



Safeguarding Policy Heritage Community Crafts CIC Safeguarding Adults, Teenagers and Children Policy

Heritage Community Crafts CIC (HCC) are committed to promoting the welfare of those who use our services, our staff and volunteers.

This policy:

Sets out the steps HCC takes to protect those who use our services, our staff volunteers and anyone else who comes into contact with our organisation from avoidable harm.

Defines how HCC ensures its working practices discharge its statutory responsibilities for safeguarding children and adults at risk of harm and complies with national legislation statutory and government guidance.

The aims of this Safeguarding Policy are to assist in the prevention of harm or abuse by:

- Defining and clarifying responsibilities for safeguarding across Heritage Community Crafts
- Specifying assurance arrangements to monitor safety and compliance with legal and regulatory requirements
- Explaining safeguarding children, adults at risk and mental capacity
- Providing a framework for all directorates to produce safeguarding standard operating procedures specific to their work and within the context in which their services operate

Policy Statement

We are committed to safeguarding all our people from harm. This includes our staff, volunteers and all those who use or come into contact with our work and our services. We recognise that all our people, regardless of race, age, ability, gender, identity, sexual orientation, religion or belief, have the right to protection from all types of harm or abuse.

We actively encourage our staff, volunteers and those who use or come into contact with our services, to speak up at things which they think could cause harm to people and we act promptly when concerns are raised.

Heritage Community Crafts is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines. We will safeguard adults, teenagers and children by ensuring that our activities are delivered in a way which keeps them safe.

Heritage Community Crafts is committed to creating a culture of zero-tolerance of harm and being witting to report safeguarding concerns.

This policy does not cover:

Safeguarding concerns in the wider community not perpetrated by Heritage Community Crafts CIC or associated personnel.

Making crafts includes the use of pens, glue, scissors, etc. Heritage Community Crafts are not responsible for any damage to personal property, clothing etc as a result of the use / misuse of these items by the individual participating in the activity.



Purpose

The purpose of this policy is to demonstrate the commitment of Heritage Community Crafts to safeguarding adults, teenagers and children, and to ensure that everyone involved in Heritage Community Crafts is aware of:

- The legislation, policy and procedures for safeguarding adults
- Their role and responsibility for safeguarding adults
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation

Scope

This safeguarding policy and associated procedures apply to all individuals involved in Heritage Community Crafts including Partners, Tutors, Employees, Volunteers and Members and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

Staff and volunteer responsibilities

Heritage Community Crafts CIC 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
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect

Additionally, Heritage Community Crafts CIC staff 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 to the appropriate staff member

Safe recording, storage and use of images

Taking photographs and making videos of adults, teenagers and children is a valid and useful part of arts projects. It is important to celebrate, document and communicate the work that Heritage Community Crafts does and is often a core part of the crafts activity.

Photographs should only be taken by an authorised person who has a suitable reason related to the person being photographed to Heritage Community Crafts i.e. staff member, co-participant (where it is related to the project aims), parent / carer or commissioned photographer. Any photos used will either have the permission of the person being photographed or will not be identifiable i.e. showing hands / backs of heads only.



Data protection

Heritage Community Crafts uses all reasonable endeavours to comply with the Data Protection Act 1998, the Freedom of Information Act 2000 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the following principles:

- Personal data should be processed fairly and lawfully. This means that individuals should not be deceived or misled into supplying information
- Data should only be obtained for a specified purpose and should not be used for any other Purpose
- Personal data should be adequate relevant and not excessive in relation to its purpose.
- Personal data should be accurate and up to date where necessary
- Personal data should not be kept longer than is needed for its intended purpose
- Personal data should be processed in accordance with the rights of the individual which the information concerns
- Appropriate measures should be taken against unlawful processing or destruction of records. Computer systems should have back up facilities and security provisions
- Personal data should not be transferred outside of the EU

Process for Reporting:

In the first instance to report a Safeguarding concern, talk to a member of Heritage Community Crafts or the Safeguarding Officer of the venue where the Workshop is being held. A record of the information will be made immediately. The person making the allegation will be informed that the information will be passed on to the Safeguarding Lead at Heritage Community Crafts and / or the appropriate Safeguarding Officer at the venue.

Heritage Community Crafts CIC - Crafts Workshops Risk Assessment

Date Reviewed: June 2023

HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBAB-ILITY RATING	IMPACT RATING	CONTROLS	RISK OWNER	REVIEW TERM
Supervision / group size	Not enough attention given to each participant. Not enough table space to make items comfortably.	Low	Low	Group size should appropriate to the design and size of the room, take account of the nature of the task, the equipment, the age, ability, aptitude and special needs of each participant. Health and Safety forms part of the work where relevant - ensure participants understand the rules.	Elizabeth Joseph	Before and after each Workshop
Use of Equipment	Participants not able to make their item. Risk of self harm from jewellery pliers.	Low	Medium	Facilitator will demonstrate how to use jewellery making tools. The sharpest tools will be scissors and sewing needle. Specify any protective equipment that users must wear or need - Aprons, gloves, table covers. The Workshop area must be level and free from any rubbish, sharp objects, debris.	Elizabeth Joseph	Before each Workshop
Allergic reaction to substances	Substances including paints, varnishes may cause allergic reactions, or be irritants.	Low	Medium	Only low hazard paints and adhesives used where possible. Water based paints and adhesives to be used where possible.	Elizabeth Joseph	Before each Workshop
First Aid	Injuries could be serious if not dealt with appropriately.	Low	Medium	At least one first aid kit in the venue.	Venue	Before each Workshop

RISK MATRIX		IMPACT RATING				
		Insignificant	Minor	Moderate	Major	Severe
PROBABILITY RATING	Almost Certain	Medium	High	Very High	Very High	Very High
	Likely	Medium	High	High	Very High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Low	Medium

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