



Newbiggin Arts Centre

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

Newbiggin Arts Centre Safeguarding Policy

Approved by Trustees on: 5th November 2025
Review Date: 4th November 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. This policy sets out how NAC protects children and adults at risk from harm, abuse or neglect. All Trustees, staff and volunteers share responsibility for implementing this policy.

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.

This policy is based on and complies with relevant UK legislation and guidance, including the Children Act 1989 and 2004, the Care Act 2014, the Protection of Freedoms Act 2012, and 'Working Together to Safeguard Children' (HM Government 2018). We also follow the Charity Commission guidance on safeguarding (CC30)

2. Who This Policy Protects

This policy applies to everyone at NAC – Trustees, volunteers, visitors, and anyone using our services. It covers all NAC activities, whether on our premises, online, or in the community.

It protects:

- Children: Anyone under 18 years old.
- Adults at risk: As defined by the Care Act 2014, an adult aged 18 or over who (a) has needs for care and support, (b) is experiencing, or at risk of, abuse or neglect, and (c) is unable to protect themselves because of those needs.

3. What is Abuse?

Abuse can take many forms, including physical, emotional, sexual, financial, neglect, discriminatory, institutional, or self-neglect:

- Physical: Hitting, shaking, rough handling, misuse of medication, inappropriate restraint.
- Emotional or psychological: Threats, humiliation, controlling behaviour, intimidation, isolation.
- Sexual: Unwanted touching, sexual activity, exploitation, or exposure to inappropriate materials.
- Neglect and acts of omission: Failing to meet basic needs such as food, hygiene, warmth, or medical care.
- Financial or material: Theft, fraud, exploitation, or misuse of someone's money or property.
- Discriminatory: Harassment or unfair treatment due to age, disability, gender, race, religion, or sexuality.
- Institutional or organisational: Poor care practices within a setting or service.
- Self-neglect: When an individual neglects their personal hygiene, health, or surroundings.

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

4. Listening and Responding

We are committed to listening carefully to anyone who raises a concern or discloses abuse. All concerns are taken seriously, recorded factually, using the person's own words wherever possible and stored securely and confidentially, accessible only to the DSL and Chair of Trustees, if required.

5. Our Principles

- Everyone's responsibility: We all have a role in keeping people safe.
- Prevention: We use safe recruitment, including references and Disclosure and Barring Service (DBS) checks for Trustees, staff, and anyone providing tuition, or other community-facing 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.

6. Roles and Responsibilities

All Trustees and Volunteers 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).
- Be familiar with signs of abuse and NAC safeguarding procedures
- Report concerns immediately.

Trustees:

The Board of Trustees holds ultimate accountability for safeguarding and ensures that reports and incidents are reviewed as a standard agenda item at Board meetings. They must:

- Approve and review this policy.
- Make sure NAC is safe, legally compliant, and protects its reputation.
- Are DBS checked and ensure service providers 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.
- Consider safeguarding as part of all risk assessments carried out.

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.

7. Reporting an issue or incident

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

1. Act quickly – do not ignore it.
2. Report immediately to the DSL (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 Safeguarding Team: 01670 536400
 - Out of hours emergency: 0345 600 5252
 - Police: (if a criminal offence may have occurred)
- 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.
6. Ensure all information is stored safely and securely, as per NAC GDPR policy.

7A Allegations or Concerns about a Volunteer, Committee Member or Trustee

NAC takes all allegations of abuse, misconduct or breaches of safeguarding policy seriously, regardless of role or status. Allegations may involve behaviour towards a child, young person or adult at risk, or actions that question someone's suitability to work or volunteer with the public.

If you have a concern, or receive an allegation about a volunteer, committee member, or Trustee, report it immediately to the DSL. If it concerns the DSL, report to the Chair of Trustees. If it concerns the Chair, report directly to the local authority safeguarding team (details above), or to the Charity Commission.

All allegations will be recorded, referred promptly to the relevant safeguarding authority, and handled with confidentiality and fairness. Anyone implicated will not take part in related discussions or decisions. If necessary, an independent Trustee, or external advisor, will be appointed.

7B Whistleblowing and Reporting Concerns about Trustees or the Organisation

NAC encourages an open culture where anyone can raise concerns about wrongdoing, misconduct or risks to safety. Concerns can include safeguarding issues, misuse of funds, discrimination, or abuse of power.

Concerns can be raised with the DSL, or Chair of Trustees. If the concern involves the Chair, or if you believe it cannot be handled internally, contact:

- One of the external agencies mentioned above, or
- Charity Commission: www.gov.uk/charity-commission
- Protect (Whistleblowing Advice) 0203 117 2520 www.potect-advice.org.uk

Whistleblowers are protected under the Public Interest Disclosure Act 1998. NAC will not tolerate harassment or victimisation of anyone raising a concern in good faith.

Please refer to the NAC Safeguarding Procedures (published on the NAC website) for detailed guidance on responding to and reporting concerns, including step-by-step actions, recording forms, and escalation routes.

8. 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.

9. 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. Refer to the NAC Equality, Diversity & Inclusion Policy (published on NAC website).

10. Monitoring and Review

This policy will be reviewed every year by NAC Trustees, or sooner if there are significant changes in legislation, guidance, or organisational practice.

This policy works in conjunction with the NAC Safeguarding Procedures. Both are reviewed annually to ensure that our policy commitments are matched by effective day-to-day practice.

Signed on behalf of the NAC Board of Trustees:

A handwritten signature in blue ink that reads "Steve R Wilkinson".

Steve Wilkinson
Chairman of the Board of Trustees
5th November 2025