

Safeguarding Children and Vulnerable Adults Policy

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1. Purpose and Scope

The purpose of this policy statement is:

- To protect children, young people and vulnerable adults who work/volunteer or receive MAO's services, from harm.
- To provide staff and volunteers, as well as children, young people and vulnerable adults and their families, with overarching principles that guide our approach to safeguarding.

2. Statement

Modern Art Oxford is committed to creating an environment where the welfare of children, young people and vulnerable adults is actively promoted. Promoting welfare is about helping children, young people, and vulnerable adults achieve their potential and ensure that they are safe and adequately cared for. All members of the team at Modern Art Oxford (including staff, volunteers, trustees, freelance/agency workers) have a responsibility to ensure that children and vulnerable adults are safeguarded, but those who come into contact with children, vulnerable adults and their families in a professional capacity have particular responsibilities.

Modern Art Oxford is committed to:

- Providing a safe environment for children and vulnerable adults visiting Modern Art Oxford or taking part in Modern Art Activities off-site and online.
- Relating effectively, listening to, and valuing children and young people, vulnerable adults whilst ensuring their safety and protection within its activities.
- Ensuring that those working with children and young people and vulnerable adults are given appropriate training and support.
- Having a system in place for dealing with concerns about possible abuse.
- Reviewing the effectiveness of our policy every three years.

3. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning – the key acts are the Childrens Acts 1989 & 2004 and The Safeguarding Vulnerable Groups 2006.

The definitions used in the policy are set out in Appendix A and the definition and indicators of abuse in Appendix B.

Children's Rights

Modern Art Oxford works within the boundaries of the [UN Convention on the Rights of the Child](#) (1989). Modern Art Oxford agree that:

- All children have a right to expect that their best interests are a priority when Modern Art Oxford is making decisions about them.
- All children have the right to have a say in anything that affects them.
- All children have a right to be protected by those who look after them.
- All children have the right to rest, play and have the opportunity to join in a wide variety of activities.

All the rights in the Convention must apply to all children without discrimination of any kind. Every child has equal rights, as disclosed in our [Equality, Diversity & Inclusion Policy](#).

4. Code of Conduct

Everyone working on behalf of Modern Art Oxford, both paid and unpaid, has a responsibility to ensure that children and vulnerable adults engaging with Gallery services are protected from abuse (see Appendix B for definitions of abuse). This code has been developed to provide advice which will not only help to protect children and vulnerable adults but will also help identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made against individuals.

When working with children and vulnerable adults, all staff, volunteers, freelance practitioners and contractors are considered by the Gallery to be acting in a position of trust. It is therefore important that they act in an appropriate manner at all times and follow the Gallery's Safeguarding Code of Conduct below.

All staff, volunteers, freelance practitioners and contractors are expected to report any breaches of this code to a Designated Safeguarding Officer. Employees who breach this code of conduct may be subject to the Gallery's disciplinary procedures. Any breach of this code involving a volunteer, freelance practitioner or contractor may result in termination of their engagement. Serious breaches of this code may also result in a referral being made to the police or a statutory child or adult protection agency.

There are many roles where staff are in a Position of Trust: This includes roles where artists or members of MAO team are working closely or having regular contact with children. A trusted adult is in some way responsible for the influence over a child especially where the adult is in some way responsible for the perceived success or failure of an activity. It is critical that adults realise when they are in this position and do not inadvertently abuse this position.

Safeguarding Code of Conduct for working with children and vulnerable adults	
You should:	You should not:
<p>General</p> <ul style="list-style-type: none"> • always follow the Gallery's Safeguarding Policy and Safeguarding Procedures • approach any child or vulnerable adult apparently in distress and ask if you can help • seek assistance from colleagues or other adults in order to minimise the amount of time you are alone with the person • Emergency situations: if there are any unaccompanied children in the gallery, ensure that they are escorted out by a member of staff. If there is an organised 	<ul style="list-style-type: none"> • physically restrain a child or vulnerable adult except in exceptional circumstances (e.g. to prevent injury, damage to property or collections, or to prevent theft) and even then, be careful to use only the minimal restraint necessary • ever use any form of physical discipline • take a child alone with you on foot and never invite a child into your car or any other vehicle • patronise children or vulnerable adults • allow allegations or suspicions to go unreported

activity take the booking form out with you to do a roll call to ensure that everyone is present.

- Dealing with unsupervised children in the gallery: Try to avoid being on your own with them. Use your best judgement about their age, ability and understanding to decide if they are safe and able to make their own way home or if they are expecting to be collected. If not, and you are concerned encourage the child to stay on site and ask them if they would like to contact their parents/carers.
- only hold a lost child's hand if offered (by the child) and in order to lead them safely to another public space.
- treat children and vulnerable adults fairly and without prejudice
- when working with work experience students or young volunteers try to work in public areas or keep doors open so that spaces are not private.

