



IS A COMMUNITY INTEREST COMPANY REGISTERED IN ENGLAND AND WALES NO.11372076 REGISTERED
ADDRESS 83 NORMANBY ROAD, SOUTH BANK, TS6 6SA

Governance

Director's vision statement:

“Our aim is to be creative in our approach to our work. To incite lifelong interaction with art through engaging learning experiences. To be inclusive and welcoming in everything we do. We want to support and tend to artists and viewers by bringing artists and audiences together. Explore and develop partnerships and collaborations, locally, regionally, nationally and internationally.”

Friends of Saabat Gallery

As the Friends of Saabat Gallery, our vision is that the gallery will always aim to operate at the highest levels, both artistically and for the community.

We want Saabat Gallery to provide a social space for artists and communities, to welcome practitioners, participants and audiences from all backgrounds and of all levels of education, so that everyone can learn, take part and engage in cultural exchange. We want Saabat Gallery to support wider networking and to be a cultural bridge.

We want Saabat Gallery to help to generate a mini economic system for artists, supporting them to sell their artworks nationally and internationally, and to deliver creative workshops at the gallery or in community settings.

We want Saabat Gallery to support volunteers, who can gain skills and experience from their contributions of time and energy.

We want Saabat Gallery to create change and to improve the quality of life for disadvantaged people locally, helping them find creative solutions to pressing problems.

Companies House Registration



CERTIFICATE OF INCORPORATION OF A COMMUNITY INTEREST COMPANY

Company Number **11372076**


The Registrar of Companies for England and Wales hereby certifies that:

SAABAT GALLERY CIC

is this day incorporated under the Companies Act 2006 as a Community Interest Company; is a private company, that the company is limited by guarantee; and the situation of the registered office is in England and Wales.

Given at Companies House on **21st May 2018**.

Saabat's certificate of incorporation of community interest company



**CERTIFICATE OF INCORPORATION
OF A COMMUNITY INTEREST COMPANY**

Company No. 11372076

The Registrar of Companies for England and Wales hereby certifies that SAABAT GALLERY CIC was incorporated under the Companies Act 2006 as a limited company on 21st May 2018.

The Registrar further certifies that according to the documents on the file of the company:-

- AZAD KARIM MOHAMMED is the director of the company,
- SALAM MOHAMMED NARIMAN is the secretary of the company,
- the situation of the registered office is 83 NORMANBY ROAD, SOUTH BANK, CLEVELAND, NORTH YORKSHIRE, ENGLAND TS6 6SA,
- the main objects for which the company is established are, inter-alia:- "to carry on business as a general commercial company."


According to the documents on file and in the custody of the Registrar, the company is up to date with its filing requirements and has at least 1 director, who is a natural person over the age of 16.

The company has been in continuous unbroken existence since its incorporation and no action is currently being taken by the Registrar of Companies to strike the company off the register or to dissolve it as defunct. As far as the Registrar is aware, the company is not currently subject to one or more of the following: liquidation, company voluntary arrangement (or company voluntary arrangement moratorium), administration, moratorium or has a receiver or manager appointed.*

Given at Companies House, the 20th August 2020

A E Thomas
A E THOMAS
for the Registrar of Companies

This certificate records the result of a search of the information registered by the Registrar. This information derives from filings accepted in good faith without verification. For this reason the Registrar cannot guarantee that the information on the register is accurate or complete.



Companies House

Saabat Gallery Cic is a community interest company located at 83 Normanby Road, South Bank, Cleveland TS6 6SA. Incorporated on 2018-05-21, this 3 years old company is run by 1 director and 1 secretary and 4 of the gallery associate Artist

Director Azad M, appointed on 21 May 2018.

Secretary Salam Nariman, appointed on 21 May 2018.

The company is categorised as "artistic creation" (Standard Industrial Classification code: 90030), "museums activities" (SIC code: 91020).

Liquidation

Saabat Gallery cic if go into liquidation, any remaining after the payment of the debts will transferred to a :

Tees Valley Arts is a Company Limited by Guarantee, Registration No.: 1656560, and a Registered Charity, Registration No.: 515369, both of which are registered in England and Wales.

TVA registered Address is Royal Middlehaven House, 21 Gosford Street, Middlesbrough, North Yorkshire, TS2 1BB.

website address is <https://www.teesvalleyarts.org.uk>.

Policies

A full list of Saabat Gallery public facing policies can be read below:

1- Anti-Bribery Policy

(A) Introduction

Bribery is a criminal offence. The Company prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero-tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the Company.

