

**THE  
CULTURE  
TRUST**

# **Safeguarding | Prevent Policy & Procedure**

## **July 2023**

## 1. Policy Statement

### 1.1 The Safeguarding and Prevent Policies apply to all staff.

This includes senior managers and the board of trustees, paid staff, volunteers, commissioned partners, casual and agency staff, students or anyone working on behalf of The Culture Trust, Luton.

To this end, training will be provided for as part of induction and as set out in **Section 4**.

### 1.2 The purpose of the policy is to provide:

- Protection for all children and adults at risk who use The Culture Trust, Luton's services, facilities and venues.
- Guidance for staff and volunteers on procedures they should adopt in the event that they suspect a child or adult at risk may be experiencing or be at risk of harm.
- Guidance on how **Prevent** affects The Culture Trust, Luton and the procedures to adopt if there is risk of radicalisation or extremism.

## 2. Safeguarding Policy

**2.1** The Culture Trust, Luton believes that it is always unacceptable for a child or adult at risk to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and adults at risk by a commitment to practice which protects them.

**2.2** It is the duty of The Culture Trust, Luton to ensure the safeguarding of children and to keep adults safe from harm and promote wellbeing (**Children's Act 2004 | Care Act 2014**)

This policy sets out The Culture Trust, Luton's arrangements to meet these duties, following the statutory guidance (**Working Together to Safeguard Children 2015 | Statutory guidance to support local authorities implement the Care Act 2014**).

The statutory guidance has expanded from previous guidance on what might come within safeguarding to reflect changes in the awareness of the potentially wide scope of abusive circumstances. Please see page 5 for examples.

The statutory guidance sets out guiding principles which must underpin any actions the Culture Trust takes in relation to its safeguarding duties and must be evident in practice.

- Empowerment – adults are encouraged and supported to make their own decisions and consent is informed consent.
- Prevention – adults are informed on how to protect themselves and action taken to prevent harm before it occurs.
- Proportionality – the response is the least intrusive to deal with the circumstances of risk.
- Protection – the person is supported and represented.
- Partnership – agencies and the community work together to ensure protection.
- Accountability – agencies are transparent and open in the way they deliver their safeguarding duties.

Overarching these six principles is the approach of making safeguarding personal. The statutory guidance makes clear safeguarding should be person-led and outcome-focused. It should engage the person, where appropriate, in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

The Culture Trust, Luton also recognises and supports local agendas and priorities (**Section 9**).

**2.3** In safeguarding terms, a child is any person who has not attained the age of 18, regardless of the setting they are in or the service they receive.

An adult at risk is defined as any person aged 18 or over and who is at risk of abuse or neglect because of their needs for care and support.

#### **2.4 The Culture Trust, Luton recognises that:**

- The welfare of the child or adult at risk is paramount.
- All children and adult at risk – regardless of age, disability, gender or gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation or identity – have the right to equal protection from all types of harm or abuse.
- All physical and digital spaces used by The Culture Trust, Luton must be safe and secure and promote enjoyable and positive experiences.
- All staff must be aware of their responsibility to ensure the safeguarding of children and adults at risk.
- As an employer, recruitment processes are in place to ensure staff do not pose a risk of harm to children or adults at risk. Access to advice and support for safe recruitment is available for recruiting managers.

#### **2.5 The Culture Trust, Luton will seek to safeguard children and adult at risk by:**

- Ensuring safeguarding is the responsibility of all paid staff, volunteers and students.
- Establishing professional and appropriate standards of code of conduct from all employees via the **The Culture Trust, Luton’s Code of Conduct**.
- Valuing, listening to and respecting children and adults at risk.
- Adopting child and adult at risk protection guidelines through procedures for staff and volunteers.
- Responding to all suspicions and allegations of harm speedily.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Providing appropriate training for staff and volunteers, as set out in **Section 4**.
- Sharing information and good practice about the protection of children and adults at risk with children, parents, staff and volunteers and sharing information about concerns with agencies that need to know, and involving parents and children as appropriate.
- Including safeguarding an agenda item at meetings, including at one to ones and staff meetings.

**2.6** All partners, and tenants of The Culture Trust, Luton and those regularly hiring spaces from The Culture Trust, Luton who work with children and adult at risk are expected to have their own safeguarding guidelines in place, as set out in **The Culture Trust, Luton’s Conditions of Hire**. Commissioned services and contractors who work with children and adults at risk are expected to have in place their own safeguarding guidelines and to behave in line with this policy, a copy of which will be provided on request

**2.7** The Culture Trust, Luton is committed to checking the safeguarding policy and procedure annually for accuracy and for updating whenever there is a change in legislation or guidance and undertaking a formal review every three years.

