

Primary: Safeguarding Children, Young People & Adults at Risk Policy

Updated: October 2022

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Safeguarding Policy Statement

Primary believes that the welfare of the child, young person or adult at risk is paramount

We aim to create an environment where the welfare of children, young people and adults at risk is actively promoted. Promoting welfare is about helping users achieve their potential and ensuring that they are safe and adequately cared for. Our creative work with young people and adults at risk aims to build confidence and leadership skills – and for this to happen it is important they feel safe and understand their own rights.

Children and young people all have an equal right to protection from all types of harm or abuse

All children, young people and adults at risk, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. Primary has a duty of care to safeguard all children and adults at risk involved in Primary activities from harm.

Staff and volunteers should be clear on how to respond appropriately

The aim of this policy and its procedures is to promote good practice and to allow all staff and volunteers to make informed and confident responses to specific child protection and adults and risk issues. All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

Primary will strive to create a safe and secure environment where participants, volunteers and staff can work together confidently in mutual respect. Primary recognises its responsibility to take appropriate action when a child or adult at risk discloses that they are experiencing abuse or neglect, or if staff or volunteers have a concern about the welfare of

a child or adult at risk, and to ensure staff and volunteers understand what might indicate this and what action to take.

This policy aims to provide all staff, on behalf of Primary, undertaking work with children, young people, or adults at risk, the knowledge and skills to recognise signs of abuse and to take appropriate safeguarding action. All staff and volunteers who will be working with children or adults at risk will be given an induction and overview of the organisation to ensure they understand its purpose, values, services and structure. Relevant training and support will be provided where needed.

Introduction & Definitions

Every person employed by Primary who, as part of their normal duties comes into direct contact with children or adults at risk, or who manages facilities for the use of groups which include children or adults at risk, has a responsibility in safeguarding their welfare and preventing abuse.

These procedures are in keeping with the ethos of Primary and are binding for all members for staff, volunteers and partners who work with Primary to ensure good practice is maintained.

Where this policy refers to staff or individuals working for Primary this includes anyone employed by Primary / Nottingham Studios Ltd though payroll or on a freelance basis or working with Primary as a volunteer.

Children

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18th birthday. For the purpose of these safeguarding procedures the reference to children therefore means children and young people throughout.

There are four broad categories of child abuse and neglect:

- Physical abuse
- Neglect

- Emotional abuse
- Sexual

It is important to be mindful that some children are particularly vulnerable to abuse because of their age or their living circumstances or characteristics. Disabled children are at greater risk of abuse than non-disabled children. Children living in adverse parental circumstances may also be more at risk; in particular, children living in homes where there is domestic violence. All staff and volunteers should be familiar with the definitions and indicators of abuse and neglect. See Appendix 1 for definitions of abuse and neglect.

Adults at Risk

An Adult at Risk is defined by the Care Act 2014 as an adult who has needs for care and support and is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

There are a number of categories of adults at risk abuse:

- physical (including unlawful restraint)
- domestic violence ('controlling/coercive/threatening')
- sexual abuse (including Female Genital Mutilation - FGM and sexual exploitation)
- forced marriage
- honour based violence
- psychological/emotional
- financial and material
- modern slavery/ trafficking
- radicalisation
- neglect and acts of omission
- disability and hate crime
- discriminatory
- self neglect
- organisational abuse

All staff and volunteers should be familiar with the definitions and indicators of abuse and neglect. See Appendix 2 for definitions of abuse and neglect

Safer Recruitment

Primary uses a clear recruitment process including an application form that requires any evidence of criminal convictions (spent and unspent). Some convictions will not necessarily bar individuals from carrying out a particular role/job or mean that they would be deemed unsuitable for working with children and young people. All information provided in the application form will be treated as confidential, in accordance with The General Data Protection Regulation (GDPR) 2019.

For staff positions, a minimum of two interviewers form the shortlisting and interview panel for all positions. Two confidential references will be required. For posts in which there will be direct contact with children, one reference should be regarding previous work with children.

An enhanced DBS check is requested for all paid staff and volunteers, artists, consultants, artist tutors who will be working with children, young people and/or adults at risk. An appropriate consent should be obtained from an applicant to seek an Enhanced Disclosure. This must be cleared before work commences or the individual must always be accompanied by a DBS checked adult in carrying out their duties in working with children, young people or adult at risks. Individuals who have a valid DBS check in place on appointment should have no less than 1 year left on the lifespan of their certificate, or be registered on the online DBS update service and present a copy of their certificate to the Designated Safeguarding person.

