

Srishti Yuva Culture

Code of acceptable behaviour and good practice when working with children, young people and vulnerable adults

The following describes how you should behave as a representative of Srishti Yuva Culture when working with children, young people and vulnerable adults. It also provides further information on definitions of abuse, what to do if someone you are working with discloses abuse and action to be taken when safeguarding concerns or allegations are made against a person covered by Srishti Yuva Culture's Safeguarding - Child And Vulnerable Adult Protection Policy and this code.

It applies to all trustees, volunteers and freelancers. Relevant provisions also apply when work takes place through a school, care setting, venue or delivery partner.

Definitions of abuse

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described as factitious illness, fabricated or induced illness in children or "Munchausen Syndrome by proxy" after the person who first identified this situation. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger, or the exploitation or corruption of a child.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling. Sexual abuse may also include non contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and or females, by adults and by other young people. This includes people from all different walks of life.

Neglect

Neglect is 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. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more

than one form of abuse at any time. These four definitions do not minimise other forms of maltreatment.

Note

Recent guidance notes other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's well-being is adversely affected by any of these areas, the same procedures should be followed.

Good Practice

Good practice in a **physical environment** where there is contact with children, young people and vulnerable adults means:

- always ensuring that someone from the school/educational establishment, youth organisation or care setting is present and therefore meeting their responsibility for ensuring the safety of those in the setting
- monitoring risks throughout the project – you should always complete a risk assessment for each project.

Good practice in **physical contact** means:

- maintaining a safe and appropriate distance from participants
- only touching participants when it is absolutely necessary in relation to the particular arts activity
- seeking agreement of participants prior to any physical contact
- making sure disabled participants are informed of and comfortable with any necessary physical contact

Good practice in **interpersonal dealings** means:

- treating all children/young people/vulnerable adults equally, and with respect and dignity
- always putting the welfare of each participant first, before achieving goals
- building balanced relationships based on mutual trust which empowers children/young people/vulnerable adults to share in the decision-making process
- giving enthusiastic and constructive feedback rather than negative criticism
- making the arts fun, enjoyable and promoting equality
- being an excellent role model for dealings with other people
- recognising that children/young people/vulnerable adults with disabilities may be even more vulnerable to abuse than others

Good practice in **managing sensitive information** means:

- abiding by Srishti Yuva Culture's policy and set of procedures for taking, using and storing photographs or images of children, young people or vulnerable adults
- careful monitoring and use of web-based materials and activities
- following Srishti Yuva Culture's agreed procedures for reporting any suspicions or allegations of abuse (see below)
- following Srishti Yuva Culture's procedures for the secure handling, storage and disposal of safeguarding and personal information, and only sharing safeguarding information with people who need the information to protect someone or meet a reporting duty.

Good practice in **professional development** means:

- keeping up-to-date with health and safety in artistic practice
- being informed about legislation and policies for protection of children, young

- people and vulnerable adults
- undertaking relevant development and training

Srishti Yuva Culture will assess the professional development needs of individuals covered by this code and the Child and Vulnerable Adult Protection Policy

Responding to possible abuse and to disclosure

As an artist or arts organisation working directly with children, young people or vulnerable adults, you should always have a contact person with legal responsibility for the child, young person or vulnerable adult. You should never assume sole responsibility for a child, young person or vulnerable person.

Suspicious

If you see or suspect abuse, or otherwise believe that a child, young person or vulnerable adult may be at risk, you must report the concern immediately to Srishti Yuva Culture's Designated Safeguarding Lead (DSL), Andrea King-Holder, at safeguarding.srishti@gmail.com or 07939259485.

If the activity is taking place at a school, care setting or partner venue, the concern must also be reported to that organisation's safeguarding lead. This does not replace the requirement to report the concern to Srishti Yuva Culture's DSL.

If a child, young person or vulnerable adult is in immediate danger or requires urgent medical attention, call 999.

Do not investigate the concern yourself. Make a clear, signed and dated written record of what was said or observed, using the individual's own words wherever possible, and pass it securely to the DSL without delay. Do not keep a personal copy.

Accidents and injuries

If a child, young person or vulnerable adult is injured during your workshop or activity or while involved in a project you have organised, you must make a record of the injury in the accident book. This record must be counter-signed by the person with responsibility for the individual. The accident book should be kept for 21 years. If a child, young person or vulnerable adult arrives at your project with an obvious physical injury you need to make a record of this in the accident book. This record should be counter-signed by the person with responsibility for the individual. This record can be useful if a formal allegation is made later. It will also be a record that the individual did not sustain the injury whilst at your project. The accident book should be kept for 21 years.

