

# CIC Safeguarding Policy Summary

## 1.1. Purpose

Bolshee CIC is committed to providing a safe and supportive environment for participants, audiences and staff. As a creative projects company with inclusive practice at its heart it is likely that you will work with or encounter vulnerable people through your job with us.. This could be directly in a front line role, simply through being in a safe and encouraging space or possibly through the range of participatory activity delivered by our Creative team. This activity includes, though is not limited to, working with children, young people and vulnerable adults such as adults with learning disabilities and older people living with dementia. As a result we take safeguarding very seriously as a company.

This policy provides an outline of the philosophy of our safeguarding practice as well as clear procedures and guidance. It covers all of the ways in which we support children, young people or vulnerable adults who take part in all Bolshee CIC activities. The aim is to integrate good safeguarding practice into all aspects of the activity and service provided by Bolshee CIC in order to establish an arena of safety for vulnerable people to prevent abuse from occurring; and where it does occur ensuring that it is effectively identified and eradicated. Equally we want to ensure that you as a staff member are protected and have a clear set of guidelines to support and help you deal with any concerns that may arise.

All of the sections in this policy are designed to support you to deliver on this aim. If you find that there are still aspects missing or you have further questions, please do not hesitate to contact safeguarding lead, Associate Director Lizzy Whynes.

This Policy is part of the all staff induction process and is adopted by all employees.

## 1.2. Definitions

As with a lot of things at work, safeguarding uses some everyday words to mean very specific things. Here are some terms we will use in this policy that you need to understand, and an explanation of what we use those terms for.

## 1.2.1. “Vulnerable people”

For the purposes of brevity, Bolshee CIC policies refer to “**vulnerable people**” as a shorthand meaning “**vulnerable adults, and children and young people.**”

## 1.2.2. “Key terms for safeguarding Children and Young People”

A **child or young person** is someone under the age of 18. Our policies talk about “protecting Children and Young People.” Simply being a **child or young person** is enough to require safeguarding protection; no additional vulnerability is required to being someone within the remit of the safeguarding policies.

Some projects within Bolshee CIC activity will work with young people up to the age of 25 yet the definitions above still apply. For clarity we will still consider an 18 year old as a child as long as they are in full time education.

**Regulated activity in relation to children and young people** is defined by the Department for Education, and defines regulated activity based on either the sort of activity, or the location in which activity is carried out (e.g. care homes). For children and young people, there are often requirements that the activity occur with a specific frequency before it becomes regulated. Regulated activity is a concept we use to work out what DBS (Disclosure and Barring Service) checks are appropriate for a role.

## 1.2.3. “Key terms for safeguarding adults.”

An adult is someone aged 18 years or over.

A vulnerable adult is an adult who has care and support needs. Our safeguarding policies talk about protecting “vulnerable adults”.

Care and support needs are factors that mean that an adult needs help to live their day-to-day life, for example someone might need help dressing, or getting to work, or to help them avoid loneliness and isolation. Care and support needs can be inferred if someone:

- is in residential accommodation
- is in sheltered housing
- receives domiciliary care
- receives any form of health care
- is detained in lawful custody
- by virtue of an order of a court, is under supervision per [Criminal Justice Act 2003 sections regarding community sentences](#)
- receives a welfare service of a prescribed description
- receives any service or participates in any activity provided specifically for persons who has particular needs because of their age, has any form of disability or has a prescribed physical or mental problem (Dyslexia, dyscalculia and dyspraxia are excluded disabilities)
- has payments made to them or to an accepted representative in pursuance of arrangements under [Health and Social Care Act 2012](#)
- requires assistance in the conduct of their own affairs.

Although many Bolshee CIC participants are independent, it is quite possible that some of them will fall under a variety of the categories above. Therefore, we are particularly vigilant when working with any groups.

A vulnerable adult becomes an adult at risk if a person over 18 years of age: has or may have needs for care and support (whether or not the local authority is meeting any of those needs) is experiencing, or is at risk of, abuse or neglect as a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

Identifying an adult at risk will normally result in a conversation with your safeguarding lead, and a decision about whether or not to make a referral to social services, or to contact the police.

Regulated activity in relation to adults is defined by the Department of Health. This definition does not always require the adults to be vulnerable adults. Regulated activity is a concept we use to work out what DBS (Disclosure and Barring Service) checks are appropriate for a role.

## 1.2.4. DBS Checks (formerly known as CRB Checks)

DBS stands for Disclosure and Barring Service. Our safeguarding policy requires certain roles to undertake these checks.

There are 3 types of DBS Checks that can be requested: basic, standard and enhanced.

- **Basic** – A [basic DBS check](#) will contain details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.
- **Standard** – A standard DBS check certificate will contain details of both spent and unspent convictions, cautions, reprimands and warnings that are held on the Police National Computer, which are not subject to filtering. We rarely use these checks for safeguarding purposes.
- **Enhanced** – An enhanced DBS check is suitable for people working with children or vulnerable adults. The certificate will contain the same details as a standard certificate and, we will likely request that one or both of the [DBS barred lists](#) are checked. The certificate may also contain non-conviction information supplied by a Chief Officer, if they feel it is relevant and ought to be contained in the certificate.

All permanent members of our team are required to undergo Enhanced DBS checks. We renew these biannually. Freelance artists and volunteers are either expected to provide evidence that they have an Enhanced DBS Certificate.

The name, number and date of issue of these DBS Checks are held in a secure single central record which only members of the Safeguarding Team have access to. The safeguarding lead, Lizzy Whyntes will ensure that all certificates remain up to date.

## 1.2.5. “Bolshee CIC”

Bolshee CIC operates at a number of sites which vary based on the projects including traditional and non traditional performance space, community buildings, education institutions and outdoor pop ups. For the purposes of this policy the term “Bolshee CIC space” will comprise any venue that Bolshee CIC has some degree of ownership of control over.

