

Safeguarding at the Landmark

FOR THE USE OF HIRERS/CONTRACTORS

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 believe that:

'Everyone is welcome at the Landmark.

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

As a responsible hirer and customer of the Landmark and whilst holding an event at the Landmark 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** who are:

Director Responsible for Safeguarding	Mr Harper Ray
<i>Contact details</i>	<i>harper@landmarkartscentre.org</i>
Designated Safeguarding Lead	Mrs Deborah Bartlett
<i>Contact details</i>	<i>debbie@landmarkartscentre.org</i>
Deputy Designated Safeguarding Lead	Ms Gina DeCagna
<i>Contact details</i>	<i>gina@landmarkartscentre.org</i>

A copy of **'The Landmark Safeguarding Code of Conduct'** is available at the front desk (details will be provided with your Hire Agreement) it lays out the core responsibilities and behaviours that any Landmark Arts Centre staff member, volunteer, tutor, empowered third party, must follow.

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.

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.