If someone discloses to you

It is possible that a child, young person or vulnerable adult who is or has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken if there are concerns of abuse of a child, young person or vulnerable adult:

- remain calm and in control but don't delay acting
- listen carefully to what is said, allowing the person to tell you at their own pace and ask questions only for clarification
- don't ask questions that suggest a particular answer
- don't promise to keep it a secret
- use the first opportunity you have to say that you will need to share the information with others
- make it clear that you will only tell the people who need to know and who should be able to help
- reassure the child, young person or vulnerable adult that they did the right thing in telling someone
- tell the child, young person or vulnerable adult what you are going to do next

- report the disclosure to Srishti Yuva Culture's DSL immediately. If the activity is taking place at a school, care setting or partner venue, also report it to that organisation's safeguarding lead. The person receiving the disclosure must not investigate the matter or attempt to determine whether abuse has occurred.
- as soon as possible after the disclosing conversation, make a note of what was said, using the child's/young person's/vulnerable adult's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.
- do not discuss the disclosure with anyone other than those who need to know. Follow the instructions of the DSL and provide any further information requested.

Allegations against a trustee, volunteer or freelancer

All allegations against a trustee, volunteer or freelancer will be taken seriously and reported immediately to the DSL. The DSL will seek advice from, and make referrals to, the relevant Local Authority Designated Officer (LADO), local authority safeguarding team, police or other appropriate statutory agency where necessary. If the concern involves the DSL, it must be reported to Nina Yadavan Rajarani MBE, Chair of Srishti Yuva Culture at ninarajarani@srishti.co.uk or 020 8420 1076. If the concern involves both the DSL and Chair, it must be reported directly to the relevant safeguarding service or police.

Srishti Yuva Culture will not undertake its own safeguarding investigation where this could prejudice an investigation by a statutory authority. Allegations will also be dealt with in accordance with Srishti Yuva Culture's complaints and disciplinary procedures and this policy along with its Safeguarding - Child And Vulnerable Adult Protection Policy.

Information will be handled confidentially and shared only where necessary to safeguard an individual or meet a reporting duty.

Safeguarding contacts and referral routes

For current safeguarding contacts and referral routes, including Harrow and Slough children's and adult safeguarding services, please refer to Srishti Yuva Culture's Safeguarding - Child and Vulnerable Adult Protection Policy.

What to do if you are worried about the safety or welfare of a child or vulnerable adult

Keeping children safe is everybody's business - we all have a responsibility both in our private and professional lives. If you think a child or vulnerable adult is in immediate danger or requires urgent medical attention, call 999. For non-emergency safeguarding concerns, report the concern immediately to Srishti Yuva Culture's DSL and follow the referral arrangements in Srishti Yuva Culture's Safeguarding - Child and Vulnerable Adult Protection Policy.

The safeguarding process – what happens and why?

Once a safeguarding concern has been reported, Srishti Yuva Culture's DSL will assess the concern and decide what action is required. This may include seeking advice from or making a referral to the relevant local authority safeguarding service, police, LADO or another appropriate agency.

For children and young people:

Where a concern is referred to Children's Services, the local authority will assess the information provided and determine what safeguarding action is required. This may involve gathering further information, assessing the child's needs and working with the child, parents/carers and relevant professionals where appropriate.

For vulnerable adults:

Where a concern is referred to Adult Safeguarding Services, the local authority will assess the information and determine what safeguarding response is required. This may involve gathering

further information, assessing the adult's needs and circumstances, considering their wishes and desired outcomes, and working with the adult, their carer or support person, where appropriate, and relevant professionals or services.

The person reporting the concern should not attempt to investigate the matter or determine whether abuse has occurred. The role of Srishti Yuva Culture representatives is to recognise and report concerns promptly and provide accurate information to the DSL or relevant safeguarding service.

For further information and current local safeguarding contacts, refer to Srishti Yuva Culture's Safeguarding - Child and Vulnerable Adult Protection Policy.

Srishti Yuva Culture's DSL is Andrea King-Holder, Trustee.

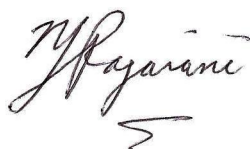
Email: safeguarding.srishti@gmail.com

Telephone: 07939259485

For emergency situations, call 999. For local authority safeguarding contacts and referral arrangements, please refer to Srishti Yuva Culture's Safeguarding - Child and Vulnerable Adult Protection Policy.

Approved by: Nina Yadavan Rajarani MBE, Chair, Srishti Yuva Culture

Signature:

A handwritten signature in black ink, appearing to read 'N. Rajarani', with a stylized flourish underneath.

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