

Safeguarding at the Landmark - Code of Conduct

Tell me about Safeguarding at the Landmark Arts Centre

The Landmark Arts Centre has a detailed document called The Landmark Arts Centre SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY (2023 edition). It is designed as a manual for the organisation. It tells us what we must do as we try to help keep people safe from Abuse or Neglect.

Safeguarding is everyone's business.

We love it when the Landmark Arts Centre is alive with activity. We are proud of our special relationship that keeps us at the heart of so many communities.

'Community' is in fact a core value of our organisation. A Community is characterised by the commonalities or shared values held by the individuals within it. Such as the belief that no one should live in fear. Or in case of the Landmark team, it is the belief that everyone deserves the chance to live free of abuse and neglect.

'A life free from the risk of abuse or neglect' is the way we define exactly what we are safeguarding. We can be alert or on guard for signs that someone is not safe from abuse or safe from neglect. If a concern is made then we assume the risk is valid and we help to make it safe by following the steps shown in Raising a Concern (at the back of this document, or at the Box office and on the noticeboard in the kitchen). If a safeguarding concern is made, or behaviour is indicated that you understand might be abuse or neglect, whether deliberate or unintentional, **you have a duty to act.**

Day To Day Safety And Trust

We believe that:

'Everyone is welcome at the Landmark.

Everyone belongs at the Landmark. Everyone is safe at the Landmark.'

While as an organisation, we strive for this to be true without exception, we recognise it is a journey, not a tick box. The Landmark Safeguarding Policy is a comprehensive document that is regularly checked and updated. A hardcopy of it is always kept in the Directors Office.

As a member of the staff team you will share the site with the general public. On any day and with no warning you may find yourself the figure chosen by someone to reveal something. Or maybe you hear or see something that would indicate abuse or neglect. You have a **legal duty to deal with this**. If it happens during the work day or even if it is linked to the Landmark **you must always report a concern to the Safeguarding team**. Ask yourself, could this be called 'abuse' or 'neglect', or is there risk of significant harm. Could it indicate that someone has, is at risk of having, or has already experienced abuse or neglect (mental or physical). If so **you have a legal duty to deal with it**.

What if you can see that you can help with some swift common sense action? Clear things up without the drama? Or without the need to go through the steps to raise a concern?

Ok, let's say that you are right. You have an eye for these things maybe. Let's say you get it right time after time, almost fool proof. What if you were right 9 out of 10 times or 99 out of a hundred.... if you were right 999 times in a thousand... what if the incident you face tomorrow is the one you get wrong? **ALWAYS** share your **concern of abuse or neglect**. We are not experts; and we don't need to be. The procedure for **reporting a concern** was created by experts; designed to get the right outcome.

Tell me about the Safeguarding Code of Conduct

Day to day you can't drag the folder of safeguarding policy around, and we don't expect you to learn it by heart either. Instead we have created this ***Safeguarding Code of Conduct***. It lays out the core responsibilities and behaviours that any Landmark Arts Centre staff member, volunteer, tutor, empowered third party, must follow.

'That's basically everyone?!?!' Yes.. it is.

'Why everyone?' By following the Code of Conduct (a simple Do and Don't list) and by being familiar with the location of the information on Raising a Concern, and knowing that you are supported by every member of the Landmark team, we hope that no one is ever in situation where they aren't prepared to help if someone needs it. This way you will be able to act confidently and appropriately with all children and adults at risk. No concern is unheard and no child or adult happens to asks the 'wrong Landmark team member' it may be the only time they do and we owe it to them that their bravery is not wasted.

The procedures we have put in place are there to protect everyone; including you as a member of the Landmark team. The structure and clarity of a list of Dos and Don'ts, the step-by-step nature of the concern-raising flow chart ... they are a simple, fool proof tool for you to use. They mean that it's never up to you as an individual to decide what is true or false. We hope the particulars of this safeguarding training are never needed, but we all have a duty to our community to be ready, and to act swiftly and appropriately if needed.

The Landmark Arts Centre's 'Safeguarding Children and Adults at Risk' Policy must be read and understood and agreed to by all staff, visiting companies, any hirer working with the general public and contractors working on site.

