



Safeguarding Policy

1. Introduction and aims

Collective is committed to safeguarding the wellbeing of all individuals during their time at Collective, when involved in any of our offsite activities, and while using any technology managed by us. Collective places particular emphasis on the safety of children, young people and adults at risk of harm. Throughout this policy we use the term “vulnerable people” to refer to these groups.

This policy sets out the steps we will take to ensure that people are able to access and enjoy our programming safely, and to work safely at Collective. The policy should empower the staff and Board of Trustees to prevent harm and be aware of how and when to report it.

As part of our efforts to ensure the safety of individuals in contact with Collective, we will provide staff training on relevant issues.

2. Responsibility

The delivery of this policy is a shared responsibility among all Collective employees, led by a Safeguarding Lead (Claire Craig, Programme Manager) and a Deputy Safeguarding Lead (Alice Mainstone, Facilities and Operations Manager). The policy is overseen by the Director of Collective and the Board of Trustees.

Collective has a zero-tolerance approach to harm, and employees must take reasonable steps to protect vulnerable people at Collective, and report any incidence of harm in writing to the Safeguarding Lead, or, in their absence, a senior manager using the template form (Appendix 2). Managers should advise their teams on safeguarding and consider whether direct reports require PVG scheme membership, with the support of the Safeguarding Lead. All employees and volunteers of Collective are expected to adhere to our Code of Conduct (Appendix 3) at all times.

The Safeguarding Lead will have responsibility for escalating safeguarding concerns to the relevant authorities. This responsibility will be delegated to the Deputy Safeguarding Lead in their absence. If both Safeguarding Lead and Deputy Safeguarding Lead are unavailable or unable to fulfil this duty, this will fall to the Director.

3. Definitions

Collective considers a child to be anyone under the age of 16. An adult at risk of harm is defined by the Scottish Government as an adult aged (16 or over) who is unable to safeguard his or her own personal wellbeing, property, rights or other interests and because they are affected by disability, mental disorder, illness or physical infirmity, are more vulnerable to being harmed than adults who are not so affected.

Collective considers safeguarding issues to be defined as threats to physical safety, psychological safety, or any other actions by another person that could impact on individuals' safety and welfare. Safeguarding issues may be noticed by a member of the public or staff and reported, or reported to Collective staff by the person experiencing them.

4. Recruitment of staff

Collective is committed to the safer recruitment of staff, particularly those working with vulnerable people.

To minimise risk to individuals in contact with Collective, when recruiting staff we will request 2 references, at least one from a previous employer or someone the applicant has worked for in an unpaid/voluntary capacity.

Employees whose post is designated under the PVG Scheme and who are charged or convicted of an offence which would preclude them from working with vulnerable people have a duty to inform their line manager, who will ensure that appropriate actions are taken, including the redeployment of staff pending the outcome of the matter.

Employees may be dismissed if they are found guilty of an offence during their employment, at the discretion of the Director.

5. PVG Scheme Membership

Posts involving regulated work will require PVG Scheme Membership. Regulated work may include work with vulnerable people, or positions of power or influence over these groups.

Collective's membership of the PVG Scheme is managed by the Safeguarding Lead. The Safeguarding Lead will also work with the Director and Safeguarding Deputy to establish which roles should be enrolled into the PVG scheme, and the most appropriate disclosure levels.

For roles including regulated work, staff must not interact with vulnerable people until checks are complete. In some cases, this may mean that incoming staff are unable to take up their role until this is complete.

6. Photography and film

Collective staff have a responsibility to ensure that individuals are aware when photography and filming are taking place at Collective or Collective events. Photography and Filming Consent forms can be found as Appendix 1 to this policy. Images and videos of individuals should not be taken without the consent of the individual. In the case of children, we will seek consent from their parent or guardian, and in the case of vulnerable adults we will seek consent from an accompanying adult.

Individuals will be made aware that images or videos are being taken either via clearly displayed signage, or through dedicated consent forms, which will clearly detail what we will use the content for, allowing for individuals to give informed consent.

