



CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY - PUBLIC

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Approved by Management on: 17.6.20
Policy became operational on: 17.6.20
Next Review Date: 17.6.21

Children and Vulnerable Adults Protection Policy

Introduction

This policy aims to safeguard children and vulnerable adults from abuse and to protect Big Ideas members of staff from false allegations.

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Policy Statement

Big Ideas works voluntary groups (such as The Guides, or Age UK) and public institutions (such as schools) where children, young people, and vulnerable adults participate in education and community settings. We are committed to the well-being and safety of every child and vulnerable adult we work with, and this policy outlines the principles we work to. It is supported by a Code of Conduct and Good Practice Guidelines.

We recognise that in the majority of cases the organisations we work with, such as schools, are themselves responsible for the young people in their care and we will not be seeking access to children outside this structure. The same would apply for groups convened by Age UK where vulnerable adults may be present. We are not setting up new groups of children, young people and vulnerable adults but are working with existing networks.

Furthermore Big Ideas permanent and freelance staff in the majority of case will have no direct contact with children and vulnerable adults, but with the conveners of groups, often via online and telephone communication. If we are working with an informal group convening children or vulnerable adults and have any concerns we will enquire about their child and vulnerable adult protection policies.

This document sets out principles and best practice guidelines which would also cover Big Ideas staff or volunteers who also had some direct for example attended or offered a workshop in a school.

Principles

In all our work with children and vulnerable adults we adhere to the following principles:
The well-being and safety of each child and vulnerable adult is our primary concern

We respect the rights of every child and vulnerable adult we work with

All children and vulnerable adults are treated equitably and sensitively, in line with our equal opportunities policy

Relationships between our staff and volunteers and children and vulnerable adults should be based on mutual trust and respect

The feelings and concerns of any child, vulnerable adult or their parent, or carer are listened to and acted upon

All our staff and artists have a responsibility to prevent the physical, sexual or emotional abuse of any child or vulnerable adult with whom they come into contact. Any suspicions of abuse are taken seriously and responded to swiftly and appropriately

Training in child protection will be offered to employees whose jobs involve working closely with children, young people and vulnerable adults

Staff recruitment and selection processes will include Disclosure and Barring Services checks where appropriate.

Legal context

Big Ideas uses the term 'child' to refer to anyone under the age of 18, as defined by the children Act 1989. The safety of the children we work with is our priority. Although not legally required to do so, we take every reasonable step to ensure a level of care that is comparable to the requirements of the Protection of Children Act 1999. Code of Conduct for Good Practice Promoting good practice Child abuse, particularly sexual abuse, can result in lifelong emotional damage in those facing such a situation. It is crucial that Big Ideas employees understand these feelings and do not allow them to interfere with their judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the wider community. Some individuals will actively seek employment or voluntary work with young people in order to harm them. All suspicious cases of poor practice should be reported following the guidelines in this document.

Good practice guidelines

All people working for Big Ideas should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how Big Ideas can create a positive culture and climate. This policy and these guidelines apply to anyone who works for Big Ideas on a permanent, temporary or freelance contract or as a volunteer for events organised by Big Ideas

Big Ideas should:

- Undertake a risk assessment at the outset of any project with young people or vulnerable adults and monitor potential risks throughout
- Ensure that all permanent and temporary staff as well as those on freelance contracts and volunteers who will be working with children, young people and vulnerable adults have current DBS checks.
- Identify the person or people with designated protection responsibility at the outset of the project
- Engage in effective recruitment practices, including appropriate vetting of staff and volunteers through the Disclosure & Barring Service (DBS)
- Know how to contact the appropriate local authority services, in case there is a need to report a concern to them
- Always ensure that someone from the school/educational establishment or care setting is present at projects where appropriate
- Have agreed procedures for reporting suspicion or allegations of abuse
- Have a policy and a set of procedures for taking, using and storing photographs or images of children or young people

- Offer specialist training to staff whose jobs involve working closely with children
- Make clear who is the Big Ideas Designated Person responsible for dealing with any concerns about the protection of children, young people or vulnerable adults
- Ensure confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in arts projects) as part of the recruitment process

Staff should:

- Treat all children, young people and vulnerable adults with respect
- Be excellent role models when engaging with other people
- Give enthusiastic and constructive feedback rather than negative criticism
- Put the welfare of each participant first, before achieving goals
- Ensure that someone from the school/establishment, youth organisation or care setting is present
- Ensure that wherever possible there is more than one adult present during activities, or at least that a volunteer working on their own is within sight or hearing of others i.e. the door is kept open
- Respect a young person's or vulnerable adult's right to personal privacy
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret their actions no matter how well intentioned
- Be aware that physical contact with a child, young person or vulnerable adult may be misinterpreted
- Recognise that special caution is required when discussing sensitive issues with children or young people
- Be aware of Big Ideas' Child Protection principles, guidance and procedures and operate within those procedures
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse

Staff and volunteers should not:

- Have inappropriate physical or verbal contact with children, young people or vulnerable adults
- Allow themselves to be drawn into inappropriate attention-seeking behaviour
- Make suggestive or derogatory remarks or gestures in front of children
- Make suggestive or derogatory remarks or gestures about children or vulnerable adults in a public forum
- Jump to conclusions about others without checking facts
- Exaggerate or trivialise child abuse issues

Recruitment and Induction of Staff and Volunteers

Big Ideas recognises that anyone may have the potential to abuse children in some way and will take all necessary steps to ensure unsuitable people are prevented from working with children. The following applies to all employees of the Group who in some way work with children or vulnerable adults.

Big Ideas makes a commitment towards recruiting staff and volunteers who are suitable to work with children, and staff members undertake training as part of a continuing process of ensuring best practices.

Permanent Staff

Pre-selection checks must include the following:

- Permanent staff applicants should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record
- Consent should be obtained from an applicant to seek information from the Disclosure & Barring Service
- Two confidential references should be requested, including one regarding previous work with children where applicable. These references must be taken up and confirmed in written form
- Evidence of identity should be provided (e.g. passport or driving licence with photo)

Interview and induction Permanent Staff

- All permanent staff will be required to undergo an interview carried out to acceptable protocol and in line with the Group's Equal Opportunities Policy. All employees should receive a formal or informal induction, during which:
- All permanent staff must produce a current DBS certificate if working with children, young people or vulnerable adults
- Child protection procedures should be explained and training needs identified.

Freelance staff or volunteers will be provided with Big Ideas Child and Vulnerable Adult Protection Principles

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help adults working with children or vulnerable adults to:

- Work safely and effectively with children /vulnerable adults
- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child or young person.

In practice this means:

Employees working directly and regularly with children, young people or vulnerable adults whether permanent or freelance will be offered a half-day good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection. Freelance staff will be paid to do the training

Employees will receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person

Big Ideas Designated Person should be kept up to date with first aid training

The taking of, use and storage of images of children

Photographs will only be taken with the consent of the child's parent or guardian, if under 16. In the case of vulnerable adults over 16, it may still be necessary for parents or guardians to give their consent. This permission will be obtained through a Consent Form.

The photographs or video recordings will only be used for the purposes set out in the Consent Form

All photographers taking photographs or videoing children will be DBS checked

All photographs or videos of children will be stored in a secure place

Information for children, young people, parents/guardians, carers, schools and community workers

Big Ideas recognises that an effective Child Protection Policy requires it to work with parents, guardians, teachers and the wider community

Big Ideas will communicate its Child Protection Policy to parents, guardians, children, young people, schools and community workers through leaflets which outline our commitment to child protection and explain what to do if there are any concerns (see Appendix I & II)

Big Ideas' Child Protection Policy will be made available to anyone who requires a copy.

Responding to possible abuse of a child and to disclosure by a child

It is not the responsibility of anyone working for Big Ideas to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. Details on what constitutes abuse and neglect and how to spot their signs can be found in Appendices IV & V. Guidelines on how to behave when a child 'discloses' to you can be found in Appendices VII & VIII. Further information can be found in the Arts

Council England publication ***Keeping Arts Safe – Protection of children, young people and vulnerable adults.***

What does 'disclosure' mean?

In the above context the word is used when a child tells someone (discloses) information about themselves or another which could give rise to concerns about a child's welfare.

First point of contact for suspicions or concerns

Any Big Ideas employee working directly with children, young people or vulnerable adults should always have recourse to a contact person with legal responsibility for the child, young person or vulnerable adult. No Big Ideas employees should ever assume sole responsibility for a child, young person or vulnerable adult. At the outset of any project the relevant person with legal responsibility will be established and all project workers informed. If Big Ideas is working in a school or community setting it may be the teacher or care worker who is the first point of contact. If the project is being run by Big Ideas where teachers or care workers are not present then the parents remain legally responsible but Big Ideas has a duty of care. In this instance any suspicions or concerns should be directed to the **Designated Person** within Big Ideas with responsibility for child protection issues and will take the matter further. In the instance of suspicions or concerns in a school or community setting the Designated Person at Big Ideas should be informed in addition to the person with legal responsibility. If a Big Ideas employee suspects that the person with legal responsibility i.e. the teacher, youth or care worker is actually the source of the problem, they should make their concerns known to the Designated Person at Big Ideas who will take appropriate further action which would include informing another member of staff employed at the site. However, in situations where there is an immediate and serious danger to the child, the Big Ideas employee should immediately inform another member of staff at the site. Employees should make a note of what they have witnessed or what has been disclosed to them on a form supplied by Big Ideas and make the Designated Person at Big Ideas aware of the situation. There is one form for reporting a disclosure and another for reporting suspicions of abuse (see Appendices VI & VIII).

