

TAAG Safeguarding Policy

Children & Vulnerable Adults



Statement of intent

Safeguarding is everyone's responsibility

The safety of children and vulnerable adults is paramount and all have the right to protection from abuse. This policy is intended to both protect children and vulnerable adults who visit TAAG Arts and Community Centre and to safeguard the adults who work with them.

All volunteers and trustees have a duty to assist in reducing the risk of abuse by complying with the terms of this policy. TAAG pledges to act on any suspicion or allegation of abuse immediately.

This policy is intended to apply to all children up to the age of 18 and also to vulnerable adults where these have been identified to us.

Legal framework.

This policy is underpinned by the legal principles listed below:

- Children Act 1989, Children Act 2004 and Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012
- Children and Families Act 2014 and Education Act 2002
- Digital Economy Act 2017
- Adoption and Children Act 2002, Children and Adoption Act 2006 and Children and Young Persons Act 2008
- Female Genital Mutilation Act 2003 and Borders, Citizen and Immigration Act 2009
- Apprenticeships, Skills, Children and Learning Act 2009
- Education Act 2011

Updated and revised 06 July 2023

Index to TAAG Safeguarding Policy

- 3 [Definitions](#)
- 4 [Safeguarding roles and responsibilities within TAAG Arts and Community Centre](#)
- 6 [Safeguarding Incidents and Disclosures](#)
- 8 [Safeguarding Information for Those Working with Children](#)
- 13 [Essential Contacts](#)
- 14 [Appendix 1: Summary of Safeguarding Information for Volunteers- Front desk and Office](#)
- 15 [Appendix 2: Young Volunteer Safeguarding Induction - Notes for 'Named Contact' or DSO](#)
- 16 [Appendix 3: Safeguarding Incident Reporting Form](#)

Definitions

A child is defined by the 1989 and 2004 Children Acts as someone under 18 years old.

A vulnerable adult is anyone who is 18 or over who:

- Lives in a residential accommodation such as a care home, residential special school or sheltered housing
- Is receiving domiciliary care in their own home (i.e. help with feeding, finances, washing)
- Is receiving any kind of care in their own home

DSO: Designated Safeguarding Officer.

DBS Check: (Formerly known as a CRB check) - A DBS check is a way for employers to check your criminal record, to help decide whether it is suitable for you to work with children or vulnerable adults.

DBS: Disclosure & Barring Service - Has taken over the duties of the former Criminal Records Bureau (CRB).

Enhanced check without DBS – a basic police check, useful for those who would like to do a short project. Only those with regular contact (more than 3 a month) can get a full DBS (barred list check) but you can ask for an enhanced police check for people who don't work with children all of the time but might potentially be left alone with them during a special project.

Young Volunteer: Young volunteers should be 16 and over. As long as young volunteers are over 16 no DBS checks are required but care should be taken to apply this policy.

Safeguarding roles and responsibilities within TAAG Arts and Community Centre

There are a range of volunteers and trustees, but no paid members of staff, at TAAG Arts and Community Centre at the time of writing. It is acknowledged within this policy that trustees, volunteers/staff, and Duty Managers may have differing responsibilities. The following provides information on roles and responsibilities. The term Duty Manager refers to a TAAG volunteer 'in charge' of the galleries on a particular day. It should be interpreted as the most senior (preferably trained) person on site if there is no Duty Manager available for any reason.

Trustees

It is the responsibility of the trustees to ensure appropriate action is taken when a disclosure or safeguarding incident occurs. Trustees should support the Designated Safeguarding Officer to enable incidents and disclosures to be dealt with promptly and properly.

Trustees should not request details of safeguarding incidents and disclosures, and should not have easy access to completed reporting forms.

It is the responsibility of the trustees to alert any volunteers/staff involved in safeguarding incidents via written correspondence, with clear explanation of the consequences and actions taken by the trust. Trustees should do this after consulting with the DSO and relevant external agencies such as the police.