## 1.2.6. “Activity”

This policy will refer to ‘activity’ frequently and, where appropriate, we will specify the nature of that activity (e.g. participatory activity). If it is not specified however, it should be assumed that this refers to the overall activity of Bolshee CIC.

## 1.2.7. “Staff”

The term “staff” in this policy will include any person who is contracted to or paid by Bolshee CIC and anyone volunteering for the organisation. It will extend from permanent employees to include freelance artists, support workers, casual staff and volunteers. It will not include participants, audiences or visiting contractors. We recognise that this term may then also sometimes comprise vulnerable people but in this instance, we would expect those vulnerable people to abide by the policy as outlined here.

## 1.2.8. “Participant”

The term “participant” is used to describe any person who is taking part in a Bolshee CIC project, production, or one-off workshop, regardless of the length of time they have been involved. Whilst they may not necessarily fall exactly under the definition of “vulnerable person” we would apply a similar safeguarding approach to that outlined in this policy.

## 1.2.9. “Practitioner”

In this policy, we will occasionally refer to “practitioners”. By this, we mean anyone who works directly with vulnerable people. This will generally mean all members of the Bolshee CIC team.

# 1.3. Principles

## 1.3.1. Bolshee CIC Safeguarding Policy is based on the following principles:

- All young people deserve the opportunity to achieve their full potential. Where young people are denied this opportunity they risk serious psychological, emotional and physical harm and are more likely to be disadvantaged and socially excluded in adulthood.
- Bolshee CIC fully endorses the United Nations Convention of the Rights of the Child 1989 and therefore considers that children and young people should be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent

treatment, maltreatment or exploitation, including sexual abuse and that their potential as human beings is maximised. It extends this consideration to vulnerable adults.

- Bolshee CIC believes that all employees must consider the welfare of children, young people and vulnerable adults central to all their activities and work closely with other Bolshee staff and external agencies to safeguard and promote the welfare of all vulnerable people.

All concerns shall be recorded and responded to appropriately.

### 1.3.2. This policy assumes that you, as an employee of Bolshee CIC, agree that:

- The welfare of all vulnerable people is paramount
- Vulnerable people have a right to be protected from all forms of avoidable harm
- The protection of vulnerable people is an individual and organisational responsibility
- Vulnerable people should be listened to and their observations and accounts taken seriously
- The protection of vulnerable people and staff is maximised by the pursuit of best practice and continual improvement
- The prevention and protection of vulnerable people requires effective cooperation between Bolshee CIC and other agencies
- Young people are vulnerable to abuse by virtue of the power differential that exists between them and adults
- Young people should be empowered commensurate with their age and understanding to decide what is in their best interests
- Young people's life chances are maximised within a safe and nurturing environment.

### 1.4. Who is this Policy for?

As mentioned in 1.1. every member of Bolshee CIC staff should read and understand this policy and its various subsections. We are aware that there are roles which may require you to work with vulnerable people and other roles which will definitely require you to work with vulnerable people.

Therefore, we consider this policy to apply universally.

### 1.5. How to use this Policy Document

This document is designed so that you have a list of policies available to read in digestible chunks. These policies are to protect you and guide you should you find you have a safeguarding concern. They are written so that you can refer to them as a reminder or to simply follow the process if or when you need to.

## 1.6. What to do if you have a concern

A summary process is below:

### 1.6.1. I have a safeguarding concern...

- Write down your concern as soon as possible so you can remember details
- If this concern is being reported to you, make sure you listen carefully and do not assume meaning. Try to ask only factual questions with no leading questions.
- Contact a Company Director to air your concern.

### 1.6.2. What happens if I express a concern?

- Your concern will be kept within the Safeguarding Team (Company Directors). Unless there is good reason not to do so.
- If the concern requires urgent action, the Safeguarding Lead will make a judgement on the most appropriate course of action.
- If the concern is not urgent, the Safeguarding team will make a decision on the most appropriate course of action.
- The concern will be logged using standardised paperwork and kept in secure files.
- In all instances, you will be informed of the resultant course of action and, if appropriate, its outcome.

### 1.6.3. I have a concern but I'm not sure if I should report it

- In all instances it is better to report something through the appropriate channels than to keep it quiet.
- Investigation of any report will always be discreet.

## 1.7. The Safeguarding Team at Bolshee CIC

Below is a list of members of staff and trustees with safeguarding as an identifiable area of their work. They have all had input into this policy and will happily listen to any concerns or questions you might have. We have included some guidance on who you may wish to contact in certain circumstances but you are welcome to speak to any of the group.

### 1.7.1. The Safeguarding Team

**The Safeguarding Team comprises:**

Paula Clark - Creative Director

Lizzy Whynes - Associate Director (safeguarding lead)

Megan Bailey - Creative Producer

## 1.7.2. Safeguarding Lead for Bolshee CIC

The Safeguarding lead for Bolshee CIC is Lizzy Whynes. Lizzy is a company director, leads the internal Safeguarding Team and oversees the safeguarding procedures conducted in Bolshee CIC activity. In implementing this policy the first place to go to with any issues regarding Safeguarding is the Safeguarding lead.

Lizzy Whynes - Associate Director  
Email: bolsheeprojects@gmail.com

You can also contact:  
Paula Clark - Creative Director on the same email as above.

## 1.8. Fire Evacuation

As mentioned in 1.2.5. Bolshee CIC operates at a number of sites which vary based on the projects including traditional and non traditional performance space, community buildings, education institutions and outdoor pop ups. In the event of a fire, Bolshee CIC staff will adhere to the venue's Fire Evacuation procedures.

## 1.9. Review Process

This policy will be subject to annual review.

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