



## **The COMMON LOT**

### **Children and Adults at Risk Safeguarding Policy**

#### **Statement of Purpose**

The Common Lot is committed to a practice which protects children and adults at risk from harm. This Policy details organisational behaviour and best practice which is applicable to all members of The Common Lot, including those who work with The Common Lot on a volunteer, participant or freelance basis, as well as The Common Lot's Board of Directors

Every child and adult at risk who takes part in our activities should be able to do so in an enjoyable and safe environment. This policy establishes The Common Lot's position, role and responsibilities.

The Common Lot ensures that latest legislation and statutory guidance are followed and that we are compliant with these. Our understanding of safeguarding is based on The Children's Act (2004), Working together to safeguard children (2018), Safeguarding and Vulnerable Groups Act (2006) and the Care Act (2014).

#### **Aims:**

The Common Lot will ensure that:

the welfare of every child and adult at risk is paramount

all children and adults at risk, whatever their age, culture, disability, gender identity, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse

suspensions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

freelancers, participants and volunteers know that they have a responsibility to report concerns to the designated board member (see 'Our procedures' below).

#### **Key Principles**

A 'Child' is defined as a person under the age of 18 (The Children Act 1989).

For the purposes of this policy, An 'Adult at risk' is defined as anyone over the age of 18 who requires activities which lead to them being considered vulnerable to significant harm or exploitation at that particular time.

An adult at risk can be anyone

- who receives social care services or personal care,
- who requires assistance in relation to general household matters such as paying bills, shopping etc, due to a physical or sensory impairment, learning disability or mental health issue
- who is detained by His Majesty's Government or in contact with Probation Services

The Common Lot will:

respect and promote the rights, wishes and feelings of children and adults at risk

adopt best practice to safeguard and protect children and adults at risk from abuse

abide by the procedures outlined within this document

respond to any allegations appropriately

review the policy annually

### **Recognising abuse**

Volunteers and freelancers are not responsible for making a diagnosis of abuse or neglect, only for sharing concerns appropriately. Here are some examples of what might amount to abuse, so that you have an awareness of what to look for.

Sexual abuse is a sexual act carried out without the informed consent of the other individual. Such behaviour includes contact and non-contact abuse. Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurised into consenting to sexual acts. Other examples of abuse include involving children or adults at risk of harm in looking at, or in the production of, sexual images; watching sexual activities; downloading child abuse images; encouraging children to behave in sexually inappropriate ways; sending sexualised texts and emails and transmitting sexually explicit images through social media and grooming.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. It may also be caused by a parent or support worker fabricating the symptoms of, or deliberately causing, illness.

Emotional abuse is persistent emotional maltreatment causing severe and persistent adverse effects on emotional development. It may involve conveying to children or adults at risk of harm that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of the other person. It may feature:

- age or developmentally inappropriate expectations
- interactions that are beyond the child's or adult at risk of harm's developmental capability
- overprotection and limitation of exploration and learning
- preventing participation in normal social interaction
- allowing a child or adult at risk of harm to see or hear the ill-treatment of another
- causing a child or adult at risk of harm frequently to feel frightened or in danger
- exploitation or corruption.

Neglect is the persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of health or development. Neglect may involve a parent or support worker:

- failing to provide adequate food, clothing and shelter
- failing to protect a child or adult at risk of harm from physical and emotional harm or danger
- failure to ensure adequate supervision
- failure to ensure access to appropriate medical care or treatment
- neglect of, or unresponsiveness to, basic emotional needs

The Care Act 2014 identifies additional categories of abuse for adults at risk of harm as listed below:

- domestic violence or abuse which is officially classified as “any incident of threatening behaviours, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality”. We think of domestic violence as hitting, slapping and beating, but it can also include emotional abuse as well as forced marriage and so-called “honour crimes”.
- financial or material abuse including theft, fraud, exploitation, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- modern slavery which involves people being brought into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will. People can be trafficked for many different forms of exploitation such as forced prostitution, forced labour, forced begging, and forced criminality, domestic servitude, forced marriage, forced organ removal.
- discriminatory abuse including discrimination on grounds of race, gender identity, disability, sexuality, religion, and other forms of harassment, slurs or similar treatment.
- organisational or institutional abuse including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment.
- self-neglect which covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also to consider how it may impact on other family members and whether this gives rise to a safeguarding concern

#### How could I become aware of potential abuse or neglect?

through a direct allegation (a "disclosure") made by a child, adult at risk of harm, parent, support worker or some other person

through signs and symptoms which suggest physical abuse or neglect

through observations of child behaviour or parent-child interaction

through observation of an adult at risk of harm and the relationship they have with their support worker

## **Our Policy**

The Common Lot will;

require participants under aged 18 to provide a signed consent form from the parent or guardian, with emergency contact details (see Appendix 3)

in the case of creative workshops facilitated or partnership with The Common Lot at 185 Drayton Road or other premises; require participants (children and young people) to be accompanied by a parent or guardian.

to participate in full show rehearsals and/or performances, children and young people will need to be;

1. accompanied by a parent or guardian or an adult designated in writing by the parent or guardian, or be
2. part of an organised school trip

treat all children and adults at risk equally with respect and dignity and put the welfare of each child and adult at risk first

require DBS checks at the appropriate level issued through The Common Lot to be held by all directors.

require all freelancers and any volunteers working directly and unsupervised with children and adults at risk to be signed up to the DBS update system or have an enhanced DBS certificate issued through The Common Lot.

a register of DBS numbers will be kept on a password-protected secure database by the Designated Safeguarding Leads responsible for children and adults at risk

actively ensure all members of The Common Lot, including those who work with The Common Lot on a volunteer or freelance basis, avoid spending any time alone with children or adults at risk, away from others

where possible, ensure that all online contact with children will be conducted via schools, or relevant and responsible adults.

ask all members of The Common Lot, including those who work with The Common Lot on a volunteer or freelance basis, not to issue or accept friend requests, or equivalent, from a child or adult at risk on any social networking sites. Failure to adhere to this is a breach of our safeguarding procedures.

Where The Common Lot works in partnership with schools in organised activities, The Common Lot will follow the school's guidance in safeguarding their pupils, including where filming and photography are concerned.

### **The sharing of photos and videos**

A realistic assumption has to be made that photos and videos taken at Common Lot public events will be shared on social media.

However, in order to ensure the privacy and safety of children as best as possible at Common Lot activities (meetings, workshops, rehearsals etc.), The Common Lot will:

1. require written consent from the parent or guardian of a child for photos and videos to be taken of that child participating in a Common Lot organised activity and to then potentially be shared by The Common Lot on social media and its website (see Appendix 2).
2. only use The Common Lot devices which are password protected
3. advise participants in The Common Lot activities that they need permission from the organiser of that activity to take photos and videos and that, if that permission is given, only children with the written permission of their parent or guardian, can be photographed or filmed.
4. require any professional photographer or film-maker employed by The Common Lot to read this policy and make sure they follow the procedures when photographing and filming.
5. follow advice from schools when participating in an organised activity with a school.

## **Our procedures**

The Common Lot will;

appoint designated Board Members to be responsible for child and vulnerable person protection and ensure every member and volunteer knows their names and how to contact them. The named Designated Safeguarding Leads shall be

**Siobhan O'Connor** [siobhan@thecommonlot.org](mailto:siobhan@thecommonlot.org) (07484 249083)

**Jacqueline Mackay** [jacqui@thecommonlot.org](mailto:jacqui@thecommonlot.org) (07971 633606)

ensure the designated Board Member renews their child and adult safeguarding training every three years.

require that if a child makes a disclosure to any volunteer or facilitator, they will be clear that we have a responsibility to share this. The disclosure is recorded in writing as soon as possible and contact made with the named Designated Safeguarding Leads (DSL). If the DSL is not available, volunteers and facilitators are asked to directly contact the Children's Advice and Duty Service (CADS). If the child is in immediate danger volunteers and facilitators are asked to call the police.

require the Designated Safeguarding Leads responsible for child protection to report any disclosure, or sign of abuse immediately to the Children's Advice and Duty Service (CADS) on 0344 800 8021, and cooperate in any resulting investigation.

proactively share our safeguarding policy with volunteers, participants and freelancers by publishing it on our website and introducing it at the beginning of each participatory project. During induction, all freelancers will be given a physical copy of the policy and asked to declare that they have read it. The policy will be available as a printed copy in our base at 185 Drayton Road.

ensure all members of The Common Lot, including those who work with The Common Lot on a volunteer or freelance basis, understand their role in being alert to the signs of abuse, and their responsibility to refer any concerns to the designated Board Member responsible for child protection.

require facilitators working regularly with The Common Lot, including at 185 Drayton Road, to participate in annual safeguarding training facilitated or paid for by The Common Lot.

require that Board Members read the abbreviated version of The Children's Act 2004 annually, and other policies recommended by the Designated Safeguarding Leads, and have signed to say they have done this.