It is the responsibility of the trustees to provide an opportunity for volunteers/staff to voice concerns and respond to any accusations or investigation.

Designated Safeguarding Officer (DSO) for TAAG Arts and Community Centre

The DSO will receive external training and be the responsible office for safeguarding. They will be responsible for maintaining records and supporting others but will discuss procedures, policy, and their effectiveness with trustees.

It is the responsibility of the DSO to monitor good practice, to be sensitive to any concerns about abuse, act on them swiftly and offer support to those who report concerns. The DSO will also liaise with other agencies, including police and will update trustees only as necessary.

Upon receiving a disclosure, the DSO or Duty Manager will make a referral to the Devon Children & Families Partnership or Torbay & Devon Safeguarding Adults Partnership. This will then be confirmed with a written copy of the disclosure within 2 hours. The DSO will ensure that the confidentiality is paramount in event of any disclosure or investigation.

If the DSO is not available, that person's duties will be carried out by the Chair of Trustees, or a trained Trustee, or a senior TAAG representative who is on site.

Workshop Volunteers/Staff and TAAG Duty Managers

Workshop volunteers and Duty Managers will receive training via the DSO and have access to the Safeguarding Policy & Procedures (which are available on the TAAG website). They will be expected to follow policy guidelines in full and be able to act to support other volunteers.

In the event of safeguarding incidents that require immediate action, and the DSO (or substitute as above) is not available, volunteers/staff, or Duty Managers may need to make a referral to the Devon Children & Families Partnership or Torbay & Devon Safeguarding Adults Partnership (contact details p13) and follow policy guidelines.

All volunteers/staff will have access to the Safeguarding Policy & Procedures and be able to call upon the DSO, for further information at any time. If the DSO is unavailable a senior substitute (as above) should be contacted. All volunteers/staff will have access to 'Safeguarding Information for Volunteers (Appendix 1)

which will be kept in the office. This provides volunteers with some basic guidelines which should be easy to follow but will also empower everyone to take action with confidence.

In an urgent situation, if volunteers are confident and able, and cannot contact the DSO or a substitute, they can make a referral to the Devon Children & Families Partnership or Torbay & Devon Safeguarding Adults Partnership (contact details p13) and follow any policy guidelines.

Young volunteers

Young volunteers will understand that they have a part to play in safeguarding themselves. They will receive some information on what to expect, and who to talk to during their induction, in the event of safeguarding concerns. Details for Young Volunteer Safeguarding Inductions can be found in Appendix 2.

Securing the Safety of Children and Vulnerable Adults

Two character references are sought for new volunteers (unless, and in exceptional cases, they are known by an existing core team member who can verify their suitability).

For volunteers working closely with children we may require confirmation that they have undergone a DBS or Enhanced check if the following circumstances apply:

- a) The person has unsupervised access to children, or works with children individually
- b) The person meets the same children repeatedly such that a relationship of trust might develop
- c) The person oversees programmes, qualifications or special projects involving young people under the age of 16 and or groups who conduct workshops in schools or other similar institutions.
- d) The person visits schools, nurseries and other similar institutions on behalf of TAAG Arts and Community Centre and without a volunteer/staff member with a DBS or Enhanced police check. It is understood that this person will not be responsible for children but may be alone with them. This includes within informal situations such as lunchtimes.

However, for the majority of the volunteers working within TAAG the expectation is that:

- I. No volunteer will have prearranged, unsupervised access to groups of children or individuals
- II. Children must be accompanied by a parent or responsible adult eg a teacher
- III. Accompanying adults are expected to stay with their charges at all times

Safeguarding Incidents and Disclosures

What to do if something happens

Volunteers/staff have a responsibility to protect children and vulnerable adults, although they are not expected to decide whether abuse is actually taking place. If a child or vulnerable adult should seek your help about a matter of abuse, you should:

- Remain in an area with other people nearby or with a door open to a public space.
- Try not to appear shocked or upset by what you are hearing.
- Provide reassurance.
- Let the person talk freely.
- Explain that you may have to tell other people.
- Make no promises, e.g. 'we'll sort this out'.
- If appropriate inform the person in charge of the child.
- Report this as soon as possible to the Designated Safeguarding Officer (DSO)

In the event of safeguarding incidents requiring urgent action, if the DSO is not available the incident should be referred to the Chair of Trustees, or a trained Trustee, or a senior TAAG CIO representative who is on site.