**2.8** The Designated Safeguarding Manager (DSM), supported by the Designated Safeguarding Officers (DSO), will report to The Culture Trust, Luton Board twice yearly.

### **3. Prevent Policy**

**3.1** The Culture Trust, Luton recognises that, as an organisation, it does not have a duty as either a specified authority or partner of a local panel, as listed in **The Counter Terrorism and Security Act 2015**.

The Culture Trust, Luton is aware of and understands the risk of radicalisation in Luton and that it has a role in providing programmes and services that meet the needs of all communities in Luton and help to bring those communities together in safe and inclusive spaces.

**3.2** In response to **The Prevent Strategy**, and in accordance with its own policies:

- a) The Culture Trust, Luton will not permit its venues to be hired by any organisation that holds extreme religious, ideological or political views in ways that could undermine The Culture Trust, Luton's cohesion principles, or seek to exploit grievances or community tensions.

This position is expanded in **The Culture Trust, Luton's Conditions of Hire, Section 18**.

## **4. Training**

**4.1 Everyone is responsible for safeguarding.**

**4.2** To this end, training will be offered to staff in order that they are aware of signs of abuse and how they should report any concerns.

For all staff, this will comprise:

- Reading the Safeguarding Policy and Procedure at their induction and following any revision. A signed record of this will be kept.
- Following any substantive revisions, staff will be invited to a questions and answer session, helping to shape the adopted version.
- Managers will include safeguarding as an agenda item at meetings, including at one to ones, to assess training needs and address any concerns.

**4.3** Further training will be provided where there is an identified staffing need, which may include:

- E-learning modules via the **Luton Safeguarding Children's Board** portal at <http://lutonlscb.org.uk/>
- Training by the **Luton Safeguarding Children's Board** as listed in the LBC intranet training calendar.
- Awareness training from the Luton Safeguarding of Adult at Risk via the LBC intranet training calendar.
- Additional training for designated safeguarding officers, enabling them to offer advice to staff.
- Safer recruitment training for managers, ensuring managers will always abide by The Culture Trust, Luton's recruitment practices.

**4.2** Training on spotting the signs of extremism and actions to take will be offered to staff, where there is an identified need.

## **5. Safeguarding Procedure**

**5.1 How to recognise abuse and neglect**

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child or adult at risk by inflicting harm, or by failing to act to prevent harm. Children or adults at risk may be abused in a family or in an institutional or community setting, by those known to them, or more rarely, by a stranger, for example via the internet. They may be abused by an adult or adults or by a child or children.

**Abuse can take many forms and, for children, may include those below.**

This list is taken from <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>, where further information can be found.

### **Domestic abuse**

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

### **Sexual abuse**

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online.

### **Neglect**

Neglect is the ongoing failure to meet a child's basic needs. It's dangerous and children can suffer serious and long-term harm.

### **Online abuse**

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

### **Physical abuse**

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

### **Emotional abuse**

Children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm.

### **Child sexual exploitation**

Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

### **Female genital mutilation (FGM)**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.

### **Bullying and cyberbullying**

Bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

### **Child trafficking**

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

### **Grooming**

Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

### **Harmful sexual behaviour**

Children and young people who develop harmful sexual behaviour harm themselves and others.

### **Some examples of abuse against adults are below.**

These are taken from Luton Safeguarding Adults Board's leaflet, **Adult Abuse: See? Suspect? Report!**

#### **Physical abuse**

Hitting | Slapping | Pushing | Rough Handling  
Misusing medication | Deprivation of food, clothing, warmth and appropriate health care.

#### **Sexual abuse**

Any kind of sexual activity where an adult at risk has not or is unable to give consent or has been pressured into.

#### **Financial abuse**

Misuse or theft of money, possessions, property or other goods  
Exploitation or pressure in connection with wills or property.

#### **Psychological abuse**

Shouting | Threatening punishment | Swearing Using degrading language (most types of abuse also result in emotional abuse).

#### **Discriminatory abuse**

Racist | Sexist | Homophobic or abuse based on disability or age.

