



Safeguarding Policy (summary)

Introduction

Alexandra Park and Palace Charitable Trust and its trading subsidiary APTL (hereafter known as **Alexandra Palace**) has a detailed policy and associated procedures to ensure a safe environment for children, vulnerable adults, and all those benefiting from or working with Alexandra Palace. Alexandra Palace is committed to protecting the welfare and preventing the abuse of children and vulnerable adults with whom it comes into contact and in addition, ensuring that all those benefiting from or working with Alexandra Palace are not harmed in any way through contact with it.

Alexandra Palace recognises that all organisations providing activities for children and vulnerable adults share a commitment to their welfare and are required to comply with the Government's Statutory Guidance Working Together to Safeguard Children (2018) to minimise risks to children and vulnerable adults who visit and take part in activities in the Park and Palace.

Whilst the Trust is not part of the local authority it recognises that all organisations which provide activities for children and vulnerable adults share a commitment to safeguarding and promoting their welfare. Therefore, the Trust's Safeguarding Policy includes arrangements as detailed in the [2018 Working Together to Safeguard Children](#) guidance.

Where safeguarding concerns are raised we will take swift action to ensure that concerns are acknowledged, correctly managed and reported.

Alexandra palace recognises its duty to protect members of staff from bullying harassment and discrimination. Alexandra Palace also recognises its responsibilities to protect staff and volunteers against unfounded allegations of abuse.

Our policy aims to ensure that children and vulnerable adults, and all those who work with them, are safe and supported within Alexandra Palace and its organised activities.

Summary of our policy

Alexandra Palace acknowledges a duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring that its safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

It aims to ensure that regardless of age, gender, religion or belief, ethnicity, disability, sexual orientation, marital status or socioeconomic background, all children and vulnerable adults:

- have a positive and enjoyable experience at Alexandra Palace in a safe environment; and
- are protected from abuse.

Alexandra Palace acknowledges that some children and vulnerable adults, including disabled people, those special educational needs or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

It is our policy that we will

- promote and prioritise the safety and wellbeing of children and vulnerable adults;
- ensure all members of staff understand their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults;
- ensure appropriate action is taken in the event of incidents/concerns of abuse or risk of harm and provide support to the individual/s that raise or disclose the concern;

- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
 - do our utmost to prevent the employment/deployment of unsuitable individuals;
 - ensure robust safeguarding arrangements and procedures are in operation.
- Failure by an employee to comply with this policy and procedures may result in disciplinary action under the Alexandra Palace Disciplinary process.

Information sharing and confidentiality

Alexandra Palace has a responsibility to share relevant information about the protection of children and vulnerable adults. If a child or vulnerable adult confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child or vulnerable adult sensitively that he/she has a responsibility to refer cases of alleged abuse to the Designated Safeguarding Lead for their own sake. Within that context, the child or vulnerable adult should, however, be assured that the matter will be disclosed only to people who need to know about it. Members of staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

Legal requirements

Alexandra Park and Palace Charitable Trust is a registered charity and complies with guidance published by the Charity Commission for England and Wales on safeguarding and serious incident reporting.

The charity has significant contact with children, has a duty to prevent abuse, to listen to children when they express concerns and to take the right action to protect them. We recognise that Section 11 of the Children Act 2004 and Working Together to Safeguard Children¹ (July 2018: pages 9- 12 and Chapter 2) apply to us generally and apply specifically when engaged in Regulated Activity. Whilst we are not (in the legal sense) a school or college we do provide education and instruction and therefore seek to work to the standards set out in Keeping Children Safe in Education September 2018. We recognise documented definitions of types of child abuse and provide a senior officer (Head of HR), who has the full support of the CEO and the Board, who performs the role of 'Designated Safeguarding Lead' who implements this policy and is there to advise staff, volunteers and colleagues and to manage referrals to safeguarding authorities.

In relation to vulnerable adults, we recognise Care and Support Statutory Guidance (Updated in July 2018), the Safeguarding Vulnerable Groups Act 2006 and seek to work to the Social Care Institute for Excellence guidance on prevention in adult safeguarding (May 2011).

Above all Alexandra Palace recognises that the prevention of child abuse and the protection of vulnerable adults is everybody's business. It will continuously seek to achieve the best standards in its safeguarding practices.

Scope of our work

Staff and volunteers expected to be involved in Regulated Activity as defined in law will be recruited, selected and trained in accordance with the proper standards and all staff will receive appropriate safeguarding training that is professionally delivered and up to date. Staff and volunteers delivering Regulated Activity will also receive proper supervision.

The current contexts in which Alexandra Palace works with children and Vulnerable Adults are:

- Creative Learning Programme: onsite and offsite workshops, events, tours, handling collections and presentations, master classes and work experience placements
- Ice rink: Skating coaches and judges are required to apply to NISA annually for a license, the license requires them to be DBS checked attend safeguarding training, Alexandra Palace holds copies of all licenses and renewal documentation. NISA require coaches to follow a good practice guide. In addition, we engage licensed and registered Chaperones during Pantomime performances.
- Established protocols detail how to manage a report of a lost child or vulnerable adult and or when a child or vulnerable adult is found to be separated from their carer.
- For ticketed events such as concerts, age restrictions for unaccompanied children are assessed and agreed with promoters, before being made clear to customers at point of sale. Such age restrictions are enforced by Security Personnel on entry to the building.

