



Newbiggin Arts Centre

The place for all things art...where Arts are for All

Newbiggin Arts Centre Safeguarding Policy

Approved by Trustees on: 14th August 2025
Review Date: 13th August 2026
Designated Safeguarding Lead (DSL): Susan Case
Contact: 07952 607697 susiesu46@gmail.com

1. Our Commitment

Safeguarding is a key part of everything we do at Newbiggin Arts Centre (NAC). We want everyone – especially children and adults who may be at risk – to feel safe, respected, and supported.

Our values guide our safeguarding work:

- **Respect:** We treat others as they wish to be treated.
- **Inclusivity:** Everyone is welcome and treated fairly.
- **Collaboration:** We work together, involve others, and consult where possible.
- **Solutions-focused:** We look for practical ways to keep people safe.
- **Impact:** Our actions make a real difference.
- **Expertise:** We aim to be the best at what we do.
- **Empowerment:** We help people achieve their goals.

2. Who This Policy Protects

This policy applies to everyone at NAC – trustees, volunteers, visitors, and anyone using our services.

It protects:

- **Children** – anyone under 18 years old.
- **Adults at risk** – anyone aged 18+ who may need extra help or protection due to age, illness, disability, or circumstances that make them vulnerable.

3. What is Abuse?

Abuse can happen in many ways:

- **Physical** – hitting, shaking, rough handling.
- **Emotional** – threats, humiliation, controlling behaviour.
- **Sexual** – unwanted touching, sexual activity, exploitation.
- **Neglect** – not meeting basic needs like food, warmth, or medical care.
- **Financial** – stealing money or possessions.

If you are unsure, **always speak up** – it's better to check than to miss something.

4. Our Principles

- **Everyone's responsibility:** We all have a role in keeping people safe.
- **Prevention:** We use safe recruitment, which includes references and Disclosure & Barring Service (DBS) checks for trustees, staff, and anyone providing services on behalf of NAC.
- **Protection:** We train our trustees and volunteers to recognise and report concerns.
- **Partnership:** We work with the council, police and other agencies when needed.
- **Empowerment:** We listen to people and respect their rights.
- **Accountability:** We are open, transparent and committed to improving our approach.

5. Roles and Responsibilities

All Trustees and Volunteers:

- All trustees and anyone delivering services for NAC must have an up-to-date DBS check before starting their role.
- Read and follow this policy.
- Complete safeguarding training (preferably within one month of joining).
- Report concerns immediately.

Trustees:

- Approve and review this policy.
- Make sure NAC is safe, legally compliant, and protects its reputation.
- Are DBS checked and ensure providers of our services are as well.

Committee Members:

- Ensure safeguarding is considered in planning and activities.
- Make sure volunteers they supervise are trained and aware of procedures.
- Discuss safeguarding regularly in meetings.

Designated Safeguarding Lead (DSL):

- Develop and monitor NAC's safeguarding work.
- Give advice and support to trustees and volunteers.
- Be the first point of contact for any safeguarding concerns.

6. What To Do If You Are Worried

If you are worried about the safety or wellbeing of a child or adult at risk:

1. **Act quickly** – do not ignore it.
2. **Tell the DSL immediately**
(Susan Case – 07952 607697 susiesu46@gmail.com)
3. If the DSL is unavailable and it is urgent, contact:
 - **Northumberland Children's Services:** 01670 536400
 - **Northumberland Adult Services:** 01670 536400
 - **Police:** 999 (emergency) or 101 (non-emergency)
4. **Write down what happened** – include date, time, names, what was said or seen, and sign it. Keep it factual.
5. Do not investigate yourself or promise to keep secrets.

7. Breaches of Policy

Breaking this policy may lead to:

- Investigation by the local authority or police.
- Referral to the Disclosure & Barring Service (DBS).
- Disciplinary action.
- Reporting to the Charity Commission.

8. Equality and Inclusion

We value diversity and treat everyone equally, regardless of age, sex, ethnicity, disability, sexuality, or belief. Everyone should be safe, able to take part, and free from abuse.

9. Monitoring and Review

This policy will be reviewed every year by NAC trustees, or sooner if there are changes in law or best practice.

Signed on behalf of the NAC Board of Trustees:



Steve Wilkinson
Chairman of the Board of Trustees
14th August 2025