

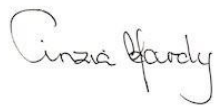
# highlights

rural touring scheme

## SAFEGUARDING POLICY

Updated July 2023  
Due for Review July 2024

**Signed:**



Chair, Highlights Productions

**Date: 6 July 2023**

## HIGHLIGHTS' SAFEGUARDING POLICY

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## **1) AIMS**

The purpose of this policy is to protect people, particularly children, vulnerable adults and event audiences from any harm that may be caused due to their coming into contact with Highlights, its staff and contracted artists. This includes harm arising from the design and implementation of Highlight's programmes and its activities.

The policy lays out the commitments made by Highlights, and informs staff, artists, promoters, schools and any associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under Highlights' Equality, Diversity & Inclusion Policy
- Safeguarding concerns in the wider community not perpetrated by Highlights or as a consequence of its activities.

Highlights will review and update its policies and procedures in light of developments in its own practice and any changes to legislation relating to safeguarding issues.

## **2) DEFINITION**

In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and vulnerable adults, from harm that arises from coming into contact with our staff or programmes and activities.

Further definitions relating to safeguarding are provided in the glossary below.

## **3) SCOPE**

- All staff and artists contracted by Highlights.
- Associated personnel whilst engaged with work on behalf of Highlights, including but not limited to the following: freelancers, consultants and volunteers;
- This Policy does NOT cover the volunteers, promoters or others roles, associated with specific venues. These individuals and any safeguarding concerns relating to them are the responsibility of the member venues and are covered by their safeguarding policies (see section 10 Good Practice under Project/Event Planning).

## **4) POLICY STATEMENT**

Highlights believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Highlights will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding, child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

Highlights commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## **5) PREVENTION**

### **Highlights responsibilities**

Highlights will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Highlights. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel.
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation.
- Follow up on reports of safeguarding concerns promptly and according to due process.

### **Staff responsibilities**

#### **Child safeguarding**

Highlights staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children including child labour or trafficking.

#### **Adult safeguarding**

Highlights staff and associated personnel must not:

- Sexually abuse or exploit vulnerable adults.
- Subject a vulnerable adult to physical, emotional or psychological abuse, or neglect.

#### **Protection from sexual exploitation and abuse**

Highlights staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity.

Additionally, Highlights staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.

- Report any concerns or suspicions regarding safeguarding violations by Highlights staff members, artists or associated personnel to the designated Safeguarding Officer or line manager.

## **6) ENABLING REPORTING**

Highlights will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, promoters and all partners we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels will be protected by Highlights Whistleblowing Policy.

Highlights will also accept complaints from external sources such as members of the public, artists, promoters and other partners.

### **How to report a safeguarding concern**

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their designated Safeguarding Officer or line manager, via the Reporting form <https://forms.gle/FwV4t8syGRrvSUUt6>

If the staff member does not feel comfortable reporting to their designated Safeguarding Officer or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to the appropriate Trustee via email [concern@highlightsnorth.co.uk](mailto:concern@highlightsnorth.co.uk).

## **7) RESPONSE**

Highlights will follow up safeguarding reports and concerns according to their legal and statutory obligations.

Highlights will apply appropriate disciplinary measures to staff found in breach of policy.

Highlights will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

## **8) CONFIDENTIALITY**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only, and should be kept secure at all times, in line with Highlights Data Protection Policy.

## **9) TRAINING**

Highlights will:

- Keep informed regarding any changes to legislation and policies for protection of children, young people and vulnerable adults.

- Ensure staff involved with activities connected to young people receive appropriate safeguarding training and refresher training.

**Associated policies**

Staff Code of Conduct  
 Equality, Diversity and Inclusion Policy  
 Whistleblower policy  
 Complaints Policy  
 Other policies as appropriate

**10) GOOD PRACTICE**

Highlights will ensure good practice in all areas of the following:

**Recruitment of staff, and artists**

Highlights will implement established procedures for effective and safe recruitment of staff.

- a) Within the recruitment process, enough time will be allowed to take up references and if required, Disclosure and Barring Service checks.
- b) Highlights will undertake enhanced DBS checks on the Creative Engagement Officer and Director.

Procedure for effective and safe recruitment of artists:

- a) Companies and individual artists who will work with Children and Vulnerable adults on creative engagement activities will be asked to provide access to their online DBS certificate. (The alternative Scottish certificate is also valid). Once viewed this will be noted on the Highlights systems. If companies are unable to provide evidence of DBS checks, then they should not be engaged to carry out engagement work with children or vulnerable adults.
- b) All artists/companies working with Highlights will be supplied with a copy of this Safeguarding Policy before participating in workshops/performances.

**Project/Event Planning**

Highlights will:

- Ensure that all venues we work with have their own Safeguarding Policy.
- Identify and record the designated safeguarding/protection personnel.
- Always ensure that someone from the school /educational establishment/venue/ youth organisation or care setting is present at any workshop or event.
- Parents/spectators will not be able to sit in and watch school workshops unless agreed with a member of staff prior to the event.

**Online Environment including Social Media**

For Workshop Leaders, Highlights Staff and Volunteers:

- Do not share any personal information, such as personal telephone numbers or email addresses.

- When teaching or leading lessons/ sessions the Workshop Leader must only use Highlights' agreed online learning platform and not share information via social media platforms.
- It is important online social media platforms do not allow young people/participants to access personal information about the Workshop Leader or colleagues.

### **Managing sensitive information**

Highlights will:

- Have robust procedures for taking, using and storing photographs or images of children, young people or vulnerable adults.
- Ensure careful monitoring and use of web-based materials and activities.
- Ensure confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators as part of the recruitment process. This will be in line with the Highlights Data Protection Policy.

## **11 CONTACT NUMBERS**

NSPCC anonymous Helpline:	0808 800 5000
Cumbria Safeguarding Hub	0333 2401727
Northumberland OneCall	01670 536400
County Durham Duty Team	03000 267979

**Highlights Designated Safeguarding Officer:**

**Kate Lynch: 017683 53954 or 07770 533107**

**Designated Safeguarding Officer in Kate's absence: Kate Halsall: 017683 53954 or 07952 014392**

## 12 GLOSSARY OF TERMS

**Child** - A person below the age of 18

**Harm** -Psychological, physical and any other infringement of an individual's rights

**Psychological harm** - Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

**Protection from Sexual Exploitation and Abuse (PSEA)** - The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

**Safeguarding** -In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. In our organisation, we understand it to mean protecting people, including children and vulnerable adults, from harm that arises from coming into contact with our staff or activities.

One possible definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition aligns with our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

**Sexual abuse** - The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

**Sexual exploitation** - The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.



**Survivor** -The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

**Vulnerable adult** - A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

### **13. REVIEW**

This policy will be reviewed every year.

This policy will be available upon request and also available on the Highlights web site: [www.highlightsnorth.co.uk](http://www.highlightsnorth.co.uk) , together with a link to the Reporting Form.