

Committee(s)	Dated:
Barbican Centre Board	17 January 2018
Subject: Safeguarding Policy	Public
Report of: Head of HR, Barbican	For Decision

Summary

This policy has been developed to outline the key processes in place to ensure the Barbican provides a safe and welcoming environment for all children and young people who use the Centre or attend any of our events. The policy sets out the key staff responsible for safeguarding and the procedures we follow if any concerns are reported.

This policy applies to:

1. all staff, including apprentices and casual staff
2. volunteers
3. contractors
4. freelance artists, workshop leaders, service providers
5. individuals on placements or work experience

The agreed policy will be made available to all staff on our intranet and all new staff will be made aware of the policy as part of their induction.

Where staff are in departments that also work across the Guildhall School of Music & Drama they will also be covered by the Safeguarding Policy for the Guildhall School. These departments are currently Creative Learning, HR, Finance, Engineering, Facilities.

Recommendation(s)

Members are asked to approve the safeguarding policy as attached at Appendix 1.

Safeguarding policy - Barbican

The Barbican aims to provide a safe and welcoming environment for all children and young people who use the Centre or attend any of our events.

This policy applies to:

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2. volunteers
3. contractors
4. freelance artists, workshop leaders, service providers
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Where staff are in departments that also work across the Guildhall School of Music & Drama they will also be covered by the Safeguarding Policy for the Guildhall School. These departments are currently Creative Learning, HR, Finance, Engineering, Facilities.

The policy applies to both events delivered in the Barbican or off-site Barbican promotions.

1. Terminology

Child - refers to anyone under the age of 18. Hereafter all references to 'Children' or 'child' in this policy will also be inclusive of vulnerable adults

Vulnerable adult - means a person over the age of 18 who is or may be in need of community care services by reason of mental health or other disability, age or illness; and is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

2. Child protection charter

We will

- Create a welcoming environment, treating children with care, respect and dignity
- Create a secure environment by ensuring every effort is made to protect children through checking all relevant staff through the Disclosure and Barring Service, ensuring all staff are briefed on good practice and ensuring all events are carefully monitored. All events will be staffed with an appropriate adult-child ratio. Every effort will be made to ensure contractors and visiting artists / companies adhere to good practice.
- Create a safe working environment by carrying out comprehensive risk assessments on all activities and working spaces both in the Barbican and off-site
- Protect the identity of children through restricting access to personal information about them and observing strict procedures in the taking of photographs or filming. Use of images in print, online and in any publication is carefully managed
- Report any cause for concern to the relevant authorities and keep a confidential log of all incidents in the Barbican and at off-site events

3. Code of conduct

- Always treat children with respect and dignity
- Always put the welfare of children first
- Never be alone with a child – always ensure that you work in pairs or remain in the public spaces Barbican. At least one other adult should be present when in the company of children. Ideally, the second adult should be of the opposite gender to that of the first. Encouraging the presence of another adult is good organisation practice in that it protects both the child and the worker.
- Where possible avoid any physical contact with a young person. Ensure that where physical contact is needed it is appropriate and kept to a minimum - e.g. if a child is lost or distressed hold their hand or take them by the arm, but do not to cuddle them. Special guidance is available when working on dance, workshops or physical theatre events.
- Always maintain professional relationship – avoid any attempt to develop a relationship with a child outside of the project or activity. Never exchange personal information or your personal contact details with a child e.g. telephone numbers / mobile numbers. Never offer a child a lift or any kind of gift. Avoid making personal remarks, discussing personal matters or engage in conversations with adult themes. Ensure language and conversation is appropriate when talking within hearing distance of children. If you feel a child has developed a crush on you or a colleague you should report it to your manager or the leader of the event and discuss ways to manage the situation. You should make a note of what you agree and be vigilant of your own behaviour.
- Do not contact or permit a child to contact you via any social media or digital platform.
- Avoid asking for family contact details unless they have been subject to an enhanced disclosure and this has been designated as part of their role e.g. to accept registrations for a project or collate permissions for photography
- Never put a child at risk - At all events, children aged twelve, or under, must be accompanied by a responsible adult at all times. This is clearly stated in all marketing materials. At school or youth group events the teacher or youth leader is in loco parentis
- Follow Lost Child Policy alerting security, event management and the project manager of any lost child and taking them to agreed Lost Child point – see appendix
- Any incidents which could be misinterpreted should be reported to your manager immediately and then the person with responsibility for Child Protection as soon as possible.
- Any breaches of this code of conduct will be investigated in line with the disciplinary policy. A serious breach of this code may lead to dismissal.

