

Limitless Arts Safeguarding Policy

Last Updated: August 25

1. Policy Statement

Limitless Arts is committed to creating and maintaining a safe, positive, and inclusive environment for all participants, including children, young people, and adults at risk (including those with Special Educational Needs and Disabilities – SEND).

We have a duty of care to protect participants from harm, abuse, neglect, or exploitation and to respond quickly and effectively to any safeguarding concerns.

2. Scope

This policy applies to:

- All staff, volunteers, and contractors working for or on behalf of Limitless Arts
 - All activities, classes, events, and performances run by Limitless Arts
 - All participants, parents/carers, and visitors involved in our activities
-

3. Definitions

- **Child:** Anyone under the age of 18
 - **Adult at risk:** Anyone aged 18 or over who is vulnerable due to disability, illness, mental health issues, or other needs
 - **Safeguarding:** Protecting people's health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect
-

4. Our Safeguarding Principles

1. The welfare of the child/adult at risk is paramount.
 2. All participants have the right to protection from abuse, neglect, and exploitation.
 3. All concerns will be taken seriously, acted upon promptly, and handled confidentially.
 4. We work in partnership with statutory agencies and follow UK safeguarding legislation and guidance.
-

5. Types of Abuse

Staff and volunteers should be aware of the main types of abuse:

- **Physical abuse** – hitting, shaking, or other physical harm
 - **Emotional abuse** – persistent emotional maltreatment, bullying, or intimidation
 - **Sexual abuse** – involvement in sexual activities without consent or understanding
 - **Neglect** – failure to meet basic physical or emotional needs
 - **Financial abuse** – misuse of money or possessions (particularly with adults at risk)
-

6. Roles & Responsibilities

- **Designated Safeguarding Lead (DSL):** Francesca Maretic
 - **Deputy DSL:** Seren Jones
 - DSL responsibilities:
 - Receive and respond to safeguarding concerns
 - Contact local safeguarding agencies or police where necessary
 - Keep secure, confidential records
 - All staff and volunteers:
 - Complete safeguarding training
 - Follow the Code of Conduct
 - Report concerns immediately to the DSL
-

7. Code of Conduct

Staff and volunteers must:

- Treat all participants with dignity and respect
 - Always work within professional boundaries
 - Avoid being alone with a participant where possible
 - Never use offensive, discriminatory, or inappropriate language or behaviour
 - Maintain clear communication with parents/carers
-

8. Recognising & Reporting Concerns

If you are worried about a child or adult at risk:

1. **Act immediately** – don't ignore concerns.
 2. **Report to the DSL** as soon as possible.
 3. Record facts only – do not investigate yourself.
 4. If a person is in immediate danger, call **999**.
-

9. Confidentiality

- Information will only be shared with those who need to know, to protect the person at risk.
 - Records will be stored securely and in compliance with data protection laws (UK GDPR).
-

10. Safer Recruitment

Limitless Arts will:

- Require enhanced DBS checks for all staff and volunteers working with children or adults at risk
 - Obtain references before appointment
 - Provide induction and safeguarding training
-


11. Online Safety

- Media consent will be obtained before taking photos or videos of participants.
 - Online communications will be professional and only via approved channels.
 - No personal contact details of participants will be shared publicly.
-

12. Review of Policy

This policy will be reviewed annually or after any safeguarding incident, in consultation with staff, volunteers, and safeguarding professionals.

Designated Safeguarding Lead Contact:

 07393319876

 franlimitless@gmail.com

Local Authority Safeguarding Contact:

- **Children's Services (Hampshire):** 0300 555 1384
- **Adult Services (Hampshire):** 0300 555 1386