THE
BARBER
INSTITUTE OF
FINE ARTS

The Barber Institute of Fine Arts

Safeguarding Policy
Children, young people and adults at risk

2025-2028

Date of next review: August 2027

Introduction

The Barber Institute of Fine Arts is committed to ensuring safe and supportive environment exists for all staff, students and visitors, in accordance with the University of Birmingham's Safeguarding policy. This document sets out the Barber Institute'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 Institute's activities, set within the wider policy of University of Birmingham (UoB).

All Barber staff, employees, workers, contractors and freelance partners should be aware of their obligations to ensure the safeguarding of children, young people and adults at risk. 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 children and young people. The Barber recognises its responsibility to protect and safeguard the welfare of those audiences who may encounter the Barber as a visitor and through their Learning & Engagement activities and programmes.

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. We have therefore adopted the procedures set out in this document.

Through its 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 are for all staff of the Barber are 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
- Onsite Learning & Engagement Activity Risk Assessment
- Whistleblowing Policy
- Lost child Action Plan

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 and Engagement programmes which include, but is not limited to:

- Art for Wellbeing
- Our public programme of talks, events and workshops
- Barber Schools
- The Barber's programmes for families and young children

Alongside this policy, additional external training courses will ensure staff are aware of safeguarding procedures and concerns and all staff will take internal UoB training.

This policy and the procedures within it will be reviewed and updated if necessary but in any event every 3 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 Institute of Fine Art's Safeguarding Policy and Digital Safeguarding Policy is available on the Policy section of the website and internally on the Barber S Drive where they can access these documents at any time.

The Designated Safeguarding Officer of the Barber, **Flora Kay, Head of Learning & Engagement** is responsible for notifying 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.

The Learning & Engagement commissioning any Learning & Engagement activity is 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. If Barber staff please refer to the internal document 'Whistle Blowing Procedure'.

Lost Child Procedure

For Barber staff, please refer to the Barber Institute's Lost Child Action Plan which is only available internally.

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, volunteers and contractors 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, honestly, 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 security in the event of first aid incidents is encouraged 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
- 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 our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave The Barber Institute. We may also make a referral to statutory agencies such as the police and/or the local author children's social care department.

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

Why is it important to take action?

It is 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/carer might make a disclosure about abuse that a child, young person or adult at risk is suffering or at risk of suffering
- A parent/carer 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, volunteers or contractors 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 the University of Birmingham's Policies and Procedures. Details and information on reporting guidance and structure can be found in appendix 1, here.

- Staff, volunteers and contractors 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 designated the 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, volunteers and contractors 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 are to report anything of concern to **Flora Kay, Head of Learning and Engagement** the Barber's designated safeguarding lead and Child Protection Officer (CPO).

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 Learning & Engagement activity, including online or onsite is risk assessed at the Barber, this includes specific sections to safeguarding.

All alterations or variances needed will be approved by **Flora Kay, Head of Learning and Engagement** 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 up to date GDPR and Data Protection training with 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 and volunteers may find themselves wishing 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/volunteer 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/volunteer 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/volunteer should then consider the issue of consent to the information being shared. If the information related to an adult who is capable of giving consent, and such consent has not already been obtained, then the staff member/ volunteer 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 feel they cannot gain consent, permission should be gained from SMT 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
- 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
- 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, in support of the University of Birmingham is 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. 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 or volunteers 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 and volunteers 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.

Contacts

Senior Safeguarding Officer (SPCO): Mrs Nicola Cárdenas Blanco, Director of Legal Services – n.k.blanco@bham.ac.uk

Tel: 0121 414 3916

The Barber's Designated Safeguarding contacts and Child Protection Officers (CPO's) are:

1. Head of Learning & Engagement, Flora Kay, f.s.l.kay@bham.ac.uk
2. Jennifer Powell, Director

Further information and resources

The Government guidance for DBS eligibility can be found here: Eligibility guidance for standard DBS checks - GOV.UK

A Government overview of the Disclosure and Barring service can be found here: Check someone's criminal record as an employer: Checks you can make on someone's record - GOV.UK

Care act: Care Act 2014

Safer recruitment: Safer recruitment | NSPCC Learning

Carer and support statutory guidance: 43380_23902777_Care Act_Book.indb

Prevent: Prevent duty guidance: England and Wales (2023) - GOV.UK