

Safeguarding Children and Adults-At-Risk - Policy Statement

Wiltshire Creative engages with children and adults across all our platforms, we have a legal and moral duty to create the safest possible environment for everyone to work, participate and be creative.

The purpose of this policy statement is:

- to protect those we engage with, and especially children and adults at risk from harm. This includes the children and adults who use our services.
- to provide staff and volunteers, as well as children and their families with the overarching principles that guide our approach to child protection.

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England, see [Appendix W - Legal Framework](#) and [Appendix U - Relating Policies](#). It applies to anyone working on behalf of Wiltshire Creative, including senior managers and the board of trustees, staff, artists, volunteers, casual workers, agency staff, contractors, students and in some instances, hirers of our spaces.

Staff: in this policy the term 'staff' refers to those employed by Wiltshire Creative in permanent, fixed term, casual or freelance roles, working on behalf of Wiltshire Creative.

Volunteers: In this policy the term 'volunteer' refers to unpaid individuals undertaking tasks on behalf of Wiltshire Creative in the delivery of their services who are 18 and over, for the benefit of their community.

Child: The Children Act, 1989, defines a child as up to and including the age of 18. Extensions exist for children who are disabled and for those in local authority care settings. 'Young Person' has no legal status, but it is used to acknowledge that older children may not think of themselves as 'children'. For the purpose of this policy, people aged 18 and under are referred to as 'children', but we do frequently use 'young people' out of respect that this is a recognised and preferred term for some.

Adult at Risk: An adult at risk is 'any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against harm or serious exploitation.' (Care Act 2014 [England]).

We believe that:

- Children and adults at risk should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and adults at risk, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children and adults at risk is paramount in all the work we do and in all the decisions we take. Everybody, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse some children or adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep those who are additionally vulnerable safe from abuse.
- working in partnership with children, adults at risk, parents, carers and other agencies are essential in promoting their welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead for children and young people, a deputy, and a nominated Board member for safeguarding
- adopting child protection and safeguarding best practice through our policies and procedures
- developing and implementing effective digital safety procedures
- providing effective management for staff supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour expectation confidently and competently
- recruiting and selecting staff safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children, adults at risk and their families as appropriate to their engagement
- making sure that children, adults at risk and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, adults at risk, parents, families and carers appropriately
- using our procedures to manage any allegations against staff appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, adults at risk and staff by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff adults at risk and their families, treat each other with respect and are comfortable about sharing concerns
- reviewing our policy and good practice annually

Roles and Responsibilities

As a community arts and education charity, every member of Wiltshire Creative staff may have some degree of contact with children or adults at risk and must read the core policy document and adhere to its policies and procedures.

Those we engage with through our work should be aware of how we aim to protect them and who to go to with concerns.

If someone chooses to identify themselves as an Adult at Risk, this information should be shared with identified staff members, following consultation between the Adult at Risk, their Line Manager or session leader and a Designated Safeguarding Officer. Each Adult at Risk will be consulted by completing a Risk Assessment with their Line Manager or session leader, which will be shared with the Designated Safeguarding Officer. The Line Manager or session leader has a duty of care to support and protect them.

Designated Safeguarding Leads are the contacts to assist, support and advise in the case of any problems or concerns. It is also their responsibility to monitor the effectiveness of the policy and procedures including the facilitation of DBS checks. Given the complexities of Wiltshire Creative and its community, the Designated Safeguarding Lead role is shared by two members of staff, including a member of the Executive

Designated Safeguarding Officers are contacts to assist, support and advise in the case of any problems or concerns.



Wiltshire Creative Board of Trustees Safeguarding Representative – Nicky Jenkins

A handwritten signature in black ink, appearing to read 'Sarah Gregson', is centered within a light gray rectangular box.

