



Open Up Sheffield Safeguarding Policy

1. Policy Statement: Open Up Sheffield (OUS) is committed to creating and maintaining a safe and positive environment for all individuals involved. It accepts its responsibility to safeguard the welfare of all participants, especially children, young people, and vulnerable adults. This policy is intended to ensure that everyone involved in our organisation can enjoy the arts in a safe and secure environment. It is everyone's responsibility to uphold the principles of this policy.

2. Scope: This policy applies to all OUS members, contractors, volunteers, participants, visitors and anyone else associated with our organisation.

3. Responsibilities:

- **Management Committee:** Ensuring the implementation of the safeguarding policy.
- **Participants, Contractors and Volunteers:** Adhering to the policy and reporting any concerns.
- **Designated Safeguarding Officer:** Confidentially handling and investigating reported concerns.

4. Recruitment: All members, contractors and volunteers will be carefully selected and vetted, including background checks where appropriate, to ensure they are suitable to work with vulnerable groups.

5. Training: Where appropriate, members, contractors and volunteers will receive safeguarding training suitable to their role and will be made aware of this policy during their induction. This should include information on recognising signs of abuse, understanding how to reduce risks, and knowing how to report concerns.

6. Reporting Concerns: Any concerns about the welfare of members, contractors, volunteers, visitors or participants should be reported to the Designated Safeguarding Officer. All reports will be handled confidentially and promptly.

7. Responding to Allegations: Any allegations of abuse or neglect will be taken seriously and responded to swiftly and appropriately.

8. Code of Conduct: We will establish a clear code of conduct for all members, participants contractors, and volunteers. This will outline acceptable and unacceptable behaviours and should be shared with everyone involved in the organisation.

9 Review: This policy will be reviewed annually, or sooner if legislation changes or we receive recommendations from an investigation.

10. Approval: This policy has been approved by the Directors and is endorsed by the Chair.

11. Advice on safety

- Participating artists will be given advice on ensuring that they and their visitors are safe in their space at the OUS event.
- Artists are required to complete a risk assessment for their space which will address their own safety as well as that of their visitors (a risk assessment template will be provided).

This policy was reviewed and updated by Open Up Sheffield Directors during February 2024, and will be reviewed annually.