What to do afterwards

- If volunteers/staff have any reason for concern, or are aware of any allegation of child or vulnerable adult abuse, they should report the incident or disclosure as soon as possible to the **Designated Safeguarding Officer on 07952807607**
- Volunteers/staff should make a written record of any details using Appendix 3 Reporting form, or a piece of paper if easier.
- If records of a disclosure or an incident are written, include as much detail as possible, including names, dates, times, descriptions and any pertinent details.
- This must go to the DSO as soon as possible (within 24 hours of any incident or disclosure). It may on occasion be appropriate or necessary to inform a senior TAAG representative as above (if the matter is urgent)
- If the DSO or no other senior TAAG representative is available, the person who raised the concern can contact the Devon Children & Families Partnership or Torbay & Devon Safeguarding Adults Partnership (contact details p13).

Procedures in the event of an incident involving volunteers/staff

If the volunteers/staff have become aware of any accusations involving volunteers/staff, they will need to inform the DSO immediately, or (if children or vulnerable people are at immediate risk) a senior TAAG representative

If a volunteer/staff member is involved in an investigation, action will be taken promptly. TAAG Arts and Community Centre will work with police and any other agencies, as required. The DSO should consult with the police regarding communications with parties involved, especially in relation to written explanations of actions taken by TAAG Arts and Community Centre.

During the period of any investigation volunteers/staff (under investigation) will be required to remain off site. Volunteers/staff will not be able to undertake any work for TAAG during this period.

All volunteers/staff that are affected by an investigation will have the right to know why they have been asked to remain offsite and will receive this explanation in writing. They will also be encouraged to seek legal help during this period.

Volunteers/staff will have an opportunity to put their side of the story to a trustee. They may request someone to accompany them during any meeting and should be informed of any actions when possible.

Confidentiality

It is crucial that volunteers/staff exercise the highest degree of confidentiality, in order to protect the right of both the alleged victim and the alleged perpetrator. Breaches of confidentiality can compromise any investigations that may take place.

Personal details of any safeguarding matter should only be discussed with the appropriate agencies, the DSO, Social Services or the Police.

Trustees and volunteers/staff should not discuss the case with the public or the media and should relay any inquiries to the DSO.

Confidentiality is always a continuing requirement and is also required when volunteers/staff are 'off duty' or no longer working or volunteering for TAAG.

Safeguarding Information for Those Working with Children

The following pages are for the DSO, volunteers/staff and anybody who work with schools or within education settings, including nurseries. They should be read and discussed as part of safeguarding training.

Definition of abuse

We understand that the list below is not exhaustive, and a child or vulnerable adult may suffer more than one category of abuse simultaneously.

Main forms of abuse:

Physical – hitting, slapping pushing, kicking, restraint, unwanted restrictions, burning, biting, administering poisonous substances, suffocating, drowning and using excessive force.

Neglect – failure to meet basic needs, including food, clothing and supervision.

Emotional – including threats of harm or abandonment, deprivation of contact, controlling, intimidation, coercion, harassment, verbal abuse, humiliation, isolation or withdrawal from services or supportive networks, lack of love and affection, bullying, taunting, verbal attacks and threats.

Sexual – involvement of children in sexual activity which they do not comprehend, are unable to give informed consent, or which violates social taboos or family roles. Exposing children to pornographic material.