Signed:

Sarah Gregson

Date: November 2025 (Updated)

To be reviewed: Aug 2026

Document Contents - Safeguarding Children and Adults-At Risk Policy

1. Terminology	Pg 7
2. Governance and Leadership	Pg 9
3. Best Practice Expectations	Pg 9
4. Reporting and recording responsibilities	Pg 12
5. Reporting a safeguarding concern	Pg 12
6. Safer Recruitment	Pg 13
7. DBS	Pg 13
8. Policy Approach to Safeguarding Training	Pg 13
9. Data and media	Pg 14
10. Digital Safety	Pg 15
11. Regulated activity	Pg 15
12. Information sharing	Pg 15
13. Child employment	Pg 16
14. Safeguarding for hirers and freelance artists/course leaders	Pg 16
15. Running Safer events and activities	Pg 16
16. Working Offsite	Pg 17
17. Mental Health	Pg 17
18. Further Information Provided	Pg 17

Appendices

Appendix A - Factors of Abuse

Appendix B - Running safer events and activities

Appendix C - Child Drop Off Procedure – Non-regular activities

Appendix D - Shared Personal Spaces

Appendix E – Safeguarding Reporting Process – Checklist

Appendix F – Safeguarding Report Form

Appendix G - What to Do – Worried a child is being abused or neglected – SVPP

Appendix H – Responding to Suspected Abuse or Disclosure – Children and Adults

Appendix I – Safer recruitment and DBS checks

Appendix J - Training

Appendix K - Participant Data and Media

Appendix L - Digital Safety

Appendix M - Regulated activity and safeguarding responsibilities.

Appendix N - Prevent

Appendix O – Information Share Procedure and Forms

Appendix P - Child Employment and Work Placement

Appendix Q - Safeguarding Declaration for Hirers and Freelance Artists/course leaders

Appendix R- Safeguarding When Working offsite

Appendix S - Reporting procedures – Mental Health

Appendix T - Mental Health Concern Flowchart

Additional Appendices

Appendix U – Relating Policies

Appendix V – Governance and Leadership

Appendix W - Legal Framework

Appendix X - Safeguarding Adults – Good Referrals Guidance – SVPP

Appendix Y – Safeguarding Policy Acceptance Form

Wiltshire Creative Safeguarding Children and Adults-At-Risk Policy

1. Terminology - The terms below are explained fully [Appendix A - Factors of Abuse](#)

It is important that all staff and volunteers understand some of the terminology related to safeguarding, as outlined below.

Safeguarding: The Government defines 'safeguarding and promoting the welfare of children' as

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Abuse, Neglect & Exploitation encompasses:

- physical abuse
- emotional abuse
- neglect
- self-neglect
- Radicalisation
- sexual abuse
- financial and material abuse
- organisational abuse
- female genital mutilation (FGM)
- child criminal and child sexual exploitation (CCE & CSE)
- Child on child abuse
- Domestic abuse (to include coercive control and includes children and dependants witnessing abuse as victims)
- modern slavery
- Digital and image-based abuse
- Discriminatory abuse
- Sexual exploitation of vulnerable adults
- Forced Marriage

DBS:

Disclosure and barring checks are criminal record checks that can be requested by an individual or be requested of an individual by their employer. These checks aid the assessment of suitability for particular roles working with children or adults at risk. DBS checks can identify spent or unspent criminal convictions or cautions.

Regulated activity

A **regulated activity** is defined as a job role or function that involves working with vulnerable adults or children, which can include direct contact or working in proximity to these groups. Specifically, it refers to work that a barred person must not do, as outlined by the Disclosure and Barring Service (DBS). This definition is established in the Safeguarding Vulnerable Groups Act 2006 and includes roles that involve teaching, providing care, or any activities that may pose a risk to vulnerable individuals.

Disclosure

A disclosure is the process by which a child or adult-at-risk communicates that they are experiencing or at risk from abuse or harm

Person with Parental Responsibility:

If the parents of a child are married to each other or if they have jointly adopted a child, then they both have parental responsibility. This is not automatically the case for unmarried parents.

According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother at the time of birth or has acquired legal responsibility for his child through one of these three routes:

1. (after 1st December 2003) by jointly registering the birth of the child with the mother
2. by a parental responsibility agreement with the mother
3. by a parental responsibility order, made by a court

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies. If the wording on all Wiltshire Creative documents is 'person with parental responsibility', it puts the responsibility onto the parents/carers/guardians to ensure the appropriate adult interacts with Wiltshire Creative.