The document lays out the responsibilities of all Landmark Arts Centre staff. It is a framework to help and support us day to day. It is a promise of respect and care we make to ourselves and each other. It is a tool that enables you to provide appropriate safeguarding if needed.

- For the purpose of this document, the term "staff" is used to include: Trustees, Directors, Employees (permanent and temporary), Front of House staff and Volunteers.
- Within the Landmark Arts Centre's Safeguarding Policy and the law, a child is defined as under the age of 18.

We welcome questions and comments regarding Safeguarding at The Landmark Arts Centre; please email the Designated Safeguarding Lead, Deborah Bartlett in the first instance at debbie@landmarkartscentre.org

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WHAT ARE MY RESPONSIBILITIES?

- Be vigilant of the signs that may indicate a child or adult at risk might be experiencing harm or at risk of harm.
- Undertake and complete an annual online e-learning safeguarding course.
- Challenge unacceptable behaviour:
 - report all allegations or suspicions of abuse.
 - if you have a concern, talk to the Designated Safeguarding Lead.
 - a concern can be something you have noticed, something you have witnessed, or a comment overheard that makes you feel uncomfortable. It's much better to say something and there be no problem, than not say something at all.
- Ensure you know who to report to in the case of issues or suspicions arising.
- Engage in further training around the issue as directed by The Landmark Arts Centre.

HOW DO I REPORT A CONCERN?

Staff member has a safeguarding concern about a child/adult,

or

a child or adult makes a disclosure of possible abuse (In the case of a disclosure, if it concerns a child or adult at risk, make it clear to that person that you cannot keep the information confidential)

Fill in a Safeguarding Concern Form



Inform the Designated Safeguarding Lead or in their absence the Deputy Designated Safeguarding Lead. If the concern is about either the Designated Safeguarding Lead or Deputy, inform the Director with the responsibility



If necessary, the Designated Safeguarding Lead makes contact with Director/Trustee with responsibility for Safeguarding for advice; or the Local Authority Designated Officer (LADO) for advice and guidance if the concern is in respect of a staff member's behaviour with a child.



If a referral to an external agency is required, unless it is an emergency* and the assistance of the emergency services is required, any referral will be made by either the Designated Safeguarding Lead or the Director/Trustee with responsibility for Safeguarding.

**If you are unsure whether or not something is an emergency, contact the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead immediately by telephone for advice*

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DO - Good Practice day-to-day

- Take all reasonable steps to minimize risk to yourself and others:
 - where possible arrange for two people to be present when working with children, young people and vulnerable adults at risk. This second person could be a teacher, carer or other member of venue staff.
- Take all reasonable steps to ensure someone who has been Disclosure and Barring Service (DBS) checked is present when working with children.
- Keep in mind how your actions can be represented or mis-represented, however well-intentioned.
- Treat all children, young people and adults with respect.
- Provide an example of good conduct at all times, particularly in the presence of children and young people.
- Recognise that special caution is required when discussing sensitive issues with children.
- Realise that you represent the organisation on any site used by the Landmark Arts Centre.
- Follow the safeguarding rules if you are at work but not working, as you may be recognised as a safe person.
- Any contact with 'children or adults at risk' relating to the Landmark Arts Centre's work should be for work related purposes only. Employees should refrain from engaging with children or young people connected with the Landmark Arts Centre via social media channels.
 - In an instance where communication through these channels must take place, the employee should notify their line manager and always use company work devices.

DON'T - Staff must not

- Have inappropriate physical or verbal contact with children.
- Exhibit inappropriate behaviour or language in front of children. All staff and volunteers must recognise that they are role models for children and young persons, and so should act appropriately. This includes not smoking in front of young people.
- Exaggerate or trivialize child abuse and protection issues.
- Jump to conclusions about any issue without checking facts, or make any assumption based on age, ability or appearance of children, young people or adults at risk.
- Accompany children into toilets unless accompanied by another teacher or member of staff.
- Make any contact with a child through private messaging.
- Follow a child or accept an invitation from a child to connect on social media.

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I have had the importance of Safeguarding explained to me. I know where I can find out more. I know the name of at least one of the Safeguarding team. I have read and understood the Landmark Arts Centre's Safeguarding Code of Conduct and agree to follow it in the course of my duties.

Name:..... Signed:..... Date

Role at the Landmark (e.g. staff member, tutor, volunteer, trustee).