Photography and Filming Consent forms will be held in our records for five years. Individuals are able to revoke their consent for Collective to use or hold images of them at any time.

Staff should be aware of individuals taking images of staff and other visitors without their consent. If this occurs then staff should ask the individual to stop taking images, and delete any images on their device.

7. Lone working

Where possible, staff should put measures in place to avoid being alone with a child or vulnerable adult. However, if a member of staff is in a situation where they are alone with a child or vulnerable adult, they should make sure they can be clearly seen or observed by other members of staff.

Collective staff should avoid being alone on site wherever possible. Where staff are attending external meetings alone, they should make a colleague aware of where they are going and who they are meeting.

8. Physical contact

For everyone's safety, physical contact between staff and visitors is not encouraged. There may be occasions where vulnerable people initiate spontaneous contact, and this is unavoidable but should not be encouraged or initiated by staff.

There may be times when physical contact is necessary to prevent vulnerable people from hurting themselves or damaging Collective property. These situations, if they occur, should be noted and reported to a line manager.

Mobility assistance for people with physical impairments should only be provided by responsible adults accompanying the group or individual, however staff should be prepared to provide assistance where requested.

In the case of a vulnerable person who requires assistance, then the nature of the contact should be explained and agreed before it takes place.

Responsible adults accompanying groups or individuals should take responsibility for pushing wheelchairs or guiding mobility devices, with the exception of emergency situations, where the wheelchair user would be in danger. In these cases, permission should be obtained from the vulnerable person and their carer where possible.

9. Reporting harm

Harm or suspected harm will be referred to the Safeguarding Lead or Safeguarding Deputy as soon as possible, and will be recorded on the safeguarding form in as much detail as possible, as soon as possible. This form is attached as Appendix 2. Paper copies of the forms will be securely stored in the locked safe. If a member of staff believes they are witnessing harm, they should contact Police Scotland via 999 or 101 before informing the Safeguarding Lead in writing.

The Safeguarding Lead/Deputy will progress any actions required once the report is received. They will also contact the Director and make them aware of the circumstances.

Further actions may include consultation with statutory services e.g. Social Services or Police as appropriate, and liaison with the school/group/institution involved. Any disclosure of information to non-statutory organisations must be authorised by the Director.

How to deal with reports of harm:

- Take the report seriously, listen to the person and accept what is being said. Do not express shock, ask leading questions or make promises you are unable to keep (e.g. to keep the information confidential or to stop the abuse happening).
- Inform the person reporting harm at the beginning of the report that the matter will need to be referred to the Safeguarding Lead/Deputy.
- Record the information reported in the person's own words, where possible.
- Do not engage in any investigation of the incident other than to note the report. A paper copy of the written report will be securely stored in the locked safe.

Where a member of staff has been involved in a safeguarding incident their supervisor will ensure that they are debriefed and a welfare check carried out.

10. Review

This policy will be reviewed annually and in line with changes to legislation and related guidance. The Safeguarding Lead/Deputy, and any updated training they may require, will be reviewed annually.

Approved by Collective's board in October 2025.

Appendix 1: Photography and Filming Consent Forms

COLLECTIVE

Photo / Filming Consent Form (Adults)

Event or exhibition	
Date	
Photographer(s)	

Please print and sign your name with today's date to give your permission for photos and videos to be taken of you. We will use these images/videos to celebrate our work and promote future Collective activities.

