



Children and Adults at Risk - Safeguarding Policy

The Barn wants to ensure that all visitors and participants experience an inclusive, enjoyable and safe environment in which they feel respected and valued. The Barn is committed to the protection and safeguarding of children and adults at risk.

Policy Overview

The Barn's Children and Adults at Risk Safeguarding Policy provides a framework with which, Barn staff, trustees, freelancers, volunteers and associated relevant parties can individually and collectively understand their responsibilities in relation to child protection, safeguarding and promoting the welfare of children and adults at risks.

This policy provides clear guidelines regarding safeguarding in the Barn's organisation and is made known to all people within the Barn organisation in an employed, freelance, voluntary, traineeship/internship, placement/work experience position, or trustee, whether paid or unpaid (referred to in this policy as Our People), each of whom is responsible for compliance.

Definitions of Individuals Covered in this Policy

References within this policy to children are intended to refer to children up to the age of 18 years.

Adults at risk is defined as an individual aged 16 or over who is, or may be, unable to take care of themselves against significant harm or exploitation. This may be because they have a mental health problem, a disability, a sensory impairment, are old or frail, or have some form of illness. Because of their vulnerability, the individual may be in receipt of a care service in their own home, in the community or be resident in a residential care home, nursing home or other institutional setting.

This policy has been created to ensure that children and adults at risk have the same protection regardless of disability, gender, racial heritage, religious belief, sexual orientation or identity. The Barn's Equal Opportunities Policy is made known to Our People, and can be accessed online at <https://thebarnarts.co.uk/visit-us/equal-opportunities-policy>

Safeguarding is everyone's responsibility.

What do we mean by Child Protection/Safeguarding?

The meaning of Child Protection in this policy is the processes involved in consideration, assessment, and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm from abuse, neglect or exploitation.

The meaning of Safeguarding in this policy is a much wider concept than child protection and refers to promoting the welfare of children, young people and adults at risks. It encompasses protecting from maltreatment, preventing impairment of their health or development, ensuring that they are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children, young people and adults at risks to have the best outcomes. Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or likely to suffer, significant harm.

The trustees of the Barn, as a board, are ultimately responsible for the correct application of the Barn Children and Adults at Risk Safeguarding Policy and are committed to reviewing and updating the policy with the Designated Safeguarding Officer every three years.

This policy is underpinned by national legislation and guidance including the following:

[Children \(Scotland\) Act 1995](#)

[Children \(Scotland\) Act 2020](#)

[Adult Support and Protection \(Scotland\) Act 2007](#)

[Protection of Vulnerable Groups \(Scotland\) Act 2007](#)

[Disclosure \(Scotland\) Act 2020](#)

[Data Protection Act 2018](#)

[General Data Protection Regulation \(GDPR\)](#)

[Getting it Right for Every Child \(GIRFEC\)](#)

[National Guidance for Child Protection in Scotland 2021 – updated 2023](#)

Safeguarding Policy

- All of Our People accept responsibility for the welfare of children and adults at risk who come into contact with the organisation, in connection with its tasks and functions, and they report any concerns about an individual's own or somebody else's behaviour to the Designated Safeguarding Officer.
- If the Designated Safeguarding Officer is unavailable, or if the concern involves the Designated Safeguarding Officer, or any of Our People are unhappy with the response of the Designated Safeguarding Officer, concerns should be reported to Giulia Montalbano, Co-Director.
- Our People with access to children and adults at risk will be checked appropriately, and be in receipt of a satisfactory PVG Scheme Record before being allowed any such access.
- Information relating to any allegation or disclosure will be clearly recorded as soon as possible in accordance with the Barn's procedures.
- Confidentiality that might apply to certain situations should not override the right of a child or adults at risk to be protected from harm. Subject to that, effort should be made to ensure that confidential information is maintained in accordance with section 14 of this policy (Privacy Policy and Data Protection (GDPR)).
- The Barn Child and Adults at Risk Safeguarding Policy will be referred to and included in recruitment and policy materials; the policies are openly and widely available to Our People and actively promoted within our organisation.
- A culture of mutual respect between children and adults at risk and those who represent the Barn in all its activities will be encouraged.
- Any of Our People who encounter concerns in the context of their activities in which they are engaged with will be supported when they report their concerns in good faith.

The Designated Safeguarding Officer is responsible for:

- Taking the appropriate and timely action following any expression of concern regarding a child or adult at risk's health and safety.
- Where relevant, making appropriate referrals to protection agencies.
- Supporting staff and volunteers with safeguarding concerns
- Maintaining accurate records of referrals and action taken
- Ensuring provision of relevant safeguarding training

Code of Practice

The Barn expects that Our People will be aware of the Code of Practice and adhere to its principles in their approach to all children and adults at risk.

1. Physical Contact

- It is important not to have inappropriate physical contact with children or adults at risk. Where physical contact is necessary, such as in a workshop situation, it must only take place with the consent of the individual.
- The use of physical constraint on a child or protected adult should involve the absolute minimum force necessary and is only permissible when you are certain that the child or adults at risk is at imminent risk of endangering a person, themselves, others or Barn property.

2. Inappropriate behaviour towards children, young people and adults at risks

- Our People must never:
 - Make suggestive or inappropriate remarks to or about an individual.
 - Initiate or engage in sexually provocative conversations or activity.
 - Do things of a personal nature for an individual that they can do themselves.
 - Allow any allegations made by an individual to go without being reported and addressed, or either trivialise or exaggerate abuse issues.
 - Make promises to keep any disclosure confidential from relevant authorities.

3. Being alone with a child or adults at risk

- Our People must avoid spending time alone with a child or adults at risk away from others. Meeting with a child or adults at risk should be done in sight of others. If privacy is needed, ensure another member of Our People is present.
- It is not appropriate to take children or adults at risk alone in a car, no matter how short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents/guardians of the child or adults at risk and to the knowledge of Our People.