(B) Policy

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or Company in order to gain commercial, contractual or regulatory advantage for the Company, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

(C) Suspicion

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

2- Complaints

Saabat Gallery takes all complaints seriously. If you have a general complaint or concern it will be managed by our Directors, Azad Karim Mohammed and Salam Nariman, you can contact us by either:

Email: Azad or Salam directly at saabatgallery1664@hotmail.com

Write to: Azad or Salam at Saabat Gallery, 83 Normanby Road, South Bank, Middlesbrough, TS6 6SA

We will always treat your complaints seriously.

We will treat you politely, fairly and respect your confidence.

Our Complaints Procedure First Stage

If you make a complaint by email or by post, we will resolve it or acknowledge receipt of it within 5 working days. If the complaint is more complex, we will contact you again with a resolution within 10 working days of receipt.

Second Stage

Hopefully, you will be satisfied with our response. However, if not, please let us know. We will then escalate your complaint to the chair of Governance Sub-Committee. They will lead an investigation and contact you with a resolution within 10 working days.

Third Stage

If you are still unhappy, you can contact the Charity Commission who will independently investigate your complaint. You can contact them on their website:

<https://www.gov.uk/complain-about-charity>.

Data Protection Policy

1. Our Aim

(1) Saabat Gallery needs to keep certain information on its trustees, employees, volunteers and service users to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

(2) Saabat Gallery is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

(3)The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within Saabat Gallery.

2.About Our Policy

(1)This policy covers all trustees, employees and volunteers.

(2)In line with Article 5 of the GDPR, Saabat Gallery will ensure that personal data will be:

a) processed lawfully, fairly and in a transparent manner in relation to individuals;

b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

c)adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

(3) The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.

(4)Types of Information Processed

The following types of information are processed by trustees, employees and volunteers, as appropriate, by a mixture of paper and computer systems and include:

a)Trustee Information such as is necessary for regulatory purposes (basis of processing: public task);

b)Employee Information including but not limited to, contact details, bank account details, payroll information, supervision and appraisal notes (basis of processing: contract and public task.)

c)Volunteer Information including but not limited to, contact details, emergency information, action plans, supervision and feedback notes, and other details which may from time to time be required by specific funders (basis of processing: contract);

d)Membership Information such as is necessary for regulatory purposes (basis of processing: public task);

e)Service User Information

including but not limited to, contact details, emergency information and other details which may from time to time be required by specific funders (basis of processing: contract).

(5) Notification to the Information Commissioner.

a)The needs we have for processing personal data are recorded on the public register maintained by the Information, commissioner. We notify and renew our notification on an annual basis as the law requires.

b)If there are any interim changes, these will be notified to the Information Commissioner within 28 days.

c)The name of the Data Controller within our organisation as specified in our notification to the Information Commissioner is Saabat Gallery.

3.Our Responsibilities

(1)The overall responsibility for personal data rests with our governing body, the Board of Trustees.

(2)The Board of Trustees delegates the implementation of this policy to the Director. The Director is responsible for:

- understanding and communicating obligations under the Data Protection Act 2018 and the GDPR
- identifying potential problem areas or risks

- producing clear and effective procedures

- notifying and annually renewing notification to the Information Commissioner

- notifying the Information Commissioner of any relevant interim changes

(3)All trustees, employees and volunteers who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles. (4)Breach of this policy will result in disciplinary proceedings.

4.Our Commitments

(1)To meet our responsibilities trustees, employees and volunteers will:

- Ensure any personal data is collected in a fair and lawful way;
- Explain why it is needed at the start;
- Ensure that only the minimum amount of information needed is collected and used; •Ensure the information used is up to date and accurate;
- Review the length of time information is held;
- Ensure it is kept safely;
- Ensure the rights people have in relation to their personal data can be exercised

(2)We will ensure that:

- Everyone managing and handling personal information is trained to do so.
- Anyone wanting to make enquiries about handling personal information, whether a trustee, employee, volunteer or service user, knows what to do;
- Any disclosure of personal data will be in line with our procedures.
- Queries about handling personal information will be dealt with swiftly and politely.

(3)We will seek to create an environment in which data protection and security is embedded into the approach of all trustees, employees and volunteers, as well as by contract suppliers and partners.

(4)To ensure that we are meeting the aims and the spirit of this policy we will:

(a)Discuss and review how well we are implementing this policy, and (adjust our practices/develop an action plan) where necessary.

(b)Assess any significant new or revised policies and procedures for their impact on data protection and security.

(c)Embed data protection and security into our development plans.

(d)Ensure our employment practices and procedures are consistent with the aims of this policy.