Financial or material: including theft, fraud, exploitation and the misuse or misappropriation of property, possessions or benefits. This can also include pressure in connection with wills, property of inheritance or financial transactions.

Neglects or acts of omission: failing to provide a vulnerable person with the help they need. This could be ignoring medical advice, physical care needs or failure to provide access to health or social care services.

Discrimination: including behaviour and harassment based on a person's ethnicity, race, culture, sexual orientation, age or disability, and other forms of harassment, slurs or similar treatment.

Recognition of abuse

TAAG Arts and Community Centre volunteers/staff are responsible for reporting any concerns, incidents or allegations of abuse. They are not experts in recognition and are not expected to decide whether or not child or vulnerable adult abuse is taking place. Below are just a few examples that might help you recognise.

Indications that a child or vulnerable adult may be being abused include:

- Unexplained or suspicious injuries, particularly if situated on part of the body not normally prone to injuries. Examples of this include children or vulnerable adults with unexplained burns, or bruises on unusual parts of the body or face.
- You might notice neglect such as children who are missing (or unaccompanied) and parents who seem unconcerned or dismissive.
- Children and/or vulnerable adults who are hungry, fainting or seem to be suffering from neglect.
- Children who are punished very severely. Smacking is legal but only if it is deemed to be 'reasonable punishment'. Any kind of punishment that is extreme, includes swearing, public humiliation or manipulative behaviour should be reported. Repeated smacking or hitting in public place is unacceptable.
- People accompanying children or young people who seem too familiar or overly tactile. Professionals working with children know that sitting on laps and any prolonged touching is not

advisable (certainly with working with children over 6 years old). If you see this let the school or organisation know and inform the DSO.

- Young people with adults who seem overly familiar and/or use sexual language. We know that grooming is a serious problem in some communities. To protect young people, we need to notice what is happening, take it seriously and intervene. Inappropriate sexual awareness, behaviour or language can also suggest that young people are being exposed to inappropriate material or situations.

If someone tells you something that seems like abuse, make sure you report it. This might be casual, such as 'they're a bit touchy feely' or the person or child might be quite upset as a consequence of more violent actions.

Someone else (child or adult) might tell you something about another child or vulnerable person. It might be about a financial situation that seems inappropriate or perhaps parents that leave their child for long periods of time (a weekend). Whatever it is, make sure you note it down and tell the DSO. If it's a school group, make sure you ask the name of the pupil and school involved.

Promoting Good Practice: Guidelines for volunteers/staff

The following guidelines will help reduce situations where abuse of children may occur and protect volunteers/staff by promoting good practice.

We ask that you:

- Avoid situations when you could be alone with a child or vulnerable adults. Make sure others are nearby (for example, you would not be in the lift alone with children. Rather allow families and school groups to go in the lift in small groups)
- Don't communicate with any children or vulnerable adults linked to your work in a personal capacity, eg don't become friends on Facebook, or exchange mobile phone numbers.
- Don't go into the toilets with children or vulnerable adults. Enable responsible adults and carers to access the toilets as they require.
- Avoid physical contact with a child or vulnerable adult (for example helping them clean art equipment). Be aware that a brief touch to the shoulder or arm is acceptable but not a touch to any other area of the body.
- Only hold the hand of a lost child if offered and when leading them safely to another public space.
- Never leave a group of children under the age of 16 unattended eg in the gallery. They may be able to move freely within one room or space but adults should be aware of the whereabouts of the child or group of children. During these times exits should be staffed sufficiently to liaise with site teams.
- Never use any form of physical discipline.
- Do not be over-familiar in your language or behaviour with children or be over-friendly with some at the expense of others.
- Don't take a child alone with you on foot or in a car.

Make sure that you:

- Give jobs to work experience students or young volunteers that can be done in public or open areas of the centre.
- Try accepting students in pairs so they can support each other during the placement.
- Work experience students and young volunteers will have access to small spaces that are shared by a range of different adults. Doors should be kept open so that these spaces are not private.
- These guidelines protect the children and vulnerable people in your care but also protect you. Situations can be misinterpreted, and young people can make false allegations. Remaining public diminishes these problems.

