

ST ALBANS ART SOCIETY

SAFEGUARDING POLICY MAY 2024

About St Albans Art Society (SAAS)

St Albans Art Society is a non-profit, independent membership organisation. It is managed by a committee of members who volunteer for unpaid roles. Its objectives are as follows:

The Society exists for everyone of all ages and abilities who enjoy the visual arts. The Society will be for local artists to meet, learn about art, develop their skills, create and exhibit their work.

The Society's members are mostly adults but include a small number of young people aged 16/17. No-one under the age of 16 can join.

SAAS is an inclusive organisation. We welcome members and visitors regardless of factors such as sex, gender, sexuality, race or ethnic origin, age (over 16), disability, religion or any other characteristic protected by equalities legislation.

Who does this policy apply to?

The SAAS Safeguarding Policy applies to all members, visiting tutors, speakers and models, other visitors or anyone else helping or working with the organisation, paid or unpaid. It applies to activities provided in person or online (eg through Zoom).

SAAS acknowledges that it has a duty of care towards young people aged 16/17 and any vulnerable adults that join or visit our events to participate in art. This Policy lists the safeguarding procedures members will follow when providing activities for such people.

The purpose of this policy is:

- to protect under-18s and vulnerable adults who participate in or visit activities and events provided by or on behalf of the Society
- to provide all members, visitors and any person working on behalf of the Society (paid or unpaid) with the principles of the organisation's approach to Safeguarding.
- to provide procedures to follow in the event of reported or suspected abuse or harmful behaviour towards a young person under 18 or a vulnerable adult.

The responsibilities of our organisation and its members

Safeguarding is the responsibility of everyone, whether you are a member or someone acting on behalf of SAAS. We are all expected to respond to any suspected or alleged abuse in accordance with this Policy and Procedures.

- We do not need to use criminal records checks as we do not have any roles within SAAS which fall within the category of regulated employment ie, where members or visitors, such as speakers or tutors, are in regular unsupervised contact with young people aged under 18.
- We will publish our Safeguarding Policy and procedures on the SAAS website so that it can be seen by members and visitors.
- We will appoint a Committee member to the role of named person for Safeguarding. This person does not have to be an expert in Safeguarding but willing to manage the necessary communications, in accordance with this policy.

In 2023/24 the named person for Safeguarding is the Chairman of the Society, Stephanie Benbow.

Training about safeguarding for members

- All members are asked to read the Safeguarding Policy and Procedures which include definitions of abuse, actions to take where abuse is suspected, and good practice advice.
- When employing visiting speakers, tutors and models we will send them a link to the Safeguarding Policy and Procedures, explaining that reading these is a condition of employment.

How we might notice abuse

Concerns about or evidence of abuse can come to us:

- Through a young person or vulnerable adult telling us directly
- Through someone else telling us, such as a SAAS member, relative or carer of the young person or vulnerable adult.

Abuse might occur within our organisation, between members or between members and non-members.

Abuse might occur outside of SAAS events and be nothing to do with our organisation, but harming a young person or vulnerable adult who is a member or visitor.

Good practice if someone discloses abuse to you. See Appendix 1

Sensible precautions we should all take. See Appendix 2

The Legal Framework including Data Protection. See Appendix 3

Definition of a Young Person or Vulnerable Adult. See Appendix 4

What should we do if we become aware that a young person is, or may be, suffering abuse?

This is the advice of Herts County Council Children's Services.

To report concerns about a child under the age of 18 or request support if you are under 18 and suffering abuse:

Ring 0300 123 4043

Young people may ring this number anytime if in need of help.

If you think a child is in immediate danger or if a crime is being committed, **call 999**

If the concern is about someone I know through SAAS, should I inform SAAS?

Yes. Please inform the SAAS named person for Safeguarding who is Steph Benbow, Chairman, as soon as possible on 07738 762820. If you do not know the person's full name and address Steph can help with this.

What should we do if we become aware that a vulnerable adult is, or may be, suffering abuse?

This is the advice of Herts County Council Adult Social Services.

To report concerns about an adult:

Ring 0300 123 4042

You can call this number day or night.

If you think a vulnerable adult is in immediate danger or if a crime is being committed, **call 999**

Alternatively go to the Herts County Council website

<https://www.hertfordshire.gov.uk/services/adult-social-services/adult-social-services>

and click on Report A Concern (including safeguarding) where you will be invited to fill in a form.

If the concern is about someone I know through SAAS, should I inform SAAS?