If you have any questions relating to this consent form or the way we are planning to use your information, please contact: mail@collective-edinburgh.art

I consent to be photographed/filmed and for these images/videos to be used for the following purposes by Collective:

- Our organic and paid social media (Instagram, Facebook, X, LinkedIn and YouTube)
- Our website (collective-edinburgh.art)
- Our email newsletters
- Our printed and digital promotional materials (e.g., leaflets, posters and adverts)
- Third party printed and digital promotional materials (e.g., in a magazine)
- Press and media – printed, online and broadcast (e.g., The Scotsman, BBC)
- Reports to funders

I understand the following conditions of use:

- These photos/videos will be owned by Collective and will only be used for the purposes stated on this form
- The images/videos will only be used for five years
- The images/videos and captions will not include your personal information
- You have the right to request to see a copy of the information we hold about you and to request deletions or corrections of the information
- You may withdraw your consent at any time by contacting mail@collective-edinburgh.art

Print name	
Date	
Signature	

COLLECTIVE

Photo / Filming Consent Form (Children)

Event or exhibition	
Date	
Photographer(s)	

Please complete this form to give your permission for photos and videos to be taken of your child. We will use these images/videos to celebrate our work and promote future Collective activities. Please let a member of Collective staff know if you do not wish for your child to be photographed.

If you have any questions relating to this consent form or the way we are planning to use this information, please contact: mail@collective-edinburgh.art

I consent for my child(ren) to be photographed/filmed and for these images/videos to be used for the following purposes by Collective:

- Our organic and paid social media (Instagram, Facebook, X, LinkedIn and YouTube)
- Our website (collective-edinburgh.art)
- Our email newsletters
- Our printed and digital promotional materials (e.g., leaflets, posters and adverts)
- Third party printed and digital promotional materials (e.g., in a magazine)
- Press and media – printed, online and broadcast (e.g., The Scotsman, BBC)
- Reports to funders

I understand the following conditions of use:

- These photos/videos will be owned by Collective and will only be used for the purposes stated on this form
- The images/videos will only be used for five years
- The images/videos and captions will not include personal information (incl. name)
- You have the right to request to see a copy of the information we hold about your child(ren) and to request deletions or corrections of the information
- You may withdraw your consent at any time by contacting mail@collective-edinburgh.art

Name of parent/carer	
Name of child(ren)	
Date	
Signature of parent/carer	

Appendix 2: Safeguarding Referral Form

Concerns for the wellbeing and protection of visitors or staff at Collective should be recorded by the individual with the initial concern. The form should then be passed on to the Safeguarding Lead, either by email or in a sealed envelope.

The Safeguarding Lead will then make a referral as appropriate to Social Work or Police Scotland.

Name of staff member:

Date:

Brief overview of concerns:

This should include who is putting the child/vulnerable adult at risk, how the risk to the individual's welfare came to your attention and other relevant information.

Name and contact details of child/protected adult that your concern relates to:

Name of person reporting:

Relationship of person reporting to Collective:

Signature:

Date:

Safeguarding Lead contacted:

Action taken by the Safeguarding Lead:

Signature:

Date:

Appendix 3: Code of Conduct

Our Code of Conduct outlines our expectations regarding the behaviour of employees and volunteers towards their colleagues, manager and overall organisation. We expect all team members to treat everyone with honesty, trust and respect.

Compliance with law

All employees and volunteers must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees and volunteers to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All employees and volunteers should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees and volunteers should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

All employees and volunteers should treat our company's property, whether material or intangible, with respect and care.

This includes:

- Not misusing company equipment or using it frivolously.
- Respecting all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees and volunteers should use them only in carrying out their roles.

Employees and volunteers should protect company facilities and other material property from damage and vandalism, whenever possible.

Professionalism

Employees and volunteers at Collective should show integrity and professionalism.

- **Corruption:** We discourage employees and volunteers from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

- **Job duties and authority:** All employees should fulfil their job duties with integrity and respect. Managers must not abuse their authority – we expect them to delegate duties to their team members taking into account their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.
- **Absenteeism and tardiness:** Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. Generally, we expect employees to be punctual when coming to and leaving from work.
- **Conflict of interest:** We expect employees and volunteers to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their duties.
- **Collaboration:** Employees and volunteers should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.
- **Communication:** All employees and volunteers must be open for communication with their colleagues, supervisors or team members.
- **Benefits:** We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers. Volunteers are expected to use benefits like travel expenses reasonably.
- **Policies:** All employees should read and follow our company policies. If they have any questions, they should ask their managers.