(5)Data Security

Saabat Gallery will take all necessary steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be

taken: (a)All electronic files will be stored with appropriate role-based access, restricted by strong passwords and two factor authentication where possible;
(b)All hard drives and external disk storage systems will be encrypted to the maximum level permitted by the applicable hardware and/or software;

(c)Any data that is remotely stored on an employee's computer or other device will only be stored through an approved file sharing application which will allow the organisation to remotely remove that data from the device;
(d)The organisation will not use USBs to exchange sensitive data;
(e)The organisation will endeavour not to exchange any sensitive data by post and when it is necessary to do so it will always send that data via a tracked, proof of delivery service that requires a signature by the recipient;
(f)All sensitive paper documentation will be destroyed by a confidential waste disposal service.

If despite the above measures there is a data breach that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data then we will investigate that breach and assess whether or not it poses a risk to people and if there is a likely risk we will report that data breach to the Information Commissioner's Officer within 72 hours of the breach being identified. All breaches even if they do not constitute a risk to people will be reported internally to the Chair of the Board and the Governance Sub-Committee.

(6)Any unauthorised disclosure of personal data to a third party by:

(a)a trustee may result in personal liability for any penalty arising from a breach that they have made
(b)an employee may result in disciplinary proceedings
(c)a volunteer may result in the termination of any volunteering agreement.

(7)Subject Access Requests

(a)Anyone whose personal information we process has the right to know:

- What information we hold and process on them (see c)
- How to gain access to this information (see c)
- How to keep it up to date (see b)
- How long we retain their data (see our Data Retention Policy)
- How to ask to be "forgotten" (see b)
- What we are doing to comply with the Data Protection Act 2018 and the GDPR

(b)They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.

(c)Individuals have a right to access certain personal data being kept about them on computer and certain files. Any person wishing to do that should apply in writing to: Privacy, Saabat Gallery, 83 Normanby Road, South Bank, TS6 6SA.

(d)We will require proof of identity before disclosing any information.

(e)Queries about handling personal information will be dealt with swiftly, politely and we will ensure that any information is provided within one month, from receiving the written request. If due to the nature and/or complexity of the request we require more time to fulfil it, we reserve the right to extend this response time for up to a further two months and will write to you outlining the reasons why before the end of the initial month.

5.Working with contractors, suppliers and partners

(1) It is important to us that suppliers, contractors and any other individual or organisation working on behalf of Saabat Gallery are aware of and agree to comply with our data protection policy while that work is underway.

6. Complaints

(1) If, at any point, you are unhappy with the way in which we have fulfilled our duties commitments in this policy (as outlined in item 4) you can make a complaint through our complaints process.

If you are not satisfied with our response you are legally entitled to make a complaint to the Office of the Information Commissioner here:

<https://ico.org.uk/make-a-complaint/>.

7. Review and Action

(1) We recognise that it is important for us to regularly review this policy to ensure that it reflects up to data protection legislation and best practice.

(2) A review of our Data Protection Policy will be carried out on an annual basis prior to as a minimum and any necessary actions taken.

Adopted:

21st January 2020

Revised:

10th March 2020

Source:

Based on the GRCC Performance Improvement For All Project (PIFA) Template.

Equality and Diversity Policy

1. Our Aim

(1) In carrying out its functions Saabat Gallery is committed to promoting equality of opportunity for all, and to ensuring that no individual is discriminated against in the planning and delivery of any of our activities.

(2) We therefore aim to ensure that the values of equality, diversity, and respect for all are embedded into everything that we do.

2. About Our Policy

(1) This policy is intended to demonstrate Saabat Gallery's commitment to eliminating discrimination and encouraging and valuing diversity among staff, volunteers, partners, suppliers, users of our services and directors.

(2) We recognise our responsibilities under the Equality Act 2010, and are committed to meeting them in full. We believe that a culture that embraces equality and values diversity will help us to ensure that everyone feels involved and included in our plans, programmes

and activities. (3)We aim to create an environment which respects and welcomes everyone, and in which no form of bullying, harassment, disrespectful or discriminatory behaviour is tolerated by anyone towards anyone. This particularly applies in relation to the 'protected characteristics' named in the Equality Act 2010: Age, disability, gender reassignment, income, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation, (see below for explanations.)

(4)We aim to fully embrace the Public Sector Equality Duty:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act.
- Advance equality of opportunity between people who share a characteristic and those who don't
- Foster good relations between people who share a characteristic and those who don't.

3.Our Responsibilities

(1)Saabat Gallery understands that for equality to be achieved this policy needs to be made understandable to, and embraced by staff, volunteers, suppliers, partners, residents and directors.

(2)This policy will be subject to agreement with any trade union which staff choose to join or to which they belong. The policy is fully supported and welcomed by all employees and has been agreed by our Board of Directors.