- Always listen and respect children and/or vulnerable adults in your charge and act upon any concerns or allegations of abuse.
- When working in the office stay alert to online and social media activity undertaken by young volunteers or work experience students. For example, you will need to inform the DSO (and complete the reporting form) if students are developing relationships, giving personal information, using unauthorised chat rooms or accessing inappropriate sites that are not part of their normal work.

Unaccompanied children

Children aged between 14-18 may be permitted to enter the centre at the discretion of the volunteers/staff. If in doubt speak to the DSO.

Work experience students 14-16 may be unaccompanied in the TAAG Arts and Community Centre but volunteers/staff should be especially alert and the DSO should ensure that an 'open door' policy is understood and operated. Students should have a suitable induction.

Children aged 16-18 may work with volunteers/staff, but volunteers/staff must follow this policy closely.

Work experience students and young volunteers

The DSO (or nominated substitute) will oversee timetables of students including those undertaking work experience, qualifications or awards, such as DofE Award. The DSO will also oversee volunteers/staff working with students.

Children ages 14-15 will be accepted to do work experience if overseen by the DSO and if they come via a school, or other similar institution.

Where possible volunteers/staff should remain in public spaces and avoid being alone with students. All volunteers/staff should ensure that the doors remain open so that workspaces feel open and connected to public spaces.

TAAG Arts and Community Centre volunteers/staff working with students over the age of 16 will not need a Disclosure & Barring Service check. Students will need a 'named contact' who will be the DSO or another suitable person chosen by the trustees.

Volunteering tasks and engaging online.

Students are welcome to 'like' a Facebook page or communicate in open forums as themselves from home but shouldn't be using personal accounts at TAAG Arts and Community Centre.

TAAG Arts and Community Centre will provide formal accounts with generic details for young people to use when engaging on social media tasks. On occasion, or if there is a specific concern, browsing history and content of other blogs or other similar work online will be checked by volunteers able to do so. Schools and other partner organisations may help with this.

Finding an unaccompanied child

If a child gets parted from their responsible adult they can become very distressed. Take the child to the front desk/till area. Ask the child for a simple description of the person accompanying them.

Inform the Duty Manager and organise volunteers/staff to sweep the site for the missing adult. Wait with the child in a public space until the responsible adults is found/returns. Make them comfortable – sit them down quietly.

Contact local police (using **101**) if the responsible adults do not reappear after 15 minutes.

Lost or missing children

Gather the following information quickly and calmly if a child or vulnerable adult is reported lost or missing:

- Name of child/vulnerable adult
- Age of child/vulnerable adult
- Physical description of child/vulnerable adult (height, colour of hair, clothing etc)
- Where the child/vulnerable adult was last seen
- The time the child/ vulnerable adult was last seen

Report this immediately to the Duty Manager and involve all volunteers/staff in searching for the child/vulnerable adult. Remain with the adults searching for the child and keep them as calm as possible.

If the child/vulnerable adult is not found after 15 minutes ring the police (999) as an emergency.

Photography

Parental permission will be sought for all photographs of children. A rare exception is where a photograph of a group can be taken without revealing the identity of any child.

Don't allow visitors to photograph children who are unknown to them and intervene if you feel this is happening. You may want to ask a visitor to delete photos of children (as appropriate).

Children in organised groups /schools

TAAG Arts and Community Centre will have the right to turn away groups that do not have suitable adult to child ratios.

Age group	Ratios*
0-2 years	1 adult: 3 children
2-3 years	1 adult: 4 children
4-8 years	1 adult: 6 children
9-12 years	1 adult: 8 children
13-18 years	1 adult: 10 children

(* ratios recommended by Ofsted).

On occasion children will need 1:1 support. This will be applicable if it is 'normal practice' for the child in question.

