



# SAFEGUARDING POLICY

2Funky Arts

March 2024

## PURPOSE

This policy establishes how 2Funky Arts Ltd (2Funky Arts) can protect the overall welfare of our children, young people, and vulnerable adults, and recognises signs of abuse, neglect, and radicalisation. 2Funky Arts (2FA) seeks to create a welcoming and nurturing environment, with no tolerance for those whose actions may jeopardise the safety, health, and/or innocence of participants. For the purposes of this policy, 2FA employees, sessional, and freelance workers are defined as 2FA Representatives. Children, young people, and vulnerable adults are defined as participants.

We believe that all participants, regardless of age, culture, disability, gender, language, racial origin, religious beliefs, and/ or sexual orientation have the right to protection from abuse.

Although it is not the responsibility of 2FA Representatives to determine if abuse has taken place, it is their responsibility to act upon and report any concerns. The welfare of participants and 2FA Representatives is crucial to running a safe activity and/ or project. 2FA Representatives should read this policy prior to project delivery and agree to its terms.

## DEFINITIONS

This policy defines a child as a person aged 11 or under, and a young person between the ages of 12 to 17 inclusive. A vulnerable adult is defined as "a person aged 18+ who may be in need of care services by reason of mental or physical disability, age or illness; or unable to protect themselves against significant harm or exploitation." (1)

According to the Leicester City Council definition, forms of abuse across all ages include:

- ◆ Physical abuse such as hitting, pushing, pinching, shaking, misusing medication, scalding, restraining, hair-pulling.
- ◆ Sexual abuse such as rape, sexual assault, or sexual acts to which someone has not consented to, or where they were coerced.
- ◆ Psychological or emotional abuse such as threats of harm or abandonment, being deprived of social contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, or being prevented from receiving services or support.
- ◆ Financial or material abuse such as theft, fraud or exploitation, pressure in connection with wills, property or inheritance, misuse of property, possessions, or benefits.
- ◆ Neglect such as ignoring medical or physical care needs, preventing access to services or withholding food, drink, or heating.

- ◆ Discriminatory abuse & hate crime – harassment or slurs based on a person’s race, sexuality, or disability.
- ◆ Institutional abuse – abuse in residential homes, schools, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect, or poor working practices.

## **SIGNS OF ABUSE**

The Mighty Creatives’ Safeguarding Policy lists a number of potential signs of abuse, and we have used this as a starting point for identifying them in this policy. The possibility of abuse should be investigated if a child, young person or adult shows a number of these signs/symptoms, or any of them to a marked degree.

### **PHYSICAL ABUSE:**

- ◆ Unexplained recurrent injuries or burns
- ◆ Improbable excuses or refusal to explain injuries
- ◆ Wearing clothes to cover injuries, even in hot weather
- ◆ Bald patches
- ◆ Chronic running away
- ◆ Fear of medical help or examination
- ◆ Self-destructive tendencies
- ◆ Aggression towards others
- ◆ Fear of physical contact – shrinking back if touched
- ◆ Fear of suspected abused being contacted

### **EMOTIONAL ABUSE:**

- ◆ Physical, mental, and emotional development lags
- ◆ Sudden speech disorders
- ◆ Continual self-depreciation (“I’m stupid, ugly, worthless, etc”)
- ◆ Overreaction to mistakes
- ◆ Extreme fear of any new situation
- ◆ Inappropriate response to pain (“I deserve this”)
- ◆ Neurotic behaviour (rocking, hair twisting, self-mutilation)
- ◆ Extremes of passivity or aggression or cruelty to others
- ◆ Depression, extreme anxiety, changes or regression in mood or behaviour
- ◆ Obsessions or phobias

- ◆ Sudden underachievement or lack of concentration
- ◆ Children seeking adult attention and not mixing well with other children
- ◆ Sleep disorders
- ◆ Running away, stealing, and lying

## **SEXUAL ABUSE:**

- ◆ Being overtly affectionate or knowledgeable in a sexual way inappropriate to a child's age
- ◆ Medical problems such as chronic itching, pain in the genitals, venereal diseases (in children or young people)
- ◆ Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, or anorexia
- ◆ Personality changes such as becoming insecure or clinging
- ◆ Regressing to young behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- ◆ Sudden loss of appetite or compulsive eating
- ◆ Being isolated or withdrawn
- ◆ Inability to concentrate
- ◆ Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
- ◆ Starting to wet again, day or night/nightmares
- ◆ Become worried about clothing being removed
- ◆ Children drawing sexually explicit pictures
- ◆ Trying to be 'ultra-good' or perfect; overreacting to criticism
- ◆ Distinctive odour