(3)All staff, volunteers, suppliers, partners and directors have a responsibility to ensure that their own language and actions are consistent with the spirit as well as the contents of this policy. (4)Overall responsibility for the implementation of this policy lies with Saabat Gallery's directors.

4.Our Commitments

(1)Saabat Gallery recognises that an Equality and Diversity Policy alone is not enough to ensure that equality and diversity are central to everything that we do.

(2)We will seek to create an environment in which diversity and the contributions of all staff, volunteers, suppliers, partners, residents and trustees are recognised and valued in all that we do. In this way we hope to provide an example of good equality practice and promote community cohesion within the Tees Valley.

(3)In introducing this policy we recognise that many people are unfamiliar with the ways in which discrimination and disadvantage affect people's health, well-being and quality of life. We will therefore support people to develop equalities awareness and understanding.

(4)To ensure that we are meeting the aims and the spirit of this policy we will:

- (a)Discuss and review how well we are implementing this policy, and (adjust our practices/develop an action plan) where necessary;
- (b)Assess any significant new or revised policies and procedures for their impact on equality;
- (c)Embed equality and diversity into our development plans;

(d) Ensure our employment practices and procedures are consistent with the aims of this policy.

5. Working with contractors, suppliers and partners

(1) It is important to us that suppliers, contractors and any other individual or organisation working on behalf of Saabat Gallery are aware of and agree to comply with our equality and diversity policy while that work is underway. In addition we are committed to:

- using accessible venues for events and meetings;
- using plain English, and offering accessible communications, for example, emails, letters, reports and publicity materials as far as it is within our means to do so.

6. Review and Action

(1) We recognise that it is important for us to regularly review this policy to ensure that it reflects up to date equality legislation and best practice.

(2) A review of our Equality and Diversity Policy will be carried out on an annual basis as a minimum and any necessary actions taken.

Adopted:

21st January 2020

Revised:

10th March 2020

Source: Prepared by Director Azad Mohammed on behalf of the Board

1. Age: an age group includes people of the same age and people of a particular range of ages. Where people fall in the same age group they share the protected characteristic of age.

Examples:

An age group would include “over fifties” or twenty-one year olds. A person aged twenty-one does not share the same characteristic of age with “people in their forties”. However, a person aged twenty-one and people in their forties can share the characteristic of being in the “under fifty” age range.

2. Disability: a person has a disability if they have a physical or mental impairment, and the impairment as a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

This section replaces similar provisions in the Disability Discrimination Act 1995 and provisions in secondary legislation made under that Act.

3. Gender Reassignment: a person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a

process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.

4. Marriage and Civil Partnership: a person has the protected characteristic of marriage and civil partnership if the person is married or is a civil partner.

a) A person who is engaged to be married is not married and therefore does not have this protected characteristic.

b) A divorcee or a person whose civil partnership has been dissolved is not married or in a civil partnership and therefore does not have this protected characteristic.

5. Pregnancy and maternity: women who are pregnant or have given birth.

6. Race includes:

a) Colour

b) Nationality

c) Ethnic or National Origins

7. Religion or Belief: means any religion and a reference to religion includes a reference to a lack of religion.

(1) A Religion must have a clear structure and belief system. Denominations or sects within a religion can be considered to be a religion or belief, such as Protestants and Catholics within Christianity.

(2) A belief means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief. A "philosophical belief" must

a) Be genuinely held;

b) Be a belief and not an opinion or viewpoint based on the present state of information available;

c) Be a weighty and substantial aspect of human life and behaviour; d) Attain a certain level of cogency, seriousness, cohesion and importance;

e) Be worthy of respect in a democratic society, compatible with human dignity and not conflict with the fundamental rights of others.

Any cult involved in illegal activities is not covered. Beliefs such as humanism and atheism would be covered. This section replaces similar provisions in the Employment Equality (Religion or Belief) Regulations 2003 and the Equality

Act 2006.

8. Sex

a) a reference to a person who has a particular protected characteristic is a reference to a man or to a woman;

b) a reference to persons who

share a protected characteristic is a reference to persons of the same sex.

9. Sexual Orientation: is a person's sexual orientation towards

- a) people of the same sex as him or her (in other words the person is a gay man or a lesbian)
- b) people of the opposite sex from him or her (the person is heterosexual)
- c) people of both sexes (the person is bisexual).

The definition is designed to replicate the effect of similar provisions in the Employment Equality (Sexual Orientation) Regulations 2003 and the Equality Act 2006.

Personal Harassment Policy and Procedure

Introduction

1) Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.

2) Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

3) We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

B) Policy

1) We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees.

2) We have published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

3) We recognise that we have a duty to implement this policy and all employees are expected to comply with it.

C) Examples of personal harassment. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- a) insensitive jokes and pranks;
- b) lewd or abusive comments about appearance;
- c) deliberate exclusion from conversations;
- d) displaying abusive or offensive writing or material;
- e) unwelcome touching; and
- f) abusive, threatening

or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

D) Complaining about personal harassment

1) Informal complaint

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances, you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the Directors who will be responsible for investigating the matter if it becomes a formal complaint. If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

2) Formal complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Directors as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- a) the name of the alleged harasser;
- b) the nature of the alleged harassment;
- c) the dates and times when the alleged harassment occurred;
- d) the names of any witnesses; and
- e) any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation which will normally be within ten working days of the meeting with you, the decision of the investigator detailing the findings will be sent, in writing,

to you. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

E)General Notes

1)If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.

2)If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if it is concluded that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

Adopted:

21st January 2020

Revised:

10th March 2020

Safeguarding Adults Policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Saabat Gallery.

1.Our Aim

(1)To protect adults who receive Saabat Gallery's services.

(2)To provide staff and volunteers with the overarching principles that guide our approach to safeguarding protection.

2.About Our Policy

(1)Aims to safeguard and promote the wellbeing and independence of adults that receive Saabat Gallery's services who are experiencing, or at risk of abuse or neglect.

(2)The purpose of this policy is to outline the principles and definitions that underpin safeguarding work and to describe the statutory duties set out under the Care Act 2014.

(3)This policy sets out the responsibilities of Saabat Gallery to protect adults from abuse or neglect. The safeguarding duties apply to any adult who:

- has needs 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; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

(4)The adult experiencing, or at risk of abuse or neglect will hereafter be referred to as the adult throughout this policy document.

(5)For the purposes of this policy an adult is a person, aged 18 years and over who is at a greater risk of suffering abuse or neglect because of physical, mental, sensory, learning or cognitive illnesses or disabilities; and substance misuse or brain injury, and includes:

- those who purchase their care through personal budgets
- those whose care is funded by Local Authorities and/or health services
- those who fund their own care
- informal carers, family and friends who provide care on an unpaid basis
- adults who are in prison or living in approved premises on licence
- those aged between 18 and 25 years and in receipt of children's services
- informal carers, family and friends who provide care on an unpaid basis

(6)Legal Framework:

This policy has been developed within the context of the law and guidance that seeks to protect adults including:

- The Care Act 2014
- Care Act 2015 Statutory Guidance-revised March 2016
- The Mental Capacity Act 2005 (including Deprivation of Liberty Safeguards)
- The Human Rights Act 1998
- The Equality Act 2010
- Mental Health Act 1983 and the New Code of Practice 2015
- Serious Crime Act 2015
- Modern Slavery Act
- Criminal Justice and Courts Act 2015
- Statutory Guidance on Female Genital Mutilation

(7)Related Policies and Procedures:

This policy should be read alongside our policies and procedures on:

- Recruitment, induction and training
- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about an adult
- Managing allegations against staff and volunteers
- Recording and information sharing

- Code of conduct for staff and volunteers
- Safer recruitment
- E-safety
- Anti-Bullying
- Complaints
- Whistle Blowing
- Health and Safety
- Training, supervision and support
- Lone working policy and procedure
- Quality assurance

(8)What we mean by Adult Safeguarding

The Care Act 2014 Guidance describes safeguarding as the means of protecting an adult's right to live in safety, free from abuse and neglect. It further states that it is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. Within this context, the guidance recognises that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. Abuse and neglect can take many forms and it is important that staff working in all organisations should not be constrained in their view of what constitutes abuse or neglect, and the circumstances of an individual case should always be considered. It should be emphasised however that safeguarding procedures are not a substitute for:

- Providers' responsibilities to provide safe and high-quality care and support;
- Commissioners regularly assuring themselves of the safety and effectiveness of commissioned services;
- The Care Quality Commission(CQC) ensuring that regulated providers comply with the fundamental standards of care or by taking enforcement action.

•The core duties of the police to prevent and detect crime and protect life and property.

Abuse or Neglect may be:

- a single act or repeated acts
- multiple in form
- a deliberate act of neglect or a failure to act
- an opportunistic act or a form of serial abusing where the perpetrator seeks out and grooms the individual(s)

The Department of Health Care and Support Statutory Guidance issued under the Care Act 2014 sets out the different types and patterns of abuse and neglect, though stresses that the list is not exhaustive, and describes the different circumstances in which they may take place.