Activities (e.g. Workshops/Projects)

- ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults, or at least that you are within sight or hearing of others; the adult present may be a teacher or parent
- listen to and respect children and vulnerable adults
- value and take the contributions of children and vulnerable adults seriously
- ensure any physical contact is appropriate and in relation to the nature of the activity (N.B: physical contact may be necessary in the case of emergencies but must remain appropriate and kept to a minimum at all times)
- always ensure language is appropriate and not offensive or discriminatory
- recognise that special caution is required

- give out personal information, or share email, social network site details, or personal mobile phone numbers with any child or vulnerable adult
- communicate with children or vulnerable adults linked to your work in a personal capacity, e.g. don't become 'friends' on Facebook on your personal account
- develop social relationships with children or vulnerable adults; if you do come into contact with those you have worked with in a social situation, try to maintain a professional distance
- do things of a personal nature for a child or vulnerable adult that they can do for themselves or that a parent/group leader can do for them e.g. encourage children to put on their own costumes, aprons or ask their responsible adult to help
- take children or vulnerable adults to the toilets. Instead, enable their responsible adults and carers to help them access the toilets as they require
- make personal remarks or discuss themes that encourage children or vulnerable adults to share personal information
- use sarcasm or insensitive comments or be over familiar in your language or behaviour
- act in a way that can be perceived as threatening or intrusive
- make promises to children or vulnerable adults, particularly in relation to confidentiality
- jump to conclusions about others without checking facts
- either exaggerate or trivialise safeguarding issues
- be complacent about the potential risks to others and yourself
- leave a group of children under the age of 16 unattended in the Gallery or workshop. The responsible adult/s for the group should be aware of the children's whereabouts at all times.

when you are discussing sensitive issues with children and vulnerable adults

- challenge unacceptable behaviour and report all allegations or suspicions of abuse
- stay alert to online and social media activity undertaken by young volunteers or work experience students e.g. you should inform the Designated Safeguarding Officer if personal relationships appear to be developing between students and staff or volunteers, or if inappropriate contact or personal information has been divulged.
- Adults should ensure that the activities, which they direct or advocate, are appropriate to the age, maturity and ability of the participants
- Adults should be aware and sensitive of the fact that differing customs and cultural requirements will be present in any given group.
- If running a session for an organised group whether on or offsite, ensure that the group leader is present at all times and that you are not left unsupervised with the children at any time (this includes work with our partner schools). If it is unavoidable ensure that other members of staff are aware of the situation.

If children have been left in the care of the gallery for an activity a registration form must be filled in prior to the activity with contact details, photography permission form and relevant medical information.

Online Activities:

- All conduct guidelines still apply plus follow digital/video conferencing guidelines in Appendix D

Please note that: All staff, volunteers, freelance practitioners and contractors should be aware that some children and vulnerable adults may behave inappropriately. Any sanctions and approaches to discipline should in the first instance be managed by the responsible adult. If a staff member, volunteer, freelance practitioner or contractor is in a position where a sanction is to be issued (for example in the case of unaccompanied children who are behaving inappropriately) then this must be appropriate to age and understanding. Please refer any issues you are not sure about to the Duty Manager or Designated Safeguarding Lead.

5. Recruitment

When appointing those who work in direct contact with children and young people, Modern Art Oxford will be responsible for the following:

Before employment:

- Meeting the applicant in person.
- Obtaining the results of a valid Enhanced DBS Disclosure. For permanent positions, Modern Art Oxford must apply for a new disclosure, regardless of whether one is already held. If the applicant is being employed on a freelance basis, evidence of an Enhanced Disclosure obtained in the last three years can be accepted. These details should be kept in a lockable cabinet, in the personnel files, which are the responsibility of the Head of Organisational Development.
- Obtaining and following up a minimum of two references with particular attention as to the applicant's suitability for working with children.
- Informing the applicant of the preceding two requirements and, where appropriate, of the subsequent results.

Upon employment:

- Setting an appropriate induction period to assess the individual's suitability to the position through observation and discussion.
- Providing employees with copy of this policy.
- Discussing any problems arising during this period.
- Completing an individual risk assessment for young people/vulnerable adults working or volunteering with MAO.

During employment:

- Providing opportunities to discuss work programme and areas of concern with other staff.
- Providing appropriate Safeguarding training.
- Reviewing the appointment on a regular basis.
- DBS checking employees every three years.
- Informing employees of any changes to policies.

The applicant/employee will be responsible for:

- Providing all the information requested.
- Promptly providing details of any criminal convictions or investigations.
- Co-operating fully with any request made or action taken by Modern Art Oxford related either to child protection or health and safety policy.

Reasons for not appointing an applicant/discontinuing employment may include:

- History of previous offences against children.
- History of offences that are unsuitable when working with children, i.e.: drugs or violence.
- Unsuitable references.
- Unsuitable behaviour during employment.
- Failure to disclose relevant information.

5.1 Appointment of freelance workers

Any person carrying out an educational activity with children or young people must provide:

- Proof of an existing Enhanced Disclosure obtained within the last three years and checked on the [update service](#) to ensure it is up to date. If these criteria are not met then the worker must be supervised at all times by a suitably checked person known by Modern Art Oxford.
- Evidence of previous education work and appropriate references.
- Should be provided with a copy of the policy to read and sign to say that they understand the Safeguarding Policy and how it affects their work, which will be included in their contract.

5.2 Appointment of freelancers to work offsite or when MAO staff work offsite

If working on school/youth/community group premises copies of DBS checks should be forwarded to the school. The artist should understand the procedures of reporting any child protection issues in the premises in which they are working and follow the safeguarding policies of the school/venue.

5.3 Artists not holding a current DBS or artists from abroad

If the artist doesn't hold a current DBS or no references are available, they must be briefed about the Safeguarding Policy. Schools must be informed of status and agree to having the artist in school a DBS checked member of MAO staff must be present.

5.4 Appointment of volunteers

Volunteers should hold/have appropriate qualifications/experience and DBS when working directly with children. Otherwise they should be clearly working under the direct supervision of an appropriately qualified person.

