Safeguarding Policy & Procedures

Last Reviewed: August 2026
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1 Policy Statement

darts is committed to the principle that everyone who accesses our services should be safe and protected from harm. darts believes that:

- Ensuring the welfare and safety of everyone engaging in our sessions or at The Point is our priority.
- Everyone has the right to protection from harm irrespective of their race, gender, age, disability, sexual orientation, or religion.
- Our physical and virtual spaces must be safe and secure and promote enjoyable and positive experiences.
- All suspicions and allegations of harm must be taken seriously and responded to speedily and appropriately.
- All staff (whether permanent, temporary, freelance, volunteers or contractors) working at The Point or engaged in outreach activities must be aware of their responsibility to ensure the safeguarding of everyone we interact with.
- Our recruitment processes must ensure that our staff do not pose a risk of harm to anyone we engage with.

2 Roles & Responsibilities

2.1 All Staff

All darts staff (whether permanent, temporary, freelance, volunteers or contractors) who, in the course of their work, encounter people at risk of harm, have a duty of care to safeguard them and promote their welfare by following the procedures set out in this document.

2.2 Named persons and key contacts

A senior member of staff takes a lead for Safeguarding. This Designated Safeguarding Lead will stay abreast of legislative and best practice developments in safeguarding policy and practice and advise on necessary developments to darts' policy and practice.

Role	Named Individual	Contact
Designated Safeguarding Lead	Lucy Robertshaw from 1st April 2026	Lucy@wearedarts.org.uk and 01302 493993
Deputy Designated Safeguarding Lead	Emma Liversidge from 1st April 2026	emma@wearedarts.org.uk and 01302 493846
Safeguarding Lead for darts board	Victoria Ryves from 1st April 2023	Victoria.ryves@sheffield.gov.uk

Safeguarding in Programmes		
Role	**Responsibilities**	**Cover**
Safeguarding Lead	Ensure darts' policy framework and training programme is effective and updated. Act as primary source of advice and guidance as required. Monitor reports, track patterns, and take follow-up action as appropriate.	Deputy SG lead
Programme Managers	Ensure that policies and procedures are followed across programme, that effective risk assessments are in place, and that artists, support staff, volunteers, and other staff are trained, and DBS checked. Ensure appropriate action has been taken and that incident is logged.	Deputy SG lead (incidents at The Point); relevant Director otherwise
Session staff	Ensure that policies and procedures are followed in session. Respond to safeguarding incidents in accordance with policies. Report incidents immediately using the Forms link and copy info to Programme Managers.	Programme Managers

If you need to share a safeguarding concern, please complete this form. Please also send your concern to your Programme Manager. The direct contact details are:

3 Definitions & Core Knowledge

In order to safeguard the welfare of anyone engaging with darts, all members of staff need an understanding of common safeguarding terms.

3.1 Definition of a child and an adult at risk of harm

The term 'child' is used to denote anyone under the age of 18 including those commonly referred to as 'young person'. 'Young person' is not a legal term but often refers to someone under the age of 25.[1]

An adult at risk of harm is someone who has need for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect as a result of those care and support needs; is unable to protect themselves from the risk of, or the experience of abuse or neglect.

'At risk of harm' versus 'vulnerable'.

National guidance changed in March 2022 as the word 'vulnerable' was seen as disempowering by many people and the phrase 'at risk of harm' highlights that the abuse is about the circumstance rather than the individual. The focus on 'circumstance' also shows that we may all be an 'adult at risk' at some point. For example, somebody may become at risk due to a change in living circumstances or poor mental health.

3.2 What constitutes abuse

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect by inflicting harm, or by failing to prevent harm. Someone may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or by a child or children." [2]

3.3 Self-harm

Self-harm puts the individual at risk of significant harm and should always be taken seriously. We should consider that self-harm may also be triggered by physical, sexual or emotional abuse, or chronic neglect, which may also constitute significant harm. Anyone might self-harm.

Self- harm is a wide-ranging term used refer to different actions. These may include:

- Cutting or scratching skin with knife, razor blades or sharp implement
- Burning oneself, for example with flame, heated metal, wax, or chemicals
- Hitting or banging one's arms, legs or head of wall, or with fists or objects.
- Interfering with the healing of wounds
- Compulsively pulling out large amounts of hair
- Taking risks, including dangerous sexual liaisons, walking into traffic
- Abusing drugs or alcohol for the risk rather than enjoyment
- Deliberately taking overdoses of drugs, or ingesting other substances when this is not intended as a suicide attempt.

3.4 Types of abuse

Types of abuse include the following:

[1] No Secrets, Dept of Health (2000)

[2] Every Child Matters: Working Together to Safeguard Children, Dept of Children, Schools & Families. 2006.