Accidents and injuries

If a child, young person or vulnerable adult is injured while involved in a Big Ideas project a record of the injury must be made in the Big Ideas accident book. Records must be counter-signed by the person with duty of care for the individual. The accident book record should be kept for 21 years. If a child, young person or vulnerable adult arrives at a Big Ideas project with an obvious physical injury, a record of the injury must be made in the Big Ideas accident book. Records should be counter-signed by the person with duty of care for the individual. This record can be useful if a formal allegation is made later. It will also be recorded that the individual did not sustain the injury whilst at taking part in a Big Ideas project. The accident book record should be kept for 21 years.

Rights and confidentiality

It should be remembered by Big Ideas employees that no matter how they feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released. Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only. This could include the following people:

- Big Ideas Designated Person
- The parents/guardian of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- The alleged abuser (and parents if the alleged abuser is a child)

Social services advice should be sought on who should approach the alleged abuser. All information should be stored in a secure place with limited access to designated people, in line with data protection laws that state for example that information is accurate, regularly updated, relevant and secure.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, Big Ideas will follow the procedures as elsewhere and report the matter to the social services or the police. This is because other children may be at risk from the alleged abuser. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk Internet: www.bacp.co.uk

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Responsibilities of the Designated Person

The Designated Person should:

- Receive information from staff, children, parents, carers, teachers and community workers who have child protection concerns and record it

- Assess the information promptly and carefully, clarifying and seeking more information about the matter as appropriate
- Where appropriate consult initially with statutory child protection agencies such as local social services department or health board, or the NSPCC
- Where appropriate make a formal referral to a child protection agency or the police without delay
- Be aware of the local statutory child protection network and the role of the Area Child Protection Committee
- Be aware of relevant contact numbers and addresses
- Have up to date training on child protection awareness

The designated person at Big Ideas is Virginia Crompton.

Responding to allegations or suspicions of abuse by a Big Ideas member of staff

Big Ideas will fully support and protect all staff who in good faith report their concerns that a colleague is, or may be, abusing a child. Appropriate support will also be given to any employee who is the subject of an allegation. Where there is a complaint against a member of staff there may be three types of investigation:

- A disciplinary or misconduct investigation
- A child protection investigation
- A criminal investigation

The results of any criminal or child protection investigation may well influence the disciplinary investigation, but not necessarily.

Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the Big Ideas Designated Person will deal with it as such
- If the matter has been handled inadequately or concerns remain Big Ideas' Designated Person in consultation with the Big Ideas board will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings
- If the allegation is about poor practice by the Big Ideas' Designated Person, it should be reported to Big Ideas' Board who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of Big Ideas staff should be reported to Big Ideas' Designated Person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk
- Big Ideas' Designated Person will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours
- The parents or guardians of the child will be contacted as soon as possible following advice from the social services department
- The Big Ideas Designated Person will also notify Big Ideas Board

- If the Big Ideas' Designated Person is the subject of the suspicion/allegation, the report must be made to Big Ideas' Board.

Internal enquiries and suspension

The Big Ideas Designated Person in consultation with the Board will make an immediate decision about whether any individual accused of abuse should be removed from working with children or temporarily suspended from all Big Ideas employment pending further police, social services and internal enquiries. However, in situations where there is an immediate and serious danger to the child and the Big Ideas Designated Person is not available, the Directors carry responsibility for deciding whether or not to remove immediately the individual from working with children. Irrespective of the findings of any social services or police enquiry the Big Ideas Designated person in consultation with the Board will assess all individual cases and recommend to the Board whether the member of staff or volunteer should or should not be reinstated and how this can be sensitively handled. The ultimate responsibility for deciding on reinstatement rests with the Board. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police, and the decision must be based upon the available information. The welfare of the child should remain of paramount importance throughout.

Further information for Board members can be found on:

<http://www.childrenengland.org.uk/wp-content/uploads/2013/11/Everyones-Business-Safeguarding-for-Trustees.pdf>

Date of Board approval: 1/2/2017

ONLINE ACTIVITIES POLICY

The Coronavirus pandemic 2020 has enforced social distancing rules across the UK. In order to continue to work safely with partners and community groups, Big Ideas has developed ways of engaging with participants online in order to continue to live up to our mission and the spirit of our funding agreements. We recognise that the development of these digital interactions may have longer application than the current moment.