6. Supervision of children/young people and vulnerable adults

Children and vulnerable adults visiting Modern Art Oxford mainly do so as part of an organised group or with family and friends. Whilst the primary responsibility for the welfare of children and vulnerable adults rests with the supervising adult, staff and volunteers working with children and vulnerable adults will:

- Take responsibility for their wellbeing at all times
- Be made aware of and comply with health and safety procedures relevant to the location
- Ensure the working space is safe before allowing the children to enter
- Take a register where appropriate
- Make sure that a registration form has been completed with parent/guardian emergency contact details, any relevant medication information and photography permission information
- It is every staff member's responsibility to ensure that the Safeguarding policy is implemented at all times and that any issues are addressed correctly, with compassion, and that the strictest confidence is maintained at all times.

6.1 School, Community and Youth Group Visits

- The supervising adults, whether teachers, teaching assistants, youth group leaders or parents are responsible for the safeguarding of the group when visiting Modern Art Oxford premises.
- Modern Art Oxford requires that when coming to the gallery as part of a group visit, children under 7 years must have one responsible adult to every 8 children. Children over 8 years should have one responsible adult to every 10 children.
- To ensure that children are kept safe on educational visits to Modern Art Oxford education department will provide risk assessment advice in advance to school, youth and community groups wishing to visit. It will however, be made clear that the responsibility is upon the individual school/youth/community groups' staff to carry out their own risk assessment to highlight any potential areas of risk and devise strategies to manage such risks.
- Where exhibitions contain potentially shocking or disturbing material there will be signage to warn of the fact. It is however up to the group leader to visit the exhibition prior to the visit to view the exhibition to make their own judgment on the content of the exhibition and whether certain artworks should be avoided.

6.2 Offsite activities, visits and installation of artworks in educational settings

- Any schools and their students, youth groups and community groups that participate in any off site event or session organised or facilitated by MAO, These groups may come into contact with members of the MAO Creative Learning team, artists and possibly members of the exhibitions team so therefore the policy applies in these situations.
- It especially applies to our Partner Schools, with whom we have a closer relationship. These schools will be more frequent visitors to the gallery and are likely to participate in off site work. Staff from the gallery will be making regular school visits. It is possible that some MAO staff may be seen as having a 'position of trust'. With these schools MAO staff must also work closely with the Schools Safeguarding Policies and designated Safeguarding staff. If organisations work through partners they have a responsibility to meet minimum standards of protection for the children in their partner organisations.

6.3 Workshops organised by MAO

Written Risk assessments will be carried out for all activities and safeguarding issues will be included in each risk assessment involving children and/or vulnerable adults.

Safeguarding will be included in the handbook provided to all workshop leaders when planning workshops.

Appendix D – online specific guidelines

6.4 On Site Activities organised by external organisations (hiring a space)

All groups hiring a space for activities involving children/vulnerable adults should include safeguarding in their risk assessment and be made aware of MAO Safeguarding Policy.

6.5 Visitor Engagement Team (including volunteers)

A Safeguarding summary and link to full policy is included in the induction pack for Visitor Engagement Team members, Duty Managers and Volunteers. All staff have access to the policy through the MAO shared G Drive.

6.6 Work Experience/Internships/Apprenticeships

An individual risk assessment is carried out for each young person/vulnerable adult to include safeguarding. MAO Policies and risk assessment will be shared with partnership organisations and their policies and risk assessment will be taken into account when appropriate (e.g. with Training Provider for an apprenticeship).

7. Digital, social media and photography

7.1 Photography and filming

As a visual arts organisation, Modern Art Oxford takes pride in capturing and sharing world-class digital media of the exhibitions, events and projects we do. This means we have a responsibility to ensure children and vulnerable adults are protected where any means of capture is concerned.

The organisation's [Images Policy](#) outlines in detail how we responsibly and transparently capture, share and store images and video. But there are also specific processes we follow when dealing with children and vulnerable adults:

Photography and filming at the gallery

- Do not take or allow photographs or film to be taken of children in the course of activities at Modern Art Oxford without having a permission form filled in by the parent/carer of the child.
- Always seek permission from the group leader before taking any photographs of a group of children or vulnerable adults. The group leader will be able to notify you if anyone in the group hasn't got permission from their parents/carers to have their photo taken. If in doubt, make sure that you only take photos of hand/back of heads and not faces.
- If a photographer wants to photograph a child on site they must get the permission from the parents or carer with the child. They must not be allowed to take photographs of unaccompanied children.
- If a photographer attends a Modern Art Oxford activity or workshop where the children have been left in the care of Modern Art Oxford Staff, a permission form must have been filled in and the photographer must take the child's full name to print in a caption.
- In the instance where we are required to share imagery or film with a third party (eg. press, stakeholders, funders) full written consent is required from the parent or carer before we share with third parties.

Sharing photographs and video:

- Do not name or release identities of any individual in print or online, including children or vulnerable adults, without having a permission form filled in by the parent/carer of the child.
- In the instance where we are required to share imagery or film with a third party (eg. press, stakeholders, funders) full written consent and detailed use of that imagery is required from the parent or carer before we share with third parties.
- Do not use imagery of a child or vulnerable adult for any other purpose than that which is stated on the signed permission form. If a photograph or film is to be used for a secondary purpose, new permission must be sought from the parent or carer.
- The parent or carer signing a permissions form reserves the right to opt out of this permission at any time, and to request for the prompt removal of photography or film.

7.2 Social media

Modern Art Oxford acknowledges that social media can be a legitimate and effective way to engage children and young people in creativity and culture. But we also recognise that connecting and sharing online can come with risks. Modern Art Oxford's professional use of social

media is guided by policies and procedures outlined in this Safeguarding Policy document, also adhering to the organisation's [Images Policy](#) and [Privacy, Security and Cookies Notice](#).