(9)Types of Abuse and Neglect

-Physical Abuse

-Financial or Material Abuse

-Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

-Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

-Sexual Abuse

-Psychological Abuse

-Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

-Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

-Modern Slavery

-Discriminatory Abuse

-Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

-Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

-Organisational Abuse

-Neglect and Acts of Omission

-Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

-Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

-Self-Neglect

-Domestic Abuse

-This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

-Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can be, but not limited to:

psychological, sexual, financial and emotional.

(10) Six key principles underpin all safeguarding adult work

The Department of Health Care and Support Statutory Guidance issued under the Care Act 2014, describes six principles that underpin all safeguarding adult work which applies to all sectors and settings including care and support services, further education colleges, commissioning, regulation and provision of health and care services, social work, healthcare, welfare benefits, housing, wider Local Authority functions and the criminal justice system. These principles should always inform the ways in which professionals and other staff work with adults.

Empowerment People being supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

Prevention

It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

Proportionality

The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

Protection

Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability

Accountability and transparency in delivering safeguarding. “I understand the role of everyone involved in my life and so do they.”

3.Our Responsibilities

(1)We recognise that:

- The welfare of an adult is paramount, as enshrined in the Care Act 2015
- All adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse

4.Our Commitments

(1)We will seek to keep adults safe by:

- Involving the adult from the beginning of safeguarding procedures unless there are exceptional circumstances, and where possible their consent should be sought prior to concerns being shared on an inter-agency basis. The adult's (or their representative's) views and wishes including their desired outcomes must be considered as part of the ongoing procedures

(Enquiry)

- Where the adult has mental capacity, involvement of family, friends or informal carers will be agreed with the adult. Where the adult does not have mental capacity, family, friends or informal carers will be consulted in accordance with the Mental Capacity Act 2005.
- We recognise that the Local Authority has a duty under to involve an appropriate person to facilitate an adult's involvement in the safeguarding adult's process if it is deemed that they would have substantial difficulty in participating themselves
And will facilitate this where necessary.
- Where there is no other appropriate person to assist the adult, we recognise that the Local Authority has a duty of care under the Care Act 2014 to arrange an independent advocate. We recognise that where the adult has substantial difficulty in participating in the safeguarding adults process, and there is no other appropriate person to assist them, under the Care Act 2014 independent advocacy must be arranged by the Local Authority. The details of local arrangements for advocacy are held by each Local Authority.

- Appointing a Designated Safeguarding Officer (DSO) for adults, a deputy and a lead board member for safeguarding

- Adopting adult safeguarding practices through procedures and a code of conduct for staff and volunteers

- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securing, and sharing information about safeguarding and good practice with the adult, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving the adult, their families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately

- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

5.Working with contractors, suppliers and partners

(1)It is important to us that suppliers, contractors and any other individual or organisation working on behalf of Saabat Gallery are aware of and agree to comply with our safeguarding adults policy while that work is underway.

6.Review and Action

(1)We recognise that it is important for us to regularly review this policy to ensure that it reflects up to date safeguarding legislation and best practice.

(2)A review of our Safeguarding Adults Policy will be carried out on an annual basis as a minimum and any necessary actions taken.

Adopted:

21st May 2018

Safeguarding Adults Policy Essential Contact Details Designated Safeguarding Officers (DSO)

Azad Karim Mohammed

Email: saabatgallery1664@hotmail.com

Write: 83, Normanby Road, South Bank, Middlesbrough TS6 6SA

Safeguarding Children and Young People Policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Saabat Gallery.

1.Our Aim

(1)To protect children and young people who receive Saabat Gallery's services. This includes the children of adults who use our services.

(2)To provide staff and volunteers with the overarching principles that guide our approach to safeguarding protection.

2.About Our Policy

(1) Saabat Gallery believes that a child or young person should never experience abuse of any kind. We have the responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

(2) Legal Framework: This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguard Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice:
0 to 25 years– Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

(3) Related Policies and Procedures:

This policy should be read alongside our policies and procedures on:

- Recruitment, induction and training
- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording and information sharing
- Code of conduct for staff and volunteers
- Safer recruitment

- E-safety
- Anti-Bullying
- Complaints
- Whistle Blowing
- Health and Safety
- Training, supervision and support •Lone working policy and procedure •Quality assurance

3.Our Responsibilities

(1) We recognise that:

- The welfare of the child is paramount, as enshrined in the Children's Act 1989

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of their previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, careers and other agencies is essential in promoting young people's welfare.