Yes. Please inform the SAAS named person for Safeguarding who is Steph Benbow, Chairman, as soon as possible on 07738 762820. If you do not know the person's full name and address Steph can help with this.

Appendix 1: Good practice if someone discloses abuse to you

If a young person or vulnerable adult chooses to disclose abuse to you:

- react calmly so as not to frighten or deter the person
- reassure him/her that it is not their fault
- do not promise to keep the information to yourself – explain that you need to make sure they will be safe and that you may have to pass on the information to the Herts Safeguarding team and, if they are in danger, the Police
- allow them to tell you what happened in their own words
- do not try to ‘investigate’ - avoid leading questions
- do not ask specific questions regarding explicit details.

If possible, make a brief note during the initial disclosure, explaining why you are doing this. If this is not possible, make a record of the conversation as soon as possible afterwards.

Note: in the case of a vulnerable adult it is good practice to try to gain the person’s consent to share information such as their name and address.

If they do not consent but you feel you must go ahead in order to keep them safe, you should inform them that you are doing this as long as it does not increase the risk. (See Appendix 3 section on Data Protection)

Appendix 2: Sensible precautions

Members aged 16/17 must have the permission of their parent/carer to attend life drawing sessions with nude models. They should be informed of this by the Membership Secretary when applying for membership.

Members should be cautious about taking the phone number, address or social media information of a young person aged under 18, or sharing their own, without the knowledge of the young person’s parent or carer.

Members should be cautious about offering lifts to a young person aged under 18 without the knowledge of the young person’s parent or carer. In an emergency, for example where the young person is stranded at a venue, ask them to phone their parent/carer, and speak to that person yourself if possible; and tell another member what you are doing and why.

Members should be cautious about offering a lift to a vulnerable adult. If the lift is necessary for safety reasons ask them to phone their friend, family or carer (if they have someone like this) to tell them that you (by name) are giving them a lift. Tell another member what you are doing and why.

Appendix 3: Legal Framework for Safeguarding

Children and Young People under 18

In England, child safeguarding legislation is covered by three main Acts:

- Children Act 1989
- Children Act 2004
- Children and Social Work Act 2017

All settings that make provision for young people under age 18 are required to operate child protection and safeguarding, including private clubs like ours.

Vulnerable adults

There are many laws relating to Adult safeguarding. They are written to protect adults suffering forms of abuse whether in their own homes, public institutions such as hospitals or private establishments such as care homes. Public and charitable institutions and organisations are expected to operate adult safeguarding policies.

Herts Safeguarding Adults Board has a policy for safeguarding adults in Community, Faith and Voluntary organisations which we have consulted in writing this policy. The Herts Board invites members of the public to contact them if they are concerned about the safety and welfare of a vulnerable adult.

Two important Acts are:

- Safeguarding Vulnerable Groups Act 2006
- The Care Act 2014

Data protection with regard to reporting abuse

Children and Young People under 18

Data protection law allows you to share information when required to identify children at risk of harm and to safeguard them from harm.

Vulnerable adults

Worried about Data Protection? Don't be. The Data Protection Act 1998 and human rights laws are not barriers to justified information sharing. Share with informed consent where possible. You may still share information without consent if there is good reason to do so, such as where safety may be at risk. Make sure that the information you provide is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, and is shared in a timely and secure way.

Our named person for Safeguarding, Steph Benbow, could give you the name and address of a person you wished to refer to Herts Adult Social Care if there were good grounds to do so.

Appendix 4: Definitions

Children/Young People: A Young Person in the context of this policy is defined as anyone aged less than 18 years of age.

Vulnerable Adults: The definition is set out in the Care Act 2014. The safeguarding duty applies to a person over 18 years who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or is at risk of, abuse or neglect and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

This includes adults:

- with a mental health or learning disability
- physical impairment or sensory impairment
- substance or alcohol dependency or
- who receive personal care, nursing or support to live independently in their own homes or care homes
- who are older and frail
- who are family carers for another vulnerable person.

Definition of Abuse

Child Abuse: the four main categories of child abuse are: physical, sexual, emotional and neglect. Other aspects where children may need protection include bullying, on-line activities, drug-taking, radicalisation and county lines.

For more information see:

[Child abuse and neglect | NSPCC Learning](#)

Abuse of Vulnerable Adults:

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, psychological, financial, sexual, discriminatory, institutional, domestic or neglect and acts of omission.

For more detail see this Herts Adults Social Services factsheet: [Protecting adults at risk from abuse - accessible \(hertfordshire.gov.uk\)](#)

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