The gallery's social media platforms are free and open to everyone. Social media use is reviewed regularly both as digital provision grows in the organisation, and as technologies update and innovate.

The specific social media applications used at Modern Art Oxford are: Twitter, Facebook, Instagram, YouTube and Spotify. Current organisational accounts are as follows: Twitter: @mao_gallery; Facebook: @modartoxford; Instagram: @mao_gallery and @mao_giftshop; YouTube: Modern Art Oxford; Spotify: Modern Art Oxford.

Modern Art Oxford's contact with children and vulnerable adults on social media only takes place through the above specific organisational accounts, which are overseen by, and accessed by key individuals within the organisation.

The use of personal social media accounts is prohibited in the organisation when engaging with children and vulnerable adults.

Current members of the gallery's Digital and Communications team and Retail team who use social media on behalf of the organisation are: Clare Stimpson, Head of Digital and Communications; Andrée Latham, Curator, Digital Content; Cecilia Rosser, Digital and Communications Coordinator; Shona Ritchie, Shop Manager; Julia Meijer, Shop Assistant. Modern Art Oxford's designated digital safeguarding lead is Andrée Latham.

7.3 Content rules and restrictions

Modern Art Oxford shares creative and relevant content on its website and social media platforms for all audiences to enjoy and learn from. The content we share can include text, images, films/ videos, and audio and through this content, the organisation actively encourages interaction and exchange with its audiences. We recognise that sometimes our content, and the conversations that take place surrounding it, will not always be suitable for children and vulnerable adults. To keep these individuals safe we take the following steps:

Removing and reporting:

Modern Art Oxford does not remove comment or opinion from its digital platforms unless it is deemed offensive, unlawful or triggering to others. As an organisation, we reserve the right to disallow, remove, edit or report anything shared on our digital channels that is deemed objectionable, offensive, or unlawful. Modern Art Oxford takes action and response swiftly to shield children and vulnerable adults from content that is abusive, threatening, harassing, defamatory, ageist, sexist, homophobic, transphobic, ableist, or racist. Anything that is intended to promote or incite violence will not be tolerated and, if deemed unlawful, could lead to further action.

Content trigger warnings:

There are times when content shared by Modern Art Oxford is not suitable for all viewers, for example when we work with an artist whose work deals with challenging or triggering subjects. In

these instances, all content is issued with appropriate and clear content and/or trigger warnings.

7.4 Digital participation

Modern Art Oxford is an organisation with participation and inclusion at the heart of its programming. Because of this, we regularly work with audiences to share and create digital content across our website and organisational social media accounts. We recognise that when we directly involve children and vulnerable adults in digital participation, specific procedures are required to ensure these individuals are safeguarded are outlined in APPENDIX D.

8. Reporting abuse and Procedure for responding to allegations and disclosure

Allegations:

If any member of staff is concerned that abuse may be occurring, is likely to occur, or receives a report of abuse, they must make written notes and refer the matter immediately to their line manager using the report form and procedures in Appendix III. On this occasion the line manager must report the matter immediately to the Safeguarding Lead who must consult with the Social Services Child Protection Unit to determine the most appropriate course of action. If it is then felt that further investigation/assessment is necessary in order to protect the child then the matter must be referred to the Social Services Community Team. If the line manager is implicated, then the matter should be referred to the Head of Organisational Development who will then report it to the Social Services Child Protection Unit.

Disclosure:

It is possible that a child, young person or vulnerable adult who is suffering or has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken if there are concerns of abuse of a child, young person or vulnerable adult:

- Remain calm and in control but don't delay acting
- Listen carefully to what is said. Allow the people to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to 'keep it a secret'. Use the first opportunity you have to say that you will need to share the information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child, young person or vulnerable adult that 'they did the right thing' in telling someone.
- Tell the child, young person or vulnerable person what your are going to do next.
- Speak immediately to the person in the school/educational setting, youth or care setting who has designated responsibility for protection of children, young people or vulnerable adults. (This is likely to be the head teacher for a school or the director of the youth or care setting.) It is that person's responsibility to liaise with relevant authorities, usually social services.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's/young person's/vulnerable adults own words. Note the date, time, and any names that were involved or mentioned and who gave the information to. Make sure you sign and date your record.

- In confidence, make your line manager or other appropriate colleague (for instance the project organiser) aware of the situation.
- Social services will liaise with the relevant departments on a need-to-know basis and will, if appropriate, inform the police. It is the responsibility of the authorities to determine whether abuse has occurred.
- No matter how you feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 2019. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

9. Whistleblowing

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This is usually something they've seen at work but not always. The wrongdoing might have happened in the past, be happening now, or be something the whistleblower is concerned may happen in the near future (Gov.uk, 2019).

Anyone with concerns can follow MAO Whistleblowing Policy or report to NSPCC Whistleblowing Advice Line which offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation.

Contact the Whistleblowing Advice Line on: 0800 028 0285 or email help@nspcc.org.uk

Contact the Whistleblowing Advice Line if:

- your or another organisation doesn't have clear safeguarding procedures to follow
- concerns aren't dealt with properly or may be covered up
- a concern that was raised hasn't been acted upon
- you are worried that repercussions are likely to arise if you raise a concern.

This applies to incidents that happened in the past, are happening now, or may happen in the future.

Children and Young people can also call Childline 0800 1111 for help and support if they have concerns.