School group leaders will be required to maintain control and know the whereabouts of their students at all times

Bullying

'Bullying is a pervasive type of aggression, which often occurs in schools and workplaces. As with other types of aggression, the harm that is inflicted – whether physical, emotional or both – is intentional. However, bullying has defining features which set it apart from other aggressive behaviours, in that it is repeated, and that the bully or bullies have greater access to power than their victim(s)'. (NSPCC website)

It is acknowledged within this policy that it may be difficult for a volunteer/staff member to determine whether bullying is taking place, especially if bullying occurs via the internet (cyber-bullying). Because of this, all sightings and/or experiences of violence, whether emotional or physical will be recorded and reported.

TAAG Arts and Community Centre will not tolerate any forms of racist, sexist or homophobic abuse from any groups or individuals working at or attending the centre. Any incidents of racist, sexist or homophobic abuse will be reported in written form, and this information will then be passed on to the DSO.

Essential Contacts

Children

Devon Children and Families Partnership <https://www.dcfp.org.uk/>

If it's an emergency call [999](#)

If you are worried about the safety or wellbeing of a child or young person in Devon, contact DCFP customer service centre on [0345 155 1071](#). (Monday-Thursday 9am-5pm and Friday 9am-4pm).

Outside of the hours above or at weekends or bank holidays, call the Emergency Duty Service on [0345 6000 388](#).

MASH - Early Help & Multi-Agency Safeguarding Hub - [request for support online form](#)

Vulnerable Adults

Torbay and Devon Safeguarding Adults Partnership
<https://www.devonsafeguardingadultspartnership.org.uk/>

If an adult is in immediate danger, call [999](#)

Otherwise, if you suspect that a vulnerable adult is being abused in Devon:

Call Adult Social Care on [0345 1551 007](#) (Monday – Thursday 8am to 5pm, and Friday 9am – 4.30pm, and Saturday 9am to 5pm)

Outside of the hours above or on bank holidays call the Emergency Duty Service on [0345 6000 388](#)

or you can email safeguardingadultssouth-mailbox@devon.gov.uk

Charity Guidance

Safeguarding and protecting people for charities and trustees

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

Guidance on reporting safeguarding concerns in a charity

<https://www.gov.uk/government/publications/guidance-on-reporting-safeguarding-concerns-in-a-charity/guidance-on-reporting-safeguarding-concerns-in-a-charity>

Other useful sources of information

Childline UK – 0800 1111 – Address: Freepost 1111, London, N1 0BR

NSPCC – Child Protection Helpline 24 hour, call free 0800 800500

DBS or Enhanced police checks

The Disclosure and Barring Service www.homeoffice.gov.uk/disclosure-and-barring

It is possible to get checks done through the council. This service can be found here:

<https://new.devon.gov.uk/working-devon-county-council/safer-recruitment-service/>

Appendix 1

Safeguarding Information for Volunteers- Front desk and Office

Safeguarding is everyone's responsibility

If you have any reason for concern, or are aware of any allegation of child or vulnerable adult abuse, report this as soon as possible to the TAAG Arts and Community Centre **Designated Safeguarding Officer (or DSO) on 07952807607**. If the matter is urgent and the DSO is not available, let a senior TAAG representative or the Duty Manager know. If you are very concerned and are confident in completing the reporting form and contacting **0345 1551071** for a child or **0345 1551007** for an adult (see essential contacts p13) please feel supported to do so.

Lost children and vulnerable adults

Gather the following information quickly and calmly if a child or vulnerable adult is reported lost or missing.

- Name of person
- Age of person
- Description of person (height, colour of hair, clothing etc.)
- Where was the person last seen
- Time person was last seen

Report this at once to the Duty Manager. Involve all volunteers/staff in the searching for the person. Remain with the adults searching for the person and keep them as calm as possible. If the child or vulnerable person isn't found after 15 minutes ring the police (999) as an emergency.

