



# Dorset Arts & Crafts Association

Registered Charity No. 306252

## Safeguarding Children and Vulnerable Adults Policy

Safeguarding Officer                      Jenny Gurden  
07401 705158

Deputy Safeguarding Officer            Celia Morris

Exhibition Venue: The Purbeck School, Worgret Road, Wareham, BH20 4PF

The safeguarding officers are located at exhibition sales desk or at the main entrance desk.

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The safety of children and vulnerable adults is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegation of abuse will be taken seriously and responded to swiftly and appropriately and all the Association's committee members and volunteers have a responsibility to report concerns.

### 1. Background

The objects of the Association are set out on the Association's website. In pursuit of these objects, the Association offers a programme of workshops and have-a-go sessions for children and adults as part of the annual Exhibition.

### 2. The Exhibition Venue

The annual exhibition takes place at the Purbeck School, Wareham and attracts approximately 2500 visitors over a five-day period. The exhibition is staged in the main hall and other areas of the school as agreed with the school.

Workshops and have-a-go sessions will take place in designated rooms within the school.

### 3. To Whom does this Policy Apply

This policy relates to all children under the age of 18 years, and members of vulnerable groups of any age whose needs are identified to workshop facilitators.

### 4. Exhibition Personnel

The exhibition is run by volunteers.

The volunteers are recruited, and approved by the Exhibition Committee, from people who have shown an interest in the exhibition and have offered to give their time. They indicate the sort of tasks that they would prefer to undertake.

All volunteers on duty will wear a coloured sash. Anyone wearing a sash may be approached in case of a problem, and they will contact the Safeguarding Officer without delay.

At least two named Association volunteers (one of whom may be the tutor) must be present in the workshop room at all times whenever a workshop is taking place. Unaccompanied children may not take part in the have-a-go workshops. Parents / guardians are required to remain with their children.

An office will be available where problems or concerns can be heard and dealt with in private. All problems will be taken seriously and will be documented on the reporting form (Appendix 1).

## **5. Information for Participants in Workshops or Have-a-Go Sessions**

A copy of this policy is available on our website.

Copies of the policy will be on display in each of the rooms where workshops or have-a-go sessions are taking place.

Unaccompanied children may not take part in have-a-go workshops. Parents / guardians are required to remain with their children.

## **6. Photography**

Photography is permitted at the exhibition, for personal use only and not for commercial purposes. Our photography policy states that visitors must not take photographs of any children at the exhibition without the express consent of the child's parent or guardian.

Press photographers will only be present with the consent of the Association. They will be made aware of, and will be expected to comply with, this policy.

The following policy will apply for photographing workshop activities

- The Association may wish to take photographs of workshop participants for publicity purposes. These images may be used on our website, in our printed publicity material and on social media.
- Photographs of workshops taken for the Association will be taken only by the Association's official photographers, who will be authorised to do so by the Steering Committee.
- Before any photographs are taken at a workshop, the photographers will ask anyone who does not wish to be photographed, or who does not wish a child or vulnerable adult

for whom they are responsible to be photographed, to let them know. This preference will be respected by our photographers.

- Any captions will not include the names of those photographed.

## **7. The Legislation and Guidance that Supports this Policy**

The Rehabilitation of Offenders Act 1974, The Children Act 1989, The Police Act 1997, The Data Protection Act 1998, The Human Rights Act 1998, The Protection of Children Act 1999, The Criminal Justice and Courts Services Act 2000, The Children Act 2004, The Vulnerable Groups Act 2006.

## **8. Policy Review**

The Association will regularly review this policy, improving and enhancing it as necessary.

## **9. Reporting Concerns**

**If you think a child or vulnerable adult is in immediate danger, call 999.**

To report a concern or an incident involving a child, contact the Children's Advice and Duty Service (ChAD) on 01305 228866.

To report a concern or an incident involving a vulnerable adult, contact Dorset Council on 01305 221016.

## **10. More information**

For children

<https://www.dorsetcouncil.gov.uk/worried-about-a-child>

For vulnerable adults

<https://adultsocialcare.dorsetcouncil.gov.uk/feeling-safe-and-in-control/dorset-safeguarding-adults-board/><https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/dorset-safeguarding-adults-board/dorset-safeguarding-adults-board>

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Policy approved by   DACA Trustees

Date of approval       30 July 2024

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## Review & Amendment History

Version Number	Summary of changes
1 / July 2018	Policy created
2 / July 2019	Changes to contact details
3 / March 2022	Changes to contact details Changes to DBS requirements for workshops Workshop location changes Inclusion of reporting form (Appendix 1)
July 2023	Reviewed – no changes required
4 / July 2024	Changes to volunteer requirements (Section 4) Update of website page (Section 10)
August 2025	Reviewed – no changes required

## Appendix 1: Safeguarding Incident Reporting Form

### Child/ young person/vulnerable adult details

Name	
Date of birth	Gender
Address	
Person with parental or carer responsibility	

### Date of incident

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### Where did the incident occur?

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### Details of person reporting the incident

Name
Address
Phone number

### Safeguarding officer details

Name
Address
Phone number

**Details of the incident**

Describe the facts of the incident or concern. Please record with whom you spoke and when.

**Actions taken**

Have the young person's parent/carer or vulnerable adult's carer been informed?

Yes/No

Has the young person's parent/carer or vulnerable adult's carer given their consent for you to share the information?

Yes/No

If they have not consented, please state why a decision has been made to override this.

Which external agencies (if any) have been informed?

What further action is to be taken?