10. Designated Staff

The following MAO staff are responsible for reporting concerns as set out in APPENDIX C:

Designated Safeguarding Leads: Helen Shilton and Emma Ridgway

Designated Safeguarding Assistant Lead: Sara Lowes

Designated Safeguarding Digital Lead: Andree Latham

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

This policy was last reviewed December 2020 and approved by the Council of Management. It will be reviewed in December 2023 or when changes to legislation or working practices are made.

APPENDIX A

Definitions

For the purposes of this policy, the following definitions apply:

A child, as defined in the Children's Acts 1989 and 2004, is anyone who has not yet reached their eighteenth birthday. 'Children' therefore means 'children and young people' throughout. Until a person has reached their eighteenth birthday, they are the legal responsibility of their parents/ carers, even if that person is not present. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

A vulnerable adult is someone who: Is over the age of 18 who may have a physical, learning, or sensory disability, a mental health problem, a serious illness, or may be an older person.

Gallery – refers to Modern Art Oxford(MAO) and Museum of Modern Art Ltd..

Staff – refers to anyone who is directly employed by MAO.

Volunteers – anyone who undertakes a role with MAO on a voluntary basis and is not paid.

Freelance contractors – anyone contracted for work/projects on a freelance basis.

APPENDIX B

Definitions and Indicators of Abuse

The table below outlines the main categories of abuse as defined by the Department of Health [‘Working Together to Safeguard Children’](#) document 2018.

(Full definitions can be found in this document).

All staff should be aware that the possible indicators are not definitive and that some children may present these behaviours for reasons other than abuse.

Type of Abuse	Possible Indicators
<p>Neglect The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment); • protect a child from physical and emotional harm or danger; • ensure adequate supervision (including the use of inadequate care-givers); or • ensure access to appropriate medical care or treatment. <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>	<p>Signs that may indicate a child is living in a neglectful situation:</p> <ul style="list-style-type: none"> • excessive hunger • poor personal hygiene • frequent tiredness • inadequate clothing • frequent lateness or non-attendance at school • untreated medical problems • not brought • poor relationships with peers • compulsive stealing and scavenging • rocking, hair twisting and thumb sucking • running away • loss of weight or being constantly underweight (the same applies to weight gain, or being excessively overweight) • low self esteem • poor dental hygiene
<p>Physical Abuse May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.</p>	<p>Signs that may indicate physical abuse:</p> <ul style="list-style-type: none"> • Physical signs that do not tally with the given account of occurrence, • conflicting or unrealistic explanations of causer • repeated injuries • delay in reporting or seeking medical advice.
<p>Sexual Abuse Involves forcing or enticing a child or young person to take part in sexual activities, not</p>	<p>Signs that may indicate sexual abuse: Changes in:</p> <ul style="list-style-type: none"> • Behaviour

<p>necessarily involving a high level of violence, whether or not, the child is aware of what is happening.</p> <p>The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.</p> <p>They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<ul style="list-style-type: none"> • Language • Social interaction • Physical wellbeing <p>It is almost important to recognise there may be no signs.</p>
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<p>Emotional Abuse</p> <p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <p>It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.</p> <p>It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.</p>	<p>Signs that may indicate emotional abuse:</p> <ul style="list-style-type: none"> • Lack of self-confidence/esteem • Sudden speech disorders • Self-harming (including eating disorders) • Drug, alcohol, solvent abuse • Lack of empathy (including cruelty to animals) • Concerning interactions between parent/carer and the child (e.g. excessive criticism of the child or a lack of boundaries)
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<p>It may involve seeing or hearing the illtreatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.</p> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	
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<p>Child Sexual Exploitation (CSE) Child sexual exploitation is a form of child sexual abuse.</p> <p>It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.</p> <p>The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p>	<p>Signs that may indicate CSE:</p> <ul style="list-style-type: none"> • Going missing from school/home/care placement • Associating with older people/adults • Isolation from family/friends/peer group • Physical symptoms including bruising/STI's • Substance misuse • Mental health • Unexplained possessions, goods and/or money <p>The indicators can be spotted when speaking to the young person themselves or family/friends. If a child or young person has made a disclosure regarding sexual exploitation, or if you think a child may be at risk of being sexually exploited please contact the Kingfisher Team on 01865 309196. Out of hours calls will divert to Thames Valley Police Referral Centre.</p>
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Other type of abuse you should be aware of

County Lines

County lines exploitation describes how gangs from large urban areas supply drugs to suburban and rural locations; using vulnerable children and young people to courier drugs and money. Typically, gangs use mobile phone lines to facilitate drug orders and supply to users. They also use local property as a base; these often belong to a vulnerable adult and are obtained through force or coercion (this exploitation is sometimes referred to as 'cuckooing').

It also finds that the age of those involved is getting younger, with children as young as 12 being targeted. Gangs 'recruit' through deception, intimidation, violence, debt bondage and/or grooming into drug use and/or child sexual exploitation.

While there has been an increased awareness of the use of children and young people in county line markets, more needs to be done as it cuts across a number of issues such as drug dealing, violence, gangs, child sexual exploitation, safeguarding, modern slavery and missing persons.

Domestic Abuse

Defined as, "Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial or emotional".

Forced marriage

A forced marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced marriage is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014. FM is very different to an arranged marriage where both parties give consent.

Modern Slavery and Human Trafficking

Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Victims can include adults and children and come from all walks of life and backgrounds. A quarter of all victims are children.

The Modern Slavery Act 2015 places a duty on specified public authorities to report details of suspected cases of modern slavery to the National Crime Agency.