Designated Person

Primary have appointed a Designated Safeguarding Person who will be responsible for sharing this policy with other staff and volunteers and will also be the person to whom any safeguarding child or adult at risks concerns will be reported in the first instance, and who will then discuss and agree the appropriate action to take.

The Primary Designated Safeguarding Person is:

Rebecca Beinart, Engagement Curator

Child/ Adult Ratio and Supervision

In an enclosed workshop space, there should be at least 2 adults present, and the following minimum ratios of responsible adults/staff should be adopted:

- Under 2 years: 1 adult to 3 children
- 2-3 years: 1 adult to 4 children
- 3-8 years: 1 adult to 8 children
- Over 8s: 1 adult to first 10 children, then 1 adult to the next 12 children

Activities in Primary's public spaces aimed at children under 12 are programmed with the intention that the parent/carer must be present in the building and in sight of their child. Hosts are asked to inform parents/carers that they are responsible for their child at all times.

Where Primary runs practical arts activities or programme for children or young people attending without an adult, Primary is in sole charge of the safety of the participants and is responsible for obtaining permission forms from the parent/carer for all activities. Primary may also work with a third party to deliver activities – ensuring that they comply with our Policies and Procedures.

Artists working externally in school or youth settings should not be left alone in the workshop/classroom space. A teacher must always be present during the length of the workshop.

Online Projects

Where initiating digital projects involving children, special care should be taken to minimise the risks of:

- Bullying
- Exposure to inappropriate or harmful content
- Involvement in illegal content

- Posting of personal information that could identify or locate the child offline
- Theft of personal information
- Sexual exploitation or abuse through exposure to strangers online

Protective action to minimise these risks that we will take include –

- child friendly filters on search facilities, ensuring that sites clearly signpost their content and who it is appropriate for
- ensuring that site advertising is suitable for children
- limiting opportunities for posting personal details or photos
- restricting personal information given for registration purposes
- ensuring safety advice is prominent and available in a child friendly format
- confirming that content moderation is in place on interactive sites, chat rooms etc.
- checking that there are clear procedures for reporting incidents or complaints.
- appointing an online safety coordinator for the event or project.
- providing clear and specific directions to staff and volunteers on how to behave online

Further guidance and advice can be sourced through www.childnet-int.org or <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>

Primary's **Digital Code of Conduct** is shared for all online public events with adults.

Action to be taken if a child discloses to you abuse by someone else:

If a child who is a participant approaches you about an issue of abuse, you must proceed with great caution. Staff members/ volunteers should not place themselves in a situation where they are alone with a service user who is a child. However, it is possible that a service user will be unwilling to make disclosures of this nature in anything but a one-to-one situation. *The child's needs must take priority in this situation.*

- Ask if the service user would like someone else to be present – an adult or a friend - but if they decline; proceed with the interview, taking extra care with your behaviour and body language.

- Without stopping the child from disclosing, but if possible before the child goes into detail, explain the consequences of you knowing and the action you will take. Assure them that you will offer support but must pass any information to another professional who may take appropriate action. Explain that this may be the Designated Safeguarding Person, Rebecca Beinart.
- Keep calm and listen to the child - do not have physical contact at any time. Allow the child to speak without interruption, accepting what is said.
- Do not make judgements or offer opinion, and as soon as is practically possible make an accurate written record of what the child has said, being careful to use their own words as accurately as possible.
- Explain again what will happen next. Find out when the child is next due to see the individual who is the subject of the complaint. (You will then be able to make a judgement as to the appropriate timing of your follow-up actions to ensure that the child remains safe.)
- If the complaint concerns a situation not related to Primary (e.g. at home or at school), refer the complaint directly to the Designated Safeguarding Person. Pass on all information disclosed to you by the child.
- If the complaint concerns a Primary staff member/volunteer, staff member or adult where the contact between that individual is a direct result of Primary activity, immediately inform the Named Senior Officer, Jess Colebourne-Viggers, who will then initiate the procedure.
- Concerns about the welfare of a child, including the possibility of abuse or neglect, may also be raised by behaviour or other indicators noticed by a member of staff / volunteer, but not disclosed by the child. In these instances, it is equally important to take action, and these concerns should be raised and discussed with the Designated Safeguarding Person.