### **Roles and responsibilities of the Designated Safeguarding Lead**

The Designated Safeguarding Leads are responsible for making referrals to CADS and the Norfolk Adult Safeguarding Board when needed. They are also responsible for making sure that

- all volunteers, participants, freelancers and trustees are aware of The Common Lot's Safeguarding Policy and the procedure they need to follow to report concerns
- they receive appropriate training as DSLs
- all records are kept in password protected folders
- the Safeguarding Policy is reviewed when needed and at a minimum annually by the board

### **Management of Allegations Against People Working with Children and Adults at Risk**

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children and adults who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in 'Working Together to Safeguard Children' (2018) and The Care Act (2014) An allegation may relate to a person who works / volunteers with children or adults who has:

behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk and/or; possibly committed a criminal offence against or related to a child or adult at risk and/or; behaved towards a child, children or adult(s) at risk in a way that indicates he or she may pose a risk of harm to children or adults at risk; and/or behaved or may have behaved in a way that indicates they may not be suitable to work with children or adults at risk.

At The Common Lot we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk), or in the case of adults at risk of harm to the Norfolk Safeguarding Adults Board at [nsabchair@norfolk.gov.uk](mailto:nsabchair@norfolk.gov.uk).

We will take all possible steps to safeguard our children and to ensure that the adults at The Common Lot are safe to work with children and adults at risk. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures NSCP Protocol 8.3 – Allegations Against Persons who Work/Volunteer with Children and The Management of Allegations Against People Working with Children or in the case of adults at risk the NSAB protocols.

If an allegation is made or information is received about any adult who works/volunteer in our setting which indicates that they may be unsuitable to work/volunteer with children or adults at risk, the person receiving the information will inform a DSL immediately. This includes concerns relating to volunteers. Should an allegation be made against a DSL, this will be reported to Rachel Lloyd Director of The Common Lot. In the event that Rachel Lloyd is not contactable on that day, the information must be passed to and dealt with by another director.

For further information on the role/remit of Norfolk LADO Service, please see NSCP Protocol 8.3 –

Allegations Against Persons who Work/Volunteer with Children and The Management of Allegations Against People Working with Children Procedure. For further information on the role and remit of NSAB please refer to <https://www.norfolksafeguardingadultsboard.info/>

## **External guidance**

Any safeguarding concerns should always be referred directly to the Designated Safeguarding Leads but if your concern relates to an internal child or adult at risk of harm protection failure you can use the contacts below. For information the contacts for CADS and Adult Social Services are also included below.

## **Local Authority Designated Officer (LADO) - for existing referrals only**

If you have concerns about an adult who volunteers or works with children the LADO can be contacted to request a consultation or to make a referral via: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk). The telephone number for the LADO Team is 01603 223473 and the website is <https://www.norfolk.gov.uk/children-and-families/keeping-children-safe/local-authority-designated-officer>. If you have concerns about an adult who volunteers or works with adults at risk contact the Norfolk Safeguarding Adults Board at [nsabchair@norfolk.gov.uk](mailto:nsabchair@norfolk.gov.uk).

## **NSPCC**

If you are worried about a child you can contact the NSPCC via <https://www.nspcc.org.uk>, call 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## **MENCAP**

If you have concerns about an adult at risk of harm you can visit <https://www.mencap.org.uk/advice-and-support/safeguarding/safeguarding-adults> or call the Learning Disability Helpline on 0808 808 1111.

## **Norfolk Adult Safeguarding Board**

If you are suspicious or concerned about an adult at risk's safety, you can ring Adult Social Services on 0344 800 8020. You may remain anonymous but are asked to provide as much information as possible so that reports can be followed up. Norfolk Adult Safeguarding Board can also be emailed at [nsabchair@norfolk.gov.uk](mailto:nsabchair@norfolk.gov.uk) and the website is <https://www.norfolksafeguardingadultsboard.info/>.

## **Children's Advice and Duty Service (CADS)**

This service can be contacted on 0344 800 8021. The process to follow for contacting Making a Safeguarding Referral to The Children's Advice and Duty Service. We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding. We will consult the Children's Advice and Duty Service Flowchart (in appendix 1) when considering making a referral.