If you find a child with no parents, this is a non-emergency call to the police (101).

If parents leave young children at the Centre unaccompanied intentionally, please report this to the DSO. Find out names and record a description of the incident on the reporting form, or on paper to hand.

Do's

- Always listen to and respect children and/or young people visiting TAAG Arts and Community Centre and act upon any concerns or allegations of abuse.
- Work experience students and young volunteers will have access to office spaces that are shared by a range of different adults. Doors to all rooms need to be left open so that these spaces are open and as public as possible.
- Safeguarding guidelines protect the children and vulnerable adults in your care but also protect you. Situations can be misinterpreted, and young people can also make false allegations. Remaining in public spaces together diminishes these problems.

Make sure you:

- Avoid situations when you could be alone with a child or vulnerable adults. Make sure others are nearby (for example, don't be in the lift alone with children – instead allow families and school groups to go in small groups).
- Don't communicate with any children or vulnerable adults linked to your work in a personal capacity, eg don't become 'friends' on Facebook, or exchange mobile phone numbers.
- Don't go into toilets with children or vulnerable adults. Enable responsible adults and carers to access the toilets as they require.
- Never use any form of physical discipline.
- Don't take a child alone with you on foot or on a car journey.

Appendix 2

Young Volunteer Safeguarding Induction - Notes for 'named contact' or DSO

Tell the young person they have the right to feel safe in any work environment. Both TAAG Arts and Community Centre and the young people have a role to play in doing this.

Explain that you are their named contact throughout their experience so they should find you/that person if they are concerned. They should report any problems or worries to you straight away, or tell their parents/carers and/or anyone else they trust.

Explain some of the different volunteer/staff roles within the TAAG Arts and Community Centre, and tell them who they might work with throughout their experience. Explain that only a very few people have a DBS check but everyone at TAAG has received some form of safeguarding training, so everyone should know the rules. Visitors do not though!

Share Appendix 1 (or the whole Safeguarding Policy) with the young person. Explain that everyone follows these rules, and as a young volunteer they need to know them too.

Make sure young people/students understand:

- They shouldn't accept friendship requests or exchange personal mobile phone numbers with older volunteers. It's not that you can't be friendly in a professional way, but they should be on their guard if someone wanted their personal information on a placement (as they are going against safeguarding good practice).
- Having knowledge of a work mobile or number to contact is fine.
- The need to protect personal social media sites by checking who can see posts and don't put personal information online. Take care when putting your opinions and feelings online.
- Remember that all sorts of people might visit the TAAG Galleries and workshops, and even more access information online. It's important to be aware that not all of them will be safe. You don't need to be scared but you do need to be aware, and to protect yourself by seeking a safe space and a safe person.

Volunteering tasks and engaging online

Students are welcomed to 'like' or communicate in open forums as themselves from home but shouldn't be using personal accounts at the TAAG Arts and Community Centre.

TAAG Arts and Community Centre will provide formal accounts with generic details for young people to use when engaging in social media at the Centre. Remind them only to use TAAG-approved websites and that they should be 'professional' in their work. Spending lots of time on their personal phone and communicating with friends via social media at work is not appropriate.

Appendix 3

Safeguarding Incident Reporting Form

Complete as fully as possible.

Form completed by: (Please PRINT)	
Name of child or vulnerable adult (if known):	Name(s) of other responsible adults (eg class teacher) made aware of the details of this disclosure and/or incident:
Name of adult responsible for the child or vulnerable adult (eg teacher or group leader)	Date of incident:
Location of incident:	Time of incident:
Is the child or adult aware that you will be sharing this information with others? YES/NO	
Write all the details of disclosure or safeguarding incident. If you are recording a disclosure try and use exact words of the child or vulnerable adult.	
Please turn over the page.	

Details of actions taken (this may be completed by the DSO)

To be filled out by the Designated Safeguarding Officer

Date received:	
Name of DSO:	
Signature:	