Action to be taken if an adult at risk discloses to you abuse by someone else:

The procedures for reporting a safeguarding concern for an adult at risk is different for a child as the adult should give consent for their concern to be shared. However, seeking consent should be followed as good practice, if the concern is an emergency or a life-

threatening situation this may warrant the sharing of relevant information with the relevant emergency services without consent.

These 6 safeguarding principals should underpin the policy and procedures when safeguarding adults at risk -

Empowerment - people being supported and encouraged to make their own decisions and informed consent.

Prevention - it is better to take action before harm occurs.

Proportionality - the least intrusive response appropriate to the risk presented.

Protection - support and representation for those in greatest need.

Partnership - local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability - accountability and transparency in safeguarding practice.

If an adult at risk discloses an issue or concern, you must ask them whether you have their permission to take the issue/concern further and that you will pass the information to another professional who may take appropriate action. Explain that this may be the Designated Safeguarding Person, Rebecca Beinart or Named Senior Officer, Jess Colebourne-Viggers if the issue/concern involves a member of staff.

- If a disclosure is made with consent keep calm and listen - do not have physical contact at any time. Allow the person to speak without interruption, accepting what is said.
- Do not make judgements or offer opinion, and as soon as is practically possible make an accurate written record of what the person has said, being careful to use their own words as accurately as possible.
- Explain again what will happen next. If the complaint concerns a situation not related to Primary (e.g. at home), refer the complaint directly to the Designated Safeguarding Person. Pass on all information disclosed to you by the person.
- If the complaint concerns a Primary staff member/volunteer, staff member or adult where the contact between that individual is a direct result of Primary activity,

immediately inform the Named Senior Officer, Jess Colebourne-Viggers, who will then initiate the procedure.

- Concerns about the welfare of an adult at risk, including the possibility of abuse or neglect, may also be raised by behaviour or other indicators noticed by a member of staff / volunteer, but not disclosed by the adult. In these instances, it is equally important to take action, and these concerns should be raised and discussed with the Designated Safeguarding Person.

Procedures for dealing with suspected abuse by staff members/volunteers:

Initial action by person receiving or identifying an allegation or concern

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

They should not:

- Investigate or ask leading questions if seeking clarification
- Ask a child to write a statement or write down their version of events
- Make assumptions or offer alternative explanations
- Promise confidentiality but give assurance that the information will only be shared on a 'need to know' basis.

They should:

- Make a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said
- Sign and date the written record
- Immediately report the matter to the Designated Senior Officer, or the deputy in their absence or where the Designated Senior Officer is the subject of the allegation report to the deputy or other appropriate Senior Officer.

Initial action by the Designated Senior Officer / Manager

When informed of a concern or allegation, the Designated Senior Officer should not investigate the matter or interview the member of staff, child concerned or potential witnesses.

They should:

- Obtain written details of the concern / allegation, signed and dated by the person receiving (not the child / adult making the allegation)
- Approve and date the written details
- Record any information about times, dates and location of incident/s and names of any potential witnesses.
- Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

The Designated Senior Officer should report the allegation to the LADO (Local Authority Designated Officer) and discuss the decision in relation to the agreed threshold criteria in [Section 1, Introduction and Criteria](#) (see Appendix 4) within one working day. Referrals should not be delayed in order to gather information and a failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter.

- If an allegation requires immediate attention, but is received outside normal office hours, the Designated Senior Officer should consult the respective Children's Social Care Emergency Duty Team or local Police and inform the LADO as soon as possible.
- If a police officer receives an allegation, they should, without delay, report it to the Designated Detective Sergeant from Public Protection. The Detective Sergeant should then ensure immediate notification to the LADO.

Similarly an allegation made to the respective Children's Social Care should be immediately reported to the LADO

When dealing with issues concerning abuse by an adult in a position of trust, Trustees must remember that the welfare of the children participating in Primary is paramount, but that we also have a responsibility to ensure that our staff and volunteers are treated fairly and with respect. This procedure is designed to meet both those objectives. The management

committee or Board of Trustees should ensure that every member is fully aware of these procedures.

The Nottingham City Safeguarding Children Partnership (NCSCP) have a clear procedure for managing concerns in relation to adults who work with children, See guidance here:

https://nottinghamshirescb.proceduresonline.com/p_alleg_against_staff.html?zoom_highlight=complaints#initial_resp

Primary will adopt these procedures in the event of an appropriate concern.

Named Senior Officer

The first requirement of these procedures is for each organisation to identify a Named Senior Officer to whom such concerns should be, in the first instance, reported (wherever possible, this should be a different person to the Designated Safeguarding Person).