4. Children in performance / licensing / chaperones

Under some circumstances children taking part in public performances may require a performance license from their local authority. A working group meets regularly to consider performances at the Barbican and co-ordinate communication with the City and Local Authority child licensing officers. Processing applications can take some time so any potential requirements should be identified at the programming stage.

In the first instance please contact the Licensing and Access Manager for advice regarding performances involving child performers.

Government guidelines on licensing in relation to child performance and activities is available at the following link : <https://www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation>

5. Apprentices and employees under 18

There are specific regulations applicable to employees under 18 years of age regarding working hours and breaks covered by the Working Time Directive. HR will provide advice in these circumstances.

A DBS check is not normally required for staff or managers working alongside such staff. Prior to recruiting a 16-17 year old employee, the line manager and HR will carry out a risk assessment to ascertain whether a DBS check is required or not, and whether any other procedures need to be put in place.

Unless staff are DBS checked, they are advised to refrain from one to one contact in an enclosed space when working with under 18.

6. Work experience

All work experience placements must be coordinated through the HR team to ensure safeguarding procedures are in place.

The HR team will liaise with the organising body or school to ensure that the appropriate health and safety checks have been carried out and agreed. They will also ensure emergency contact information is in place prior to the placement.

Work experience student supervisors and departmental managers will be responsible for conducting a risk assessment prior to the placement, which will be then passed on to HR for review and to be kept on file.

It is not necessary to carry out DBS checks for staff who are simply working alongside students. Work experience students will not be left on their own with an individual member of staff, unless the employee has been DBS checked.

If it is clear when planning placements that one to one interaction with the student in an enclosed space cannot be avoided, e.g. working in the store room, DBS checks will be processed in advance of the placement starting. HR will provide advice on this and will manage the DBS application process.

HR will ensure that supervisors of work experience students are provided with a copy of this policy and the 'Working with young people guide' in advance of the placement starting. Staff who are not DBS checked will always be instructed to refrain from one to one contact in an enclosed space when working with under 18 year old.

7. Lead Safeguarding Contacts

- Designated safeguarding lead
 - Director of Learning & Engagement

Sean Gregory
sean.gregory@barbican.org.uk
020 7328 7381

In the event that the designated safeguarding lead is unavailable, the following staff has been appointed with specific safeguarding responsibilities and will act as secondary lead safeguarding contacts:

- Deputy safeguarding lead
 - Head of Creative Learning
Jenny Mollica
jenny.mollica@barbican.org.uk
020 7382 2339
- DBS lead
 - Head of HR
Steve Eddy
steve.eddy@barbican.org.uk
020 7382 6148
- Audiences and lost children
 - Head of Audience Experience
David Duncan
david.duncan@barbican.org.uk
020 7382 7072
 - Senior Audience Experience & Operations Manager
Sheree Miller
sheree.miller@barbican.org.uk
020 7382 6173
 - Duty Centre Manager and Security Control
020 7382 7001

8. Reporting a concern

During the course of their work it is possible that staff will identify concerns:

This could include:

- A disclosure of abuse or allegation from a child or young person
- Noticing signs of abuse or neglect
- Noticing signs of radicalisation
- Noticing signs of Child Sexual Exploitation

Any concern, allegation or incident must be reported to the Designated Safeguarding Lead, or in their absence the Deputy Safeguarding Lead, who will refer the matter on as quickly as possible. In cases of allegations against staff, the Designated

Safeguarding Lead and the Head of HR must be informed immediately. They will consult with the City's Local Authority Designated Officer (LADO) for advice.

A record will be kept of

- Date and time of the incident
- Names of people involved
- What was said or done and by whom
- What action was taken after the incident was reported
- Names of the people making the report and to whom they reported.

The records should be passed on to HR who will store securely.

The Centre will offer appropriate support and guidance to:

- a person making a report
- any staff who have had an allegation made against them.

9. Induction & Training

It is essential that all staff who have access to children understand their safeguarding responsibilities and what to do in the event that a disclosure is made to them, or have reason to suspect that abuse is taking place.

This policy is available to all staff on the staff intranet and all staff will be made aware of the safeguarding policy as part of their induction.

Where staff are in departments that also work across the Guildhall School of Music & Drama they will also be covered by the Safeguarding Policy for the Guildhall School. These departments are currently Creative Learning, HR, Finance, Engineering, Facilities. All staff in these departments will also be required to complete the online safeguarding training as part of their induction and to refresh this training when notified by HR.

10. DBS process

Access to information provided by the Disclosure and Barring Service (DBS – formerly CRB) enables the Barbican and City of London Corporation to make safer recruitment decisions for appropriate posts, when made in conjunction with other pre-employment checks. The purpose of DBS checks is to safeguard the children and vulnerable adults for whom we provide a service and the DBS check tells us if someone has a criminal conviction. The Barbican follows the City's policy on The Disclosure and Barring Services & Recruiting of Ex-Offenders – see the staff handbook for the full policy- [click here](#) – and DBS checks are managed through the HR department.