Looked after Children

A looked after child is a person under the age of 18 who has been placed in the care of a local authority for more than 24 hours and can include those living with foster parents/carers, prospective adoptive parents, with family through kinship foster care, in a residential children's home, secure unit or semi-independent living accommodation (supported living)

2. Governance and Leadership

Wiltshire Creative has a robust governance and leadership structure to ensure that Safeguarding Policy and practice remains at best practice standards.

See **Appendix V - Governance and Leadership** for more detail

3. Best Practice Expectation

Safeguarding Expectations: Aligned with the Six Principles

The following section outlines the expectations for behaviour, professionalism, and practice that apply to all Wiltshire Creative staff and volunteers. These expectations reflect and uphold the **six principles of safeguarding**:

1. **Empowerment** – supporting individuals to make their own decisions and give informed consent
2. **Prevention** – taking action before harm occurs
3. **Proportionality** – responding appropriately to the level of risk
4. **Protection** – supporting those in greatest need
5. **Partnership** – working with others to protect
6. **Accountability** – ensuring transparency and responsibility

These principles underpin a safe and enjoyable environment for all participants and are central to Wiltshire Creative’s safeguarding approach.

You Should Always:

- Treat all children and adults at risk equally, with respect and dignity (*Empowerment, Protection*)
- Put the welfare of each participant before the setting and achieving of tasks (*Protection, Prevention*)
- Build balanced relationships based on mutual trust and empower children/adults at risk to share in decision-making (*Empowerment*)
- Give enthusiastic and constructive feedback rather than negative criticism (*Empowerment*)
- Recognise that disabilities or additional needs may place children or adults in additional risk in certain circumstances (*Protection*)
- Report any concerns, disclosures, inappropriate behaviours or perceived safeguarding risks—including those involving staff or volunteers—to your line manager or Designated Safeguarding Officer or Lead, as a matter of urgency (*Accountability, Protection*)
- Use the reporting processes and procedures outlined in this policy whenever reporting. **See Page 12 – Reporting and Recording Responsibilities** (*Accountability*)
- Ensure confidentiality in handling safeguarding information, including safe storage and disposal (*Accountability*)
- Follow the procedures outlined in this policy (*Accountability, Partnership*)
- Monitor and manage web-based materials and activities carefully (*Prevention*)
- Maintain appropriate staffing levels to ensure everyone’s safety (*Prevention, Proportionality*)

You Should Never:

- Engage in rough physical contact or inappropriate touching with a child (*Protection*)
- Allow staff or children to use inappropriate or offensive language unchallenged (*Prevention*)
- Make sexual or derogatory comments about, to, or in the presence of a child (*Protection*)
- Instigate or conduct a relationship with a child, or adult at risk, you have met in relation to your work at Wiltshire Creative activity, outside the remit of your role (*Protection, Accountability*)
- Allow participants, staff, or volunteers to consume alcohol or drugs during Wiltshire Creative activity, or work/participate under the influence (*Protection, Prevention*)
- Message a young person directly without including another appropriate adult (e.g. staff or carer) (*Accountability*)
- Use personal devices, numbers, or emails to communicate with, record or take images of young people—only authorised work channels should be used (*Accountability, Prevention*)
- Let any safeguarding issues go unchallenged or unrecorded (*Accountability, Protection*)
- Agree to keep disclosed information a secret (*Accountability, Partnership*)
- Do things of a personal nature for children or adults that they can do themselves (*Empowerment, Proportionality*)

You Should Avoid Wherever Possible:

- Spending time alone with children, whether online or offline (*Prevention, Protection*)
- Taking children alone in a car or on a journey without permission (*Proportionality, Accountability*)
- Taking children to your home (*Protection*)
- Spending time at a child's home without the explicit invitation and presence of the person with parental responsibility (*Protection, Partnership*)
- Providing personal or intimate care for children or adults (*Proportionality, Empowerment*)

If these situations are unavoidable, they must be done with the **full knowledge and consent** of those with parental responsibility and a Designated Safeguarding Officer. Staff transporting others for Wiltshire Creative business must have **Business Insurance**. Speak to your Line Manager if this is a regular or likely occurrence due to external relationships.

Staff and volunteers must understand that Wiltshire Creative considers working one-to-one with a child or adult-at risk as lone working and therefore the lone working policy applies (see **Appendix U - Related Policies**)

It is Wiltshire Creative's policy that no work with a child or adult-at-risk takes place on a one-to-one basis, unless a specific need creates a clear service case, and a risk assessment has been undertaken and signed off by the DSL.

