

Policy for Safeguarding, Safety and Wellbeing of Children and Vulnerable Adults on behalf of the Trustees of St Margaret's Gallery

1 Policy Statement

St Margaret's Gallery aims to help the arts in Norwich and surrounding area to grow and develop and to involve more people in the arts, to assist the arts community to succeed and pursue excellence and for the arts to be valued as a vital part of community life. We are likely to work with children and adults at risk as audience members or participants for exhibitions and events, as trustees, volunteers or employees, and in the production of, or as recipients of written or visual materials.

- We are committed to best safeguarding practice and to upholding the rights of all children, young people and adults to live a life free from harm and abuse, exploitation and neglect.
- We believe that no one should experience abuse of any kind and that we have a particular responsibility to promote the welfare of all children, young people and adults at risk, including vulnerable older people, to keep them safe and to practise in a way that protects them.
- We aim for an open listening culture where people feel able to share concerns and acknowledge that safeguarding is everyone's responsibility.
- We aim to create a safeguarding culture, free from bullying, where everyone is treated with respect.
- We aim for action taken to be prompt, proportionate and to include the voice of the child, young person or adult concerned.
- The wellbeing of those at risk of harm will be put first.

2 Scope of the policy

Anyone working on behalf of St Margaret's Gallery, including trustees, volunteers, paid staff, sessional workers, freelance workers and contractors will be made aware of the content of this policy and will be expected to follow it.

This policy applies to all children from unborn up to 18 years of age and includes children with whom St Margaret's Gallery has direct or indirect contact with, for example children known to adults with whom St Margaret's Gallery works directly.

This policy also relates to adults at risk who need to be safeguarded from harm. An **"Adult at Risk"** is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

3 Purpose of the Policy

The purpose of the policy is to ensure that everyone associated with St Margaret's Gallery knows about relevant policies and procedures, understands their role and knows what to do or who to speak to if they have a concern about safeguarding. We expect any partner organisations to follow this policy and associated procedures.

4 Legal framework and policy guidance

St Margaret's Gallery will ensure that its safeguarding policies and procedures are in line with relevant legislation and local policies and procedures:

Children and Young People

Children Act 1989

Children Act 2004

Statutory Guidance 'Working Together to Protect Children'

Norfolk Safeguarding Children's Partnership Policies and Procedures: [Link to NSCPPP](#)

Adults at Risk

Care Act 2014

Safeguarding Vulnerable Groups Act 2006

Norfolk Safeguarding Adults Board Policies and Procedures: [Link to NSABPP](#)

5 Roles and Responsibilities

a - Safeguarding Lead

The Trustees will appoint a designated Safeguarding Lead.

The Designated Lead is responsible for:

- monitoring concerns
- liaising with other agencies
- ensuring Safeguarding policies and procedures are implemented
- ensuring trustees, staff and volunteers receive information and training

SAFEGUARDING LEAD FOR ST MARGARET'S GALLERY 2026

Name of Safeguarding Lead for St Margaret's Gallery

Signed Date.....

b - Trustees, staff, volunteers, sessional staff, freelancers and contractors

Everyone who is acting on behalf of St Margaret's Gallery will be expected to ensure they are familiar with the content of the Safeguarding Policy and other policies and procedures, and knows what action to take if they have concerns about the safety or wellbeing of a child, young person or adult at risk. This will include attending safeguarding training arranged by St Margaret's Gallery.

If activities are organised which involve children, the leaders of such activities will be required to have a current DBS check. Parents and carers of children will be required to remain in the room where the activity is taking place.

6 Review of the Policy

Trustees will review any action taken under this policy annually to check that the policy is working as intended. Should there be any concerns, trustees will review the actions and outcomes and take any action indicated.

7 Principles

As a new organisation, St Margaret's Gallery has not yet developed all the policies and procedures that support this Policy. We have indicated below in italics where we have a plan to develop additional policies, procedures or guidance.