#### **Neglect**

Ignoring medical or physical care needs by failing to understand and meet the care needs of the vulnerable adult (intentionally or unintentionally)

## **5.2 Responding to suspicions and concerns about a child or adult at risk**

Staff should share their concerns immediately and a decision on how to proceed will be made. There is no need for any proof before reporting a concern.

- Phone the police on 999 if someone is in immediate danger.
- If the child or adult at risk is not in immediate danger, raise your concern at the earliest opportunity – certainly within the same working day – with a designated safeguarding officer | manager.
- Record your concern in a written report. For an example **Incident Form**, see **Appendix 1**.

### 5.3 What to do if a child or adult at risk discloses

If a child or adult at risk tells a member of staff about harm or abuse that they are suffering, or have suffered, that person should:

- Listen carefully and let the child or adult at risk tell them what has happened at their own pace, only asking questions for clarification.
- Remain calm and caring and avoid interrupting information.
- Not conduct an inquiry into what has happened.
- Avoid cross-questioning or leading questions.
- Establish very basic facts like Who? When? Where?
- Not promise to keep it a secret but tell the child or adult at risk that the member of staff needs to share this information with others making it clear that he/she will only tell people who need to know and who can help.
- Reassure the child or adult at risk that they did the right thing in telling them.
- Speak immediately to a designated officer or senior staff member.
- Make a note of what was said using the **Incident Form (Appendix 1)** using the child or adult at risk's own words as soon as possible after the disclosing conversation and sign and date the record, forwarding this to the designated officer.

### 5.4 What to do if a concern or disclosure relates to a member of staff

- All allegations of abuse or maltreatment of children or an adult at risk by an employee, volunteer, or trustee of The Culture Trust, Luton, must be taken seriously.
- **In all cases** in which it is alleged a member of staff, volunteer or board members has:
  - behaved in a way that has, or may have harmed, a child or adult at risk
  - possibly committed an offence against or related to a child or adult at risk
  - behaved towards a child, children or adult at risk in a way that indicates they may pose a risk of harm to children
- The Designated Safeguarding Manager (DSM) or most senior manager available **must be contacted on the same day or immediately in urgent cases**
- An Incident Report is to be completed and forwarded immediately thereafter to the DSM or senior manager.
- If the allegation (or concern) meets any of the criteria above the employer should report it to the Local Authority Designated Officer for Allegations (LADO) within one working day or immediately in urgent cases.

- Advice will be sought from the LADO, including when to inform the person about whom the allegation has been made.

## 5.5 Designated safeguarding officers for The Culture Trust, Luton

If one of the designated officers below is not available, concerns can be reported to a manager. If none are available, concerns can be reported directly, as per the contacts listed in **Section 7**.

Rizvan Bashir  
Head of Operations &  
Designated Safeguarding Manager  
07703608164  
[rizvan.bashir@culturetrust.com](mailto:rizvan.bashir@culturetrust.com)

Caroline Simon  
Head of Cultural Learning and Skills  
Wardown House, Museum and Gallery  
01582 546721 or 07713707903  
[caroline.simon@culturetrust.com](mailto:caroline.simon@culturetrust.com)

Jo Oliver  
Heritage Cluster Manager  
07850 938874  
[joanne.oliver@culturetrust.com](mailto:joanne.oliver@culturetrust.com)

## 5.6 Actions for the designated safeguarding officer when making referrals

The designated safeguarding officer will:

- Receive staff concerns and those from members of the public visiting The Culture Trust, Luton sites.
- Contact and take advice from the following:
  - The Police** in an emergency
  - The Multi-Agency Safeguarding Hub (MASH)** if the matter relates to a child or children
  - The Adults Safeguarding Team** if the concern relates to an adult at risk
  - The Local Authority Designated Officer (LADO)** if the concern involves a staff member
- Following advice, make a decision as to how to proceed.
- Ensure that telephone referrals are followed up in writing within 24 hours. This should be acknowledged within another 24 hours and if this does not happen the designated officer must, within three days, check that the information has been received.
- Ensure procedures on making referrals and confidentiality are followed.
- Ensure forms for recording incidents are completed and correctly stored in a central locked cabinet for six years with the Designated Safeguarding Manager.

## 5.7 Confidentiality considerations

The designated safeguarding officer and all other staff involved will:

- Ensure that the right of a child to protection takes precedence over both his/her right to confidentiality and that of his/her parents right to confidentiality.
- Ensure confidentiality, so that names of children, adult at risk, or staff involved in incidents are not revealed.