Physical Contact Expectations:

- Physical contact should only occur when it is **essential to the activity** and clearly related to its purpose (*Proportionality*)
- **Parental and participant permission** must be obtained in advance for any planned physical contact (*Empowerment*)
- Participants must be **informed and comfortable** with any necessary physical contact, with particular sensitivity shown to those with additional needs (*Protection*)
- **Spontaneous contact** from participants (e.g. hugs) should be gently guided to the side of the body to maintain appropriate boundaries (*Prevention*)
- Staff should otherwise maintain a **safe and appropriate distance** from participants (*Prevention*)
- In emergency situations requiring personal care, parents/carers and the Designated Safeguarding Officer must be informed **as soon as possible** (*Accountability, Partnership*)

In **emergency situations** when the risk to the child is outweighed by the risk from taking a hand or physically moving them consider 3 factors

1) **Risk** – does the level of risk require touch to prevent significant harm

2) **Consent** - Ask for consent – Can I take your hand

3) **Oversight** - If you are in a populated environment – e.g. an evacuation – you have oversight for your actions

See Also [Appendix B - Running Safer Events and Activities](#) for information regarding access plans, risk assessments and staff ratios

See Also [Appendix C - Child Drop Off Procedure – Non-regular activities](#)

See also [Appendix D - Shared Personal Spaces](#) for information on the use and provision of toilets, safeguarding procedures for communal workspaces.

Those working directly with children, young people and adults at risk must familiarise themselves with [Appendix A - Factors of Abuse](#). It is recommended for all staff

Access to Safeguarding Information

All safeguarding procedures, proformas and policy are located on the Wiltshire Creative SharePoint: [General/Safeguarding Info and Reporting](#).

The contents of this digital folder are replicated in **yellow safeguarding folders** located at

- Salisbury Arts Centre Main Office – DSL desk
- Salisbury Arts Centre Ticket Desk
- Salisbury Playhouse Ticket Desk
- Salisbury Playhouse Duty Management Desk

There are posters with details of the Designated Safeguarding Leads and Designated Safeguarding Officers within safeguarding folders and on numerous notice boards in both Salisbury Playhouse and Salisbury Arts Centre.

4. Reporting and Recording Responsibilities

It is the responsibility of all staff and volunteers to report any concerns, disclosures, inappropriate behaviours or perceived safeguarding risks—including those involving staff or volunteers, their behaviour and/or suitability to work with at risk groups—to your line manager or Designated Safeguarding Officer or Lead, as a matter of urgency

5. Reporting a Safeguarding Concern

Wiltshire creative Provides as step-by-step checklist, outlining the steps to follow when responding to a safeguarding incident, suspected abuse disclosure, or concern. It is designed to support staff and volunteers in ensuring a safe, timely, and appropriate response in line with Wiltshire Creative's safeguarding policy.

The reporting process is broken down into the following steps

- Initial Response
If anyone is in immediate danger call 999 immediately.
- Reporting the Concern
- Parent/carer involvement
- Documentation
- Follow up
- Final Responsibility

Full details can be found in [Appendix E - Safeguarding Reporting Process – Checklist](#), which also includes guidance on **How to Report Concerns About a Member of Staff**

All safeguarding concerns must be documented using

- [Appendix F - Safeguarding Reporting Form](#)

For further support see

- [Appendix G - What to Do – SVPP reporting flow chart](#)
- [Appendix H - Responding to Suspected Abuse or Disclosure – Children and Adults](#)

For the management of concerns that Wiltshire Creative is not meeting the expectations set out in this policy and are therefore failing to safeguard Children and Adults-at-Risk, policies and procedures on Whistleblowing can be found in the staff handbook.

6. Safer Recruitment

Wiltshire Creative is committed to safe recruitment practices to protect children and adults at risk. We ensure:

- **Clear safeguarding responsibilities** in job descriptions and person specifications.
- **Thorough checks** including references, identity verification, and questioning gaps in employment history.
- **Enhanced DBS checks** for roles involving regular contact with children or adults at risk.
- **Mandatory safeguarding training** for staff working directly with children, refreshed at least every two years.
- **Probationary periods and ongoing supervision** to monitor conduct. These measures deter unsuitable individuals and uphold our legal and ethical duty to safeguard.

