

# **SAA-uk Safeguarding Policy for the Protection of Children and Vulnerable People**

**Implemented from 22<sup>nd</sup> June 2013**

**Reviewed 7<sup>th</sup> February 2019**

## **1. Context: SAA-uk**

**1:1 SAA-uk is a leading Asian Arts organisation based in Leeds and working across the wider Yorkshire region. We offer a Concert Series, Music and Dance Academies (including Summer Schools), Community Engagement Programmes and Artist Support. As such we regularly work with children and young people and occasionally with vulnerable adults. The organisation is funded from a variety of sources including Trust Funds and the Local Authority. It is a Regularly Funded Organisation of the Arts Council and derives income from Box Office performance, classes and sale of recordings. We promote and commission new performance, support and develop young artists and bring high quality performance to central and community venues. The organisation was founded in 1997.**

**1:2 SAA-uk is committed to:**

- The welfare of the child being paramount;**
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity having the right to protection from abuse;**
- All suspicions and allegations of abuse being taken seriously and responded to swiftly and appropriately;**
- All staff (paid/unpaid) being clear on how to respond appropriately.**
- Identifying regulated activity and ensuring only staff/ volunteers who are cleared by the current authorised body to work with these groups are permitted to do so unsupervised.**

**1:3 The Working Environment**

**SAA-uk operates from a range of community premises and performance venues. The Safeguarding Officer is responsible for carrying out a full risk assessment of all premises with regards to the safeguarding of children and young people and vulnerable groups.**

**SAA-uk has in place regularly reviewed procedures to enable us to meet the challenges of different working environments and ensure the safety of all.**

**Where premises are not considered to offer a safe working environment and suitable arrangements cannot be made then SAA-uk will withdraw.**

## **2. Policy applicability**

**2:1 The aim of SAA-uk's Policy is to promote good practice:**

- Provide young people and vulnerable adults with appropriate safety and protection whilst in the care of SAA-uk**
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues.**

**2:2 The policy is applicable to any young person under the age of 18 who is in contact with our organisation in whatever capacity and members of vulnerable groups of any age. All organisations or groups with whom we work are required to notify the nominated Safeguarding Officer of members who may need special care. We will**

recognise and actively seek to meet the differing needs of all vulnerable people notified to us.

2:3 SAA-uk has a duty of care to young and vulnerable people with whom it works, whatever the setting, and will ensure that risk is minimised. Whilst SAA-uk operates in the spirit of openness and mutual trust we acknowledge and accept there are people who will abuse their position of trust and responsibility with young or vulnerable people and that procedures need to be put in place to ensure that all users are safe.

2:4 Aspects of the Policy apply to:

- ◆ staff
- ◆ volunteers
- ◆ Board members
- ◆ users of services / activities
- ◆ contractors
- ◆ external organisations and individuals working with SAA-uk
- ◆ trainees and work experience / student placements
- ◆ job applicants

It is the duty of the SAA-uk Safeguarding Officer to ensure that every individual has the information they require to operate safely and in compliance with this Policy.

### **3. Implementation**

SAA-uk policy is low tolerance of any situation which may put children, young people or any vulnerable group at risk of harm. We accept we cannot remove risk entirely but will do everything possible to minimise or manage risk without jeopardising our service.

SAA-uk will implement its safeguarding policy through procedures regarding:

- Reporting
- Code of Conduct / Good Practice Guidelines
- Risk assessment and venue management
- Health & Safety
- Recruitment, selection and induction
- Training
- Information to parents / carers
- Use of photographic images
- Confidentiality
- Policy review

### **4. Responsibility**

4.1 The Board of Directors is ultimately accountable for compliance with all policies and legislation relating to the area.

4.2 Day to day responsibility for implementation is delegated by the Board to the Chief Executive as Designated Safeguarding Officer.

4.3 Monitoring data is received and reviewed by the Board in the form of the Safeguarding Officer's report against each of the procedural areas.