4. Personal privacy

- When children are changing clothes, if the presence of an adult is necessary, there should be a minimum of two adults in the room at all times.
- Our People must respect children and adults at risks' rights to privacy and encourage children and adults at risks to feel comfortable enough to report attitudes or behaviours they do not like.
- Without the full knowledge and consent of the parents/guardians of the children or adults at risks, Our People should not:
 - Meet children and/or adults at risk outside of organised activities.
 - Offer or accept personal contact details including any social media and text messaging.
 - Under normal circumstances, enter a child's or adults at risk's home. If it is unavoidable to visit a child's or adults at risk's home, Our People must never go alone.

5. Social Media

- It is suggested and seen to be good practice that Our People set all of their online social media activity to private setting to avoid children, young people and adults at risks being able to view their public social media pages, therefore potentially blurring boundaries of the professional roles between Our People and children/adults at risks.
- Our People should not offer or accept requests to communicate with children or adults at risk on any online social networking platform.
- If any of Our People working with young people or an adult at risk in the Barn organisation whom they are already 'linked' with on social media platforms this must be disclosed to their Line Manager as soon as possible.
- If a child/adult at risk contacts Our People through their *personal* social media account or via private messaging, Our People should report this to the Designated Safeguarding Officer who will follow up to ensure no further private messaging takes place. On no occasion should any of Our People engage in private messaging with a child/adult at risk from their personal social media account.
- All use of social media and networking must comply with the Barn's expected standards of behaviour as outlined in Our People contracts and Handbooks.

6. Marketing and publicity

- Regarding children and young people, the Barn has a responsibility to promote their welfare and to ensure Our People take and use photographs and videos of children safely. The sharing of photographs and films of Barn events and activities can help the Barn celebrate the successes and achievements of participating children and young people, provide a record of the Barn's activities and raise awareness of the organisation. However, children, their parents and carers have a right to decide whether their images are taken and how these may be used.

Therefore, during events and activities specific to children, the Barn will:

- Always ask for written consent for a child, from their parents or carers before taking and using a child's image.
- Ensure the consent form explains what the images will be used for.
- Advise that if a child or their parent or carers withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
- Never publish personal information about individual children and disguise any identifying information (for example the name of their school or a school uniform with a logo).
- Make sure children, their parents and carers understand how images of children will be securely stored and for how long.
- Avoid full face shots of children.

The Barn's full Photography Policy is made known to Our People, and can be accessed online at: www.thebarnarts.co.uk/visitus/photography-policy

7. Privacy Policy and Data Protection (GDPR)

- The Barn is committed to the safe and secure management of confidential information.
- The Barn is committed to the rights of children and adults at risks to confidentiality and this will be respected by Our People. However, when any of Our People reports information disclosed by a child or adults at risk, they should be referred to the Designated Safeguarding Officer for investigation by an appropriate agency, and the child or adults at risk should be told that confidentiality cannot be kept. Confidentiality and trust should be maintained as far as possible but Our People must act on the basis that the safety and welfare of the child or protected adult is the overriding concern. The degree of confidentiality will be governed by the need to protect the individual and therefore complete confidentiality cannot be guaranteed.

In general, the following guidelines should be used:

- The individual should be informed at the earliest possible stage of the disclosure that the information may be passed on and where possible their permission to disclose sought.
- All conversations regarding a safeguarding concern should always be held in a person-sensitive environment. Our People must not discuss the case with anyone other than those involved in the case.
- If any of Our People have any concerns about the progress of the case or have any other concerns these must be discussed with the Designated Safeguarding Officer.
- The Barn complies with the requirements of GDPR under data protection laws. This allows for disclosure of personal data in specified circumstances including; where it is necessary to protect a person's vital interests or vital interests of another person. The Designated Safeguarding Officer will take these and other applicable statutory provisions into account in assessing whether information will be shared. In general, legislation does not prevent sharing of information if:
 - those likely to be affected consent; or
 - the public interest in safeguarding the person's welfare overrides the need to keep the information confidential; or
 - it is considered the person is a danger to themselves or others; or
 - disclosure is required under court or other legal obligation.

The Barn's Privacy Policy is made known to Our People and can be accessed online at: www.thebarnarts.co.uk/privacy

8. Working relations

- If any of Our People has any concerns relating to the welfare of a child or protected adult, be it concerns about actions behaviours of Our People or concerns based on any conversation with the child/adults at risk; particularly where the child or adults at risk makes an allegation, this should be reported to and monitored by the Designated Safeguarding Officer in accordance with the Barn's procedures.
- Where it appears the working relations between a child or adults at risk and any of Our People may be starting to break down, the Designated Safeguarding Officer should be informed and a process put in place to monitor the situation to ensure the deterioration of the relationship does not continue further.

9. Keeping Up to Date with Children and Adults at Risk Safeguarding

- The Barn provides ongoing training and support to all staff to ensure they understand their safeguarding responsibilities and procedures. We follow safe recruitment practices, and any roles involving regulated work with children or adults at risk require PVG (Protecting Vulnerable Groups) scheme membership through Disclosure Scotland and appropriate checks, in line with Scottish legislation.
- All staff are expected to stay up to date with the Barn's safeguarding policies and procedures. They should take time to regularly reflect on best practice, including maintaining appropriate boundaries when working with children and adults at risk, and actively minimising potential risks. If there is any uncertainty or need for guidance, staff should consult a designated officer as soon as possible.
- All reporting forms related to safeguarding and other HR policies are available electronically on the Barn's shared drive, as well as in hard copy within the HR Policies folder in the Barn office.

Designated Safeguarding Officer – Cath du Preez

Policy updated 2026