The trust will aim to store information on an access register, which is a database around disability and mental health. This will enhance the Trusts response to meet the client's needs and improve their experience. (**Appendix 8**).

### **5.8 Sharing information and involving parents/carers and children appropriately**

The designated safeguarding officer and all other staff involved will:

- Seek advice when in doubt. This is particularly important on matters such as whether parental consent should be sought for a referral or whether parents should be told that a referral has been made.
- Explain to children or adult at risk what and how information will be shared unless this could put the child or adult at risk at increased risk or undermine the detection of a serious crime.
- Always put the welfare of the child or adult at risk as the overriding consideration.
- Whenever possible respect the wishes of children or adult at risk who do not give consent but still share information where there is sufficient need to override the consent.
- Ensure that information shared is accurate and only shared with people who need to see it.
- Store information securely.
- Always record the reason for decisions.

### **5.9 Children visiting The Culture Trust, Luton sites**

- The Culture Trust, Luton staff do not assume the responsibility of a parent or carer but have a responsibility to provide for the care, control and safety of children visiting The Culture Trust, Luton sites.
- For large scale outdoors events where children may arrive alone, risk assessments must include provision for this.
- At all The Culture Trust, Luton sites, children under twelve years should be accompanied by a person who is sixteen or older and is known to the child.
- A poster should be displayed at all venues to this affect (for example, see **Appendix 2**)

### **5.10 Dealing with children supervised by older children**

- If a child under twelve is supervised by an older child who has be appointed by the parent to take care of that a child, a letter should be prepared to give to the parent (**Appendix 3**).
- It is preferable to have a sibling over 16 responsibly caring for a young child at our sites if there is nobody at home or they are unable to go home. If you are unable to contact a parent, advice should be sought from a manager.

### **5.11 Dealing with unsupervised children**

- Children under twelve must be accompanied by an adult at all The Culture Trust, Luton events and activities unless otherwise specified.
- Children under twelve who are not accompanied should **not** be asked to leave nor allowed to leave the site.



- When you are aware that a child under twelve is alone and the parent is not on site and you cannot immediately contact them, call the police using their local number.
- Children left alone at closing time should remain in the building with two members of staff (one male one female whenever possible). If the parents cannot be contacted immediately call the police on their local number.
- Parents are responsible for accompanying their children to the public toilets. In the case of an unaccompanied child they should be shown where the toilets are (and if necessary the staff toilets) but not accompanied into the cubicle.
- Children over 12 who arrive at a site alone and are not expecting to be met should be allowed to make their own way home.
- If a building has to be evacuated any unaccompanied children should be taken to the staff assembly point: if an activity was taking place, the register must be checked.

### **5.12 Adults in children's areas**

- There are many legitimate reasons for an adult to be in an area designated for children.
- However, if an adult is not with a child, nor using the resources, they should in the first instance be offered assistance by staff and then, if appropriate, asked to move to a different area.
- If there are any concerns about the behaviour of an adult in an area designated for children, they should be asked to leave the area immediately and procedure in **5.2** followed.

### **5.13 Supervised children's activities**

- At events where children are unaccompanied a register should be kept (**Appendix 4**).
- The following information should be obtained from and signed by a parent or guardian at a formal handover to staff at the start of the event. This information should be checked daily if the event is repeated.
  - a) Name of parent/guardian, confirming they have parental responsibility and legal access to the child.
  - b) Emergency contact details for the duration of the event
  - c) Health/medication needs – does the child have necessary medication with them?
  - d) If applicable, dietary and educational needs (depending on the nature of event).
  - e) Who will be collecting the child and, if different, their contact details.
- There should be a formal handover of the child to an agreed parent or guardian at the end of the event.

### **5.14 E safety**

- The Culture Trust, Luton, public access WiFi.
- To use the wifi, an acceptable use policy must be agreed to.
- WiFi is filtered.

### **5.15 Taking images of children and adults at risk**

Children and adults at risk have the right to privacy and to be safeguarded from the inappropriate use of images. No photographs of children or adults at risk will be taken without the written consent of a parent or guardian (**Appendix 6**).

At events, the intention to take photographs and the presence of a photographer should be made public with the use of appropriate signage (example poster wording in **Appendix 7**). The poster should be prominently displayed at the entrance or registration for the event and public announcements made to further raise awareness giving participants the option to opt out of photographs.