Primary Named Senior Officer is: Jess Colebourne-Viggers (Operations Manager)

If this person is unavailable or is the subject of the allegation, then the alternative person to contact is: Niki Russell (Director)

Concern – Harm to a Child

On receipt of a concern when an individual may have:

- behaved in a way that has harmed a child
- may have harmed a child possibly committed a criminal offence against or related to a child
- behaved in a way that indicates they may not be suitable to work with children

The Named Senior Officer will contact the LADO (Local Authority Designated Officer) who will consider, with the Named Senior Officer, the most appropriate way forward. It is essential that nothing is done to investigate the concern before contacting the LADO as this can contaminate evidence if a police investigation is deemed appropriate.

If the concern meets the above criteria, then the procedure outlined in the NCSCP document will be followed.

LADO – Nottingham City

In Nottingham City, the LADO role is undertaken by the following people:

Name	Role	Contact Details
Lisa Hurst	Schools and Education Safeguarding Co-ordinator	Lisa.hurst@nottinghamcity.gov.uk Tel – 0115 8762042
Karen Shead	0-19 Safeguarding Co-ordinator	Karen.shead@nottinghamcity.gov.uk Tel – 0115 8764725
Debbie Mawson	LADO Business Support	lado@nottinghamcity.gov.uk 0115 8765714
Tina Wright	LADO	Tina.wright@nottinghamcity.gov.uk 07842 601599
If no contact with any of the contacts above	Nottingham City Safeguarding Children Partnership	0115 8764762

Note: it is the responsibility of your group to ensure these nos. are accurate and up to-date

The LADO should be contacted in the first instance for all allegations or concerns, so any of the contacts above can either take initial information or direct you to the most appropriate person

Report a concern in writing:

https://nottinghamshirescb.proceduresonline.com/p_report_concerns.html

If the concern does not meet the above criteria but involves other inappropriate behaviour by the staff member / volunteer, then this will be dealt with through the Primary Disciplinary Procedure. It is also important to ensure that both the child and the alleged perpetrator receive appropriate support through this procedure. For the child this should in the first instance be provided by their parents / carers who may need some support to do this. The staff member / volunteer should be encouraged to get support from a union representative, friend, or another identified member of staff / volunteer.

Action to be taken if you receive an allegation about yourself

- Keep calm. Do not get involved in an argument which is likely to make the situation worse.
- Immediately inform your line manager and the Named Senior Officer. The quicker that action is taken to investigate the allegations, the sooner the situation will be resolved.
- Record the facts as you understand them.
- Ensure that no-one is placed in a position which could cause further compromise. Do not contact another agency involved with the child or young person concerned.

Confidentiality

Whatever the nature of the complaint, it must be kept confidential. You must not discuss the disclosure with any individual or party other than those identified in the above procedure.

Appendices

APPENDIX 1: What is Abuse and Neglect? Children and Young People

Working Together to Safeguard Children (2018) provides the following definitions:

Abuse A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment to a child, though it may occur alone.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images or watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming of a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- b. Protect a child from physical and emotional harm or danger;
- c. Ensure adequate supervision (including the use of inadequate care-givers);
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

APPENDIX 2: What is Abuse and Neglect? Adults at Risk

Physical Abuse Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic Violence Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual Abuse Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological Abuse Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or Material Abuse Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern Slavery Slavery, human trafficking, forced labour and domestic servitude. People are bought and sold for sexual exploitation, forced labour, street crime, cannabis cultivation, grooming and pimping, domestic servitude, forced marriage or even the sale of organs and human sacrifice. How to report Modern Slavery.

Discriminatory Abuse Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational Abuse Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-

treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and Acts of Omission Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating .

Self-Neglect This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It involves no other perpetrator.

Sexual Exploitation This covers exploitative situations where a person receives 'something' as a result of them performing or having performing on them, sexual activities.