When do I need a DBS check?

Before we can ask a person to apply for a criminal record check through DBS, we are legally responsible for ensuring we are entitled to submit an application for the role. Under legislation we need to assess if anyone working with children require a DBS check. The DBS have an online tool to assess whether a role requires a check - <https://www.gov.uk/find-out-dbs-check>. Whilst the appropriate DBS check must always be sought, it is illegal to carry out a check when it is not required.

There are three levels of check available:

1. Standard check - to be eligible for a standard level DBS certificate, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.
2. Enhanced checks – to be eligible for an enhanced level DBS certificate, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) regulations.
3. Enhanced checks with children's and/or adults' barred list check(s) – to be eligible to request a check of the children's or adults' barred lists, the position must be eligible for an enhanced level DBS certificate as above and be specifically included in the Police Act 1997 (Criminal Records) regulations as able to check the appropriate barred list(s).

HR will advise on whether a DBS check is required and if so at what level. If a role requires a DBS check and it has not been received before the person's start date then they will not normally be able to start in their role. In this situation managers will need to discuss with HR and a risk assessment may need to be completed.

Lost Child policy

Lost children

Audience Experience have specific guidance for radio holders in relation to their duties with lost children. The following guidance applies to all other staff

Duty of Care

Children should not be put at risk at any time while they are attending Barbican events. At all events children aged twelve or under must be accompanied by a responsible adult at all times. This is clearly stated in all marketing materials.

Protecting yourself

Barbican staff must *never* be alone with an individual child, whatever the situation. At least one other adult should be present when in the company of children. **Ideally, the second adult should be of the opposite gender to that of the first.** Encouraging the presence of another adult is good organisational practice in that it protects both the child *and* the worker.

Interaction with children

Physical contact with children and young people *must* be kept to a minimum level, appropriate to the activity involved. It is not appropriate to hug a child or take them on your knee. In the event of a child being distressed, offer a hand to hold.

Actions

- Talk to the child to gain as much information as possible.
- Do not pass the child from person to person. The child should remain with the same two members of staff.
- Once initial contact has been made, do not leave the child on their own again as this could potentially place them in danger.

- Do not approach other adults to ask if the child is theirs. Again, this may put the child in danger.

Discovering a Lost Child

Immediate Action

- If alone, immediately call for a colleague to accompany you
- Build initial rapport with the child - ask their name, who they came with, why they are alone, etc
- Look around the immediate area to see if the parents/carers are nearby.
- If parents/carers are not located immediately contact security control on 7001 **State the child's name, the initial place where the child was located and which meeting point you are proceeding to.**
- *Security will contact Centre Management/Catering/Event Management/backstage as appropriate.*
- Proceed to the agreed meeting point.

Procedures if the child has not been collected within approximately 10 minutes

- At the meeting point, if possible, try to gain further information from the child such as telephone numbers, residential area, house number etc.
- *The Duty Centre Manager will initiate a search on every floor of the building for the parents/carers.*
- If the parents/carers are located, ask them to confirm information about the child such as their name, age, hair colour etc.
- *If the parents/carers are not located then the police will be informed at the Centre Manager's discretion.*
- *The DCM will keep Security Control informed of progress at all times and will ensure events are logged accurately in the DCM log.*

Alerting Colleagues that a Child is Missing

Immediate actions

- Gain as much information as possible from the parent/carer such as relationship to the child, where they last saw them, the child's name, age of child, what they were wearing etc
- Look around the immediate area to see if the lost child is nearby.
- If the child is not located immediately, inform the parents that you have to alert our security and management of the situation so that a search can be organised. Ask them to stay where they are and await your return.
- Contact security control on 7001 immediately **State the child's name, the last place the child was seen, and where you and the parent/ carer are located and that you require assistance from a radio holder immediately**
- *Security will contact Centre Management/Catering/Event Management/backstage as appropriate.*
- Return to the parent/carer and await assistance from a radio holder.

- *The DCM will send a radio holder to your location and will initiate a search for the missing child. You will receive further instructions from the radio holder.*
- *A member of staff will be allocated a floor of the building to search. **If the child is found during the search, please remember that there should be two members of staff present from this point on.***

Procedure if the child is not found within approximately 10 minutes

- *If no contact has been established with the child then the police will be informed at the parent/carers/ DCM's discretion.*
- *The DCM will keep security control informed of progress at all times and will ensure that events are logged accurately in the DCM log.*