An alternative method for events where participants register in advance is to include a waiver statement at point of registration. An example waiver statement wording provided by the Marketing Team that can be used on a booking form or online:

In accordance with the Data Protection Act, I ( ) hereby agree to have my photograph taken for future use in promotional printed publications or on digital media. I understand The Culture Trust, Luton will not alter these images to falsely represent me or include personal details.

Signature:

Email:

## **6 Prevent Procedure**

### **6.1 How to recognise signs of radicalisation or extremism**

### **6.2 What to do if you are concerned about signs of radicalisation or extremism**

- Phone the police on 999 if there is immediate danger.
- If there is no immediate danger, raise your concern at the earliest opportunity – certainly within the same working day – with a Designated Safeguarding Officer or manager.
- Record your concern in a written report. For an example incident form, see **Appendix 1**.

## **7 Contacts**

### **7.1 In an emergency, contact the Police on 999**

For non-emergency, contact police on 101

### **7.2 For an unsupervised child in a The Culture Trust, Luton venue**

Phone the Police on their local number 01582 401212

### **7.3 For safeguarding concerns about children**

Contact the Multi-Agency Safeguarding Hub (MASH) in the first instance on 01582 547653

Out of Hours, contact the Emergency Duty Team on 0300 3008123

Email: [initialassessment@luton.gov.uk](mailto:initialassessment@luton.gov.uk)

### **7.4 For safeguarding concerns about an adult at risk**

Contact the Adult Safeguarding Team in the first instance on 01582 547730 or 01582 547563

Email: [adultsafeguarding@luton.gov.uk](mailto:adultsafeguarding@luton.gov.uk)

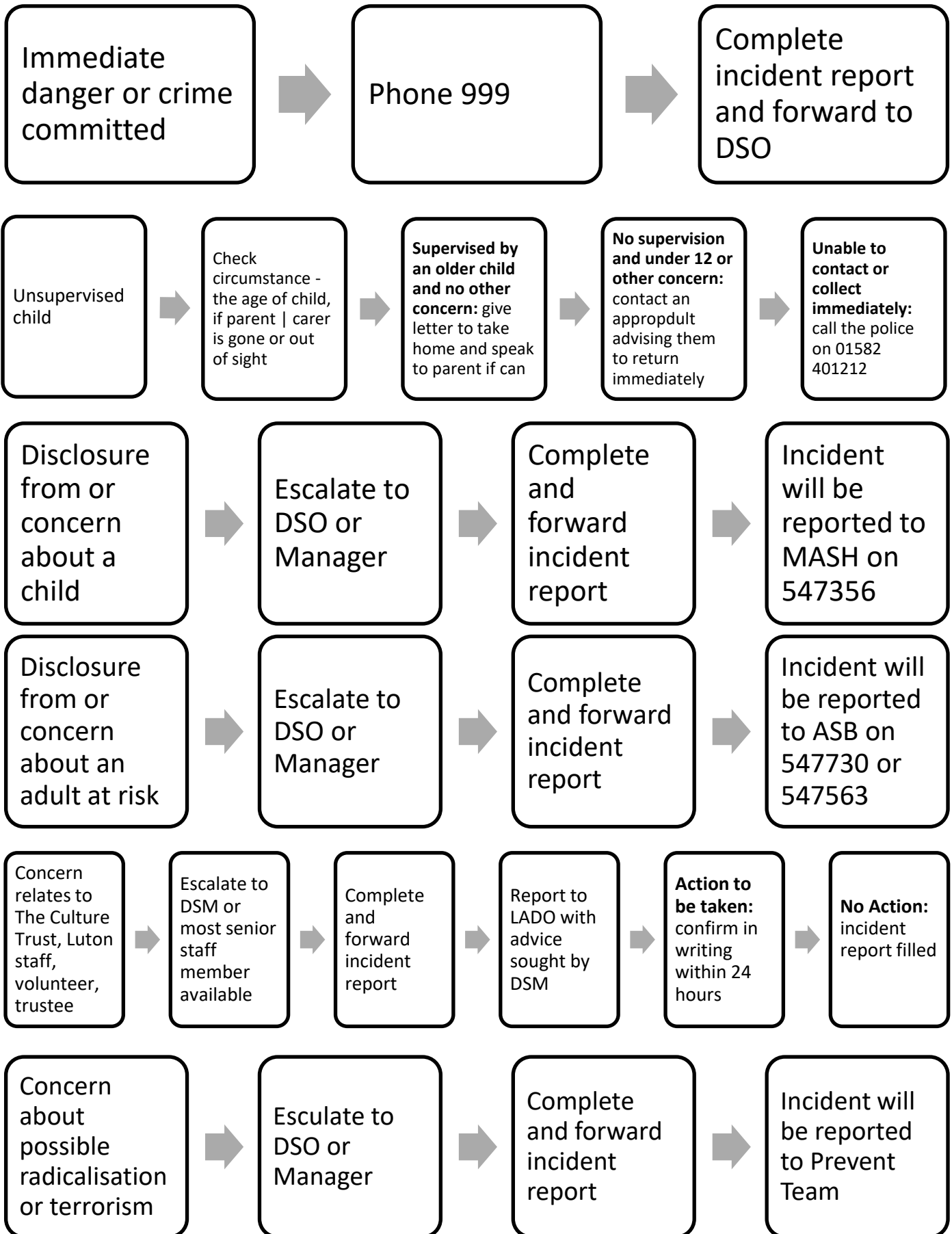
### **7.5 For concerns raised about a staff member**