4.Our Commitments

(1)We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead board member for safeguarding
- Adopting child protection and a safeguarding practices through procedures and a code of conduct for staff and volunteers
- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securing, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

5.Working with contractors, suppliers and partners

(1)It is important to us that suppliers, contractors and any other individual or organisation working on behalf of Saabat Gallery are aware of and agree to comply with our safeguarding children and young people policy while that work is underway.

6.Review and Action

(1)We recognise that it is important for us to regularly review this policy to ensure that it reflects up to date safeguarding legislation and best practice.

(2)A review of our Safeguarding Children & Young People Policy will be carried out on an annual basis as a minimum and any necessary actions taken.

Whistleblowing Policy

A) Introduction

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

B) Qualifying Disclosures

1) Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Company has committed a “relevant failure” by:

- a) committing a criminal offence;
- b) failing to comply with a legal obligation;
- c) a miscarriage of justice;
- d) endangering the health and safety of an individual;
- e) environmental damage; or
- f) concealing any information relating to the above.

2) These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The Company will take any concerns that you may raise relating to the above matters very seriously.

3) The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

C) The Procedure

1) In the first instance you should report any concerns you may have to the Director who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.

2) If you do not report your concerns to the Director you should take them direct to the appropriate organisation or body.

D) Treatment by Others, bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

Adopted:

21st January 2020 Revised:

10th March 2020

Source: Based on NSPCC Example of a safeguarding policy:

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/>

Safeguarding Children and Young People Policy Essential Contact Details:

Designated Safeguarding Officers (DSO) Azad Karim Mohammed, Director.

Appendix 1

Safeguarding Code of Conduct for Staff

This Code of Conduct applies to all contracted staff at the Saabat, together with any agency workers on Saabat premises.

All Saabat staff **must**, during the activities of their duties:

- Treat all children, young persons and vulnerable adults with respect in accordance with the Safeguarding Children and Working with Vulnerable Adults Policy and Procedure.
- As far as reasonably practicable ensure that adults remain present with children and young people, as determined by the organiser in relation to specific events.
- Report any unacceptable behaviour, and report all allegations or suspicions of emotional and physical abuse, and bullying (in accordance with the guidance notes for staff responding to child protection concerns).

All Saabat staff **must not** in the workshops of their duties:

- Have any physical contact with children or young persons unless essential to avoid immediate danger.
- Make inappropriate verbal comments, or discuss inappropriate topics.
- Display prejudicial behaviour towards a child, young person or vulnerable adult on the basis of gender, ethnicity, sexuality or disability.

SAFEGUARDING RECORD FORM

(Designated Safeguarding Officer)

Once completed this form should be immediately given to the Lead Safeguarding Officer (Saabat Secretary) who will arrange for it to be actioned and stored confidentially and securely. **You must not keep a copy of this form.**

Details of the Incident

Date and time of incident	
Where the incident occurred	
Briefly describe the circumstances of the incident (including the names of any parties involved)	

Details of the child, young person or vulnerable adult

Full name of child, young person or vulnerable adult	
Name of parent or guardian and contact number	
Address of child, young person or vulnerable adult	

Home telephone number	
Mobile telephone number	
Sex (please circle)	Male Female
Date of birth	
Nature of injury/abuse	
Any comments made/or explanation Given for injury/abuse by abused party	
Names and contact details of any witnesses	
Initial action taken	

Details of DSO completing the Report

Name and contact details	
Signature	
Date	

--	--

Appendix 3

SAFEGUARDING CONCERN FORM

Confidential record of concern and action taken.

Name of staff member or participators reporting the incident, concern, disclosure or allegation	
Location	
Date and time concern disclosed to you	
Date and time concern recorded	

Name of child, young person, vulnerable adult	
Address of child, young person, vulnerable adult	
Any special needs (yes/no) If yes, please describe	
Name of the person who reported concern to you (if different to above)	

Factual description of concern, disclosure or allegation.

Be clear about the concern. Do not make assumptions or ask questions, just listen and record exactly what is said. You should note presentation, e.g. any visible signs of abuse, i.e. bruises or other injuries.

Signed DSO

Date Referred

Time referred

Checklist of Issues for Staff Planning Activities with Children and Young Persons.

This checklist is designed to assist risk management assessment by members of staff planning activities with children and young persons (anyone under the age of 18) which are led by the Saabat. It is not an exhaustive list, and plans and activities should be discussed in advance.

Supervision and Ratios of Adult/Child Supervision

Levels of supervision need to take into account:

- The age of the children taking part
- The overall scale of the activity
- Who is acting *in loco parentis*? (if children are attending in organised groups this usually means an external body holds the *in loco parentis* duty.
- The nature of, and specific risks attached to the activity being undertaken
- Recommended ratios of adult/child supervision.

