



Sidh Chailleann Art (Sidh C Art)

**Safeguarding Policy document**

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## Introduction

At Sidh C Art we take safeguarding very seriously. We understand the role it plays in organisations and are keen to ensure that everyone we work with is trained to the highest standard in this area. We are passionate about ensuring that children and young people’s voices are heard and that they are kept safe

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so they can access the services we provide in a safe and encouraging environment.

Our Designated and Deputy Safeguarding Leads are qualified up to Level 3 in Safeguarding and will refresh and further their training when they can. We are registered with Volunteer Scotland to run PVG checks, and will run these checks for any collaborators working with children.

## Purpose of Document

The purpose of this policy is to protect people working with Sidh C Art from any harm that may be caused due to their coming into contact with us. This includes harm arising from:

- The conduct of staff or personnel associated with Sidh C Art
- The design and implementation of Sidh C Art' programmes and activities

The policy lays out the commitments made by Sidh C Art and informs staff and associated personnel of their responsibilities in relation to safeguarding.

## Glossary of Terms

### *Participant*

Someone who directly receives goods or services from Sidh C Art's programme. Note that misuse of power can also apply to the wider community that the organisation serves, and also can include exploitation by giving the perception of being in a position of power.

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## *Child*

A person below the age of 18.

<https://scottishdisabilitysport.com/wp-content/uploads/2016/07/2016-06-28-Definitions-of-Terms-Child-and-Vulnerable-Adult.pdf>

## *Vulnerable Adult*

A person aged 18 years or over may be considered to be a vulnerable adult if they receive one or all of the following:

- Accommodation and nursing or personal care in a care home;
- Personal care, nursing, or support to live independently in their own home;
- Health or social care services;
- Services provided by an establishment catering for a person with a learning disability.

And in consequence of one, or a combination of the following:

- A substantial learning or physical disability;
- A reduction in physical or cognitive capacity due to advanced age, illness or injury.

A person is also considered to be vulnerable if he / she is either:

- Dependent on others in performing or assisting themselves in the performance of basic physical functions; or
- Their ability to communicate with those providing services, or to communicate with others is severely impaired.

<https://scottishdisabilitysport.com/wp-content/uploads/2016/07/2016-06-28-Definitions-of-Terms-Child-and-Vulnerable-Adult.pdf>

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## *DSL*

Designated Safeguarding Lead:

Cally Maxwell

07811 873507

[sidhchailleannart@gmail.com](mailto:sidhchailleannart@gmail.com)

## *DDSL*

Deputy Designated Safeguarding Lead:

Penny Irvine

07928313670

[pennyirvine@outlook.com](mailto:pennyirvine@outlook.com)

## *Harm*

Psychological, physical and any other infringement of an individual's rights

### *Psychological harm / harassment*

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

### *Protection from Sexual Exploitation and Abuse (PSEA)*

The term is used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

## *Safeguarding*

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In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people from harm that arises from coming into contact with our staff or projects. Safeguarding applies consistently and without exception across our projects, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty. Safeguarding puts beneficiaries and affected persons at the centre of all we do.

### *Sexual abuse*

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

### *Sexual exploitation*

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

### *Survivor*

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

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### *At-risk adult*

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of cognitive or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

## Main Policy Content

### 1. What is Safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect

We understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or projects.

Further definitions relating to safeguarding are provided in the glossary of terms.

#### 1.2 Who does this apply to?

This policy applies to anyone working on behalf of Sidh C Art, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

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### 1.3 Policy Statement

This policy statement applies to all artists and collaborative partners of Sidh C Art.

We at Sidh Chailleann Art are first and foremost committed to providing equal and inclusive opportunities to make and take part in the making of art. The art industry is made so much richer by the variety of people taking part in it, and good working practices make that happen. We are working with Diversity Scotland to provide training opportunities to the staff and artists taking part in this project.

The purpose of this policy statement is:

- to protect children and young people who receive Sidh C Art's services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland.

## 2. Prevention

Sidh C Art will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its projects and activities in a way that protects people from any risk of harm that may arise from their coming into contact

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with Sidh C Art. This includes the way in which information about individuals in our programmes is gathered and communicated.

- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process

### 3. Staff responsibilities

#### 3.1 Child safeguarding

Sidh C Art staff and associated partners must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking
- Engage in private messaging with anyone under the age of 18 without prior written consent of a responsible adult (parent or carer)
- Share images of anyone under the age of 18 without prior written consent of a responsible adult (parent or carer)
- Offer lifts to anyone under the age of 18 unless another member of Sidh C Art staff or a parent is also present

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### 3.2 Adult safeguarding

Sidh C Art staff and associated partners must:

- Not sexually abuse or exploit any adults (to include colleagues as well as participants)
- Not subject any adult to physical, emotional or psychological abuse, or neglect
- Use business, not private, digital and social media accounts to send/receive information relating to Sidh C Art

### 3.3 Protection from sexual exploitation and abuse

Sidh C Art staff and associated personnel must not:

Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.

Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.

Additionally, Sidh C Art staff and associated personnel are obliged to:

Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy, including and particularly online

Report any concerns or suspicions regarding safeguarding violations by a Sidh C Art staff member or associated personnel to the appropriate staff member

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## 4. Disclosure and Barring

Sidh C Art Directors all have enhanced Disclosure and Barring Service (DBS)/ Protection of Vulnerable People (PVG) certification. It will be the expectation of staff, individuals and working partners to supply a valid DBS/PVG certificate before working with children and / or vulnerable adults in any of our projects. Having a criminal conviction is not necessarily a barrier to working with us. However, due to the nature of the work we do, if the criminal conviction is relating to children or adult's safety, we reserve the right to refuse access for the protection of our Participants.