- Physical abuse: This includes hitting, slapping, pushing, scalding, hair pulling, shaking, pinching, kicking, misuse of medicines, restraint, or inappropriate sanctions.
- Sexual abuse: This includes rape and sexual assault, grooming, sexual acts to which the individual has not consented, or could not consent to, or was pressured into consenting.
- Psychological or Emotional abuse: This includes threats of harm or abandonment, deprivation of contact, humiliation, bullying, blaming, controlling, intimidation, coercion, harassment, cyber bullying, verbal abuse, isolation or being prevented/withdrawn from receiving services or supportive networks.
- Neglect: This includes not meeting appropriate medical or physical care needs, or withholding the necessities of life such as food, heating and medicines which causes the person to suffer.
- Domestic abuse: psychological, physical, sexual, financial and/or emotional abuse, so called 'honour' based violence. The cross-cutting definition of domestic violence and abuse is 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 years and over who are, or have been intimate partners or family members regardless of gender or sexuality.
- Discriminatory abuse: This includes any abuse or harassment because of a person's race, gender or gender identity, sexual orientation, disability, or age.
- Organisational or Institutional abuse: This includes abuse as result of persistently poor care or a rigid and oppressive regime in a care setting. It can be through neglect or poor professional practice as result of the structure, policies, processes within an organisation.
- Financial or Material abuse: including theft, fraud, internet scamming, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property (usually in respect of adults at risk of harm.).
- Self-neglect: This covers a wide range of behaviours and is an extreme lack of self-care. Neglecting to care for one's own personal hygiene, health or surroundings, hoarding, not taking care of own heath or not seeking medical support when needed.
- Modern slavery: slavery, human trafficking, forced labour and domestic servitude, traffickers and individuals who use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.
- Mate Crime: is defined as the exploitation, abuse, or theft from any person at risk from those they consider to be their friends. People with disabilities, particularly those with learning disabilities, mental health issues, substance misuse and older people are often the targets of this type of crime. Types of abuse can include financial abuse, discriminatory abuse, physical abuse, sexual abuse, and emotional abuse.

3.5 The Prevent Duty: Commitment to Preventing Radicalisation and Violent Extremism

- darts values the fundamental rights of freedom of speech, the individual right of expression of beliefs and ideology and the tolerance of others. We understand that all rights come with responsibilities and free speech, or beliefs designed to manipulate the vulnerable or that advocate harm or hatred towards others will not be tolerated.
- darts seeks to protect its visitors, participants, and staff from all forms of violent extremism, ideologies and messages.
- darts views all exploitation and radicalisation as a safeguarding concern and will refer concerns to the appropriate safeguarding agencies via Designated Safeguarding Officers.

4 Reporting concerns

4.1 What to do if you are concerned about someone:

You might raise a safeguarding concern for various reasons, including:
Witnessing something first hand, such as:

- Noticing physical signs of maltreatment
- Noticing circumstances that might indicate maltreatment – for example, consistently being hungry and mentioning skipping meals or someone else keeping hold of their money.
- Noticing a change in behaviour or signs of mental health difficulties.
- Having concerns about the way another person is behaving towards someone.
- Witnessing bullying or harassment.

Receiving information from another source, such as:

- Being directly alerted to information by someone else, e.g. another participant, a professional also working with this person or family member/friend.
- Overhearing someone else voicing concerns – for example, other people discussing changes to behaviour or concerns about their personal life
- Someone disclosing something without this being intentional – for example, someone talking about a recent experience and not recognising it as abuse.

If someone discloses to you directly, you should:

- Listen carefully and let them tell you what happened at their own pace, only asking questions for clarification.
- Remain calm and avoid interpreting information.
- Not conduct an inquiry into what has happened.
- Avoid cross questioning or leading questions.
- Not promise to keep it a 'secret'. Be open and honest that you will share this information with others but make it clear that you will only tell people who need to know.
- Reassure them that they did the right thing in telling you.
- Make a note of what was said, using the individual's own words as soon as possible on the same day.
- Action any follow-up required: the DSL will lead on this.
- If there is a direct disclosure of domestic abuse by the victim, you can complete this form directly **with their consent.** You will need to do this together in a quiet space as you would need the victim to provide information while completing this. Following this, you must inform the DSL. You cannot complete this form without the person experiencing the abuse's consent. If you do not receive the individual's consent, please share this information through darts' Incident Form and the DSL will follow our safeguarding systems. If you do not have capacity to go through the form with the individual disclosing, please tell the DSL through the incident form, who will follow up directly.

The Designated Safeguarding Lead will format the Disclosure Report with your notes and theirs; this will be recorded on the register of disclosures, accessible to the Safeguarding Leads, the board, and darts' Senior team.

If you hear or see something you are concerned about, you should record this interaction or observation on the Incident Form https://bit.ly/4aCGi51

- Use clear language and avoid making assumptions.
- Ideally, include the exact language that was used or behaviour you saw

- You may include your professional opinion of a situation where you have evidence. E.g. further information which you know from previous interactions.

4.2 When to report & who to report to

We all have a duty to report any concerns regarding safeguarding the welfare of any participant, member of the public or member of staff at the earliest opportunity and certainly within the same working day.

- The named Designated Safeguarding Lead for darts is your first point of contact if you have a safeguarding concern. If the Safeguarding Lead is unavailable, then the next person in line is the named Deputy Safeguarding lead.
- You should contact them via the online form https://bit.ly/4aCGi51 or call them if you have a query.
- If neither named person is available, in the first instance you should contact Duncan Robertshaw (CEO) or Sophy Sylvester (Deputy CEO). In theirs and the DSLs' absence, with matters regarding children contact the NSPCC helpline for advice on how to proceed: 0808 800 5000. If you cannot get through to the NSPCC, please contact the LADO (see more below in 4.2) on 01302 737332.
- If all Senior team and the DSLs aren't available, in matters regarding adults for advice and guidance contact the Safeguarding Adults Hub for advice on how to proceed: 01302 737063 or in an out of office hours emergency, 01302 796000.
- Where you believe there is immediate risk of significant harm, the police should be contacted on 999.
- If the report is significant and results in or risks significant harm to darts' work or reputation, this would be reported directly to Arts Council England via our Relationship Manager.