Movement of Children and Young Persons

If the activity involves the movement of groups or individuals around gallery, or to other locations, how will this be dealt with safely to protect them from inappropriate contact or potential harm?

Isolated Locations

Does the activity need to be an isolated venue? If so, what protocols will you put in place to prevent unauthorised access and provide security? How will you ensure that appropriate support staff are identified?

Dealing with Major Incidents

In the event of a major incident (e.g. fire evacuation, major failure of security systems, unauthorised access to site) you will need to have a plan to deal with this and continue to provide the same level of protection and safeguarding to the children. This might include calling on extra staff, requesting support from Security, or other measures. This plan should be shared with the person organising the event.

First Aid

Children should be given first aid treatment in the presence of a person who has been DBS checked or is a relative of the child (see Appendix 5 First Aid Treatment

for Children). All organised visits by school children are only carried out with sufficient DBS checked adults in attendance. In those cases where a parent or a relative brings a child onto gallery then they should be in attendance during any treatment.

This does not preclude an individual deciding to treat a child where there is an obvious and overriding necessity to do so, and in these cases, the first aider will need to weigh their own concerns against any overriding desire to assist someone in medical distress. In all cases Saabat staff should act in the best interests of the child and will be supported in doing so by the Saabat. One way of dealing with this would be to ask another adult to be with you while an ambulance is called.

DBS Checks

Members of staff will not be permitted to carry out any planned duties which involves working with children or young persons until a satisfactory enhanced DBS disclosure has been received.

When it is identified that a member of staff may be expected to work from time to time with children and young persons, the Dean/Director, or nominee, will discuss this development with the member of staff, including the legal requirement for an enhanced DBS disclosure to be undertaken.

Members of staff with a Tier 2 visa will need to provide a Criminal Record Certificate/Certificate of Good Conduct from any country they have lived in for 12 months or more in the past 10 years to compliment the DBS Certificate.

Members of staff will be entitled to have a confidential discussion with Director of Saabat (being the designated countersignatory as well as offering HR advice to them). The member of staff will have the usual right of representation at this discussion.

Guidance on the Safety of Children on gallery

This guidance is valid for all locations and activities under the control of the Saabat which involve children.

The Saabat has identified the following categories of children who may be on Saabat property or take part in an activity arranged by the Saabat:

- Children on educational/Open Day visits to the gallery
- Children of staff who are not at work, e.g. member of staff is on holiday/maternity leave etc.
- Children of participants who are not attending a timetabled part of their course, workshop, exhibition, activities etc.

Children not in the above categories are not allowed on gallery unless the Saabat gives special dispensation resulting from circumstances such as severe weather conditions.

For all categories of children permitted on the gallery the following guidance applies for both children who have not reached the minimum school leaving age (MSLA) and young persons, i.e. anyone under 18 years of age.

All activities involving children and young persons under the control of the Saabat must be carried out in accordance with the Saabat's Safeguarding Children and Working with Vulnerable Adults Policy and procedure to ensure that all child protection issues are addressed.

Health and safety legislation places restrictions on the work that can be carried out by children/young persons, particularly in the use of machinery, exposure levels for chemicals.

Prior to activities being carried out by the children/young persons, a Risk Assessment must be carried out to determine whether the activity that the child/young person is to do:

- Is beyond their physical or psychological capacity
- Involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can affect human health in any other way.
- Has a risk to health from extreme cold, heat, noise or vibration.
- Involves a risk of accident that cannot reasonably be recognised or avoided by children/young persons due to their insufficient attention to safety or lack of experience or training.

A child must never carry out any activities involving these risks.

A young person who is not a child, can carry out an activity involving these risks if;

- The activity is necessary for training
- The activity is properly supervised by a competent person
- The risks are reduced to the lowest level.

The Risk Assessment must also include details of the first aid provision that will be in place for the treatment of children to comply with the Saabat's First Aid Policy.

To meet the above requirement, any Risk Assessment produced for activities carried out by staff or students must be reviewed to ensure that it is still appropriate when an activity is carried out by a child or young person. Consideration needs to be given to whether an activity that does not require a written Risk Assessment for staff requires one when it is carried out by a child or young person.

Further information on the safety of children may be obtained from the Health and Safety Executive (HSE) website

First Aid Policy

Additional Section on First Aid Treatment of Children

3. First Aid Provision for Children

In order to ensure compliance with the gallery's Safeguarding Children and Working with Vulnerable Adults Policy and Procedure, first aid treatment to children will be administered by either:

- A first aider who has been subject to a DBS check, or
- A first aider in the presence of the child's parent, teacher or member of gallery
- staff who has been DBS checked.