

## Safeguarding

Please download and read our Organisation Code of Conduct which can be found [here](#). We will ask you to confirm that you have read and understood it.

Arts Emergency believes strongly that the welfare of young people is paramount and that a young person should never experience abuse of any kind, regardless of age, disability, racial heritage, religious belief, sexual orientation or identity. We acknowledge our responsibility to promote the welfare of all young people and to keep them safe. We are committed to work in a way that protects them.

**It is NOT the responsibility of the work experience provider to make judgements about whether or not abuse is taking place.**

It is your responsibility to identify poor practice and possible abuse and act if you have concerns about the welfare of the young person. This applies BOTH to allegations/suspicions of abuse occurring within the work experience environment and to allegations/suspicions that abuse is taking place elsewhere.

### **Good Practice**

It is expected that the work experience provider will promote good safeguarding practice, essentials of which are:

- reading and agreeing to Arts Emergency's Organisation Code of Conduct
- reporting concerns you may have or any disclosures a young person makes
- checking in with the young person daily
- making the work experience enjoyable: promoting fairness, confronting and dealing with bullying
- treating all young people equally and with respect and dignity
- always putting the welfare of the young person first
- maintaining a safe work environment
- being an excellent role model
- always giving enthusiastic and constructive feedback rather than negative criticism

### **Poor Practice**

The following are examples of poor practice and should be avoided by all employees and agents of the work experience provider:

- asking the young person for their home address
- asking the young person for their mobile or home number (unless arranged with Arts Emergency)

- asking for inappropriate and personal photos from the young person
- making sexually suggestive comments to a young person, even in fun
- reducing a young person to tears as a form of control
- allowing allegations of abuse made by a young person to go unrecorded or not acted upon
- doing things of a personal nature that the young person can do for themselves
- sharing the young person's phone number with others
- asking the young person to work before or after agreed working hours, including weekends
- asking the young person to work more than seven hours a day
- not allowing the young person a one hour lunch break
- adding, accepting, and communicating with the young person on social media if they are under 18. If they are over 18, you can follow them but not everyone uses social media professionally. It's okay for you or the young person to say no

### **Online safety guidance**

In addition to the above, you must not:

- contact the young person over the phone unless arranged with Arts Emergency beforehand
- record or screenshot while on a video call unless agreed beforehand with Arts Emergency
- have anything that could cause offence in the background while on a video call
- undress during a video call
- allow or engage in inappropriate and sexual online communications

### **Photography, videos and social media**

- we love seeing photos and videos from work experience placements! If you want to share an image where the young person is featured, please **send it to Arts Emergency first** so we can make sure we have the appropriate media consent permissions in place
- alternatively, you could take a photo of the young person's work or one where their face is obscured
- please do share that you are taking part in an Arts Emergency work experience placement on social media but **do not share the full name** of the young person. Check with them first if they are comfortable for their first name to be used

## What do I do if I have a concern about the welfare of a young person?

- **If you have any concerns** about the welfare of a young person, or if a disclosure of abuse is made, it must be reported within 24 hours using this [form](#)
- if the concern is life-threatening, or there is evidence that a young person will be imminently removed from the UK for the purpose of forced marriage or female genital mutilation, you should call 999 or a helpline below
- in all other circumstances, and with the young person's permission, you should inform **Arts Emergency's Safeguarding Team**, and report your concern to them using this [form](#)
- keep a written record of the allegations/concerns
- let the young person know that you have to report the concern, and to whom, UNLESS you feel that to do so may place the young person at risk of harm (e.g. the young person may inflict injury upon themselves or abscond)
- make a record of any permissions given by the young person to disclose information/concerns to third parties
- check back with the DSO that appropriate action has been taken
- **if you have any doubt about who to call or what to do you should call the NSPCC helpline on 0808 800 5000**

ARTS EMERGENCY	EXTERNAL AGENCIES
<p><b>Safeguarding Report Form:</b> <a href="http://www.arts-emergency.org/safeguarding">www.arts-emergency.org/safeguarding</a></p> <p>Joe Burton (Designated Safeguarding Officer) <a href="mailto:joe@arts-emergency.org">joe@arts-emergency.org</a> 07932 697 038</p> <p>Neil Griffiths (Deputy) <a href="mailto:neil@arts-emergency.org">neil@arts-emergency.org</a></p>	<p>NSPCC Helpline 0808 800 5000</p> <p>Emergency Services 999 Non-emergency 101</p> <p>CEOP (for online abuse) <a href="http://www.ceop.police.uk">www.ceop.police.uk</a></p>