## **NEGLECT:**

- ◆ Constant hunger
- ◆ Poor personal hygiene
- ◆ Constant tiredness
- ◆ Poor state of clothing
- ◆ Emaciation
- ◆ Untreated medical problems
- ◆ Poor social relationships
- ◆ Compulsive scavenging
- ◆ Destructive tendencies

NOTE: A child, young person, or vulnerable adult may be subjected to a combination of different kinds of abuse.

It is also possible that someone may show no outward signs and hide what is happening from everyone.

## **EXTREMISM (1)**

If someone is being radicalised, their behaviour may become progressively more centred around extremist beliefs, groups or causes. This may include, but is not limited to:

- ◆ Spending increased time in dialogue with people with extremist views (online and/or in person)
- ◆ Modifying their appearance and/or mode of dress
- ◆ Having reduced interest in friends and activities not linked to this extremist cause
- ◆ Possessing material or symbols linked to this extremist cause
- ◆ Attempting to recruit other people to join the cause

(1. Home Office, 2020).

## **PERSONNEL SCREENINGS**

Safeguards in the hiring process of employees will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the positions and its level of involvement with participants.

### **Employees who regularly work with or around children, young people, or vulnerable adults.**

Candidates for positions that involve interaction with children, young people, or vulnerable adults will be screened and selected using the following:

- ◆ Authorisation by signature to perform necessary and lawful background checks.
- ◆ Disclosure and Barring Service (DBS) checks.
- ◆ Violent and Sex Offender Register (ViSOR) checks will be undertaken.
- ◆ Driving records and any applicable certification, if the position requires transportation of participants.
- ◆ In-person applicant interview.

If hired, DBS checks will be conducted every year for those who regularly work with children, young people, or vulnerable adults.

When hiring a freelance practitioner or new employee, 2FA will request two references (preferably from previous work with a similar profile of participant) and evidence of a DBS processed within the last 12 months. A note of the reference number should be made by a Safeguarding Lead.

2FA should be notified of any relevant changes to the circumstances or record of a 2FA Representative in the time between DBS checks. This should be assessed by 2FA's Director and Board. A revised decision on future work or ongoing engagement will be made, depending on the seriousness of the change in circumstance.

## CODE OF CONDUCT

In an effort to provide a safe and healthy environment for physical and emotional wellbeing, 2FA Representatives are required to treat all children, young people, and vulnerable adults with respect and consideration. Treatment must be fair and equal, and must not be based on gender, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favouritism, or the appearance of favouritism.

In addition, 2FA offers the following guidelines as a non-exhaustive list of prohibited behaviour that, if followed, should guide its employees during interactions with children, young people and vulnerable adults. These guidelines do not and cannot outline every situation that may be encountered while on the job, nor can they anticipate and enumerate every possible prohibited or unacceptable practice. For these reasons, 2FA Representatives must use good judgement and act with a high degree of professional judgement. Omitted, prohibited practices in this section will not be considered acceptable behaviour. 2Funky Arts reserves the right to take disciplinary action against 2FA Representatives whose actions are found to be inappropriate, regardless of whether they appear in this section.

2FA Representatives who, for any reason, feel there is a need to make an exception to these guidelines must submit to their supervisor (Project Manager or Director) a written description of the incident and why their actions were necessary. Their supervisor will review this report for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the 2FA representative's permanent file.

### **2FA representatives should:**

- ◆ Not use harsh or inappropriate language, degrading punishment, or any type of restraining device in the name of behaviour management.
- ◆ Not possess, distribute, use or allow others to use any alcohol or drugs while representing 2Funky Arts. Smoking and vaping are also prohibited.
- ◆ Not participate in, or allow others to, engage in any form of hazing.
- ◆ Not have sexual contact with children, young people, or vulnerable adults.