Contact the Local Authority Designated Officer for Allegations (LADO) on **01582 548069**

### **7.6 For concerns that someone is at risk regarding radicalisation or terrorism**

Contact Social Justice Team – Maureen Drummond on 01582 547228 for advice.

## 8 Actions to take



## **9 Luton Safeguarding Children's Board Pledge**

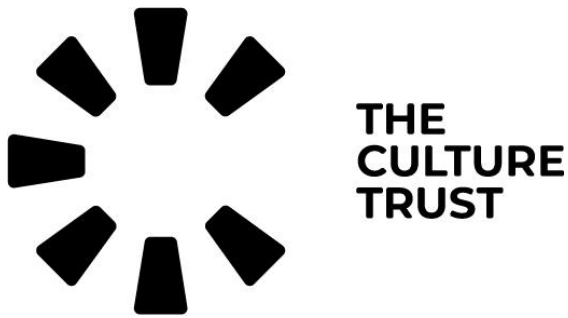
The Culture Trust, Luton recognises and supports local agendas and priorities.

The Culture Trust, Luton is committed to Luton Safeguarding Children Board's pledge to:

- Protect our children and young people from being groomed and sexually exploited and abused in our community and online.
- Protect our young people from being drawn into violent and extreme behaviour both in our community and abroad.
- Protect our children from physical abused, female genital mutilation, bullying and cyber bullying.
- Promote the emotional wellbeing of our children so that they can achieve and do well and enjoy a healthy way of life.

Appendix 1 Incident Report Form

<b>INCIDENT REPORT FORM</b>			
<b>THE CULTURE TRUST, LUTON VENUE:</b>		<b>DATE &amp; TIME:</b>	
<b>INCIDENT TYPE:</b>		<b>REPORTED BY:</b>	
If known, add details of person(s) incident relates to below.			
<b>NAME(S) &amp; AGE(S):</b>			
<b>ADDRESS:</b>			
<b>PREFERED CONTACT:</b>			
<b>SUMMARY OF INCIDENT or STATEMENT OF DISCOSURE:</b>			
<b>If additional evidence is attached or included, please list here:</b>			
<b>DSO   MANAGER REPORTED TO:</b>		<b>DATE &amp; TIME:</b>	
<b>INITIAL ACTION TAKEN:</b>			
<b>REPORTED TO:</b>		<b>REPORTED TO:</b>	
<b>REFERENCE NO:</b>		<b>DATE:</b>	
<b>FURTHER ACTIONS TAKEN:</b>			
<b>SIGNED ON FILING:</b>		<b>DATE:</b>	



# **Children at Wardown House Museum and Gallery**

## **We welcome children to all our sites**

However, adults remain responsible for their children's supervision and children under 12 years old must not be left alone in the museum.

The police and/or social services will be called if young children are left alone or in the care of another child.

## Appendix 3 Unaccompanied Children Letter

To the Parent | Carer of:

Date:

Dear Parent | Carer,

### **Children under eight years visiting The Culture Trust, Luton venues**

Today your child visited \_\_\_\_\_ without adult supervision.

Whilst children are welcome at all The Culture Trust, Luton venues, children under twelve years must always be accompanied by an adult (over sixteen) and not supervised by another child.