4.3 Whistleblowing

If concerns relate to a person of trust within darts, it is vital that staff, artists, and volunteers are confident in being able to raise them. darts' policy around what is commonly known as 'whistleblowing' is incorporated in the section 'Making a Protected Disclosure' in darts' Handbook.

The Local Authority Designated Officer (LADO) is the person who should be notified when it has been alleged that a person who works with children has:

- Behaved in a way that has harmed an individual or may have harmed someone.
- Possibly committed a criminal offence against or related to an individual.
- Behaved towards an individual or individuals in a way that indicates they may pose a risk of harm to children or adults at risk of harm.
- The LADO can be contacted on 01302 737332, email: LADO@doncaster.gov.uk

The Adults Safeguarding Hub should be notified when it has been alleged that a person who works with adults at risk of harm has behaved in any of the above ways.

- Contact the Safeguarding Hub on 01302 737063 or in an out of office hours emergency, 01302 796000.

4.4 Visitors & Celebrities

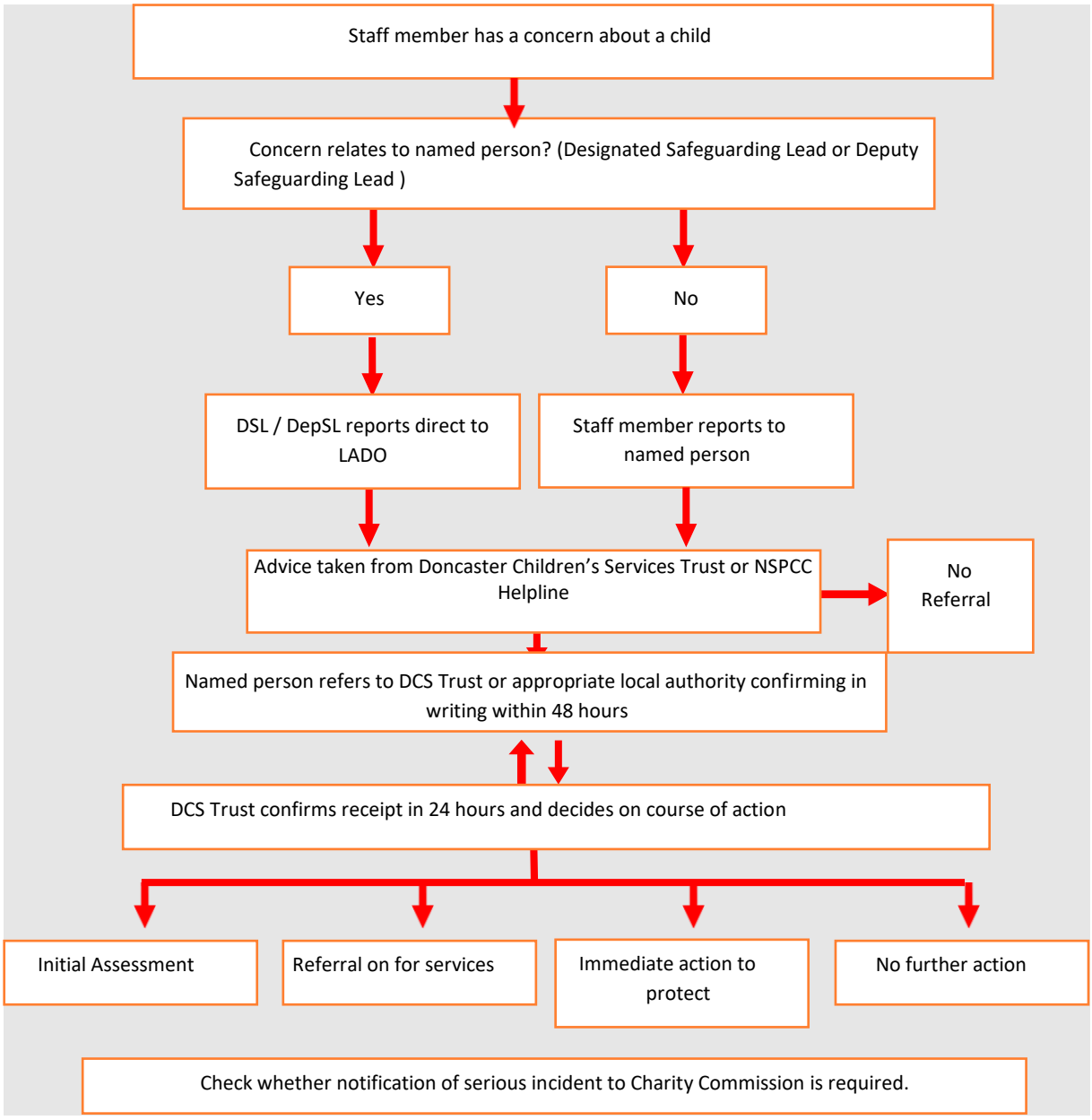
If safeguarding concerns arise as complaints or observations with respect to the behaviours of visitors or celebrities, then darts' safeguarding procedures apply. Should company staff observe such behaviours, immediate action should be taken to ensure that children and adults at risk of harm are protected. darts' staff should use their experience and training to address the situation in the room. In such cases, staff should ensure they report their concerns and any actions they have taken to the named Safeguarding Lead immediately.