- ◆ Not dress, undress, shower, or bathe with, or in the presence of children, young people, or vulnerable adults.
- ◆ Not use physical punishment in any form. The only time physical force is allowed to be used against a child, young person, or vulnerable adult is when their actions are placing others at an immediate risk for serious harm. This should be minimised to prevent harm.
- ◆ Not share sleeping locations with children, young people, or vulnerable adults. This includes beds, tents, hotel rooms or similar areas. 2FA Representatives may sleep in open areas with children, young people, or vulnerable adults, only if the area is large enough for each person to have his or her own defined sleeping area and while other 2FA Representatives are also present.
- ◆ Not discuss their own sexual history, preferences, or fantasies, nor their use of illicit or pornographic materials while in the company of children, young people, or vulnerable adults.
- ◆ Not possess any sexually orientated materials (books, magazines, videos, clothing) when conducting business in the name 2Funky Arts.
- ◆ Never make sexually suggestive comments about, or to, a project participant, even in fun.
- ◆ Never allow a participant to use inappropriate language unchallenged.
- ◆ Not interact one-on-one with a child, young person, or vulnerable adult in a private area. When one-on-one discussion or counselling is warranted, interaction with a participant must take place in an area that allows for private conversation while remaining in the view of others.
- ◆ Endeavor to work in an open environment.
- ◆ Avoid private or unobserved situations and encourage open communication, devoid of secrets.
- ◆ Act as a positive role model and treat all participants with respect, dignity, and understanding.
- ◆ Ensure that a staff representative of the host organisation (e.g. school) is available for advice at workshops and other events, if they are not able to be present at all times.
- ◆ Keep a written record of any injury that occurs, along with the details of any treatment given. Pass this information onto the project lead as soon after the incident as possible.
- ◆ Avoid taking or dropping off a participant at an event alone. If this is unavoidable or necessary, inform 2Funky Arts' Safeguarding Lead(s) and/ or the participant's parents/ carers. 2FA Representatives must ensure they have public liability insurance if they are not an employee of 2FA and are doing this.

- ◆ Never make unnecessary physical contact with participants. They may however, be times when physical contact is deemed to be necessary (for example, if providing comfort for a child in distress). In such a case the contact should only take place appropriately.
- ◆ Never meet with participants outside organised activities, unless it is with the knowledge and written consent of their guardian/ carer and the Safeguarding Lead.
- ◆ Never allow allegations made by a participant to go unaddressed, unrecorded, or not acted upon.
- ◆ Never give your personal contact details (e.g. home address, personal email, Facebook or phone number) to a child, young person, or vulnerable adult. There may be specific cases where connecting via social media is relevant to a project, and this must be discussed first with our Director and carried out in a transparent way.
- ◆ Never do things of a personal nature for a project participant that they are able to do themselves. If privacy is needed, the door can be left open and an additional 2FA Representative should be present, or other supervisors should be made aware of the circumstances.
- ◆ Keep clear written and confidential records of any allegations that a participant makes.
- ◆ Make sure that all participant contact details are kept in a secure place and are not passed onto anyone without their consent (see our data protection policy).
- ◆ Confirm with 2FA that the area in which they are working has been thoroughly risk assessed in accordance with their Health & Safety policy and is clear of all hazards before work begins.
- ◆ Ensure that any incidents that result in injury are recorded and investigated if necessary. Check around the incident area for any new hazards that could put participants at risk.
- ◆ Never take photographs or film children or young people without written parental/ guardian consent, or without written consent from vulnerable adults or volunteers.
- ◆ Under no circumstances can a 2FA Representative enter a personal or sexual relationship with a project participant or volunteer. The Abuse of Trust legislation asserts that this would be a criminal offence for those in a position of responsibility, punishable by up to five years imprisonment.

## **PROGRAMME CONTENT**

2FA sometimes hosts public events. The Project Manager and/or Director should ensure that language and content, used by performers and/or speakers, is appropriate to its target audiences. Guidance must be issued to all artists, and



performances must not include sexually explicit language/content, incite violence or include hate speech. For family audiences where young people are present, guidance must be more specific, and expletives should also be avoided.

