

Safeguarding Policy Statement

1. Purpose and scope of policy statement

The purpose of this policy statement is:

- to protect children, young people and vulnerable adults who come into contact with Impact Arts' services from harm.
- to provide staff and volunteers, as well as children, young people, adults and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Impact Arts including all staff, the board of trustees, sessional or self – employed workers, volunteers, Boardwalk customers and external contractors or consultants.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements and to ensure business needs are met. Staff will be advised of any changes made to this policy.

2. Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect people in Scotland. A summary of the key legislation and guidance includes:

- [Getting it Right for Every Child \(GIRFEC\) 2022](#)
- Children and Young People (Scotland) Act 2014
- The National Guidance for Child Protection in Scotland 2021
- [United Nations Convention for the Rights of the Child \(Incorporation\) \(Scotland\) Act 2024](#)
- Adult Support and Protection (Scotland) Act 2007

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

- [Child Protection Policy.pdf](#)
- [Vulnerable Adult Policy.pdf](#)
- [Protecting Vulnerable Groups Scheme & Disclosure Scotland policy.pdf](#)
- [Digital Communication Policy.pdf](#)
- [Staff Code of Conduct Policy.pdf](#)
- [Bullying & Harassment Policy.pdf](#)
- [Comments, Complaints & Suggestions Policy.pdf](#)
- [Whistleblowing Policy.pdf](#)
- [Health & Safety Policy. Inc Statement of Intent.pdf](#)
- [Staff Training & Development Policy.pdf](#)
- [Data Protection Policy.pdf](#)

Outlined within the Child Protection and Vulnerable Adult Policies are procedures for:

- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage

- online safety
- code of conduct for staff and volunteers
- Recruitment, induction, supervision and support procedures
- Designated Safeguarding Officer job description
- Code of conduct for children and young people

3. Safeguarding Principles

We believe that:

- Everyone has a responsibility to protect children, young people and vulnerable adults.
- Every child, young person and vulnerable adult has a right, at all times, to feel safe and protected from any situation or practice which may result in harm.
- Above all, the welfare of children, young people and vulnerable adults is the paramount consideration and we must all work together to ensure they are protected.

We recognise that:

- the welfare of children, young people and vulnerable adults should be a key consideration in all the decisions we take
- working in partnership with children, young people, vulnerable adults their parents, carers and other agencies is essential in promoting people's welfare
- everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children, young people and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children, young people and adults who are additionally vulnerable safe from abuse

4. The actions we will take

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a Dedicated Safeguarding Officer and two Deputy Safeguarding Officers within the staff team and a Safeguarding Lead within the Board
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children, young people, vulnerable adults and their families via leaflets, posters, group and one-to-one discussions
- making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern
- working effectively with statutory services and other support organisations to share concerns and relevant information involving children, young people, vulnerable adults, parents, families and carers appropriately to ensure they are protected and safe
- using our procedures to manage any allegations against staff and volunteers appropriately
- offering supervision support and guidance for staff working with safeguarding issues

- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people, vulnerable adults and their families, Impact Arts' customers and contractors treat each other with respect and are comfortable about sharing concerns

5. Safeguarding Responsibilities

Board

- Signing off on this policy and ensuring that it is communicated to and adhered to by all staff, volunteers and Board members
- Review the organisational Safeguarding report on a quarterly basis.
- Undertake NSPCC Child Protection training to enhance their collective understanding of its importance and their role in ensuring risks are well managed.

CEO

- Ensure Impact Arts' policies, procedures and guidance on managing safeguarding and reviewed annually and updated in line with Scottish Government and other relevant legislation.
- Ensure that Impact Arts' Safeguarding policies and procedures are communicated effectively with all staff and that staff are trained appropriately in handling safeguarding disclosures and concerns.

Dedicated Safeguarding Officer

- Oversee the operational and management responsibility for safeguarding at Impact Arts.
- Day to day dealing with disclosures and concerns and providing staff training, advice and guidance on the handling of all safeguarding disclosures and concerns.
- Maintain confidential records in relation to any disclosures or concerns and the associated response in relation to them.

HR Manager

- Oversee all recruitment and ensuring appropriate PVG and disclosure Scotland checks are carried out for all employees and volunteers in line with Impact Arts' Protecting Vulnerable Groups Scheme & Disclosure Scotland Policy.

All Staff, volunteers, sessional or self – employed workers

- Ensure they are familiar with the contents of the Child Protection and Vulnerable Adult Policies and Procedures
- Raise any concern relating to the safeguarding of children or vulnerable adults at the earliest opportunity by following the outlined procedures.
- Put the safety needs of children and vulnerable adults at the centre of all delivery and decision making.

All Boardwalk customers and external contractors or consultants

- Have access to the Child Protection & Vulnerable Adult policies via Impact Arts and The Boardwalk websites and are asked to adhere to the practices outlined within.
- Where a safeguarding concern occurs with a group hiring space within The Boardwalk, their own organisational safeguarding processes should be followed.
- If a serious safeguarding incident occurs during external venue hires, then this should be reported to Impact Arts as an incident and an incident form completed.
- Put the safety needs of children and vulnerable adults at the centre of all delivery and decision making.

6. Impact Arts' Safeguarding Officers

The following are Impact Arts' Safeguarding Officers:

Safeguarding Officer **Jill Ferguson**

T: 0141 575 3001 M: 07976 623 552 E: jill.ferguson@impactarts.co.uk

Deputy Safeguarding Officer CEO **Fiona Doring**

T: 0141 575 3001 M: 07977 281 895 E: fiona.doring@impactarts.co.uk

Deputy Safeguarding Officer/ Head of Operations **Caroline McGhee**

T: 0141 575 3001 M: 07818 759 160 E: caroline.mcghee@impactarts.co.uk

Any concerns regarding the well-being of children, young people and vulnerable adults who use Impact Arts' services must be reported to the Safeguarding Officer at the earliest opportunity. Staff should never wait until a supervision session or meeting to share a concern or disclosure to the Safeguarding Officer and these should always be prioritised and shared immediately.

7. Data Protection Act 2018

The organisation will treat all personal data in line with obligations under the current data protection regulations.

Version Control			
Version	Author (s)	Date	Changes Undertaken
1	Fiona Doring	30/01/25	New Policy Created
2	Maria Boyle	09/07/26	Changed name and contact details of Safeguarding Officer