



Newbiggin Arts Centre Safeguarding Procedures

Version: 2C

Approved: 14th August 2025

Review Date: 13th August 2026

Link to policy: See *Newbiggin Arts Centre Safeguarding Policy*

1. Introduction

These procedures explain exactly what to do if you are worried about the safety or wellbeing of a child (under 18) or an adult at risk (someone 18+ who needs extra help or protection). They apply to everyone who works or volunteers at NAC, even if safeguarding is not your main role.

2. Key Principles

- The safety of children and adults at risk is the most important thing.
- Everyone, regardless of age, disability, gender, race, religion, or sexuality, has the right to be safe.
- All concerns, suspicions, or allegations of abuse will be taken seriously and acted on quickly.
- We work with parents/carers and relevant agencies whenever possible to keep people safe.
- Anything in these procedures that applies to children also applies to vulnerable adults.

3. Who to Contact

If you are worried about someone or a situation, contact:

Designated Safeguarding Lead (DSL):

- Sue Case – 07952607697
- Email: susiesu46@gmail.com

Deputy Safeguarding Lead:

- Wendy Storey – 07766 856365

NAC Main Contact:

- Office: 01670 708269
- Email: info@newbigginartscentre.org

If they are not available and it's urgent:

- Northumberland Children's Services: **01670 536400**
- Northumberland Adult Services: **01670 536400**
- Police: 999 (emergency) or 101 (non-emergency)

4. What To Do if You're Worried

1. Act quickly – don't delay.
2. Tell the DSL or Deputy DSL immediately.
3. Keep your concern confidential – only share with the DSL or relevant authorities.
4. Write down what happened as soon as possible (see section 6).
5. If you think someone is in immediate danger, call the police (999).

5. If a Child or Vulnerable Adult Tells You About Abuse

- Stay calm – don't show shock or disbelief.
- Listen carefully – let them speak in their own words.
- Reassure them – say they have done the right thing by telling you.
- Do not promise secrecy – explain you must share this to help keep them safe.
- Avoid asking lots of questions – just enough to understand the basics.
- Write down exactly what they told you (see section 6).
- Tell the DSL immediately.

6. What to Record

Write your report as soon as possible after the event. Include:

- Name and details of the person at risk.
- What happened, including dates, times, and location.
- What you saw or heard (use exact words if possible).
- Any visible injuries (describe, don't guess cause).
- Names of anyone else involved or who saw it.
- Whether it is fact, opinion, or something someone else told you.

Where to store: In the Safeguarding Log, kept securely in the NAC filing cabinet (Front Street and Gibson Street).

7. Signs of Possible Abuse

Be alert to:

- Unexplained injuries, or injuries in unusual places.
- Explanations that don't match the injury.
- Sudden changes in behaviour (withdrawn, angry outbursts).
- Inappropriate sexual knowledge or behaviour.
- Avoidance of certain adults.
- Isolation from friends or activities.
- Extreme hunger, weight loss, or neglect of personal care.

8. Confidentiality

- Share information only with people who need to know.
- Sometimes you must share without consent to keep someone safe (e.g. with police or social services).

9. Training

All trustees and volunteers will:

- Receive safeguarding induction training.
- Read and understand the policy and these procedures.
- Know how to access them in future.

10. Review

These procedures will be reviewed yearly or sooner if laws or guidance change.

Approved on behalf of Newbiggin Arts Centre by:

A handwritten signature in blue ink that reads "Steve R Wilkinson". The signature is written in a cursive, flowing style.

Steve R Wilkinson
Chair of Board of Trustees
14th August 2025