4.4 All personnel have a role to play in delivering this Policy and will be made aware of the procedures to be followed on induction and through staff meetings and training.

**4.5 Provision for resourcing this Policy is built into budgets**

**4.6 It is not the responsibility of anyone working in SAA-uk, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. There is a responsibility to act on any concerns through contact with the appropriate authorities.**

**4.7 SAA-uk will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.**

**4.8 Policies and the procedures to implement them are open documents and are available to users, funders, partner organisations, parents or others with a legitimate reason to view such documentation.**

**4.9 The Safeguarding Officer is the Chief Executive: Keranjeet Kaur Virdee  
tel. 0113 2445523**

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## Procedures

To ensure the care of potentially vulnerable service users is implicit in the operation of the organisation, SAA-uk undertakes to implement the following:

*Where Procedures refer to staff this includes all paid part and full time and freelance staff, contractors and volunteers/trainees or placements*

PROCEDURE		RESPONSIBILITY and Monitoring data
<p><b>Reporting</b></p>	<p>SAA-uk staff are not trained to deal with situations of abuse or to decide if abuse has occurred.</p> <p>If a member of staff or volunteer is concerned that a child or vulnerable adult may be at risk or if any disclosure is made to them regarding a possible abusive situation they must follow the guidelines set out below:</p> <ol style="list-style-type: none"> <li>1. Report the circumstances to the Safeguarding Officer who will keep contact details of appropriate individuals within local social services or police. If the issue involves the Chief Executive or it is otherwise inappropriate to involve this Officer, the member of staff, volunteer or complainant should contact the Chair of the Board or local social services or police themselves.</li> <li>2. Complete an Incident Report Form (Annexe A)</li> <li>3. If working in partnership with the Local Authority e.g. in schools, it may be more appropriate for the SAA-uk Safeguarding Officer to work with their Responsible Officer and take the matter forward with the appropriate Authority Officer. When this course is advisable it shall still be followed with all possible expediency and a full written record kept of all actions. This will be retained by SAA-uk</li> <li>4. If someone talks about possible abuse, the member of staff / volunteer should:</li> </ol>	<p>Safeguarding Officer to ensure that all staff / volunteers are aware of the procedure for reporting disclosure or concerns</p> <p>Safeguarding Officer holds all written records and current contact details of key people in Social Services, police etc.</p> <p>Safeguarding Officer provides unattributed report to Board on nature of incident and action taken. Nil annual reports to be submitted if appropriate.</p>

	<ul style="list-style-type: none"> <li>• react calmly</li> <li>• remember the individual may be frightened or anxious</li> <li>• assure the person they are right to tell</li> <li>• listen carefully and take them seriously</li> <li>• recognise there may be inherent difficulties interpreting what is said by young children or those with certain disabilities and communication differences may make it hard for them to complain or be understood</li> <li>• ask no more questions than necessary</li> <li>• reassure but do not promise confidentiality. Explain that they will have to speak to someone else who can help.</li> <li>• make a full written record of what was said, heard and/or seen as soon as possible.</li> </ul> <p>The member of staff / volunteer should not:</p> <ul style="list-style-type: none"> <li>• panic</li> <li>• allow their shock or distaste to show</li> <li>• probe for more information than is offered</li> <li>• speculate or make assumptions about what has happened</li> <li>• make negative comments about the alleged abuser</li> <li>• approach the alleged abuser</li> <li>• make promises or agree to keep secrets</li> </ul> <p>5. In emergency situations (e.g. where there is risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.</p> <p>Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately</p>	
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<p><b>PREVENTION</b></p>		
<p><b>Code of Conduct / Good Practice Guidelines</b></p>	<p>SAA-uk will not tolerate bullying, aggressive behaviour, racism, sexism, ageism or discrimination against people of different abilities in any relationships between staff or between staff / volunteers and users of services. All relationships should be built on a premise of mutual respect and trust with which such behaviour is totally incompatible and unacceptable. Transgressing of this code will lead to implementation of SAA-uk disciplinary procedures.</p> <p>All staff will be provided with a Code of Conduct and all in contact with young or vulnerable people in any capacity with the Good Practice Guidelines (Annexe B).</p> <p>It is a contractual duty to comply with the Code and Guidelines.</p> <p>The Guidelines will be annually reviewed by the Safeguarding Officer with the Board and staff team and will be updated as required</p>	<p>Safeguarding Officer to monitor adherence to Guidelines and advise Board of additions and amendments made to respond to changing needs and circumstances.</p>
<p><b>Risk Assessment and Venue Management</b></p>	<p>SAA-uk carries out risk assessment for all activities and involves those people who facilitate or use our activities and venues most regularly.</p> <p>SAA-uk risk assessment process will include:</p> <ol style="list-style-type: none"> <li>1. identifying potential hazards</li> <li>2. determining who may be harmed</li> <li>3. assessing the level of risk to identify whether existing procedures are adequate or more needs to be done</li> <li>4. recording all findings and actions</li> <li>5. regularly reviewing assessments and, if there is a significant change in an activity / venue, reassessing the</li> </ol>	<p>Safeguarding Officer has the responsibility to ensure that this is implemented and carried out fully including determining Regulated Activities (as defined under the 2012 Act) and where supervision is such that enhanced DBS checks are not required by staff / volunteers / trainees etc.</p>