Our goal for all digital interaction is to help our participants:

- connect, and reduce the effects of social isolation
- expand their creative understanding
- creatively express their experience of the current moment

Big Ideas is currently using Zoom for online workshops and meetings. Other online events and broadcasts may be shown via our YouTube channel or Facebook/Instagram lives subject to event requirements. Safeguarding guidelines will apply to each of these platforms as fully as appropriate.

Code of Conduct for Online Activities: *Everyone involved in Big Ideas activities, whether online or face-to-face, should follow our Children & Vulnerable Adults Policy, Privacy Policy and Website Privacy Policy which can be found on our website.*

At the start of an online workshop or event, moderators and event leaders should ensure all participants are aware of expectations for safer online activities:

We expect all participants and workers to help keep everyone in the group safe by acting respectfully towards all. In all digital sessions this can be done by;

1. Only use your first name and initial in your profile e.g 'Sarah D'
2. Make sure everyone in your home/work space is aware that you will be on a live video chat
3. Try to ensure that anyone else in your home/work space doesn't appear on camera (except for parents or carers)
4. Make sure you wear appropriate clothing
5. Do not take screenshots or record the session unless you are explicitly advised to do so by a moderator
6. Don't share things that are not directly related to the group activity (including links, pictures or information about other events). If you are unsure check with the group moderator
7. Remember that online communication can be easily misinterpreted - make sure that you think before you speak, and talk to the event moderator immediately if you see/hear anything that upsets you.

Technical Guidelines

- The invitation to the online session - including any link and passwords - is only for you. You must not share this online or with others

- Links to digital workshops will only be sent to parents / guardians / carers or teachers, not directly to young people
- If you are using Zoom on your computer, you will be able to click the link directly to join the session in your web browser. Zoom however often works better with the desktop app so you may want to consider downloading it
- If joining on your phone, you will need to download the Zoom app
- Make sure the camera shows your full face. You might need to prop up your device to
- You can sign into the Zoom waiting room up to 30 minutes before a session. You can check to make sure your audio and video is working properly.

Recording of Workshops

Big Ideas will always seek participant and parent/carer permission before or directly after the workshop via and emailed media permissions form.

We may want to record a session or part of a session to:

- Record for the evaluation of a project - these clips will not be shared externally but may be including in evaluation reports for partners and stakeholders
- Record for promotional material on Big Ideas website and social media channels - we will also obtain signed media permission form from any participant before using such material on our channels

If you have questions about how any of your (or your child's) footage will be used, please contact the workshop moderator to discuss your concerns.

Participation Permission and Supervision of Online Activities

If you are over 16, you will be able to give permission for your own participation in the workshop. By taking part, you give your permission for your video or icon/name to be seen by those attending the group.

If you are under 16, we will need to hear from your parent/carer to tell us that you have permission to take part in an online session and activities.

If you are aged 11 and under, a parent/carer will need to supervise you while you attend the online session. They do not need to be present all the time, but need to be aware of what you're doing and checking in on you.

Big Ideas will never share participants information with one another before, during or after the workshop.

How We Will Keep Everyone Safe Online

Online Activity Staffing:

- The adult-child ratio for online activities will be raised, and should be at least 1 adult to 6 children under 18.
- At least 2 Big Ideas workshop moderators or 'hosts' will deliver all Big Ideas online sessions.
- All small group work ('breakout rooms' in Zoom) will have at least one Big Ideas adult present
- Adults should not be in a session or a 'breakout room' alone with any participant under 16.

Before The Session

Instructions to Join: We will send you an email or text with instructions on how to join the group.

- We'll send you a link, meeting ID and a password. These are only for you.
- To make sure only those who are supposed to attend have access to the session, don't share this link with others or post it on social media.

Waiting Room: When you join the session, you will enter a 'Waiting Room' – this is a screen that lets you know that you're waiting to come into the session. The Waiting Room helps us make sure that only those who are supposed to be in the session are able to access it.

- We recommend that you join the Waiting Room before the session is due to start
- We will get a notification that you are waiting.
- We will let participants in to the meeting one by one to make sure your technology is working
- You will not be able to see or talk to others in the group while waiting.

Your Concerns: If you have any concerns about joining an online activity, please email or call the workshop moderator before the session. We can talk you through what will happen and the plan for the session. We can also demonstrate the technology so you feel more comfortable.