4.5 What happens next?

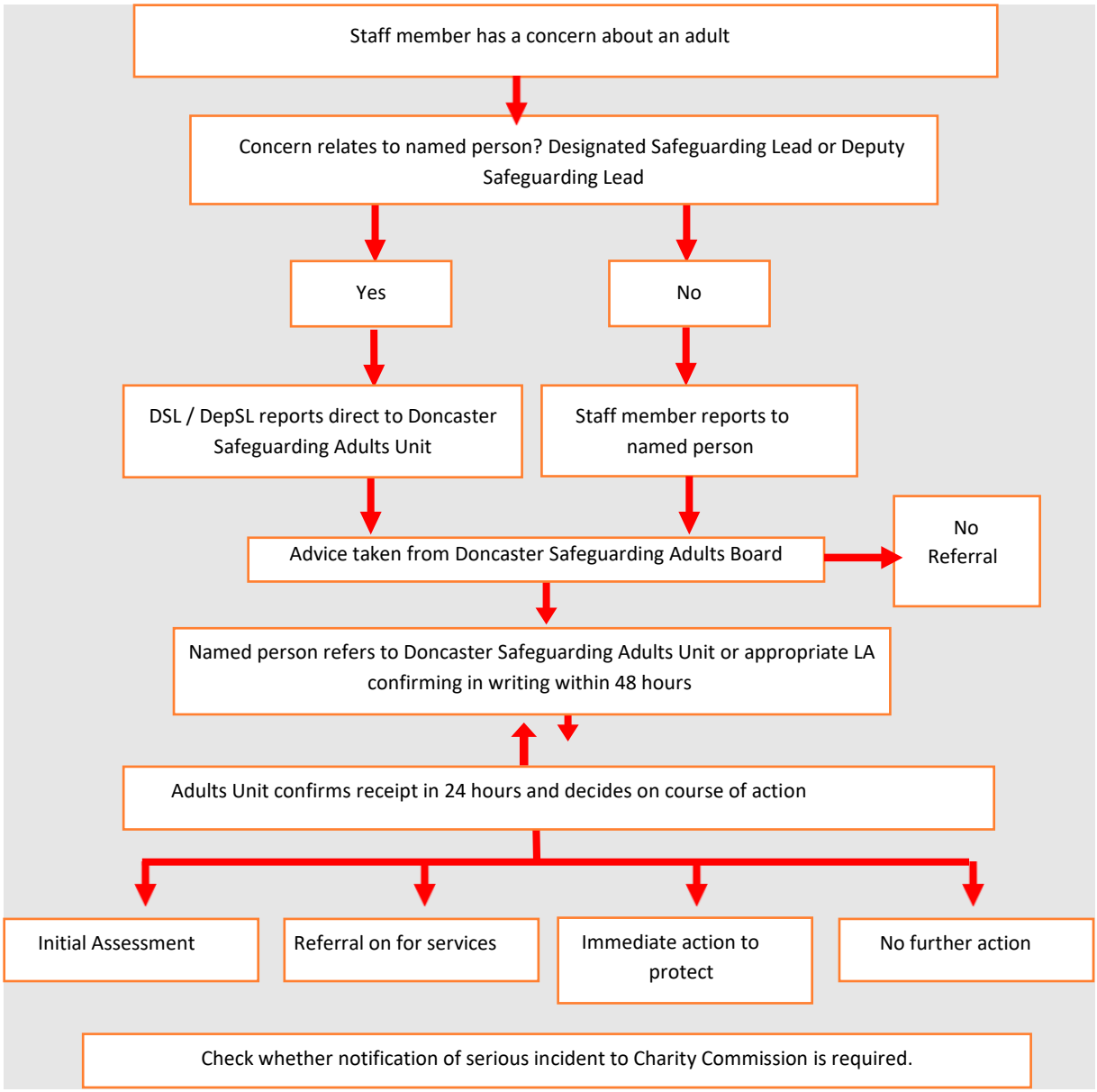
The Safeguarding Lead (or Deputy Safeguarding Lead as applicable) will decide as to how to proceed and whether a formal referral to the authorities is required. It is crucial that the identity of the people involved, the fact that a disclosure was made and the nature of what was disclosed remain confidential and that information is not shared beyond the Safeguarding Leads. The concern and any action taken will be written down primarily by the Designated Safeguarding Lead and, in their absence, the Deputy Safeguarding Lead, logged and stored securely.

4.6 The referral process flow chart

4.6.1 Child referrals



4.6.2 Adult at risk of harm referrals



4.7 Working with partner organisations

darts staff will frequently be delivering in close partnership with other organisations who may already be addressing safeguarding issues involving individual participants. In these cases, it is important to clarify reporting processes with partners at the start of the project.

Our duty of care requires us to ensure that any disclosures or concerns are formally reported in order that appropriate action is taken to safeguard the welfare of the participant. Simply leaving the issue with staff from partner organisations is not an adequate response to a disclosure. However, an arrangement for formal

reporting between the named person at darts and a named person at the partner organisation may be appropriate. Guidance should always be sought regarding such arrangements (e.g., from the NSPCC helpline, Children's Safeguarding or Adults Safeguarding board).

When working with schools or education settings, our designated safeguarding lead will share concerns regarding children with their designated safeguarding lead, unless it is regarding the DSL in which case another senior member of staff at the school will be contacted. In line with the statutory guidance for Working Together to Safeguard Children

4.8 Support for staff

darts recognises that hearing about abuse or neglect can be a disturbing and traumatic experience for the staff member concerned. It is important that you seek support after the event from the Designated Safeguarding Lead. Professional independent counselling is available to staff in these circumstances.

