

Magdalen Road Studios

Safeguarding Policy

1.0 Who is covered by this policy

This policy applies to all artist members and associate members; the studio manager and the Board of Trustees; paid consultants and other workers; students, interns and others on work experience; and anyone else working on behalf of Magdalen Road Studios or visiting the Studios.

2.0 The purpose of this policy

- to provide all those identified at para 1.0 with the overarching principles that guide our approach to safeguarding and child protection;
- to protect all children, young people and vulnerable adults who receive services provided by Magdalen Road Studios;
- and to establish a culture of mutual respect and tolerance which, by extension, includes all members of the organisation and visitors and which is described in full in the Magdalen Road Studios Code of Conduct.

3.0 Core principles

3.1 All staff and members of Magdalen Road Studios believe that a child, young person or vulnerable adult should never experience abuse of any kind. The organisation has a responsibility to promote their welfare and to keep them safe at all times. We are committed to practise in a way that protects them.

3.2 The welfare of the child is paramount, as enshrined in the Children Act 1989.

3.3 All children, young people and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse. Some are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

3.4 Working in partnership with children, young people and vulnerable people, their parents, carers and other agencies is essential in promoting their welfare.

4.0 The Policy in Practice

4.1 Magdalen Road Studios will seek to keep children, young people and vulnerable adults safe by:

- valuing them, listening to and respecting them;
- appointing a Designated Safeguarding Lead;
- adopting appropriate protection and safeguarding practices through the Magdalen Road Studios Code of Conduct;
- providing effective management through supervision, support, training and quality assurance measures;
- recruiting staff and volunteers safely, ensuring all necessary checks are made and requiring anyone working directly with children or young people to have current DBS clearance;

- recording and storing information professionally and securely;
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, young people, parents, families and carers appropriately;
- creating and maintaining an anti-bullying environment;
- ensuring that an effective complaints procedure is 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.

4.2 When providing tuition, work experience and other opportunities to students from our partner Oxford City College, Magdalen Road Studios will ensure that the terms and provisions of the Oxford City College Safeguarding Policy are followed.

5.0 Legal Framework

This policy has been drawn up on the basis of current law and guidance that seeks to protect children, young people and vulnerable adults.

6.0 Other Policies

This policy should be read alongside our other relevant policies and procedures:

Complaints Policy and Procedure

Health & Safety Policy

Code of Conduct

Designated Safeguarding Lead: Role & Responsibilities (See Appendix 1)

Privacy & Data Protection Policy

7.0 Contact Details

The MRS Board of Trustees have overall and final responsibility for safeguarding.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Studio Manager.

This policy is subject to review, monitoring and revision by MRS Board of Trustees every twelve months or sooner if work activity changes.

Date of last Review: 5th June 2018

Signed

Andrew Carter

On behalf of the Trustees of Magdalen Road Studios

Magdalen Road Studios Designated Safeguarding Lead

Role and Responsibilities

The Designated Safeguarding Lead should:

- ensure that the importance of safeguarding is understood by all members of the organisation and they are supported in knowing how to recognise and respond to potential concerns;
- act as a source of support, advice and expertise;
- liaise with the Board of Trustees to keep them informed of any safeguarding issues;
- develop knowledge of good practice in all aspects of safeguarding;
- in extreme cases, in conjunction with the Board of Trustees, manage referrals of suspected abuse to the appropriate authorities
- ensure the safeguarding policy is updated and renewed annually and that all members of the organisation have access to it and understand it
- ensure the safeguarding policy is available publicly
- keep detailed, accurate and secure written records of safeguarding concerns which includes a chronology of concerns, referrals, meetings, phone calls and emails.

The Studio Manager may delegate some of these actions to a suitably trained competent person within the organisation.