## **STRUCTURAL GUIDELINES FOR PROGRAMMES**

- ◆ 2FA Representatives should have an assistant or additional practitioner present or on hand throughout delivery, wherever possible. They should never work one-to-one with a participant.
- ◆ Workshop facilitators employed as freelancers are not covered by any of 2FA insurance, unless stated, and are responsible for their own public liability insurance.
- ◆ Volunteers should never be left in the room on their own with other participants and should not be given any responsibility for them.
- ◆ Where a 2FA Representative is subject to abuse or harassment by a participant of any age, 2FA should support this team member in taking further action and reporting any incidents to Leicestershire Police and/or Social Services. They should be encouraged to keep a record of any incidents (e.g. messages sent).
- ◆ Activities should have sufficient 2FA Representatives supervising to provide the following minimum ratios:

**1 adult to between 10 and 15 participants (aged 12+) for those without special considerations.**

**1 adult to 6 participants for young offenders, people with mental health problems, or those with behaviours that challenge.**

- ◆ 2FA Representatives are not allowed to implement new activities or programmes for participants without written consent from the 2FA Artistic Director. Request for new activities or programmes should be submitted in writing to management in advance.
- ◆ Written permission for photographing or filming participants, for young people under 18, must be obtained from a parent, guardian, or carer in advance.
- ◆ Children under the age of 12 placed in the care of 2FA will only be released to a parent, legal guardian, or a person designated by a parent or legal guardian.

## **TRAINING AND AWARENESS RAISING**

All staff should be given briefs on our safeguarding policy and procedures as part of their induction process. For those in regular contact with participants, basic Safeguarding training must be completed, and refreshers undertaken at least every 2 years.

## 2FUNKY ARTS DESIGNATED SAFEGUARDING LEADS

- ◆ ARTISTIC DIRECTOR
- ◆ PROJECT MANAGER
- ◆ PROJECT ASSISTANT

## CONTACT DETAILS



### ARTISTIC DIRECTOR – VIJAY MISTRY

**Address:** c/o 2Funky Arts, 119 Granby Street, Leicester, LE1 6FD

**Phone:** 07976 412 759



### PROJECT MANAGER – SAM WARREN

**Address:** c/o 2Funky Arts, 119 Granby Street, Leicester, LE1 6FD

**Phone:** 0794 4458 062



### PROJECT ASSISTANT – FRANCESCA NETHERCOT

**Address:** c/o 2Funky Arts, 119 Granby Street, Leicester, LE1 6FD

**Phone:** 07456488855



### LEICESTER CITY COUNCIL

#### Concerns about the safety and welfare of a child in Leicester:

- ◆ Telephone 0116 454 1004 (24-hour service) or contact the police on 101 or 999 in an emergency.
- ◆ Visit: Customer Service Centre, 91 Granby Street, LE1 6FB to call from a free telephone.

#### Concerns about a vulnerable adult:

- ◆ Telephone 0116 454 1004 (operational 24 hours a day, 7 days a week).
- ◆ Visit: Customer Service Centre, 91 Granby Street, LE1 6FB.



### LEICESTERSHIRE COUNTY COUNCIL

#### Adult Social Care

Telephone: 0116 305 0004

(Monday to Thursday, 8.30am to 5pm, Friday 8.30am to 4.30pm)

#### Emergency Duty Team for Adults

Telephone: 0116 305 0888 (Evenings, weekends, Bank Holidays)

## First Response Children's Duty Team

Telephone: 0116 305 0005 (24-hour phone line)



## LEICESTERSHIRE POLICE

Ring 101 (non-emergency services) or 999 (an emergency or when someone is in immediate or imminent danger)

# RADICALISATION (1)

If you spot signs of radicalisation and there is an immediate risk of harm, call 999. In a non-emergency, actions can include:

- ◆ Contacting 2FA's Safeguarding lead
  - ◆ Contacting the police anti-terrorism hotline on 0800 789 321
  - ◆ Contacting the NSPCC on 0808 800 5000 or via [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk) (for children & young people)
  - ◆ Reporting suspicious activity via <https://act.campaign.gov.uk/>
1. <https://learning.nspcc.org.uk/safeguarding-child-protection/radicalisation#the-prevent-duty>

# EMPLOYEE & FREELANCE PRACTITIONER AGREEMENT

If you have any uncertainty or questions regarding the content of this policy, you must consult the 2FA Director. This should be done prior to signing and agreeing to your adherence to this policy.

I have read and understand 2Funky Arts' Safeguarding Policy and agree to abide by its terms and conditions throughout the course of my employment or engagement as a freelance practitioner. I understand that my failure to follow the terms of this policy could result in disciplinary action up to, and including, termination.

**Employee/ Volunteer/ Freelance Practitioner Signature:**

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**Date:** \_\_\_\_\_

**Director Signature:**

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**Date:**

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