Indicators of Modern Slavery can include:

- Lack of access to legal documents (e.g. passports)
- Appearance (malnourished, unkempt, etc)
- Untreated or unexplained injuries
- Attitude (withdrawn, frightened, unable to speak for themselves)
- Indebtedness or in a situation of dependence
- Frequent changes of location or restrictions on movement

Female Genital Mutilation

Female genital mutilation (FGM), sometimes referred to as female circumcision, refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

There are no health benefits to FGM, it is carried out for cultural and social reasons within families and communities. The procedure is traditionally carried out by an older woman with no medical training. Anaesthetics and antiseptic treatment are not generally used and the practice is usually carried out using basic tools such as knives, scissors, scalpels, pieces of glass and razor blades.

The Oxford Rose Clinic is a specialised clinic run at the John Radcliffe Hospital to address the health and safeguarding issues associated with FGM. Women should be referred to this clinic by emailing oxfordrose.clinic@nhs.net or calling 01865 222969.

Healthcare professionals have a duty to safeguard any children who may be at risk of FGM. Information about how to identify children at risk of FGM, including a screening tool and pathways are available on the Oxfordshire Safeguarding Children Board website.

Self-Harm

Deliberate self-harm is intentional self-poisoning or injury, irrespective of the apparent purpose of the act, (www.nice.org.uk). Self-harm is an expression of personal distress, not an illness. Self-harm can involve:

- Cutting, burning, biting
- Substance misuse
- Head banging and hitting
- Taking personal risk
- Picking and scratching
- Self-neglect
- Pulling out hair
- Disordered eating
- Overdosing and self-poisoning

Indicators of self-harm may include:

Changes in eating/sleeping habits ,Increased isolation from friends and family

Prevent - Extremism

The Counter-Terrorism and Security Act 2015 places a safeguarding duty on settings to have “due regard to the need to prevent people from being drawn into terrorism”.

Settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas:

- Assessing the risk of children being drawn into terrorism.
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism.
- Ensure children are safe from terrorist and extremist material when accessing the internet in the setting.

Preventing vulnerable adults and children from being drawn into extremism is a safeguarding concern. It is essential that frontline staff are able to spot the signs and make a safeguarding referral. Indicators may include:

- Withdrawing from usual activities
- Accessing extremist literature/websites
- Expressing ‘us and them’ thinking
- Expressing feelings of anger, grievance or injustice

To report concerns about child radicalisation:

1. Make safe – If emergency services are required – call 999. Take reasonable steps to ensure that there is no immediate danger.
2. Refer concern identified by member of the public or professional
3. Call MASH on 0333 014 3325

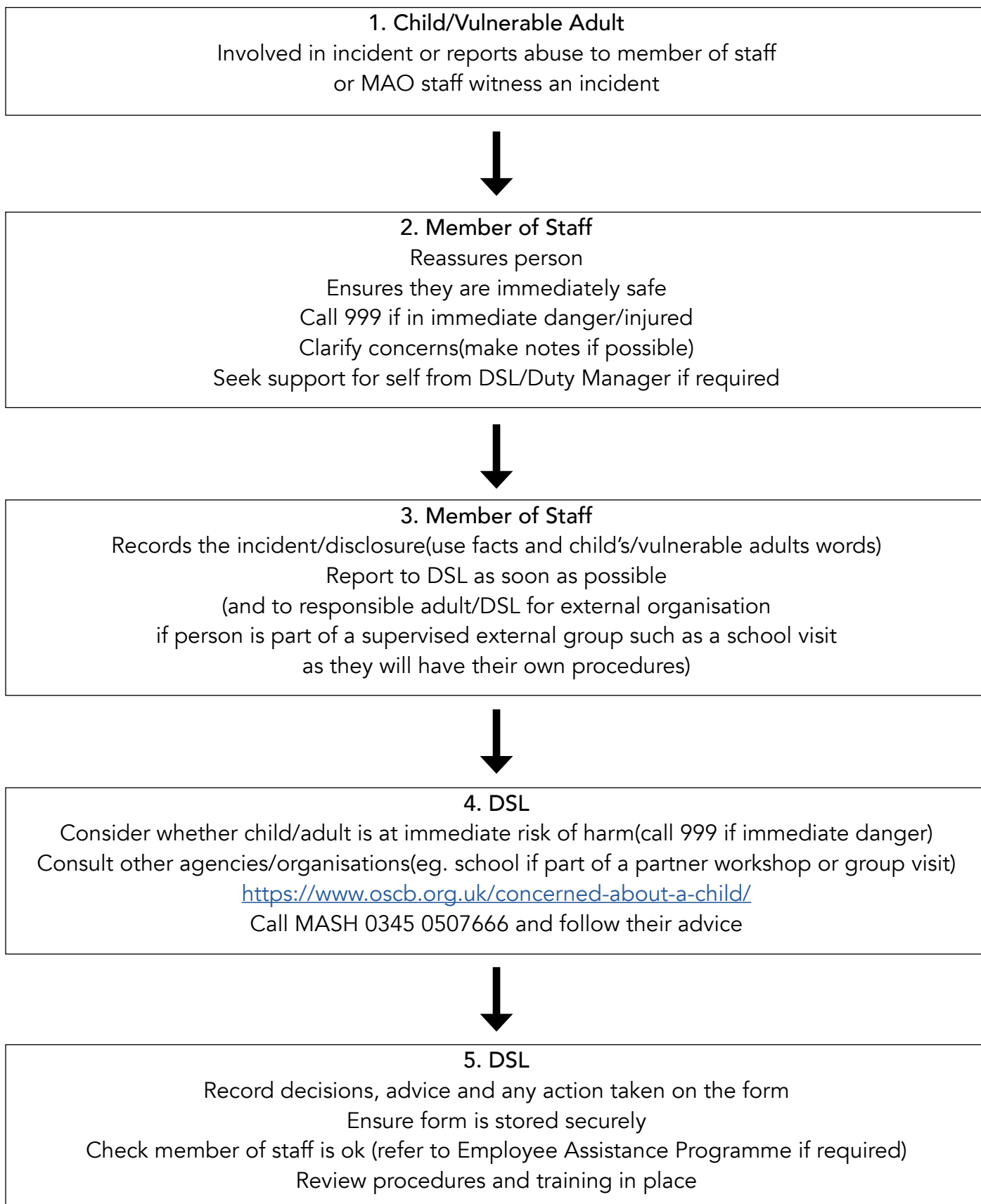
Adult abuse is:

