



EMBASSY GALLERY | SAFEGUARDING POLICY

EMBASSY Gallery is committed to safeguarding the welfare of children, young people and adults at risk, and we recognise that we have a duty of care for the children and adults at risk who we work with. This policy lines out how we safeguard audiences, participants and employees of EMBASSY Gallery.

At present EMBASSY does not typically work with children or vulnerable adults. Should the occasion arise that we do work with such groups, any employees, freelancers, or volunteers would undertake relevant training or will ensure that a designated member of staff with full training is always present. All employees, freelancers and volunteers working with children and vulnerable adults are required to familiarise themselves with these procedures, as stated below.

Safeguarding Procedure

This policy lines out basic terms regarding the safeguarding of vulnerable adults, and gives details of procedures and good practice. We believe that everyone has the right to live their lives free from violence and abuse.

Any member of staff working with vulnerable adults or children will have been checked by the Protecting Vulnerable Groups (PVG) scheme by Disclosure Scotland, prior to the start of the activity. Any members of staff or volunteers working with vulnerable adults or children without a PVG scheme check, will never be alone with a vulnerable adult or child, and only support the work of PVG checked members of staff. We advise vulnerable adults to bring a carer along should they need extra assistance. EMBASSY Gallery will pay for the PVG scheme checks necessary for all staff.

Definitions

We understand in this policy the term children to apply to 0-16 year olds, although the values that underpin it apply to everyone we work with.

An adult at risk (vulnerable adult), as defined in

<https://www.edinburgh.gov.uk/downloads/file/26915/adult-protection-policy>

Shall be defined as a person aged 16 years or over who:

- (a) is unable to safeguard his or her wellbeing, property, rights or other interests
- (b) is at risk of harm, and
- (c) because s/he is affected by disability, mental disorder, illness or physical or mental infirmity is more vulnerable to being harmed than adults who are not so affected.

The presence of a particular condition does not automatically mean an adult is at "at risk". Someone could have a disability, but be able to safeguard their wellbeing, property, rights or other interests. All three elements of this definition must be met for the provisions of the legislation to apply. It is the entirety of an adult's particular circumstances which combine to make him or her more vulnerable to

harm than others.

For the purpose of this policy, safeguarding is defined as action to prevent abuse or to protect persons thought to be at risk of abuse or neglect or actions that violate their human and civil rights.

Any individual at risk of abuse or neglect should be able to get in touch with public organisations for appropriate interventions and to know that agencies will work together as needed.

Designated Safeguarding Lead

The designated lead for Safeguarding is Georgia Holman who is responsible for;

- Annually review, update and disseminate the safeguarding policy, safeguarding procedures and code of conduct
- Ensure that appropriate training is available
- Receive any concerns about the protection of an individual that may have been raised
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter appropriately
- Ensure the safeguarding policy and procedures are followed and accurate information recorded
- Keep relevant people in the organisation informed about action taken, further action required, for example disciplinary action against a member of staff
- Ensure appropriate support and advice is given to members of staff who have been disclosed to, or involved with a particular matter.

If you wish to speak to Georgia Holman regarding safeguarding issues please email her at georgiaholman@hotmail.co.uk or call 07825 992879

The designated lead for Safeguarding will always have a PVG scheme check which will be paid for by EMBASSY Gallery.

Selection and Development of Staff and Volunteers

All staff and volunteers will receive a written description outlining their roles, what is expected from them and their responsibility to safeguard children and adults at risk.

Criminal convictions

EMBASSY Gallery undertakes PVG Scheme checks at the cost of the organisation for staff who work one on one with children or vulnerable adults. As this only applies to a small number of projects we do not PVG check all staff. Only staff with a PVG check will work one on one with vulnerable adults and Children.

If EMBASSY Gallery dismisses a member of staff or a volunteer because they have harmed a child or adult at risk, or would have done so if they had not left, the designated safeguarding lead will notify the PVG Scheme, Disclosure Scotland service.

Behaviour of Staff and Volunteers

Staff and volunteers must treat children with respect, must not make racist or sexist remarks and must avoid showing favouritism.

All staff and volunteers have a responsibility to;

- Safeguard children and adults at risk
- prevent abuse of children, especially young children and ensure they are not being bullied or

raise awareness of such behaviour immediately

- seek medical help in an emergency

It is never acceptable for a member of staff or a volunteer to provide personal care to any individual at EMBASSY Gallery. This is because the work we undertake at EMBASSY Gallery should never include this kind of activity and participants should bring a carer or guardian with them if they are in need of personal care on our premises. We do not provide activity for children under 5 so personal care will not be required of any staff or volunteers.

Vulnerable Staff and Freelancers

EMBASSY Gallery is a place where safety, care and empathy are part of our ethos. We therefore have policies to ensure we treat all members of staff with respect and we support and empathise with someone's situation.

At EMBASSY we treat all members of staff and freelancers fairly and without prejudice. We will use empathy to understand someone's situation and we will attempt to make sociocratic decisions as a team with, and not about, the individual.

Lone Working & Late Nights

All staff, freelancers and volunteers should follow basic safety guidance when lone working in the gallery space. When working in the space alone there are limitations to the tools that can be used. Please see our 'Guidance for using the space' policy for further details.

EMBASSY Gallery will cover all travel and other safeguarding expenses of the people we work with to ensure we keep them safe. This will include having a conversation to ensure we understand what access support is needed.

Staff Development

All staff and volunteers are given this policy and safeguarding procedures to read and understand. All Staff and volunteers must confirm in writing via email that they have read, understood and will apply the policy.

All staff and volunteers will re-read all EMBASSY Galleries' policies at the review date for each policy, e.g. once a year. On such a date, all staff & volunteers will again provide in writing that they have re-read and understood the policy and to confirm that they will apply the policy to all of their actions with EMBASSY.

Photography and Filming

EMBASSY Gallery will always obtain formal permission for the photographing or filming of a child from a parent or guardian. Permission for the photographing or filming of an adult at risk, will be sought from the adult in question where appropriate or from a guardian or link worker. This consent must be provided via a consent form supplied by EMBASSY Gallery. The consent form will specify that any image taken by EMBASSY Gallery is able to be used on our public website & that the file can be kept indefinitely in our public archive.

When photographing audience members at events, i.e openings and performance evenings, the audience will always be informed beforehand that EMBASSY may be taking pictures or recording. This information will be included both in the details of purchasing tickets and highlighted at the event itself. Should any audience member wish not to be photographed, they should make themselves known to the photographer

of the event, who will then assure that they are not included in the images or footage taken. This protocol will be explained in the ticket purchasing information.

Interpersonal Consent

Organisations can facilitate more accessible environments by creating an institutional culture that privileges consent in interpersonal interactions. Before entering into someone's personal space, asking for consent should be encouraged in regards to touching other people's bodies, hair, assistive devices, etc. In the event of performance works that are interactive or require accessing the personal space of audience members, staff should highlight this aspect of the event in event literature and/ or while introducing the event itself.

Signed: Georgia Holman

Position: Director

Reviewed on: 29/09/2022

Next review date: 29/09/2023

Embassy Gallery

www.embassygallery.org