



Approved	June 2025	Next review due:	June 2026
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Safeguarding Policy

Web Version

1 Introduction

Luminate has a fundamental belief in the importance of encouraging and supporting people of all ages and abilities to attend, enjoy and participate in the arts. We believe this can be life enhancing. Making sure that all involvement and participation is safe is therefore our number one priority.

Whilst the majority of our programmes focus on projects with adults, we also engage with children and young people as part of intergenerational projects.

We are fully committed to safeguarding the welfare of all those with whom we work, and all those who work with us. In some situations, we work with those who are vulnerable and who require the provision of care and support. We recognise that it is our collective responsibility to take all reasonable steps to promote safe practice and to protect all such vulnerable groups from harm, abuse and exploitation.

We will endeavour to work together to encourage the development of an ethos that embraces difference and diversity and respects the rights of all.

2 Definitions

By **Safeguarding**, we mean the actions Luminate takes to promote the welfare of children and vulnerable adults to protect them from harm.

By **disclosure**, we mean the sharing of sensitive information.

Throughout the policy we refer to '**adults at risk**'. As defined in the Adult Support and Protection (Scotland) Act 2007 adults at risk are those aged 16 years or over who:

- a) are unable to safeguard their own well-being, property, rights or other interests,
- b) are at risk of harm, and
- c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

An adult is at risk of harm for the purposes above if:

- d) another person's conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

This policy also refers to '**children**', and '**young people**'. By this we mean people who are up to the age of 18, as defined by the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act). The policy recognises that young people aged 16-18 years can be considered both adults *and children*.

By **staff**, we mean everyone working on behalf of Luminate, whether paid or unpaid. Staff includes employees, freelance practitioners and consultants, trustees, volunteers and contractors.

By **employees**, we mean all those employed by Luminate and on the Luminate payroll.

3 Key Principles

Luminate's approach to Safeguarding reflects our fundamental belief that the safety, wellbeing and best interests of any adults or child at risk must always be a primary consideration.

We believe all adults or children and young people at risk

- should be treated fairly and with dignity and respect.
- have the right to protection from all forms of harm, abuse, neglect and exploitation.
- have the right to express their views on matters that affect them.

Our Safeguarding policy and practice also seek to embody the 6 Key Principles identified in the Care Act

Empowerment

People are supported and encouraged to make their own decisions and give informed consent.

Prevention

It is better to take action before harm occurs.

Proportionality

The least intrusive response appropriate to the risk presented.

Protection

Support and representation for those in greatest need.

Partnership

Services offer local solutions through working closely with their communities.

Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability

Accountability and transparency in delivering safeguarding.

4 Related Documents

Safeguarding does not sit in isolation in Luminate's policies and other related policies are

- Health and Safety
- Equalities and Diversity
- Recruitment of Ex-offenders
- Data Protection
- Whistleblowing

This Safeguarding policy is also accompanied by a set of procedures which are summarised in Appendix 7 and shared separately with employees and freelance staff.

The policies and procedures listed above give full details of Luminate's Safeguarding but the main elements are included here.

5 The Main Elements of our Safeguarding

- a) All staff are made aware of their legal and moral obligations to protect from harm, abuse and exploitation the people we work with. These obligations apply to in-person work as well as remote activity, for example activities that take place online.
- b) Luminate's Safeguarding Policy will be referred to and included in the organisation's recruitment and policy materials, and is actively promoted to all staff.
- c) All staff understand their responsibility to report any concerns and how to go about this. Safeguarding will be built into any induction or subsequent training.
- d) Any staff member who encounters concerns in the context of their work will be supported when they report their concerns in good faith.
- e) Luminate follows best practice in relation to safe recruitment, including requiring PVG scheme membership for trustees, staff, artists and other freelancers undertaking - or managing those who undertake – 'regulated roles' as defined by the Disclosure (Scotland) Act 2020.
- f) Luminate will endeavour to keep up to date with national developments relating to Safeguarding, in order to ensure compliance and maintain best practice.
- g) Luminate will provide opportunities for all employees to develop their awareness and knowledge in relation to ensuring the safety and wellbeing of themselves and others.
- h) Luminate will provide training for and designate a Safeguarding Officer who will be responsible for taking the appropriate action on any concerns.
- i) Information relating to any allegation or disclosure will be clearly recorded as soon as possible following laid down procedures.
- j) Luminate will comply fully with the duty to report any significant safeguarding incidents to the relevant authorities and the Charity Regulator.

- k) All organisations running projects and activities with Luminate are required to have Safeguarding policies in place, with PVG certificates and/or other criminal records certificates received for relevant personnel.
- l) Similarly, Luminate will clarify Safeguarding expectations and procedures with all partner organisations and settings as part of agreements and contracts.
- m) A safeguarding update will feature as part of Luminate's annual reporting
- n) Safeguarding policies and procedures will be overseen by a nominated Board member.

6. Referrals

Should any person who is currently, or has previously, worked for Luminate show harmful behaviour, Luminate will refer them to Disclosure Scotland within 3 months of becoming aware of the harmful behaviour, as required by the Disclosure (Scotland) Act 2020.

An individual will be referred if they show harmful behaviour and they:

- are dismissed as a result
- would or might have been dismissed but left before they could be
- are permanently moved away from work with children or protected adults

Examples of harmful behaviour include:

- harming a child or protected adult
- placing a child or protected adult at risk of harm
- inappropriate behaviour involving pornography
- inappropriate behaviour of a sexual nature involving a child or protected adult
- giving inappropriate medical treatment to a child or protected adult

Types of harm

There are different ways 'harm' can be defined; people can cause harm without doing anything directly.

Examples of harm include:

- physical harm (like inappropriate physical restraint or assault)
- psychological harm (like emotional abuse)
- theft (like embezzlement)

Examples of behaviour which lead to a risk of harm include:

- attempting to harm (even if they do not succeed)
- trying to make someone else cause harm
- encouraging someone to self-harm
- reckless behaviour or incompetence that may cause someone to be harmed, even if they did not mean it to

The harm will be reported to Disclosure Scotland using their reporting form.

Most recent update: June 2025 Next review due: June 2026

Luminate's current Safeguarding Officer is Anne Gallacher, Director, and Deputy Safeguarding Officer is Lottie Brook.
The nominated Board member is Gillian Hailstones

For full details and procedures attached to this policy, please get in touch.