

Safeguarding Policy

Ludlow Assembly Rooms (LAR)

Reviewed: October 2025, approved by Board in January 2026.

1. Purpose

This policy sets out Ludlow Assembly Rooms' (LAR) commitment to safeguarding children, young people, and adults at risk. LAR aims to create an environment where all participants, visitors, staff, volunteers, and artists are safe, valued, and protected from harm. The policy ensures that:

- safeguarding is embedded across all LAR activities
- concerns are identified early and responded to robustly
- safe working practices are understood and followed
- safeguarding responsibilities are clear at every level of the organisation

Safeguarding is central to LAR's ethos and organisational culture.

2. Scope

This policy applies to:

- all LAR employees (permanent, casual, and temporary)
- trustees and board members
- volunteers and work-experience placements
- freelance contractors and visiting creative practitioners
- external organisations and partners acting on behalf of LAR
- individuals delivering activity on LAR premises or online platforms

All individuals must follow this policy, complete safeguarding training as required, and report safeguarding concerns immediately.

3. Legal and Regulatory Framework

This policy complies with the following UK legislation and statutory guidance:

- Children Act 1989 & 2004
- Care Act 2014
- Children and Social Work Act 2017
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2025)
- Domestic Abuse Act 2021
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Data Protection Act 2018 & UK GDPR
- Equality Act 2010
- Relevant guidance from the Shropshire Safeguarding Community Partnership (SSCP)

Where LAR works with external agencies or partners, LAR will also comply with related safeguarding protocols required by those bodies.

4. Definitions

4.1 Child

Anyone under the age of 18.

4.2 Adult at Risk

As defined by the Care Act 2014:

An adult (18+) who:

1. has needs for care and support,
2. is experiencing or at risk of abuse or neglect, and
3. is unable to protect themselves from that abuse or neglect.

Adults who do not meet these criteria may still require safeguarding support (e.g., domestic abuse victims, people in coercive relationships), and concerns must still be reported.

4.3 Types of Abuse

Abuse may include, but is not limited to:

- Physical, emotional or sexual abuse
- Neglect or self-neglect
- Financial abuse or exploitation
- Domestic abuse
- Discriminatory abuse

- Modern slavery or trafficking
- Institutional / organisational abuse
- Online abuse or grooming
- Bullying, harassment or hate incidents

5. Responsibilities

Safeguarding is everyone's responsibility.

5.1 Board of Trustees

- Holds ultimate accountability for safeguarding governance.
- Ensures appropriate policies, training, and resources are in place.
- Receives and scrutinises the DSP's annual safeguarding report.

5.2 Chief Executive Officer (CEO) / Designated Safeguarding Person (DSP)

- Ensures implementation of this policy.
- Ensures staff and volunteers understand safeguarding responsibilities.
- Allocates resources for safeguarding and staff training.
- Leads on all safeguarding matters for LAR.
- Receives and manages concerns, allegations, and disclosures.
- Liaises with SSCP, police, and other statutory agencies.
- Maintains the secure safeguarding record system.
- Ensures safeguarding training is up to date.

5.3 Board DSP

- Supports the DSP and acts in their absence.

5.4 All Staff, Volunteers, Contractors and Partners

- Must read and follow this policy and the LAR Code of Conduct.
- Must report concerns immediately.
- Must not investigate concerns independently.
- Must complete required safeguarding training.

6. Code of Conduct and Professional Boundaries

All individuals working on behalf of LAR must:

- treat all children and adults at risk with dignity and respect

- maintain appropriate professional boundaries at all times
- avoid one-to-one unsupervised situations wherever possible
- never engage in sexual, suggestive or inappropriate behaviour
- never use offensive, discriminatory or abusive language
- use only LAR-approved communication channels
- avoid giving personal contact details to children or vulnerable adults
- comply with online safety protocols when delivering digital content

7. Recognising and Responding to Concerns

7.1 Immediate Actions

If someone is at immediate risk of harm, call **999**.

7.2 Reporting a Concern

All concerns — including suspicions, observations, allegations, and disclosures — must be reported immediately to the DSP or Board Member DSP. If both are unavailable report to the Deputy Board DSP. “Doing nothing” is not acceptable. Please see Annex A for copy of flowchart for reporting.

Concerns may relate to:

- behaviour or disclosures from a child or adult at risk
- behaviour of a staff member, trustee, volunteer, contractor or visitor
- signs of neglect, coercion, control or exploitation
- online safeguarding issues

7.3 External Reporting Contacts

- **Shropshire Council – First Point of Contact:** 0345 678 9021 (adults) / 0345 678 9044 (children)
- **Shropshire Safeguarding Community Partnership (SSCP):** via online reporting portal
- **NSPCC Helpline:** 0808 800 5000

7.4 Allegations Against Staff/Volunteers

Any allegation involving a staff member, trustee, volunteer or contractor must be reported to the DSP immediately.

