



The COMMON LOT

Child and Vulnerable Adult Protection Policy

Statement of Purpose

The Common Lot is committed to a practice which protects children and vulnerable adults from harm. This Policy details organisational behaviour and best practice which is applicable to all members of the Common Lot, including those who work with the Common Lot on a volunteer or freelance basis, as well as the Common Lot's Board.

Every child and vulnerable adult who takes part in our activities should be able to do so in an enjoyable and safe environment. This policy establishes The COMMON LOT's position, role and responsibilities.

Aims:

The COMMON LOT will ensure that:

the welfare of every child and vulnerable adult is paramount

all children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse

suspensions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

workers and volunteers know that they have a responsibility to report concerns to the designated committee member (see 'Our procedures' below).

Key Principles

A 'Child' is defined as a person under the age of 18 (The Children Act 1989).

For the purposes of this policy, A 'Vulnerable Adult ' is defined as anyone over the age of 18 who requires activities which lead to them being considered vulnerable to significant harm or exploitation at that particular time.

A vulnerable adult can be anyone

- who receives social care services or personal care,
- who requires assistance in relation to general household matters such as paying bills, shopping etc, due to a physical or sensory impairment, learning disability or mental health issue
- who is detained by Her Majesty's Government or in contact with Probation Services

The COMMON LOT will:

respect and promote the rights, wishes and feelings of children and vulnerable adults

adopt best practice to safeguard and protect children and vulnerable adults from abuse

abide by the procedures outlined within this document

respond to any allegations appropriately

review the policy annually

Our Policy

The COMMON LOT will;

- only work with children who are accompanied by a parent or guardian or an adult designated in writing by the parent or guardian, or those children on an organised school trip.
- treat all children and vulnerable adults equally with respect and dignity and put the welfare of each child and vulnerable adult first
- require DBS checks issued within the last five years to be held by:
 - all Board members
 - any volunteer asked to work directly with children and vulnerable persons
- require all freelancers working directly with children and vulnerable persons to be signed up to the DBS update system or have a DBS certificate of a maximum of 2 years.
- keep a register of DBS numbers will be kept on a secure database by the designated Board member responsible for child and vulnerable person
- actively ensure all members of the Common Lot, including those who work with the Common Lot on a volunteer or freelance basis, avoid spending any time alone with children or vulnerable beneficiaries, away from others
- where possible, ensure that all online contact with children will be conducted via schools, or relevant and responsible adults.
- strongly advise all members of the Common Lot, including those who work with the Common Lot on a volunteer or freelance basis, not issue or accept friend requests of equivalent from social networking sites from a child or vulnerable person

Where the Common Lot works in partnership with schools in organised activities, the Common Lot will follow the school's guidance in safeguarding their pupils, including where filming and photography are concerned.

The sharing of photos and videos

A realistic assumption has to be made that photos and videos taken at Common Lot public events will be shared on social media.

However, in order to ensure the privacy and safety of children as best as possible at Common Lot activities (meetings, workshops, rehearsals etc.), the Common Lot will:

1. require written consent from the parent or guardian of a child for photos and videos to be taken of that child participating in a Common Lot organised activity and to then potentially be shared by the Common Lot on social media and its website.
2. advise participants in Common Lot activities that they need permission from the organiser of that activity to take photos and videos and that, if that permission is given, only children with the written permission of their parent or guardian, can be photographed or filmed.
3. require any professional photographer or film-maker employed by the Common Lot to read this policy and make sure they follow the procedures when photographing and filming.
4. follow advice from schools when participating in an organised activity with a school.

Our procedures

The COMMON LOT will;

appoint a designated Board member responsible for child and vulnerable person protection and ensure every member and volunteer knows his or her name and how to contact them.

This named person shall be

Nicola Turner, (07801 702 205)

karishmagic@rocketmail.com

the designated board member will renew child and adult safeguarding training every three years.

the designated Board member responsible for child protection will report any disclosure, or sign of abuse immediately to Norfolk County Council's Multi-agency safeguarding hub (MASH)

0344 800 8020 , and will co-operate in any resulting investigation.

ensure all members of the Common Lot, including those who work with the Common Lot on a volunteer or freelance basis, understand their role in being alert to the signs of abuse and, their responsibility to refer any concerns to the designated Board member responsible for child protection

require that Board Members have read together the abbreviated version of The Children's Act 2004 annually and have signed to say they have done this.

This policy will be subject to **annual review** by the officers named below

Adopted by The COMMON LOT

Date: May 1st 2019

Signed the board members: Nicola Turner Mags Chalcraft Islam Eileen Mulvaney



The Common Lot

Consent form for the taking and use of images of a child

I, (FULL NAME) hereby give my consent to The Common Lot to take and use photographs and videos of my child/children's image for its use and without my having to give further consent.

I give consent for The Common Lot to use photographs and videos of my child for the following purposes (delete those purposes not to be used for):

- Record of workshops for events**
- Record of events**
- Social Media usage**
- The Common Lot website**
- Publicity purposes (magazines, leaflets, newspapers)**
- Press articles**
- Grant applications and reports**

I agree that all rights including pictures, videos, recordings, and any other copyright material shall belong to The Common Lot absolutely.

Name of child/children:.....

Name of parent/guardian:.....

Telephone of parent/guardian:

Email address:

Signed:

Date: