



**Safeguarding Policy & Statement**

**Endorsed 4 March 2019  
Review Date February 2021**

**1. Introduction**

Preston City Mela Community Interest Company (**PCM CIC**) is committed to ensuring that its business is undertaken with making safeguarding as a core element of its work and decision making. As an arts and cultural capital based organisation that promotes opportunities for children, young people and adults to experience new and multi-cultural arts, were safeguarding will be at the forefront of our work.

PCM CIC will ensure safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. We will also make every effort to ensure that children and adults at risk of abuse can engage with the arts and culture safely, and that there are effective processes and procedures in place to respond to concerns should they arise, in the course of our work.

**2. Policy**

PCM CIC policy is based upon the principles enshrined within the United Nations Convention on the Rights of the Child. What this means in practice is a commitment to ensure effective safeguarding arrangements as set out in the government guidance 'Working Together to Safeguard Children' (2015) and the Care Act (2014) where children and adults at risk of abuse are concerned.

PCM CIC seeks to promote a positive ethos of collaborative work between the professional arts sector and children and/or adults at risk of abuse. We will take every reasonable step to ensure that children and adults at risk of abuse are protected.

**3. PCM CIC Commitments**

PCM CIC is committed to safeguarding all children and vulnerable adults that come into contact with our work. We believe that the welfare of children and vulnerable adults is paramount:

- The welfare of a child or adult at risk is paramount;
- All children and adults at risk of abuse, whatever their age, culture, disability, gender, racial origin, religious beliefs or sexual identity have the right to protection;
- All concerns and allegations of abuse must be taken seriously and responded to swiftly and appropriately;
- All activities involving children and vulnerable adults should be managed in an exemplary manner, with consideration given to risk assessments and risk management as a routine aspect of our work.
- Trustees, staff, volunteers, contractors and partners should be clear about their responsibilities and know how to respond appropriately, supported by good practice in recruitment and procurement.

- PCM CIC is committed to sound selection and recruitment procedures and good practice for all individuals working with the organisation whether in a paid or voluntary capacity.
- PCM CIC will ensure that individuals will receive support through advice, to be aware of and understand best practice and how to manage any welfare issues which may come to light.
- PCM CIC recognises that it is not the responsibility of trustees, staff, volunteers or contractors to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.
- PCM CIC is committed to embedding and promoting safeguarding throughout the organisation at every level of operation.

#### 4. **PCM CIC Will Endeavour to Safeguard Children and Vulnerable Adults by:**

- Valuing them, listening to and respecting them.
- Adopting this policy and adhering to best practice and procedures.
- Ensuring all necessary checks are made in the recruitment of all PCM CIC workers, including trustees, staff, volunteers and contractors.
- Ensuring the appropriate permissions and risk assessments are completed and that effective risk management procedures are in place and signed off by Board.
- Sharing information about our safeguarding statement with partner organisations, schools, staff, trustees and contractors so that roles and responsibilities are clear.
- Reporting disclosures and other concerns to agencies with responsibility for children and young people, involving children, partner organisations, school staff and parents appropriately.
- Providing effective management of staff and volunteers through supervision, support and training.
- PCM CIC Board will maintaining up to date knowledge on best practice, current and forthcoming legislation and procedures.
- Embedding and promoting child protection and safeguarding throughout the organisation and partnerships.
- Providing information, guidance and training for all TMC workers within the safeguarding context.

#### 5. **Dealing With Situations Where a Child is in Need**

**PCM CIC will take every reasonable step to ensure that children and vulnerable adults are protected where:**

- Our own trustees and staff are directly involved in a project or partnership, including young people involved in the governance of our organisation, those in direct communication with us through our services, products and project activities,
- We contract an individual or organisation to work on our programme across a range of settings;
- We work in partnership with another organisation.

## **6. Suspicions**

PCM CIC Trustees, staff and volunteers should be aware of the signs and symptoms of abuse and should make sure they can recognise these in the children they come into contact with. Any suspicion of abuse must be reported in the first instance to the Trustees or Mela Production Manager person aware of the problem.

## **7. Contracted Organisations and Individuals**

All contractors, e.g. freelancers, consultants, and organisations receiving commissions from PCM CIC must sign up to following statement in their contract agreement:

***If the activity involves work with children, young people or vulnerable adults (“vulnerable people” aged 18 and under), you must take all reasonable steps to ensure their safety.***

## **8. Permissions and consents**

PCM CIC as part of its visual evaluation and promotion of the Mela Programme will capture photography and video recordings to use on the Mela web site, evaluation reports and future marketing of the event.

PCM CIC will ensure written signs are placed at each workshop stall informing people photography and some video is taking place for Mela evaluation and marketing purpose and that parents and individuals have the right to be excluded by informing the workshop lead or the photographer.