¹ DofE Statutory guidance on inter-agency working to safeguard and promote the welfare of children

Alexandra Palace sources security personnel and stewards from SIA Licensed companies. All SIA licensed security personnel DBS checks as part of their licensing arrangements.

Alexandra Palace is working to achieve the White Ribbon Music award which aims to eliminate Violence against Women and Girls. This work aims to establish an environment whereby any complaints of harassment, violence or assault are received and managed by Alexandra Palace team members in a sensitive and appropriate manner.

Alexandra Palace has a responsibility to promote that our leaseholders and Friend Groups and Societies and when working in partnership within the park and palace safeguard and promote the welfare of children and vulnerable adults and are committed to ensuring that its safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

Partnership working

Alexandra Palace will ensure that any formal or contractual relationships with partners, individuals, groups or organisations which involve contact with children or vulnerable adults include an obligation on the partner to:

- have appropriate safeguarding policies and procedures in place; and
- comply with its statutory and regulatory safeguarding obligations.

Contracts must clearly outline procedures and standards including:

- who has overall responsibility for safeguarding concerns;
- who is responsible for reporting an investigating safeguarding concerns; and
- the procedure to be following for dealing with safeguarding concerns.

Contracts with partners, individuals, groups or organisations must be in place before commencement of the work involving children or vulnerable adults.

Safeguarding roles and responsibilities

The Board of Trustees has ultimate responsibility for ensuring Alexandra Palace complies with its safeguarding duties and obligations and safeguarding is a governance priority for the Trust.

Trustees receive training on safeguarding and trustee responsibilities and the Board reviews this policy every year. The Board maintains and regularly reviews the Risk Register, which includes risks relating to safeguarding.

The Designated Safeguarding Lead is responsible for:

- adopting safeguarding guidelines through procedures and a Code of Conduct Appendix 3 for staff and volunteers;
- following carefully the procedures for recruitment and selection of staff and volunteers;
- providing effective management for staff and volunteers through induction, supervision, support and training;
- reporting information about concerns
- sharing information about child protection and good practice with staff and volunteers;
- reviewing its policies and practice at regular intervals,
- Dealing effectively with any allegations made against staff and volunteers.
- Making safeguarding reports to the appropriate agency or agencies (including social services, the LADO, Local Safeguarding Children Board and Local Safeguarding Adult Board, the police, the DBS and/or the Charity Commission).

All staff have a role to play in delivering the aims of the Safeguarding Policy, but specific responsibility has been allocated to named staff as outlined below.

The CEO has responsibility for safeguarding and ensuring compliance with Charity Commission requirements and ensuring the Board and Executive team have ownership of safeguarding issues.

The Board will appoint a safeguarding trustee on the Board.

The Head of Human Resources and Head of Creative Learning is responsible for ensuring that appropriate DBS checks are undertaken, and up to date records maintained, as well as that the appropriate checks and references are taken up for staff offered employment. DBS back checks and ensuring that staff receive safeguarding training.

The Safeguarding Working Group is responsible for steering work in relation to safeguarding, reviewing the Safeguarding Policy and making recommendations to the Executive Team for any actions that need to be taken to maintain compliance and good practice.

All staff have a responsibility to report any concerns to their manager or Designated Safeguarding Lead.

Recruitment, vetting, induction and training of staff and trustees

Alexandra Palace recognises the need to adopt a consistent and thorough recruitment process in order to ensure that people who are unsuitable to work with children and vulnerable adults are prevented from doing so.

Alexandra Palace complies with an on-going duty to notify DBS with any relevant information regarding the conduct of any individual which the Alexandra Palace considers to have caused harm or pose a risk of harm to vulnerable groups.

Alexandra Palace will ensure that all trustees are subject to appropriate checks to ensure they are suitable for the role, in line with Charity Commission guidance. All new trustees will be provided with a copy of this policy and will be given information about safeguarding and protecting people.

Alexandra Palace will implement appropriate recruitment procedures for members of staff working on activities with children and/or vulnerable adults, having substantial access to children and/or vulnerable adults, access to children's personal information or images, or who through the course of their work are liable to find themselves in a position of trust. These procedures will include:

- DBS checks carried out by HR Department on the offer of a post which is likely to have regular contact with children and/or vulnerable adults.
- Two reference checks which confirm their suitability to work with children.
- Ensuring all existing staff regularly in contact with children, or unsupervised and or regulated activity, will have completed updated DBS checks.
- All staff contracts will refer to this policy about protecting children and vulnerable adults, and by signing contracts, staff will be confirming that they have received and read a copy of this policy.
- Members of staff are required to inform Alexandra Palace if they, their spouse or partner or their child is subject to a child protection investigation. Failure to do so could result in Disciplinary action;
- It is essential that all staff who have access to children and vulnerable adults understand their safeguarding responsibilities and what to do in the event a disclosure is made to them, or they suspect risk of harm or abuse. To aid this, all staff working with students, with children or likely to be in regular contact with vulnerable adults will receive training on safeguarding training.
- All new starters will be inducted of the Safeguarding Procedure
- Alexandra palace will ensure that staff know how to raise concerns and are supported in the process

For its widening participation, and outreach work Alexandra Palace will take the following steps:

- Only employ staff, where possible, who have actually been observed working with children or vulnerable adults (as appropriate)
- Ensure that a teacher, youth worker, care worker or other group leader from the host organisation is present during workshops delivered by Alexandra Palace.
- Provide visiting professionals with a copy of this policy.

[A full copy of the Safeguarding Policy is available at our discretion, on request.](#)