- A violation of an individual's human and civil rights by any other person or persons
- Any behaviour towards a person that deliberately or unknowingly causes him or her harm, endangers their life or violates their rights.
- Abuse may be physical, sexual, emotional, financial or through neglect or discrimination.
- Abuse may be perpetrated by an individual, a group or an organisation. Abuse can also be caused by poor or bad professional practice and is sometimes called "Institutional" or "Practice" abuse.

APPENDIX C
Reporting Concerns

1.Reporting a Safeguarding Incident or Disclosure of Abuse if child/vulnerable adult

Flow Chart



Modern Art Oxford Safeguarding Reporting Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons. In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Lead within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

Your details – the person completing the form
Name
Position
Email
Telephone

Details of the person affected
Name
Address
Age
Email
Telephone

Other present or potential witnesses
Name
Email
Telephone

Details of the incident – please state facts only

Additional relevant information – anything helpful or important

Reporting Staff Member

I confirm that I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Have any additional documents been attached to this assessment? If yes, please give details

NAME

SIGNATURE

DATE

Designated Safeguarding Officer/Lead

I confirm that I have read this form and notified any external agencies as required.

If external agencies, please give details:

Agreed action to be taken is:

NAME

SIGNATURE

DATE

REPORTING CONTACT SHEET

If a safeguarding suspicion or disclosure occurs,
report to the following (using the report form if possible):

Designated Safeguarding Lead: Helen Shilton/Emma Ridgway

Designated Safeguarding Assistant Lead: Sara Lowes

Designated Safeguarding Digital Assistant Lead: Andree Latham

If you cannot contact any of the above Designated Safeguarding Leads, please contact

Local and Community Support Service Central 0345 2412705 (for advice and guidance)

Local Authority Designated Officer 01865 810603

MASH for an immediate concern 08450507666

CHILDLINE(for children/young people) 0800 1111

Useful Telephone Numbers:

Helen Shilton Head of Organisational Development 01865 813801/07952005966

Emma Ridgway Head of Programme 07930 323 806

Sara Lowes Curator Creative Learning 01865 813802

The Multi-Agency Safeguarding Hub (MASH) is the front door to Children's Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern, for example:

- Allegations/concerns that the child has been sexually/physically abused
- Concerns that the child is suffering from severe neglect or other severe health risks
- Concern that a child is living in or will be returned to a situation that may place him/her at immediate risk
- The child is frightened to return home
- The child has been abandoned or parent is absent

You should call the MASH (Multi Action Safeguarding Hub) immediately Tel: 0345 050 7666

(This number will take you through to Customer Services who will ask a series of questions and triage into MASH where safeguarding concerns are raised).

The Oxfordshire MASH Referral Form (MASH Enquiry online referral form) may be used by professionals only to refer children to social services. Or you can email a report to MASH on the secure email on: mashchildrens@oxfordshire.gcsx.gov.uk

If you have a concern about a child/family but it is not an immediate safeguarding concern see <https://www.oscb.org.uk/concerned-about-a-child/>

You can contact the Locality and Community Support Service (LCSS) and request a 'no names' consultation (meaning you don't give the child's name). You can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.

- LCSS Central : 0345 241 2705

If you are a practitioner and have concerns about another practitioner or volunteer who works with children, or you need to report them, you will need to contact the Local Authority Designated Officer (LADO) on 01865 810603.

<https://www.oscb.org.uk/practitioners-volunteers/schools-safeguarding-team/>

If you have a concern out of office hours call Emergency Duty Team on 0800 833 408

Action to Ensure Security

Immediate action may be necessary at any stage when involved with families and young people.

IN EVERY CASE IT IS OF PARAMOUNT IMPORTANCE TO TAKE WHATEVER ACTIONS ARE NEEDED TO ENSURE THE SAFETY OF THE CHILD OR YOUNG PERSON INVOLVED i.e.

- If emergency medical attention is required, then either phone the emergency services or take young person to the nearest Accident and Emergency department
- If a child is in immediate danger the police should be contacted, as they alone have the power to remove a child immediately if protection is necessary.