5 Safe Recruitment

5.1 Recruitment procedures

darts' general recruitment procedures contain several steps to support safe recruitment:

- Transparency: recruitment information should make clear that the post involves contact with children and adults at risk of harm.
- History: application forms are used throughout to identify the applicant's employment and volunteering history. Gaps in employment history will be questioned. Further detail should be sought at interview and via references.
- Identification: identity documents are reviewed as part of the final recruitment process to verify the identity of the applicant.
- Where a previous position has involved working with children and/or adults at risk of harm, references should be sought from these employers.

5.2 Disclosure & Barring Service (DBS)

5.2.1 Guidance used in preparing this policy

darts follows the guidance from the Department for Education's 'Regulated activity with children', the Department of Health's 'Regulated activity with adults,' the Disclosure & Barring Service 'Guide to Eligibility' and 'Guide for Enhanced DBS Checks' and the checking tool at https://www.gov.uk/find-out-dbs-check to determine the appropriate DBS check for roles.

5.2.2 Who needs a check?

Our policy is for all staff, freelance workers, trustees, and other volunteers to be assessed using the DBS Assessment Process below to establish whether a DBS is required and if so, at what level as a condition of recruitment.

5.2.3 How we check

DBS checks are carried out by a third-party provider using an online portal. The Arts Admin team is trained to support the process. Once received, DBS Certificates are reviewed by the named persons for Safeguarding and details recorded in the relevant Staff, Artist, Volunteer and Trustee Directories.

5.2.4 Waiting for checks

Acknowledging that DBS checks take time to complete, new employees, freelance workers and volunteers may work under supervision provided that at least two references have been obtained, identity documents have been verified, and the risk has been individually assessed.

5.2.5 Existing certificates

For new employees or freelance workers, a recent DBS Certificate from a previous employer may be acceptable if it has been issued within the past 12 months and it is completed to the level required, or it has been issued more than 12 months ago, and the individual is registered on the Update Service to the level required.

If the individual will be working alone with young people (e.g. without other artists, carers, teachers, support staff or other professionals in the room) the Certificate must be no more than three months old. A reference must be sought to support the DBS certificate.

5.2.6 Reviewing checks

darts' policy is to review all DBS checks at least every three years, either via the DBS Update Service or by processing a new DBS check. Additionally, a change in role for staff will prompt a review of the current level of DBS check and a new check carried out if the existing level of DBS is not adequate for the new role.

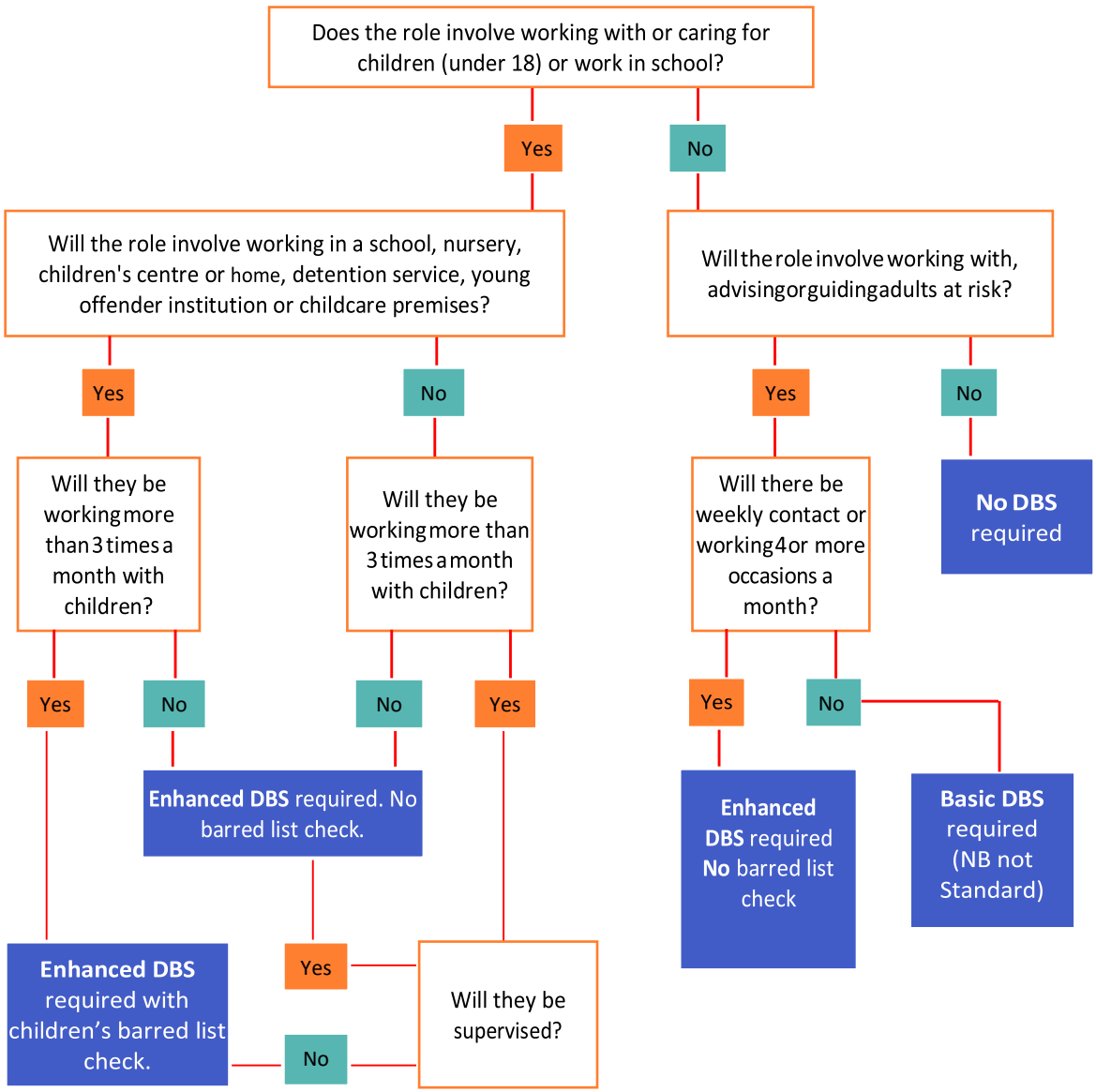
When starting new programmes of work, the DBS status of freelance workers and volunteers should be assessed using the DBS Assessment Process below and against the relevant Artist or Volunteer Directory to ensure that an appropriate level of DBS check is in place.

