Learning & Engagement Team should report anything of concern to
  - 1. Flora Kay, the Barber's designated safeguarding lead and Child Protection Officer (SPO).
  - 2. If not available Jen Ridding, Deputy Director: Engagement & Operations (SPO)

## **How might you support someone who is reporting abuse or neglect to you?**

### **What to do**

- Assess if the person is in immediate danger, if so, act immediately in accordance with the reporting procedure in this Policy
- Stay calm
- Listen, hear and take seriously
- Give time to allow the person to say what they want

- Reassure and explain that they have done the right thing in telling
- Make a written record of what was said as soon and as accurately as possible
- Report to the lead member of staff and/or the Child Protection Officer
- Record your report

### **What not to do**

- Don't panic or over-react
- Don't probe for more information
- Inappropriate questioning may affect how the person's disclosure is received at a later date
- Don't make assumptions, don't paraphrase or offer alternative explanations.
- Don't promise confidentiality or to keep secrets or that everything will be OK
- Don't try to deal with the matter yourself
- Don't make negative comments about any alleged abuser
- Don't "gossip" with colleagues about what has been said to you
- Don't make a child, young person or adult at risk repeat a story unnecessarily

### **3. Record**

- As far as possible, records should be written contemporaneously, dated and signed.
- Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personnel for accessing confidential information including the sharing of passwords.

### **4. Refer**

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- the child's, young person's or adult's wishes and preferred outcome
- whether the person involved has mental capacity to make an informed decision about their own and others' safety
- the safety or wellbeing of children, young people or other adults with care and support needs
- whether there is a person in a position of trust involved
- whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed
- and/or relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission service commissioning teams
- family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff, volunteers or contractors should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns

## **Risk Assessing**

All Barber Learning & Engagement activity, including online and onsite, is risk assessed in house by a Barber staff team member. This includes sections that are specific to safeguarding.

Our Digital Risk Assessment and Onsite Learning & Engagement Activity Risk Assessment is available publicly [on our website](#).

All alterations or variances needed will be approved by the Learning & Engagement Manager and shared with all members of staff involved with the activity.

## **GDPR | Confidentiality and information sharing**

The Barber expects all staff to maintain confidentiality at all times. In line with Data Protection law, the Barber does not share information if not required. All staff are required to complete mandatory up to date GDPR and Data Protection training delivered through the University of Birmingham.

It should however be noted that information should be shared with authorities if a child, young person or adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm.

### **Information sharing guidelines:**

Barber staff may find themselves needing to, or being asked to, share information of a confidential nature about children, young people or adults at risk who engage with our team and programmes. This may be because:

- The staff member is of the view that someone might be in need of additional support
- A third party has been in touch and wishes to know something about the child, young person or adult's involvement with the activity or engagement
- Someone in the child, young person's or adults' family had asked to be referred to further help
- The staff member is concerned that someone may be at risk of serious harm, or there is a serious crime that may have been committed involving someone in their family.

Before sharing the information, the staff member should record what it is they wish to share, who they wish to share it with and the purpose of doing so. If the reason involves risk of harm to a child, young person or adult, then safeguarding reporting procedure should be referred to immediately. In any situation these guidelines should continue to be followed

The staff member should then consider the issue of consent to the information being shared. If the information relates to an adult who is capable of giving consent, and such consent has not already been obtained, then the staff member should seek this, unless this would put the person at risk or impede the prevention of a serious crime or criminal investigation. Consent should take a written form or be recorded if verbal.

If a member of staff feels they cannot gain consent, permission should be gained from either Flora Kay or Jen Ridding before sharing personal information.