There are posters in venues reminding people that adults are responsible for their children's supervision, and children under eight years must not be left alone. Our venues are very busy and the staff cannot be responsible for unaccompanied children who could easily wander off, or be lured away by strangers.

If we are unable to contact parents | carers immediately we will not hesitate to call the police.

We hope that your children will continue to enjoy visiting our venues, but ask that you accompany them for their own safety.

Yours sincerely,

Rizvan Bashir  
**Head of Operations & Designated Safeguarding Manager**  
**The Culture Trust, Luton**



## Appendix 4 Events Register

Venue: \_\_\_\_\_

NO	NAME	ADDRESS	AGE	ALERGIES OR MEDICATION	EMERGENCY CONTACT NAME:	EMERGENCY CONTACT NO:	PERMISSION FOR PHOTOS	RECEIPT NO
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Name of Event: \_\_\_\_\_

Appendix 5 Children's Activities Consent Form

<b>CHILDREN'S ACTIVITIES CONSENT FORM</b> (CHILDREN'S ACT 2004)							
<b>THE CULTURE TRUST, LUTON VENUE:</b>				<b>ACTIVITY:</b>			
<b>CHILD'S NAME:</b>							
<b>ADDRESS:</b>							
<b>TELEPHONE NUMBER:</b>							
<b>SCHOOL ATTENDS:</b>							
<b>MALE:</b>		<b>FEMALE:</b>		<b>DOB:</b>		<b>AGE:</b>	
<b>In case of emergency, please complete the following details for who we should contact:</b>							
<b>NAME:</b>							
<b>ADDRESS:</b>							
<b>TELEPHONE NO:</b>							
<b>RELATIONSHIP TO YOU:</b>							
<b>Does your child suffer from any allergies, illnesses or take any medications:</b>				<b>YES / NO</b> (delete as applicable)			

<b>If yes, please give details:</b>			
I _____ (print name) <b>give permission for my child, to receive urgent medical attention.</b>			
<b>Do you give permission for your child's photograph to be taken during the activity?</b> (delete as appropriate)			<b>YES / NO</b>
<b>Do you allow your child to walk home alone after activities?</b> (delete as appropriate)			<b>YES / NO</b>
<b>PARENT/GUARDIAN SIGNATURE:</b>		<b>DATE:</b>	
<b>FOR OFFICE USE:</b>			
<b>STAFF SIGNATURE:</b>		<b>DATE:</b>	

**Appendix 6** Photography / Video Consent Form

Name of photographer  
/ videographer:

\_\_\_\_\_

Name of Event:

\_\_\_\_\_

Name of the person  
to be photographed / filmed:

\_\_\_\_\_

Description of the person  
to be photographed / filmed:

\_\_\_\_\_

**Hereby agrees to have their photograph taken.**

In accordance with the Data Protection Act 1998 I agree that:  
(Please tick to agree)

- These images **may be used in printed publications or on digital media** produced by The Culture Trust, Luton and its partner organisations and for promotional and advocacy purposes.
- If The Culture Trust, Luton uses images/ video on digital media, I understand that **websites can be seen throughout the world** and not just in the United Kingdom, where UK law applies.
- These images / media may be used **indefinitely from the date of signing or until notified by you.**
- The Culture Trust, Luton will **not alter these images to falsely represent you.**
- The Culture Trust, Luton **will not include details or full names** (which means first name and surname) of any person, in an image on our on digital media or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent. However, we would not include the full name of a model used in promotional literature.
- The Culture Trust, Luton **will not include personal e-mail or postal addresses**, or telephone or fax numbers, on our website or in printed publications.

\*I am the person named above / \*I am the parent or guardian of the person named above (\*Please delete the options that do not apply)

PRINT NAME:

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your address: \_\_\_\_\_  
\_\_\_\_\_

# PUBLIC NOTICE

Please be aware that this event will be photographed on behalf of The Culture Trust, Luton.

By attending this event you are giving your consent that any pictures taken can be used in future projects.

These images may be used in printed publications or on digital media produced by The Culture Trust, Luton and its partner organisations and for promotional and advocacy purposes.

If you are concerned or do not wish to be included in any images, please see the photographer or a member of staff.



Appendix 8 – Access Register



Access Register

Name	Address	Essential Carer	Wheelchair Space	Aisle seat - right side	Aisle seat - left side	Assistance dog	Dementia Sufferer	Any Other Additional Needs