5.2.7 Referrals to the DBS

Employers must refer someone to the DBS if they: sacked them because they harmed someone; sacked them or removed them from working in regulated activity because they might have harmed someone; were planning to sack them for either of these reasons, but they resigned first.

5.2.8 The DBS Assessment Process

The following flow chart has been drawn from the tool at https://www.gov.uk/find-out-dbs-check in order to determine the appropriate DBS check for roles:



6 Safe Practice

The following points advise how staff members should act when in contact with a child or an adult at risk of harm. They complement the full Code of Practice as defined in the darts Employee Handbook.

- Don't engage with participants on a personal level. If it's clear that someone has specific needs outside your role, refer them to other appropriate support or seek advice from the project manager or your Line Manager.
- Don't form personal or social relationships with clients or participants or see participants or clients about work-related issues out of work time.
- Don't provide clients, partners, or participants with personal information (phone numbers, e-mail addresses, postal addresses, online social networking addresses etc).
- Do not contact or make 'friends' with any participant on your personal social media. See separate e-safety guidance for detail.
- In general, avoid physical contact with a child or an adult at risk of harm. Safe touch is acceptable when verbal consent has been gained from the participant and is appropriate in terms of the exercise or activity (e.g., dance or drama). For further guidance, please see darts' Safe Touch Guidance.
- Don't transport participants or volunteers in your vehicle.
- Participants must self-administer any medication. With children, a parent/guardian must inform darts staff if medication will be administered by the child during a session.
- Avoid being in an unsupervised, one to one situation with a participant. If work must be one to one, always work in an open, overlooked space and carry a walkie talkie. Never work alone with a participant in a space out of view of others.
- If you encounter an unaccompanied or lost child or an adult at risk of harm, always follow darts' procedures.[3]

There is a Safe Touch Guidance available to all artists and staff working with darts, which includes recommendations for working with young children (aged 0-5). Please contact your Programme Manager for more information.

Visitors and celebrities who attend projects must be always chaperoned. It is the responsibility of the lead member of staff arranging the visit to ensure that the visitor is always chaperoned. Celebrities that apply to become volunteers with darts will be subject to the same level of check and recruitment process as all volunteers in accordance with this policy.

6.1 Training

Members of staff receive annual Safeguarding training through existing systems, including our weekly Headlines meetings and our quarterly Company Lab meetings. This is delivered by the Designated Safeguarding Lead and designed in collaboration with the team, reflecting existing concerns or areas of development. External training is undertaken by the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead and additional staff where relevant; for example, when leading a programme of work in a new setting, with different concerns e.g. a secure unit, a prison or if working one-to-one.

[3] See Appendix: Unaccompanied & Lost Children Guidance

7 Safe Projects

Each darts project should develop a checklist for safeguarding the welfare of children and adults at risk of harm involved that is tailored to the client group and approach. The questions below are intended to highlight some of the more shared areas of concern.

- Will the participants have any emotional or behavioural needs? What level of support, if any, are available from the partner organisation? Are the roles of the artist and support staff clear and mutually understood?
- Is the partner organisation likely to be managing existing safeguarding issues with participants? Do formal reporting procedures need to be agreed between darts staff and the client/partner organisation? (see section 3.7)
- Will the participants be arriving unattended? Do I have contact numbers for parents/carers? Are safe collection/drop off procedures in place for under 14s?
- Are Chaperones required?
- Are the artists skilled and experienced with the client group? Are there any additional training needs and/or access to information required?
- Have all relevant artists been DBS checked?
- Have I carried out a Risk Assessment with regards to the activity, the venue and the needs of the participants?
- Do I have photo/video consent for the participants? [4]
- Will I be gathering personal information about participants?[5]
- Are we arranging transport for participants?
- Will the participants be performing to an audience? (Education Welfare Service guidelines may apply). [6]
- Will the participants have access to the internet? (Safe use of ICT guidance should be sought).[7]

7.1 Safe drop off and collection of children and young people includes:

- For any family sessions or sessions with under 5s, parents/carers must stay in the session.
- For children taking part in workshops without parents/carers (generally for aged 9 plus), parents/carers do not need to stay in the Point unless required to because of access requirements (e.g. personal care).
- We must have contact numbers for parents/carers of attending children and young people
- Children under 14 must be collected by a parent/carer
- Children over 14 may arrive or leave on their own, with the express permission of their parent/carer. This needs to be checked every half term.
- All children must not leave The Point or the location of the session (e.g. community centre) during the session, without a responsible adult.

[4] See darts Code of Practice: Photo/Video Consent
[5] See darts Privacy Policy: Handling Information
[6] See DMBC EWS Guidance on Performances
[7] Currently this is not delivered by darts and no formal procedures have been developed.