During the Session

When using Zoom, we will use some standard settings to make sure everyone feels safe:

Chat: You will only be able to send messages to the workshop moderators/hosts. You will not be able to message the group or send private messages to individuals.

Muting / Camera / Leaving: Big Ideas will never prevent you from muting your microphone, turning off your camera or leaving a session if you wish. However the workshop leader may reach out to you after the session to check if anything in the session upset you.

Screen Share: Only Big Ideas will be able to share their screens (although the host may allow you to share your screen if needed for the session).

- When sharing a screen, all Big Ideas workers and participants should ensure that their screen and desktop is free of inappropriate content or any content that might share data not related to the session. (*This means that your email account should be closed and you should make sure no documents with individuals' data are open on screen.*)

Breakout Rooms: For smaller group work, the workshop moderator may split the group into 'Breakout Rooms'.

- At least one adult will be in each breakout room
- You'll be able to 'raise your hand' to ask for help from the host while in the breakout room
- Make sure to join the breakout room that you've been assigned and re-join the main session when instructed by the session lead.

After The Session

We want to make sure you have a good experience of the online sessions, and we need your feedback to do this. You can give us feedback in lots of ways:

- **Quick Feedback:** At the end of the session the moderator/host will ask whether you enjoyed the session. You can share your feedback here directly or by using the chat function to message the moderator directly.
- **Talk to the workshop moderator:** If something has upset you in the session or if you want to give more in-depth feedback, you can let the moderator know via the chat function and they will arrange a call immediately after the workshop to discuss your concerns further.
- **If you don't want to talk to the workshop moderator:** It's important that you tell us if something has upset you in the session – whether about another participant, a worker or volunteer, or your access to the technology – we need to hear from you in order to make sure you can have the best experience possible. If you don't feel comfortable talking to one of the Big Ideas staff members in the session, you can send an email to;

Victoria.Hatchett@big-ideas.org

Roisin.McLoughlin@big-ideas.org

We are still learning about how best to deliver our programmes and activities online. We expect this policy to be updated regularly as we continue to develop these methods and as we collect feedback from our participants, families and audiences.

Appendix 1

Information for children, young people & vulnerable adults

PARTICIPATING IN PROJECTS WITH BIG IDEAS

Big Ideas works with children, young people & vulnerable adults in many different ways – for example you might take part in a workshop or project in your school or in a community group setting. We want everyone taking part in our projects to have fun, make new friends, learn new things and treat each other with respect. You have a right to expect things of us too, and this information explains what you can expect while taking part in our projects.

- You will be treated with respect by everyone working with Big Ideas, including other children
- You will be safeguarded from harm

- If you have any worries you will be listened to and taken seriously
- We will try to make sure that you are working in a pleasant place

What should you do if you have any worries or concerns?

Make sure you talk to someone about them. This is especially important if you are being bullied or treated in a way you don't like.

Who should you speak to?

If you are taking part in a project with Big Ideas speak to the Big Ideas staff member you are working with, or to your teacher, guardian or youth worker.

Appendix II

Information for parents, carers, teachers and community workers

CHILDREN & YOUNG PEOPLE PARTICIPATING IN PROJECTS WITH BIG IDEAS

Big Ideas works with children, young people & vulnerable adults in schools and community settings. The well-being and safety of every child we work with is important to us and we have a Child Protection Policy which outlines the principles we work to. Written Good Practice Guidance is also given to Big Ideas staff and freelance staff to make sure that children are protected while they are participating in our projects. The Policy and Guidance are for our staff, but are available to any parents, guardians, carers, teachers and community workers who would like to see them.

In all our work with children we adhere to the following principles:

- The well-being and safety of each child is our primary concern
- We respect the rights of every child we work with
- Children are treated equitably and sensitively in line with Big Ideas' equal opportunities policy
- Relationships between Big Ideas staff and the children they work with are based on mutual trust and respect
- The feelings and concerns of any child or their parent/carer are listened to and acted upon
- All Big Ideas staff and artists have a responsibility to prevent the physical, sexual or emotional abuse of any child with whom they come into contact.
- Any suspicions of abuse are taken seriously and responded to swiftly and appropriately.

Recruitment of staff

Staff recruitment and selection processes include Disclosure & Barring Service checks for anyone working with children, young people & vulnerable adults.

Other information:

Big Ideas uses the term 'child' to refer to anyone under the age of 18, as defined by the Children Act 1989

The principles above apply equally to our work with vulnerable adults, for example adults with learning difficulties.

If you have a concern:

If you have a concern about a child, young person or vulnerable adult who is working with Big Ideas you should contact the following designated people: virginia.crompton@big-ideas.org.