	<p style="text-align: center;"><b>risk and adequacy of procedures</b></p> <p>Staff in sole charge of an activity identified as Regulated for the safeguarding of children and young people, will, without exception be required to present an enhanced DBS check.</p> <p>Staff/ volunteers assisting in a regulated activity will require an enhanced DBS check only in a situation where they are not regularly supervised by a member of staff with such a check. Each case and the sufficiency of such supervision will be assessed on it's own merits.</p>	
<p><b>Health and Safety</b></p>	<p>SAA-uk has a regularly reviewed Health and Safety Policy and rigorous procedures are in place to ensure compliance with the Policy.</p> <p>Where SAA-uk is operating out of it's own premises then a risk assessment is carried out to ensure the well being of all staff, volunteers, service users and audiences as appropriate. SAA-uk undertakes to work with the hosting organisation / venue provider to ensure that all Health and Safety procedures for the building are communicated to staff and users as appropriate.</p> <p>Where SAA-uk is unable to assure itself that a venue is acceptable in line with it's policies and procedures and suitable arrangements cannot be made then SAA-uk will not use that facility.</p> <p>Additional Safety precautions for younger children in our care:</p> <p><u>Staffing levels:</u> when working with children aged between 5 and 8 there will be a minimum of 1 member for staff for every 8 children.</p> <p><u>Supervision:</u> Under no circumstances will a child be left alone,</p>	<p>Board of Directors are responsible for ensuring compliance with all relevant legislation as regards Health and Safety and for receiving monitoring reports and reviewing policy in line with reports and changes in legislation.</p> <p>The Chief Executive has delegated responsibility for the day to day implementation of the Policy, ensuring that risk assessments are carried out by Project Managers and for ensuring staff compliance. The Chief Executive and General Manager will prepare health and safety reports for the Board.</p>