APPENDIX D

Digital Participation

Three main types of digital participation take place at Modern Art Oxford, which can sometimes involve children and vulnerable adults:

1. User-generated content – open campaign
2. User-generated content – open digital participation project
3. User-generated content – closed digital participation project
4. Online Workshops

1. User-generated content – open campaign

Involves any user-generated content which is created as a result of an open social media campaign. These campaigns can involve a large number of individuals tagging the organisation's social media account or using a hashtag given by the organisation. Those taking part can be any individual on social media, which we recognise can include children and vulnerable adults. If the organisation becomes aware of a child or vulnerable adult engaging with this type of digital participation, it will:

- Not re-share the content on the organisation's platforms or any other place, unless written permission can be sought from an adult or carer of that individual
- Follow safeguarding procedures with a DSL in very rare circumstances if the individual is deemed at risk

2. User-generated content – open digital participation project

Involves user-generated content which is created as a result of a specific digital project aimed at an open online audience. These projects usually involve a large number of individuals creating and sharing images, videos, text or other types of content on the organisation's website or on a designated project application overseen by the organisation. These projects are often led by an artist/practitioner hired by the organisation. Those taking part can be any individual online, which we recognise can include children and vulnerable adults. To ensure these individuals are kept safe, we follow these specific procedures:

- Safeguarding procedures with a DSL will be carried out in if any individual taking part is deemed at risk
- All user-generated content shared publically is selected and posted by the organisation, not the user
- Each project is accompanied by its own participation guidelines outlining rules, privacy and age restrictions. This policy is given an essential-to-read tick box at the point of participation
- If a child or vulnerable adult takes part, we are required to request additional written permission by a parent or carer in advance.
- Clear, written consent must be given by the parent/carer before any individual's first name is shared. Surnames are never shared publically without consent.
- A clear content removal procedure is in place for each project so that individuals have the right to opt out, even after their contribution is shared publically/project is over.

3. User-generated content – closed digital participation project

Involves user-generated content which is created as a result of a specific digital project aimed at a named group of individuals. These projects usually involve a small number of individuals and are often accompanied by dedicated workshops or events at the gallery or online led by the organisation's Creative Learning team. These projects are often led by an artist/practitioner hired by the organisation. Those taking part in such activities can be any individual but these projects are often designed with a specific group in mind, which can be children and vulnerable adults. To ensure these individuals are kept safe, we follow these specific procedures:

- Safeguarding procedures with a DSL will be carried out in if any individual taking part is deemed at risk
- Each project has its own participation guidelines given to all taking part at the start of the project, all need to be read and signed by a parent/carer.
- All user-generated content shared publicly is selected and posted by the organisation, not the user.
- Any child or vulnerable adult participating requires written permission from a parent or carer in advance.
- Clear, written consent must be given by the parent/carer before any individual's first name is shared. Surnames are never shared publicly without consent.
- A clear content removal procedure is in place for each project so that individuals have the right to opt out, even after their contribution is shared publicly.
- All safeguarding info shared with project leader – DSL procedure

4. Online workshops with Children and Young People

When hosting online sessions with young people, Modern Art Oxford will use the creative learning email address and zoom account. In preparation for these workshops the Zoom platform is modified to meet the advice and guidance of NSPCC online, safeguarding training and advice and guidance shared with our peers to ensure the safe delivery of participatory work with young people online.

Zoom safeguarding set-up includes:

- There will always be a member of the creative learning team present at the session. This will mean they can focus on the technical and safeguarding elements, whilst the facilitator can focus on the delivery of the session.
- The creative learning host will manage all slides and presentations.
- All workshop attendees will enter a waiting room and be admitted together.
- In the event of misbehaviour participants can be moved back into the waiting room for a period of time, or removed from the session completely and will be unable to re-join the session.
- Workshops advertised for children will require adult supervision.

Action	On/off	Notes
Waiting Room	On	Users not in your account (this means anyone in your account, crew for example, don't need to use the waiting room)
Who can admit participants from the waiting room?		Hosts and Co-hosts only
Mute participants upon entry	On	Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.
Prevent participants from saving chat	Not ticked	
Private chat	Off	Prevent meeting participants from sending a private 1:1 message to another participant
File transfer	Off	
Who can share? Host only	Ticked	
Disable desktop/screen share for users	Off	
Allow removed participants to re-join	Off	
Allow participants to rename themselves	Off	When working with children, ask them to change their name to just their first name, and then prevent from changing it again.
Hide participant profile pictures in a meeting	On	All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting

APPENDIX E

Useful Resources that inform this policy:

Oxfordshire Safeguarding Board (OSCB): <https://www.oscb.org.uk/> 01865 815843

Concern about a child: <https://www.oscb.org.uk/concerned-about-a-child/>

Government Guidance: [Working Together to Safeguard Children](#)

[Keeping Children Safe in out of school settings](#)

[NSPCC](#) example policies and checklists

NSPCC Whistleblowing Advice Line 0800 0280285 or help@nspcc.org.uk

[Childline](#) – help and support for children 0800 1111

Training:

Safeguarding Children Level 2(MAO online training, available for all staff)

<https://www.ihasco.co.uk/login>

NSPCC Online Safety

<https://learning.nspcc.org.uk/training/online-safety>

OSCB training courses

<https://www.oscb.org.uk/learning-zone/training/>

Online issues/definitions

Glossary of terms from [Internet Matters](#)

Hot topics from [ChildNet](#)

Statutory Guidance from the DfE

[Keeping Children Safe in Education](#) (page 96/online safety)

NSPCC Digital Advice

The 3 C's of online behaviour

<https://www.saferinternet.org.uk/advice-centre/parents-andcarers/what-are-issues>

Guidance on apps/platforms/games

[NetAware](#) - Produced by NSPCC, this site features the potential risks of popular services/apps, provides guidance for appropriate use and highlights the official age rating. Advice on streaming/virtual delivery

General Online Safeguarding advice

[National Cyber Security Centre](#) - advice on video conferencing (and much more)

Safeguarding advice on remote teaching and streaming from [NSPCC](#)

Policy/Agreement Templates

- [NSPCC](#)