Where required, LAR will refer cases to:

- Police
- Local Authority Designated Officer (LADO)

- Social care
- DBS barring service (if dismissal/resignation due to safeguarding concerns)

8. Safer Recruitment

LAR is committed to safer recruitment practices, including:

- Role-specific safeguarding risk assessments.
- Detailed application and interview processes.
- Identity and right-to-work checks.
- At least two verified references.
- Gap-checking of employment history.
- Enhanced DBS checks for eligible roles. For LAR this would include roles where this is likely to be regular, close, or unsupervised contact with children or vulnerable adults.
- Standard DBS checks for eligible roles. For LAR this would include roles where there is likely to be communication and contact, but no direct care or supervision of children or vulnerable adults.
- Overseas / additional checks when required.
- Probation periods with supervision.

8.1 Single Central Record (SCR)

LAR will maintain a secure SCR documenting:

- DBS checks (including dates and certificate numbers.)
- Identity verification.
- References and vetting checks.
- Training and induction completion.
- Risk assessment outcomes for each role.

No copies of DBS certificates will be stored. DBS checks will be repeated every 2 years for enhanced checks and every 3 years for standard checks.

9. Training and Induction

- All staff, volunteers and trustees must complete safeguarding training at least every two years.
- DSP and Deputy DSP must complete accredited Level 3 (or equivalent) training.
- New starters must receive safeguarding induction before beginning duties.
- Refresher briefings will be delivered when policies or legislation change.

10. Online and Digital Safeguarding

Where LAR delivers content online (e.g., streamed events, digital workshops, social media activity), staff must:

- use only LAR-approved accounts/platforms
- avoid private messaging with children or adults at risk
- ensure parents/carers are present or have given consent as appropriate
- not record or store images/video without explicit consent
- ensure data is handled securely
- comply with privacy settings and online safety regulations

Data Protection Impact Assessments (DPIAs) will be conducted when required.

11. Confidentiality and Record Keeping

- All safeguarding records will be stored securely in a restricted-access system.
- Information will be shared only on a “need-to-know” basis and in line with legal obligations.
- Records will be factual, accurate, and completed promptly.
- Information may be shared without consent if there is risk of significant harm.
- Records will be retained and disposed of according to statutory guidance and LAR’s Data Protection Policy.

12. Multi-Agency Working

LAR will work collaboratively with:

- Shropshire Safeguarding Community Partnership (SSCP)
- Shropshire Council
- Police and emergency services
- Health and social care agencies
- Partner and commissioning organisations

LAR will follow local safeguarding referral procedures and cooperate fully with investigations.

13. Whistleblowing and Complaints

LAR encourages a culture of openness.

- Anyone (staff, volunteers, participants, visitors) may raise concerns without fear of reprisal.
- Anonymous reports will be taken seriously where sufficient information is provided.
- Staff can escalate concerns if they believe LAR’s response is inadequate.

- Whistleblowers will be protected in line with UK legislation.

Complaints relating to safeguarding concerns will be prioritised and handled under LAR's Complaints and/or Disciplinary Procedures.

14. Safe Environment and Risk Assessment

LAR will maintain:

- safe, accessible premises
- appropriate supervision ratios for activities
- risk assessments for events, workshops, and public activities
- procedures for managing photography, filming and media
- safe arrangements for arrival/collection of children
- secure backstage and staff-only areas

Separate risk assessments will be completed for activities off-site or delivered by partner organisations.

15. Monitoring and Review

- This policy will be reviewed every **two years**, or sooner if legislation or circumstances change.
- Safeguarding will be a standing agenda item at Board meetings.
- DSP will produce an **annual safeguarding report** summarising:
 - incidents and concerns raised
 - actions taken
 - training compliance
 - lessons learned and recommendations

Updates may be issued at any time if new guidance or emerging risks require it.

Approval

Approved by: LAR Board of Trustees

Review date: October 2027 or sooner if required

Annex A - Reporting Flowchart

Concern identified, disclosed or suspected about a child or vulnerable adult



Is anyone in IMMEDIATE danger or needs urgent medical help?



Call 999 (Emergency Services) and then inform, Designated Safeguarding Lead - Fiona.
If you cannot reach the DSL inform the Board DSL - Laura.
If neither are available contact the Deputy Board DSL - Isabelle.



NO

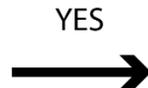
- Listen, reassure, do NOT promise confidentiality
- Record facts ASAP (what was seen/heard, date, time, names, exact words)
- Report immediately to Designated Safeguarding Lead (DSL)



DSL reviews concern and risk level



Does the concern meet safeguarding threshold for referral?



DSL makes referral to: Children's Social Care, OR, Adult Social Care (and Police if required)



NO

Monitor, support, and keep detailed records. Review if new concerns arise



Follow multi-agency guidance and document all actions

Contacts:

DSL: Fiona Morrell
07802 876196

Board DSL: Laura Johnson
07773 686324

Deputy Board DSL:
Isabelle Perrett
07788 971479