	<p>unsupervised.</p> <p><b>End of activity:</b> All children must be collected by a parent / carer at the end of an activity. Where another responsible adult is to collect a child, a note must be provided from the parent / carer giving their express permission.</p> <p>A full copy of the SAA-uk Health and Safety Policy and Procedures will be made available to users, funding bodies or Authorities on request.</p>	
<p><b>Recruitment and selection of paid staff and volunteers</b></p>	<p>Recruitment and selection of all staff and volunteers is carried out in accordance with our Equal Opportunities Recruitment Policy and Procedures and selection is based on the possession of suitable experience, expertise and merit alone. This includes the recruitment of ex-offenders where the nature of the offence does not pose any risk to the safeguarding of others.</p> <p>SAA-uk takes all reasonable steps to ensure unsuitable people are prevented from working with children. Pre - selection checks will include the following:</p> <ul style="list-style-type: none"> <li>• All volunteers/staff will complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.</li> <li>• Anyone taking part in an unsupervised Regulated Activity must provide an up to date disclosure.</li> <li>• Two confidential references, including one regarding previous work with children whenever possible and relevant. These references must be taken up and confirmed through telephone contact.</li> <li>• Evidence of identity (passport or driving licence with photo).</li> </ul> <p>Interview: All employees/ volunteers will be required to undergo an</p>	<p>General Manager to retain all records and references ensure appropriate DBS certificates are obtained and seen prior to work commencing in a Regulated Activity.</p> <p>General Manager to complete checksheet of these requirements to supply to Safeguarding Officer.</p> <p>Chief Executive to ensure procedures are regularly reviewed to meet Policy imperatives and to report on this to the Board.</p>



	<p>interview in line with our Equal Opportunities Recruitment procedures.</p> <p>A check will be made that the application form has been completed in full (including sections on criminal records and self-disclosures) and that qualifications have been substantiated.</p> <p>All appointments are made subject to a 6 month probationary period.</p>	
<b>Induction</b>	<p>All employees and volunteers will receive formal or informal induction, including:</p> <ul style="list-style-type: none"> <li>• Role, responsibilities, expectations and limitations of the job</li> <li>• Structure of the organisation</li> <li>• Organisation Policies and Procedures including Safeguarding procedures. Issue of current Staff Handbook</li> <li>• Meetings with other staff and volunteers</li> <li>• Support and resources available</li> <li>• Understanding of the principles and values essential to working with children and young people</li> <li>• Channels of communication</li> <li>• Training available and needs identified</li> <li>• Check on having read, understood and signed up to the Code of Conduct (all) and Good Practice Guidelines (as applicable) and understood that observance is mandatory.</li> <li>• Child protection procedures have been explained and training needs identified.</li> <li>• Any personnel who will be working in a Regulated Activity will be required to undergo an enhanced DBS check. Where they will be fully supervised by a member of staff in a Regulated Activity (i.e. in receipt of an enhanced DBS check) this is not a requirement</li> </ul>	<p>General Manager to complete dated and initialled Checksheet with respect to all aspects of induction. Checksheet to be signed by the post holder to indicate that all information has been received.</p>
<b>Training</b>	<p>The organisational training plan will ensure that the policies and Code of</p>	<p>Safeguarding Officer</p>