If we have a concern about a child or children we will telephone the Children's Advice and Duty Service (CADS) on **0344 800 8021** immediately. We will be put through to a Social Worker who will take all of the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen.

We will ensure we gain consent from the parent/carers unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carers we will inform the CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.

We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared and the action agreed.

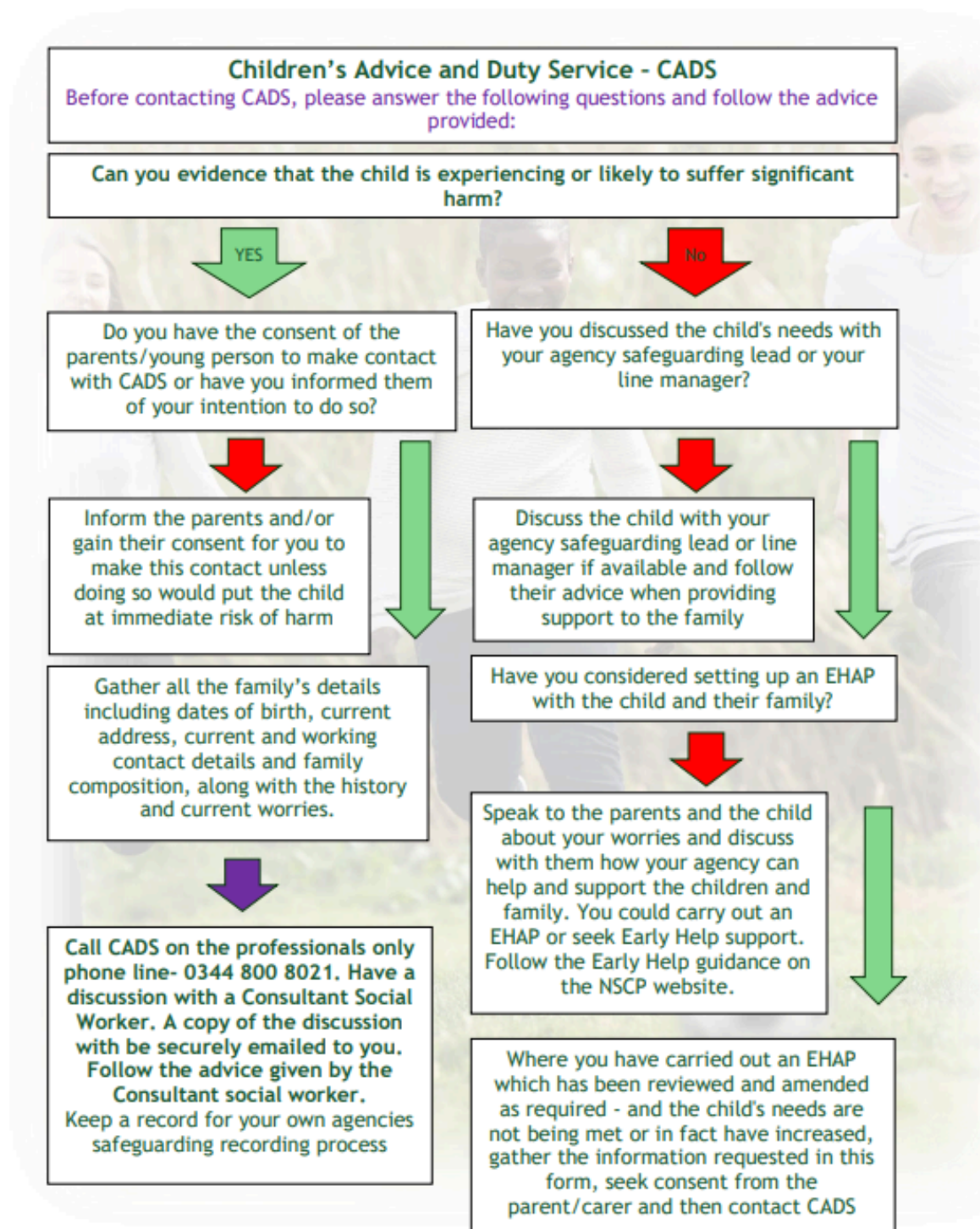
Full details on this process can be found at under 'How to Raise a Concern' on the Norfolk Safeguarding Children Partnership website [norfolklscp.org.uk](https://norfolklscp.org.uk).