See [Appendix I - Safer Recruiting and DBS Checks](#)

7. Disclosure and Barring Service (DBS) Checks

DBS checks help confirm suitability for roles involving children or adults at risk. Key points:

- **Enhanced or Standard DBS checks** are required for relevant roles; employment offers are conditional on passing these checks.
- **Certificates belong to staff**, but details are recorded securely with consent.
- **Minor offences** do not automatically disqualify candidates; decisions are reviewed by Designated Safeguarding Officers.
- **DBS renewal** is required every three years or via the DBS Update Service.
- **Barred Lists** prohibit employment of individuals unsuitable to work with children or adults; employers must refer cases of harm or risk to the DBS.

See [Appendix I - Safer Recruiting and DBS Checks](#)

8. Policy Approach to Safeguarding Training

Why Training is Required

- All staff and volunteers must understand basic safeguarding principles due to the public nature of our work and inclusion of children, young people, and adults at risk.
- Staff and volunteers receive briefings on any changes to safeguarding policy and practice.
- Roles with direct responsibility for children or adults at risk require **Level 2 or Level 3 safeguarding training**, depending on complexity of needs.
- Specialist roles (e.g., DSL, DSO, Lead Trustee) require advanced safeguarding training.
- Any role requiring a **DBS check** should be assessed for safeguarding training needs.
- Volunteers do not require formal training but are always supervised by trained, DBS-checked staff.

Safeguarding Training Framework

- **Induction:** Video overview and signed understanding of policy.
- **Annual Briefings:** For staff and volunteers, delivered by DSL after policy updates.
- **Role-Specific Training:**
 - Level 2: For staff working directly with children/adults at risk.
 - Level 3: For staff managing complex access needs.
 - Specialist: For DSLs, DSOs, and Trustees (via NSPCC or Wiltshire SVPP).
- **Renewal:** Most training refreshed every **3 years**; annual briefings for staff and volunteers.
- Approved providers include **NSPCC** and **Wiltshire SVPP**, with alternatives approved by HR and DSL

See [Appendix J - Training](#) for a full account of our practice in safeguarding training, including a list of roles and designated levels of required training and training renewal rates.

9. Data and Media

Participant Data and Media – Safeguarding Principles

Wiltshire Creative is committed to safeguarding all participants—children, young people, and adults-at-risk—when collecting, storing, and sharing photographs, video recordings, and personal data.

The following principles guide our approach:

1. **Participant Welfare First**
The safety and dignity of participants is paramount. No image or recording should compromise their wellbeing.
2. **Informed Consent**
Consent must be obtained from participants or those with parental/caring responsibility before any photography, filming, or data collection. It must be informed, voluntary, and revocable.
3. **Clear Communication**
Participants and families must be informed about how images and data will be used, stored, and who to contact with concerns. Safeguarding leads are listed on our website.
4. **Responsible Media Use**
Photography/filming for Wiltshire Creative use must be pre-approved and conducted using company equipment. Hired photographers follow strict safeguarding protocols. Public event photography is permitted but not managed by Wiltshire Creative; signage and verbal opt-out guidance will be provided.
5. **Data Protection Compliance**
All personal data is handled in accordance with the Data Protection Act 2018 and GDPR, ensuring lawful, secure, and limited processing.
6. **Secure Storage**
Digital assets are stored securely, with access restricted to authorised staff. Images are not stored on unencrypted portable devices and are deleted after 18 months unless extended consent is granted.
7. **Respect for Individual Rights**
No participant will be excluded due to lack of media consent. Names are not published with images without permission. Consent can be withdrawn at any time, and assets will be deleted.
8. **Staff Responsibilities**
All staff who manage participant data, images and video must make themselves aware of the detail of the policy in [Appendix K - Participant Data and Media](#) and follow those policies and procedures.

10. Digital Safety

It is important the Wiltshire Creative's approach to safeguarding that staff are provided with guidance on how to manage digital interactions and work safely.