	<p><b>Conduct of SAA-uk are understood and acted upon</b></p> <p>The Safeguarding Officer will regularly communicate with the Local Safeguarding Board to ensure full compliance with changes in legislation and to embed identified best practice.</p> <p>In addition to pre - selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:</p> <ul style="list-style-type: none"> <li>• Analyse their own practice against established good practice, and ensure their practice is likely to protect them from false allegations.</li> <li>• Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.</li> <li>• Respond appropriately to concerns expressed by a child or young person and know what to do.</li> <li>• Work safely and effectively with children.</li> <li>• Gain the confidence to challenge abusive or unethical conduct</li> </ul> <p>SAA-uk requires:</p> <ul style="list-style-type: none"> <li>• Staff to attend good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.</li> <li>• Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.</li> <li>• Relevant personnel to gain a national first aid training (where necessary)</li> </ul> <p><u>Staff and volunteers:</u> supervision sessions will be used to ensure training needs are being met, especially where roles and responsibilities may have changed.</p>	
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	<p><b>Trustees:</b> Induction and Training will be provided for Trustees ensuring familiarity both with SAA-uk policy and procedures regarding safeguarding young people and vulnerable adults and their responsibilities as Trustees in monitoring and review. All members of the Board are required to sign the Code of Conduct for Trustees.</p> <p><b>Freelance artists:</b> all freelance staff are specifically included in the training policy of SAA-uk as it relates to the duty of care to young people and vulnerable adults</p> <p>As Safeguarding Officer it is the responsibility of the Chief Executive to ensure awareness of all relevant legislation and to communicate this to the Board. The Safeguarding Officer will continuously update their own knowledge of good practice in the area of protection in order to inform staff and ensure compliance.</p>	
<p><b>Information</b></p>	<p>Ensure that users, partner organisations and, as appropriate, parents / carers of users working with SAA-uk are aware of the Safeguarding Policy of SAA-uk and the procedures we have put in place in order to implement that policy.</p>	<p>Safeguarding Officer to ensure that appropriate and relevant information is available in a timely fashion.</p> <p>All staff have the responsibility to ensure such information is disseminated.</p>
<p><b>Photography</b></p>	<p>In the normal course of work SAA-uk staff frequently take photographs of activities in progress and events.</p> <ul style="list-style-type: none"> <li>• Taking of photographs of individuals shall only be done with their express permission. In the case of children and young people with the written permission of their parent / guardian</li> <li>• The use of such photographs in any promotional display, presentation, web-site material or publication shall only be done given that permission is received for this purpose. In the case of</li> </ul>	<p>Project Managers to obtain consents using supplied pro-forma (Annexe C). Consents to be provided to Safeguarding Officer to retain with record of images.</p> <p>Safeguarding Officer to report compliance to Board</p>

	<p>children written permission must be obtained from parents / carers / guardians.</p> <ul style="list-style-type: none"> <li>• If names are to be included in photograph captions in publicity then separate permissions must be obtained.</li> </ul> <p>These procedures apply to all freelance and permanent staff and detailed guidance is provided in the Good Practice Guidelines (Annexe B).</p> <ul style="list-style-type: none"> <li>• Volunteers may only take photographs of participants when with a permanent member of SAA-uk staff who has ensured these conditions have been met.</li> </ul>	
<p><b>Confidentiality</b></p>	<p>Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only. This includes the following people:</p> <ul style="list-style-type: none"> <li>• SAA-uk’s Safeguarding Officer.</li> <li>• The parents of the person who is alleged to have been abused</li> <li>• The person making the allegation.</li> <li>• Social services/police.</li> <li>• The SAA-uk Safeguarding officer and Chair of Board</li> <li>• The alleged abuser (and parents if the alleged abuser is a child).</li> </ul> <p>Seek social services advice on who should approach the alleged abuser.</p> <p>Information will be stored in a secure place with limited access limited to the Chair of the Board (or their nominee) and the Safeguarding Officer. All information is handled in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).</p>	
<p><b>Policy review</b></p>	<p>This Policy will be reviewed annually by the Board taking into account monitoring information and reports from the Safeguarding Officer.</p>	<p>Board</p>

	<p><b>In the event of a change in legislation regarding children, young people and / or vulnerable groups the policy will be reviewed by the Safeguarding Officer to ensure that new requirements can be met and recommendations for policy revision agreed by the Board. This will take place irrespective of the annual policy review to ensure that SAA-uk meets all legislative duties in this area.</b></p> <p><b>The Safeguarding Officer will, in consultation with the Local Safeguarding Board, ensure that Policy and Procedures continue to meet best practice guidance.</b></p>	<p><b>Safeguarding Officer</b></p>
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**Annexe A**

**Incident Report Form**

Name:

Address:

Telephone:

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Date:

Time:

Venue:

Activity / Event:

Brief description of what happened:

Signed \_\_\_\_\_ Date \_\_\_\_\_ Individual

Signed \_\_\_\_\_ Date \_\_\_\_\_ Safeguarding Office

## Annexe B Child Protection Policy Good Practice

### Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the arts environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the organisation having been subjected to child abuse outside the arts environment, arts can play a crucial role in improving the child's self-esteem. In such instances the organisation must work with the appropriate agencies to ensure the child receives the required support.

### Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

#### Good Practice Means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before perfection or achieving goals.
- Maintaining a safe and appropriate distance with participants (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process;
- Making arts fun, enjoyable and promoting fair participation.
- Ensuring that if any form of physical contact is required, it should be done with the consent of the student. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills, qualifications and insurance in arts.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, freelancers, volunteers or staff work in pairs.
- Ensuring that if mixed groups are involved in SAA-uk's activities, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.

- Ensuring that at events or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people in the context of SAA-uk informal or formal education activities.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if organisation officials are required to transport young people in their cars.

### Practices To Be Avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the organisation or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking or dropping off a child to an event

### Practices Never to Be Sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

### Incidents that Must Be Reported/Recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:



- Participant(s) is accidentally hurt.
- If he/she seems distressed in any manner.
- If the participant appears to be sexually aroused by your actions.
- If a participant misunderstands or misinterprets something you have done.

### **Signs of abuse:**

A responsible tutor will be aware if there are changes in behaviour or physical signs that may indicate that a child is or has been abused. Any worker having concerns on these grounds should immediately report the matter to the Safeguarding Officer and complete a report form. You should continue to remain vigilant with regards to the child/ young person.

Some of the more common signs of abuse include (but may not be restricted to):

#### **Physical abuse**

- Bruising to parts of the body
- Burns and scalds
- Bone fractures
- Aggressive behaviour
- Withdrawn, timid behaviour

#### **Emotional abuse**

- Aggressive behaviour
- Withdrawn, timid behaviour
- Failure to make, and, or maintain relationships
- Low self esteem
- Lack of self-confidence

#### **Sexual abuse**

- School phobia
- Withdrawn behaviour
- Inappropriate sexual knowledge
- Sexualised behaviour
- Pregnancy
- Promiscuity
- Some physical signs, bruising and soreness

#### **Neglect**

- Medical appointments that are not kept
- Poor health and hygiene, leading to a failure to thrive
- Inadequate clothing for the weather conditions
- Lack of love and attention
- Lack of protection and supervision

### **Use of Photographic/Filming Equipment at Arts Events**

In the course of activities SAA-UK staff frequently take photographs of work in progress and events. In all cases taking of photographs of individuals shall only be done with express permission and the recognition that SAA-uk treat photographs as personal data.

Tell the individual (and / or their legal guardian in the case of children under the age of 18):

- what is being photographed
- why it is being taken
- where it may be seen

If the photograph may be published anywhere, now or at some time in the future, you will need to obtain written consent. SAA-uk has a standard consent form for this purpose. Where images may be used on our website this must be made expressly clear on the consent form

Where a subject is under 18 parental consent will be obtained

Where a photograph or video shot captures a crowd scene in a public place where there is no expectation of privacy e.g. an audience, it is not necessary to seek individual permission for use of any such image. As a matter of good practice and wherever practicable, give the opportunity for people to decline to be photographed should they wish.

Should names be appended to photographs in publications then obtain separate permission from the individual or their legal guardian

Volunteers may only take photographs of participants when a member of SAA-UK staff is present who has ensured these conditions have been met.

**Annexe C Release Permission (2 copies required)**

**PHOTO, VIDEO AND PERFORMANCE PERMISSIONS**

**ACADEMIC YEAR** \_\_\_\_\_

Class or project you're attending with SAA-uk \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Email \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Relationship to child \_\_\_\_\_

Name and No. for emergency contact (if not as above) \_\_\_\_\_  
\_\_\_\_\_

Date of birth \_\_\_\_\_

We would like to document classes, projects and performances and gather feedback by taking photographs and video/sound clips. These may be used in our own marketing and also by funders.

Can we take photographs of you? Yes  No

Can we use photographs of you in publicity? Yes  No

Can we take videos/sound recordings of you? Yes  No

Can we use videos/sound of you in publicity? Yes  No

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(by parent/guardian if under 18)