We understand if we are unhappy about a decision made by CADS or MASH we can use the Resolving Professional Disagreements policy on [norfolklscp.org.uk](https://norfolklscp.org.uk) and contact the Safer Programme for more advice on this process.

If the Designated Safeguarding Leads are unavailable and a safeguarding concern arises, anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS). A facilitator or volunteer can call (**0344 800 8021**) and a member of the public or parent can call (**0344 800 8020**).

## CADS flowchart

Children's Advice and Duty Service (CADS)  
Practice Process - Flowchart - June22 V1



Related policies:  
Volunteer policy (being drafted)  
Equalities, Diversity & Inclusion  
Health & safety (being drafted)

This policy will be subject to **annual review** by the directors named below.

Date: 10 January 2024

Signed the board members:

Simon Floyd, Rachel Lloyd, Ruth Church, Jeannette Baxter, Jacqui Mackay, Siobhan O'Connor

## **Appendix 1 of Child and Adult at Risk Protection Policy.**

### **Digital and Online Safeguarding policy**

This policy specifically covers all Common Lot's online and digital activities, including on proprietary platforms (ie non Common Lot affiliated) and third-party social media and devices. This includes but is not limited to email; social media channels (such as Facebook, Twitter, YouTube, Instagram, WhatsApp, TikTok, LinkedIn); all blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts and Zoom; and all ICT devices (including phones).

This policy explains our approach to protecting volunteers, directors, freelancers and participants. We are constrained by the terms of service of third-party social media providers in our approach. We promote safe use, but we also recognise that some issues will only be able to be handled by the service provider and the user themselves

We recognise that digital safeguarding is an important part of all our work, and we are committed to always delivering best practice.

We will:

- Ensure our projects, activities, and training support all of our volunteers, directors, freelancers and participants to stay safe online.
- Use best practice digital safeguarding in our communications and work
- Refer any digital safeguarding incident to a Designated Safeguarding Lead.
- Support and train appropriate freelancers and participants in digital safeguarding including understanding how to recognise that a digital safeguarding incident
- Risk-assess all projects, activities, and training to make sure appropriate digital safeguards are in place.
- Publish this policy on our website making it clear how concerns or complaints can be raised by audiences and other members of the public.
- Encourage volunteers, directors, freelancers and participants on personal social media accounts to make it clear, using disclaimers, that their views, thoughts and opinions are personal and not reflective of Common Lot policies, procedure or guidance.

## **Who is responsible for digital safeguarding at The Common Lot?**

The Designated Safeguarding Leads (DSL) lead digital safeguarding in The Common Lot and works with experts on technical content and user advice. As volunteers, directors, freelancers and participants, if you know of an allegation, concern or disclosure incident you must inform a DSL. When an incident happens or an issue is raised at an online meeting, you must deal with it the same way as other safeguarding incidents. If you aren't sure about how to handle incidents you should contact the DSL for support.

## **Appendix 2 of Child and Adults at Risk Protection Policy**



### **The Common Lot**

#### **Consent form for the taking and use of images of a child**

**I, ..... (FULL NAME) hereby give my consent to The Common Lot to take and use photographs and videos of my child/children's image for its use and without my having to give further consent.**

**I give consent for The Common Lot to use photographs and videos of my child for the following purposes (delete those purposes not to be used for):**

**Record of workshops for events**

**Record of events**

**Social Media usage**

**The Common Lot website**

**Publicity purposes (magazines, leaflets, newspapers)**

**Press articles**

**Grant applications and reports**

**I agree that all rights including pictures, videos, recordings, and any other copyright material shall belong to The Common Lot absolutely.**

**Name of child/children:.....**

**Name of parent/guardian:.....**

**Telephone of parent/guardian: .....**

**Email address: .....**

**Signed:**

**Date:**

**Appendix 3 of Child and Adults at Risk Protection Policy**

**The Common Lot**

**Consent form for participation in the The Common Lot**

**I, ..... (FULL NAME) hereby give my consent  
for my child/children to participate in (NAMED COMMON LOT ACTIVITY) and its  
activities  
from..... to .....**

**Name of child/children:.....**

**Name of parent/guardian:.....**

**Telephone of parent/guardian: .....**

**Email address: .....**

**Signature.....**

**Date.....**