



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.

9. 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 May 2025.

APPENDIX 1

Photography and Filming Consent Form

In accordance with our Policy for the Protection of Children, Young People and Adults at Risk of Harm we will not permit photographs, video or other images of children and young people to be taken without the consent of the parents/carers and children.

Collective Gallery will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Collective immediately.

To be completed by child/young person (if appropriate)

I consent to being photographed or video (NAME OF CHILD/YOUNG PERSON)

Date:

To be completed by carer, guardian or parent

I consent to Collective (NAME OF CARER/GUARDIAN/PARENT) photographing or video recordings (NAME OF CHILD/YOUNG PERSON) involvement in the project (NAME PROJECT)

Date:

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

We strive to be an inclusive, welcoming, respectful and safe space for everyone.

This is our code of conduct that we ask all staff and trustees, partners, artists and visitors to follow. Whether you're visiting our venue, taking part in one of our programmes, working with us behind the scenes, engaging with us on social media or participating in an event, we ask that you follow our code of conduct.

Act with honesty and integrity

Always communicate information clearly and honestly. Staff and trustees should be open and transparent about decision-making in the organisation.

Be open-minded

Keep an open mind. Everyone has a different life experience and may be struggling with challenges that are not always visible. Do not make assumptions on the opinions or experiences of others.

Be aware of your privileges and how other people may not have had the same advantages as you. Acknowledge systemic racism, oppression and discrimination.

Respect boundaries

Be aware of, and respect, the emotional and social boundaries of others. Don't assume that others have the same physical and emotional boundaries as you.

Look after each other

Treat all people with respect and consideration. Actively check in on people to make sure they are safe and supported. Access should be given before someone needs to ask for it. Caring is a shared responsibility.

No abuse

Physical and verbal abuse towards our staff or visitors will not be tolerated. This includes discriminatory behaviour, harassment and victimisation.

Be kind with your words

Be aware of the power of language to include or exclude. Be aware of how the words you use might affect others. Take time to understand the issues and use inclusive language. Recognise that language can change over time and people might not always get it right.

People use different terms for self-describing around gender, race, class and disability among other things. Avoid making assumptions and respect given terminology, ask people how they want to be addressed.

Express opinions respectfully

We encourage you to express your opinions in a constructive, non-judgemental, respectful and courteous manner.

Treat our property with respect

Keep our buildings and facilities clean and tidy, leaving them in the condition you found them in. Use the buildings and facilities for the purpose they were intended for. Damage and vandalism will not be tolerated.

Employees shouldn't misuse company equipment. They should respect all kinds of incorporeal property (e.g. trademarks, copyright).

Care for the environment

Help us care for the environment by not littering and recycling where possible, including putting exhibition guides back for reuse if you do not plan to read them again.

Consent

Always seek consent and if someone says 'no', or asks you to stop something, then stop. This includes taking photographs or recordings which may include other people.