7:1 We will develop safer recruitment practices for recruiting staff and volunteers and will request DBS checks for roles that may involve unsupervised contact with children, young people or vulnerable adults. (*Safer Recruitment policy and procedures*)

7:2 We will ensure that volunteers, trustees and staff are aware of the St Margaret's Gallery Code of Conduct and have training as appropriate for their role. Induction will include going over the procedures associated with this policy. Supervising adults will be given a copy of the policy.

7:3 We will make it clear that any child, young person or adult can raise a safeguarding concern and ensure that they know that they will be listened to. We will ensure that the boundaries of confidentiality are clear and when information may need to be shared with other bodies.

7:4 We will ensure that all staff, volunteers, trustees, sessional staff, freelance workers and contractors are aware of what action to take if they receive a disclosure of abuse or have concerns about the safety or wellbeing of a child, young person or vulnerable adult. Allegations of abuse by a member of staff, volunteer or trustee will be investigated in line with our *Disciplinary Procedures* or *Volunteer Problem Solving Procedures*.

7:5 Confidential, detailed and accurate reports of any concerns will be kept in line with our Confidentiality and Data Protection Policy. Information will be shared with appropriate bodies, for example the police and social services, as needed.

7:6 When planning activities and events and developing risk assessments, we will take safeguarding into consideration (*Risk Assessment procedures*). Planning of any event or activity involving children and young people will include setting the minimum number of adults that need to be present. Any individual, group or organisation running activities on behalf of St Margaret's Gallery need to have Safeguarding policies and procedures in place.

7:7 If we collect images, case studies and other information from participants in any of St Margaret's Gallery activities, we will ensure that people and, where appropriate, their parent, guardian or carer, give informed consent to the use of this data in line with our Confidentiality and Data Protection Policy.

7:8 If online events are held, they will be planned and delivered in accordance with our *Online Safeguarding Policy*.

7:9 We will report any Safeguarding concerns or actions to the Trustee Board and will include Safeguarding in the St Margaret's Gallery Annual Report.

Please refer to Norwich City Council Safeguarding children and adults at risk from harm on their website. [Link to page](#)

8 How to report a concern

8:1 Immediate Danger

Concerns that a child or adult is at immediate risk of harm should be reported to the police using 999.

8:2 Concerns about a child at risk of harm, or likely to suffer from significant harm

Contact Norfolk Childrens' Advice and Duty Service (CADS) on 0344 800 8021. When considering whether to make a referral to CADS, consult the [CADS Flowchart](#) and the [Norfolk Continuum of Needs Guidance 2023](#).

8:3 Concerns about an adult at risk of harm

If the person:

- has care and support needs (whether the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.' (Care Act 2014, section 42).

This is a safeguarding concern and must be reported to Adult Social Care on 0344 800 8020.

If the person does not meet the above criteria but, for example, has a health need resulting in welfare concerns you can signpost them to [NHS 111](#) or contact their GP.

There is a separate process guide for reporting adult safeguarding, with specific scenarios, available for staff on the council's intranet.

8:4 Risk of harm and suicidal concerns - If a person is expressing thoughts of harming themselves or others or suicidal thoughts, staff should refer to the guide on the council intranet.

In all cases staff should complete a safeguarding issue log (SIL) form and note the action they have taken on the relevant case management system.

8:5 Early Intervention - Where there may be a safeguarding risk or concern, staff can access advice and support from a range of partners at the weekly Norwich Early Help (NEHH) collaboration meeting. The meetings take place via MS teams (for details on how to join, contact nehh@norwich.gov.uk).

St Margaret's Gallery NORWICH

Charity Name: St Margaret's Gallery

Premises: St Margaret's Church, St Margaret's Street Norwich NR2 4TU

Date of Adoption: [30/05/26] Review Date: [30/05/27] (Recommend annual review)

Signed (on behalf of Trustees) Date.....