APPENDIX 3: Contacts

Reporting allegations or suspicions of abuse – Important Contact Details

Primary Designated Child Protection Officer - Rebecca Beinart: 07963 505429

Everyone has a part to play in children’s welfare and keeping them safe from abuse or neglect. If you have concerns that a child may be being neglected or abused – don’t keep it to yourself, no one will criticise you for reporting genuine concerns. Speak to one of the duty teams at the following numbers

Other useful numbers and links:

NSPCC Child Protection Helpline (free phone) 0808 800 5000

Nottingham City LADO contact numbers -

Name	Role	Contact Details
Lisa Hurst	Schools and Education Safeguarding Co-ordinator	Lisa.hurst@nottinghamcity.gov.uk Tel – 0115 8762042
Karen Shead	0-19 Safeguarding Co-ordinator	Karen.shead@nottinghamcity.gov.uk Tel – 0115 8764725
Debbie Mawson	LADO Business Support	lado@nottinghamcity.gov.uk 0115 8765714
Tina Wright	LADO	Tina.wright@nottinghamcity.gov.uk 07842601599
If no contact with any of the contacts above	Nottingham City Safeguarding Children Partnership	0115 8764762

Interagency Safeguarding Children Procedures of the Nottinghamshire Safeguarding Children Partnership (NSCP) and the Nottingham City Safeguarding Children Partnership (NCSCP) <https://nottinghamshirescb.proceduresonline.com/index.html>

NSPCC Learning: <https://learning.nspcc.org.uk>

APPENDIX 4 – Section 1: Introduction and Criteria, Allegations Against Staff or Volunteers, Interagency Safeguarding Children Procedures, Nottinghamshire Safeguarding Children Partnership (NSCP) and Nottingham City Safeguarding Children Partnership (NCSCP)

<https://nottinghamshirescb.proceduresonline.com/>

1. Introduction and Criteria

All allegations of abuse of children by those who work with children must be taken seriously. Allegations against any person who works with children, whether in a paid or unpaid capacity, cover a wide range of circumstances.

This procedure should be applied when there is such an allegation or concern that a person who works with children, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children;
- Behaved or may behave in a way that indicates they may not be suitable to work with children.

The concerns should be considered within the context of the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect). These will include concerns relating to inappropriate relationships between members of staff and children or young people, for example:

- Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if it claimed to be consensual (see ss16-19 [Sexual Offences Act 2003](#));
- 'Grooming', i.e. meeting a child under 16 with intent to commit a relevant offence (see s15 [Sexual Offences Act 2003](#));

- Other 'grooming' behaviour which may not meet the criminal threshold but gives rise to concerns of a broader child protection nature (e.g. inappropriate text / e-mail messages or images, gifts, socialising etc);
- Possession of indecent photographs / pseudo-photographs of children.

If concerns arise about the person's behaviour in relation to their own children, the Police and/or Children's Social Care must consider informing the employer / organisation in order to assess whether there may be implications for children with whom the person has contact at work / in the organisation, in which case this procedure will apply.

Allegations of historical abuse should be responded to in the same way as a contemporary concern. In such cases, it is important to find out whether the person against whom the allegation is made is still working with children and if so, to inform the person's current employer or voluntary organisation or refer their family for assessment.

All references in this document to staff or members of staff' should be interpreted as meaning all paid or unpaid staff / professionals and volunteers, including for example foster carers, prospective adopters, child minders and supply staff. This chapter also applies to any person, who manages or facilitates access to an establishment where children are present

APPENDIX 5: Primary's Digital Code of Conduct for online events

Primary will strive to create a safe and secure environment where participants, volunteers and staff can work together confidently in mutual respect. Primary recognises its responsibility to take appropriate action to safeguard everyone partaking in Primary's activities.

Please read our code of conduct for participating in any public or closed online activity hosted by Primary.

By attending the event or activity you agree to adhere to the following:

1. Participate in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language – both written and verbal – this includes within the Zoom chat.
2. Please behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of yourself and others, including event facilitators, Primary staff, volunteers, participants and audiences.

3. Do not send anyone material that could be considered threatening, bullying, offensive or illegal.
4. Do not give out personal information online, such as your email address, phone number or home address.
5. Do not share or discuss any confidential, personal or sensitive information, that has been disclosed by anyone during an event with anyone outside of the event.
6. If you are concerned or upset about anything you see or any messages that you receive, please talk to any Primary staff member who is hosting the event. If this is via Zoom, please privately message the host through the chatroom function.
7. We have zero tolerance policy to the any behaviour of a sexual nature, that affects the dignity of people participating, which is considered as unwanted, unacceptable, inappropriate and offensive to the recipient, and that creates an intimidating, hostile, unstable or offensive environment.
8. Please do not assume anybody's ethnicity, nationality, class, gender presentation, language ability.
9. We have zero tolerance to homophobia, transphobia, ageism, racism, ableism, sexism, xenophobia or any other prejudice based on ethnicity, nationality, class, gender presentation, language ability, asylum status or religious affiliation. If any participant behaves accordingly, they will be removed from the event by the host.