8 Dissemination, Training & Review

8.1 Staff training

Safeguarding policy and procedures form a part of the induction for all new members of staff, freelance workers and volunteers. Safeguarding should remain a high priority with refresher sessions and regular review of procedures at team meetings.

In most cases the focus will remain simple: stressing our legal responsibility to be alert to concerns about the welfare of children and adults at risk of harm and the steps to take when staff have concerns.

Staff who are involved in sessional activity or are managing programmes of work with children or adults at risk of harm will need more detailed support for e.g. around behaviour management, contact issues and safe procedures for projects.

Named persons will receive regular training in order to stay abreast of current policy and good practice. Training will be logged in the relevant Directory (Staff, Trustee, Artist or Volunteer) and reviewed regularly. This will be reviewed annually in May.

8.2 Review safeguarding policy & procedures

The Safeguarding Policy & Procedures will be reviewed regularly with a formal review on an annual basis. This will be the responsibility of the Designated Safeguarding Lead.

Appendix A: Definitions

Many key terms are defined in the main body of the document. Here we provide a few additional or fuller definitions.

Abuse and neglect
Working Together to Safeguard Children Guidance -
https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
Types and Indications of Abuse
https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse
Definitions of Child Abuse
https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf

Doncaster Early Help
Early Help replaced CAF (The Common Assessment Framework) Early Help is a way of thinking and working together between services with families that have additional or more complex needs.
Early help is preventative, by providing support to families when a need is identified or as soon as a problem emerges at any point in a child's life, from conception, through childhood and into adolescence. It can also prevent further problems arising by building resilience with families to find their own solutions in the future.

It should not be seen as a specific service, but any service, and crucially how services work collectively through tailored support packages for specific needs in individual families. If you need information or advice about a child or young person before completing the form, call:

- The Early Help Hub on 01302 734110, Monday to Friday or

- The Early Help Coordinator team on 01302 736250, Monday to Friday

Disclosure (official)
A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions about people working with children.

Disclosure & Barring Service (DBS)
An agency of the home office which helps organisations recruit safely through its Disclosure service. Previously known as the Criminal Records Bureau (CRB). The Disclosure service offers a regulated 'one-stop' service that provides access to records held by the police, together with those held by the Department for Health (DH) and Department for Children, Schools and Families (DCSF). It enables organisations to make thorough recruitment checks, particularly for posts involving regular contact with children.

In loco parentis
In loco parentis ('in place of parent') refers to a person who has been given explicit permission to assume parental responsibility for a child (or children) by their parents or legal guardian. Acting in loco parentis should not be confused with having a duty of care. You have a duty of care towards the children and young people that you work with, which means you should ensure they are safe in your care.

LADO (Local Authority Designated Officer)
'The role of the Local Authority Designated Officer (LADO) is set out in the HM Government guidance 'Working Together to Safeguard Children'. The Local Authority Designated Officer (LADO) is the person who should be notified when it has been alleged that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The LADO may also become involved if:

- A complaint or an allegation is made against a person in relation to their work with adult service users, which causes concern about the welfare of an adult service user's children or if the person also has another role working with children
- A complaint or an allegation is made against a person in relation to a matter that may indicate that the person may not be suitable to work with children
- All organisations providing services for children, including those who provide paid staff or volunteers to work with or care for children should inform the LADO if allegations are made.

Local Safeguarding Children Boards (LSCBs)
Local Safeguarding Children Boards are inter-agency bodies that are made up of the main organisations responsible for safeguarding children from abuse and neglect. Working Together to Safeguard Children sets out the guidance for LCSBs including their membership which should include Local Authorities, health bodies, the police and others.

Doncaster Safeguarding Children Partnership is a statutory body consisting of senior representatives of all partner agencies and organisations working together to safeguard children and young people in Doncaster. The Children Act 2004 required each local authority to establish a Local Safeguarding Children Board (LSCB).

Following changes made by the Children and Social Work Act 2017, Doncaster's LSCB has now become Doncaster Safeguarding Children Partnership (DSCP).

Ofsted
Office for Standards in Education, Children's Services, and Skills brings together the wide experiences of four formerly separate inspectorates. It is a non-ministerial government agency whose main aim is to help improve the quality and standards of education and childcare through independent inspection and regulation. Visit: www.ofsted.gov.uk/

Position of trust
Positions of trust are roles that involve working with children. An adult member of staff or volunteer can have an enormous amount of power or influence over a child or younger person, particularly when they are in some way responsible for their success or failure. It is critical that staff and volunteers recognise any such influence and ensure that this position of trust is not abused (Sexual Offenders (Amendment) Act 2000).

Prevent Duty
As of 1 July 2015, all schools and out-of-school educators (including those providing after-school activity like darts) have a legal duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as The Prevent Duty (see Section 3.5). Anyone can make a Prevent referral by following our local procedures but can also contact the Anti-Terrorist Helpline on 0800 789 321.

Registered bodies
Organisations who have registered with DBS to process applications to the Disclosure service for their own employees.

Sole Charge
Sole charge means having unsupervised contact with children. This might be for only a few minutes or for a more extended period.

Umbrella body
An umbrella body is a registered body that acts on behalf of other organisations, enabling them to access the Disclosure service. For more information, visit: https://www.gov.uk/dbs

Serious Case Review
A Serious Case Review is conducted when a child has died or suffered potentially life-threatening injuries or permanent impairment of health from abuse or neglect. It looks at how local professionals and organisations worked together in relation to the child or young person at the centre of the Review. It makes recommendations to try and prevent further similar incidences. It may also look at how agencies are working with other children in the immediate family.