Sidh C Art will accept valid DBS/PVG certificates from other organisations as evidence whilst waiting for the arrival of a DBS/PVG for the activity organised by us. We are able to obtain DBS certificates for Sidh C Art.

## 5. Reporting incidences of concern

Sidh C Art will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Sidh C Art's Equality and Diversity policy.

Sidh C Art will also accept complaints from external sources such as members of the public, partners and official bodies.

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## 5.1 How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to Cally Maxwell who is the Designated Safeguarding Lead for Sidh C Art. If the staff member does not feel comfortable reporting to their DSL (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to the DDSL, Penny Irvine, or any other appropriate staff member. A written statement should be provided about the incident and this will be logged and kept in a secure location according to GDPR guidelines until the case has been investigated thoroughly by the appropriate authorities. It is the responsibility of the staff member or partner working with Sidh C Art to report all safeguarding concerns, regardless of its seemingly benign nature. If there is any concern at all, this will be documented by Sidh C Art and a log will be made of the concern. This may inform and influence a larger picture which is being built by other staff members and lead to a safeguarding referral being made.

Staff members may report concerns they have even if the person affected by the incident does not report it. This may be noting that a child or vulnerable adult has dirty clothes, does not seem to have eaten, has bruises etc. The DSL and DDSL will act according to the policy in place.

## 5.2 Safeguarding Reporting Process

Sidh C Art process for anyone with a safeguarding concern.

- Write down what you have experienced as soon as possible after the event on any piece of paper

- Contact DSL by phone, email or in person [Cally Maxwell 07811 873507,

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- The DSL will support the person with the concern from this point on.

## 6. Expectation

As an organisation that expects the highest standards of safeguarding care from its partners and staff, Sidh C Art will ensure that it meets these expectations:

It is the expectation

- That all safeguarding concerns, informal and formal referrals will be followed up with the appropriate authorities.
- That all safeguarding queries will be answered in a timely manner, either through their own expertise in the area or by asking other professional agencies for their advice and support
- That if there is a need to write reports or attend meetings with regards to children or adults who use the service, a member of the director team will attend wherever necessary and appropriate.

Our promise:

In turn, you have the right to expect Sidh C Art:

- to act swiftly and within due process to any referral or concern reported.
- to record all safeguarding concerns
- to take safeguarding concerns seriously
- If Sidh C Art feels that appropriate actions have not been implemented, even after

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reporting a safeguarding concern through the proper channels, they will ensure that a higher authority is informed to get the concern logged and followed through properly.

## 7. Confidentiality

At Sidh C Art, we understand that confidentiality matters around issues of safeguarding. We will not promote confidentiality between staff and client as this is not something which is able to be supported if a disclosure is made. However, all materials generated from a disclosure will be stored in a secure location in accordance with GDPR guidelines and kept in a confidential manner. We as an organisation will ensure any discussions about safeguarding matters are held at director level between people who have been appropriately trained in safeguarding to at least level 3 (DSL level).

## 8. Management Structure

### **Board of Trustees**

Cally Maxwell, Matthew Swanson, Carmen Almeida

### **Designated Safeguarding Lead, Deputy Designated Safeguarding Lead**

Cally Maxwell, Penny Irvine

### **Committee Members**

Cally Maxwell, Penny Irvine, Stuart Irvine, Donna Sutherland, Jane Mather,  
Sarah Garden

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## **Project Assistant**

Jaiya Sutherland

## **Freelance service providers**

Artists, Workshop leaders, Subcontracted service providers

## **Participants**

Rising artists of Caithness, workshop attendees, exhibition/event attendees

## **9. Implementation of Policy**

All directors and staff working for and with Sidh C Art are responsible for implementing the safeguarding policy. All external partners are responsible for getting appropriate, robust and current safeguarding training. Sidh C Art will endeavour to provide this training wherever possible but a Level 3 is a standard level accepted to work with our participants.

The Designated Safeguarding Lead must provide valid evidence of appropriate safeguarding training

## **10. Evaluation and monitoring of policy**

Sidh C Art directors will be responsible for monitoring of the policy. The designated safeguarding lead will perform an audit of all safeguarding referrals and produce a report on a quarterly basis to be reported to the directors.

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The Designated Safeguarding Lead must have in-date Disclosure and Barring Service certification and in the event of referrals, any risks must have been assessed by the board of directors of Sidh C Art

## 11. Resources References

Caithness Social Services Officers:

01955 608123/124

Report a child protection concern

08457 697 284 (out of hours)

Report an adult support and protection concern

01349 886 606 or 0800 902 0042 (out of hours)

Adverse Childhood Experiences

<https://www.safeguardingschools.co.uk/what-are-adverse-childhood-experiences-aces/>

National Society for the Prevention of Cruelty to Children

<https://www.nspcc.org.uk/>

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The national approach to improving outcomes for children and young people in Scotland is Getting it right for every child (GIRFEC) (Scottish Government, 2021a).

The Scottish Government has provided statutory guidance on children's services planning (Scottish Government, 2020).

The key guidance for anyone working with children in Scotland is the National guidance for child protection in Scotland (Scottish Government, 2021b).

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