

The Folkestone Performing Arts Company

Safeguarding Policy

This safeguarding policy will be reviewed and approved by the Board at least every two years.

Last review: March 2026

Next review: March 2027

Policy Purpose Our activities may at times include working with children or vulnerable adults directly or indirectly. The purpose of this policy is to ensure that we protect children and vulnerable adults and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

Safeguarding Principles

We believe that:

Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.

We all have a responsibility to promote the welfare of all of our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.

We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

Safeguarding responsibilities will be reflected in other relevant policies and procedures.

Safeguarding Policy Application

This safeguarding policy applies to anyone working on our behalf, including our charity trustees and other volunteers, to participants in our activities and to others with whom we may be working.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined in this policy and should adhere to any legal or regulatory requirements specific to their work. These may include, but are not limited to: [UK regulators](#), if applicable, such as [Ofsted](#) or [CQC](#). Other authorities, such as the [DfES](#) or [NHS](#).

Trustee Safeguarding Responsibilities

Responsibilities will be made clear and individuals provided with any necessary training and resources to enable them to carry out their role. Safeguarding responsibilities will be reflected in Committee ToRs, staff job or role descriptions, our annual plan and appraisal objectives, with staff reporting to the trustee Board on any incidents or changes to our working practices as may be required.

Trustees are aware of and will comply with the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take](#) to ensure good safeguarding governance.

A lead trustee will be given responsibility as designated lead for safeguarding. This will include ensuring that The Folkestone Performing Arts Company will:

- Create a culture of respect, in which everyone feels safe and able to speak up.
- Undertake an annual review of safety, with recommendations to the Board.
- Receive and respond appropriately to incident reports or reported concerns, to ensure that this and related policies are being applied consistently and reviewed as necessary.
- Ensure that any issues are properly investigated and dealt with quickly, fairly and sensitively, including any reporting to the Police/statutory authorities which may be required.
- Ensure safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensure that all relevant checks are carried out in recruiting staff and volunteers.
- Plan our programmes/activities in such a way as to consider potential safeguarding risks, to ensure these are adequately mitigated.
- Ensure that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Ensure that safeguarding requirements (eg DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listen and engage with beneficiaries, staff, volunteers and others as appropriate.
- Ensure that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.

- Make our staff, volunteers and others working with us aware of:
 - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
 - The signs of potential abuse and how to report these.

Policy guidance

Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. The Folkestone Performing Arts Company is committed to safeguarding the welfare of the children & vulnerable adults with whom we work and has established the following guidance for:

Designated Lead for Safeguarding

- A member of our team will be the designated lead for Safeguarding:

This is currently: **Matthew Hahn**.

Staff Training

- All FPAC staff and team members will be provided with a copy of this safeguarding guidance.

Safer recruitment

- When appropriate, freelancers used by the company will be DBS-checked to ensure that no one has a conviction for criminal offences against children or vulnerable adults.

Working in Schools

- When working in schools, all workshops will be conducted in the presence of school staff, who will be responsible for ensuring that working arrangements are agreed and suitable for their pupils.
- FPAC workshop facilitators are responsible for ensuring safeguarding requirements are met in the working environment.
- FPAC workshop facilitators will pay regard to the particular needs of children and vulnerable adults before commencing work with a group of participants.

Reporting Safeguarding Concerns

- o If any individual is in immediate danger, it may be appropriate to call the police, as you would in any other circumstances.
- o If you are a beneficiary, or member of the public, make your concerns known to a member of our team, who will alert a senior member of the charity.
- o Members of the charity should make any concerns known to a supervisor who will refer these to the Designated Lead for Safeguarding.
- o If members of the FPAC team wish to, they may speak directly to **Anne Braithwaite, Safeguarding Trustee**. She can be contacted via the website: www.fpac.info/about-1.

Online Safeguarding

We will identify and manage online risks by ensuring:

- Volunteers, staff and trustees understand how to keep themselves safe online. That any online services we provide are suitable and safe for any users.
- Protect people's personal data and follow [GDPR legislation](#).
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process.

Additional advice for Online Safety

The following [organisations](#) can offer advice or assistance.