Appendix B: Sources & Further Information

Doncaster Safeguarding Children Board (DSCB)
Doncaster Safeguarding Children Partnership is a statutory body consisting of senior representatives of all partner agencies and organisations working together to safeguard children and young people in Doncaster. The Children Act 2004 required each local authority to establish a Local Safeguarding Children Board (LSCB). Following changes made by the Children and Social Work Act 2017, Doncaster's LSCB has now become Doncaster Safeguarding Children Partnership (DSCP). dscp@dcstrust.co.uk
01302 734214

Disclosure & Barring Service
Executive Agency of the Home Office set-up to help organisations make safer recruitment decisions.
https://www.gov.uk/government/organisations/disclosure-and-barring-service

Safeguarding Adults: Doncaster Safeguarding Adults Board
The multi-agency Safeguarding Adults Board works to empower and protect adults at risk of harm in Doncaster. If you have any concerns about the welfare or safety of an adult you can report it online here: http://www.doncaster.gov.uk/doitonline/reporting-a-safeguarding-concer

- Emergency out of hours number: 01302 796000
- For general information, advice and guidance about safeguarding adults call the safeguarding adults unit on: 01302 737063
- SMS/Text number (for people from the deaf community): 07979031116
- Police: Non Emergency 101 Emergency 999
- Police Non Emergency SMS 07786220022

Charity Commission
Guidance for Charities and Trustees in the area of Safeguarding Children
https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees

Appendix D: Unaccompanied & Lost Children Guidance

Adapted from the Museum, Libraries & Archives Council

Unaccompanied children
Children are the legal responsibility of their parents or guardians, and they should always accompany children under the age of eight to The Point or a darts event in the community.

If a member of staff discovers an unaccompanied child who appears to be under the age of 14:

- Approach the child with a colleague.
- Try to find out if their parents or guardians know where they are and if they know how to get home. If the child is attending a session with us, check with the Programme Manager or Administrator whether they have permission to leave without a parent/carer. This is only for over 14s.
- Use your judgement in deciding if it is reasonable to expect the child to find their own way home. Ask yourself:
- Does the child seem capable of finding them own way home?
- Does the child appear to know clearly where they live?
- Are there any busy roads on route?
- What is the child's age and understanding?
- If you are not sure, encourage the child to remain with you until the parent / guardian can be contacted. Remember
- Contact Front of House (when working at The Point) or project manager for advice.
- If attempts to contact a parent / guardian fail, you should contact the local Children's Social Services Duty Team or police station.

What to do at closing time (The Point)

- Inform the Duty Manager
- Two members of staff should approach the child to find out if they are waiting for a parent / guardian to collect them.
- Ring the child's home to clarify the situation.
- Two members of staff should wait for the parent / guardian to arrive.
- If you cannot contact the parent / guardian ring the local children's social services duty team or the local police and both members of staff should wait with the child until they arrive.

Lost children (The Point)
If a child is reported lost or missing inform Front of House immediately with the following information, giving as full details as possible:

- Name of child
- Age of child
- Address / name of school
- Physical description of child (height, colour of hair, clothing etc)
- Where the child was last seen
- The time the child was last seen

Once a sufficient check is made, if the child is not found, Front of House will inform the police. The member of staff who took the initial report should reassure the parent/guardian that action is being taken to locate the child and explain that contact will be maintained with them until the child is found.

If a member of staff is approached by a child who is lost, they should:

- Reassure the child.
- Seek to establish identifying details – name, age, school etc.
- Contact Front of House with identifying details and other information that might help reunite the child with their parent/guardian (physical description, where child was found).
- In the unlikely event that the child is not claimed the Duty Manager should contact the police.
- Check the identity of the person to whom the child is handed over to.

Appendix E: DBS Guidance

The table below describes darts' roles and the appropriate level of DBS check within the scope of the current guidance. The flow chart above supports decision making for DBS checks for session activity.

Last reviewed: August 2026

DBS Role	Job titles etc. included	DBS Check level	Rationale[8]
Trustee	All trustees	Enhanced (Adult & Child Workforce)	People in certain positions of responsibility, such as a vulnerable adults' charity (Adult Workforce) or children's charity trustee (Child Workforce)
Chief Executive	Chief Executive	Enhanced (Adult & Child Workforce)	People in certain positions of responsibility, such as a vulnerable adults' charity (Adult Workforce) or children's charity trustee (Child Workforce)
Manager	Director; Programmes Manager; Arts Administrators	Enhanced (Adult & Child Workforce) with barred list (Child Workforce)	A day-to-day manager or supervisor of somebody – employed or volunteer - engaging in Regulated Activity with children or adults
Session worker	Core Artist; Freelance Artist; Participation coordinator; Volunteer	Enhanced (Adult & Child Workforce) with barred list (Child Workforce)	Staff/volunteer in relation to CHILDREN (under 18 years old); working: a) On more than 3 days in any 30-day period, and b) in a specific role: supervising, teaching, training, instructing, Staff/volunteers who work with vulnerable adults once a week or more, or 4 days in any 30-day period in the following roles: a) Teaching or training (excl personal care)
Session assistant (supervised)	Volunteers supporting sessions	Enhanced (Adult & Child Workforce)	A Volunteer who: a) works with children, and b) who is supervised on a day to day, ongoing basis, and c) who works in a specified role: supervising, teaching, training, instructing, d) who works on fewer than 3 days in any 30 day period

[8] Guidance drawn from darts' Counter Signatory organisation, Charity Backroom