## **Photography**

### **Risk Factors**

- Children, young people or adults at risk may be identifiable when a photograph is shared with personal information
- Direct and indirect risks when photographs are shared on websites and in publications with personal information
- Inappropriate photographs or recorded images
- Inappropriate use , adaptation or copying of images

### **Staff will:**

- Not use names in photograph captions, on their website or social media unless having gained specific content for a specific reason
- Not use personal devices to photograph or record Barber activity
- Always gain parental/carer permission consent if photographing or recording children or young people under the age of 18
- Address how images on the website can be misused. Images accompanied by personal information, such as the name of the child and their hobby, could be used to learn more about a child prior to grooming them for abuse
- State written expectations of professional photographers or the press who are invited to an event. These should make clear the organisations' expectations of them in relation to safeguarding
- Not approve photography sessions outside of the event or community setting that we are officially working within.

### **Storing images securely:**

- Images or video recordings must be kept securely.
- Hard copies of images should be kept in a locked draw and electronic images should be kept within the Barber's internal Shared Drive folders, not accessible to the public with clear titles of use.
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones
- Only photos or recording with consent are to be stored and used
- Images should be labelled with the activity title and date they were taken.
- After taking photographs, images should be immediately removed from the device onto the Barber's internal Shared Drive folders
- This should be revised in accordance with the latest GDPR guidelines, at the earliest opportunity.

### **Recruitment and Staff Training**

The Barber and the University of Birmingham are committed to safe employment. Safe recruitment practices, such as Disclosure and Barring Service (DBS) checks reduce the risk of exposing children, young people and adults with care and support needs to people unsuitable to work with them.

#### **DBS – Disclosure and Barring Service**

All staff responsible for any activity involving children, young people or adults at risk should have an enhanced DBS check. Staff DBS checks are carried out every 3 years. A database of DBS clearances and safeguarding training attendance is kept by UoB HR. For staff outside of the Barber's L&E team, DBS eligibility and requirement should be considered on a case by case basis.

#### **Training, awareness raising and supervision**

The Barber ensures that all staff receive basic awareness training on the safeguarding of our audiences. Those we work with may report things of concern to staff who should be equipped with the basic knowledge around safeguarding and be confident to identify that abuse is taking place and action is required. All staff should be clear about the core values of the Barber and commitment to safeguarding children, young people and adults at risk.

## Prevent

Radicalisation and extremism is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that a child, young person or adult is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

## Contacts

University of Birmingham Senior Safeguarding Officer (SPCO):

- Mrs Nicola Cárdenas Blanco, Director of Legal Services – [n.k.blanco@bham.ac.uk](mailto:n.k.blanco@bham.ac.uk)  
Tel: 0121 414 3916

The Barber's Designated Safeguarding contacts (CPO's) are:

1. Learning & Engagement Manager, Flora Kay – [f.s.l.kay@bham.ac.uk](mailto:f.s.l.kay@bham.ac.uk)
2. Jen Ridding, Deputy Director: Engagement and Operations - [J.L.Ridding@bham.ac.uk](mailto:J.L.Ridding@bham.ac.uk)

HR contact for University of Birmingham (College of Arts and Law):

- Karen Martin HR Business Partner [k.a.martin@bham.ac.uk](mailto:k.a.martin@bham.ac.uk) 0121 414 3848

Public Concern at Work Helpline: 020 7404 6609

NSPCC Whistle blowing advice line: 0800028 0285

## Further information and resources

The Government guidance for DBS eligibility can be found here:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

A Government overview of the Disclosure and Barring service can be found here:

<https://www.gov.uk/disclosure-barring-service-check/overview>

The Government definition of regulated activity for children and adults can be found here:

<https://www.gov.uk/government/publications/dbs-regulated-activity>

Care act- <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Safer recruitment-

<http://www.islingtonscb.org.uk/SiteCollectionDocuments/Safer%20recruitment%20-%20safeguarding%20children%20and%20adults%205%20August%2013.pdf>

Carer and support statutory guidance-

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/506202/23902777\\_Care\\_Act\\_Book.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/23902777_Care_Act_Book.pdf)

Prevent-

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Information sharing-

<https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>