Full guidance on the Wiltshire Creative Approach to Digital safety can be found in [Appendix L - Digital Safety](#)

11. Regulated Activity

This policy recognises that the requirements for safeguarding, under UK law, differ when delivering regulated activity.

Regulated activity involves regular, unsupervised contact with children or adults-at-risk through teaching, training, instruction, care, or supervision.

Wiltshire Creative's delivery of the Wiltshire Creative Academy, in Partnership with Wiltshire College.

Staff working on the delivery of this course or any future regulated activity must make themselves aware of the detail of the responsibilities outlined in [Appendix M - Regulated Activity and Safeguarding Responsibilities](#).

See also [Appendix N – Prevent](#)

12. Information Sharing to Prevent Harm

Organisations working with children have a legal and ethical duty to safeguard their wellbeing. In certain circumstances, this includes the formal sharing of information with relevant authorities and safeguarding partners to prevent harm, protect children from abuse, and respond to concerns effectively.

Information sharing is essential when:

- A child is at risk of significant harm (including physical, emotional, sexual abuse or neglect).
- There is concern about radicalisation, exploitation, or criminal involvement.
- A child discloses information that indicates a safeguarding risk.
- A staff member, volunteer, or external partner poses a potential threat to a child's safety.

Wiltshire Creative follows national guidance, including Working Together to Safeguard Children (HM Government) and the Data Protection Act 2018, which sets out the parameters for lawful sharing of confidential

All staff must understand that safeguarding overrides confidentiality in cases where a child is at risk.

Information must be shared promptly, securely, and only with those who need to know, and in consultation with the Designated Safeguarding Lead (DSL).

See [Appendix O - Information Sharing Procedure and Forms](#) for guidance and forms for the documentation of any information share.

13. Child Employment

Wiltshire creative is bound by the Child Employment Law in relation to

- the employment of under 18s
- children in productions
- work placements.

Our policy is informed by the Children and Young Persons Acts of 1933 & 1963, the Children (Performances and Activities Regulations (2014) and the Children's Wellbeing and Schools Bill (2025).

We work with licenced chaperones to support our compliance with the law and to ensure the wellbeing of young performers.

See [Appendix P - Child Employment and Work Placements](#) if your role includes any of the areas of work listed above.

14.Safeguarding for hirers and freelance artists/course leaders

In order to ensure the safety of all children, young people and adults at risk in our buildings, anyone using our buildings and spaces to deliver activity for children, young people or adults at risk, needs to have a clear understanding of our safeguarding expectations or take full responsibility for the safeguarding of their participants under their own safeguarding policy and public liability insurance.

All hirers, freelance artists and course leaders working in our spaces to deliver work for children, young people or adults at risk, must complete [Appendix Q - Safeguarding Declaration for Hirers and Freelance Artists/course leaders](#) alongside their hire agreement or freelance contract (including those working on a split deal).

15.Running Safer Events and Activities

Creating a safe, welcoming, and safeguarded environment for children, young people, and adults at risk is a core responsibility of Wiltshire Creative. Wiltshire creative adheres to and provides clear guidance on core components of running safer activities.

See [Appendix B - Running Safer Events and Activities](#) - if your role involves any planning of events and activities for children, young people or adults at risk.

16.Working Off-Site

This safeguarding policy applies to all activities undertaken under the banner of Wiltshire Creative, at our venues or off-site.

Additional guidance and standards are provided in [Appendix R - Safeguarding When Working Offsite](#)

17. Mental Health

Safeguarding is also connected to Mental Health, with mental ill health contributing as a risk factor in many circumstances and placing people at direct and indirect risk from harm and self-harm.

Wiltshire Creative trains staff across departments as Mental health first aiders and provides additional information in [Appendix S – Reporting Procedures - Mental Health](#) and [Appendix T Mental Health Flow Chart](#) to support staff and managers in addressing concerns.

18.Further information provided

The Appendices to this document provide all supporting information for this policy. Beyond those referred to above, the following appendices are also provided.

- [Appendix U – Relating Policies](#)
- [Appendix V – Governance and Leadership](#)
- [Appendix W - Legal Framework](#)
- [Appendix X - Safeguarding Adults – Good Referrals Guidance – SVPP](#)
- [Appendix Y – Safeguarding Policy Acceptance Form](#)