

Safeguarding Policy

Our Commitment

TABOR is committed to creating a safe, respectful, and supportive environment for everyone involved in our year-long online residency. Our mission is to nurture book artists through sustained peer connection, professional development, and public engagement, and we recognise that safeguarding is central to this work.

We acknowledge our responsibility both to the artists participating in the residency and to the wider public who take part in our outreach activities. As an online programme, TABOR operates in a context where traditional forms of oversight can be limited. We therefore take particular care to establish clear expectations, maintain appropriate boundaries, and ensure that all participants understand how to keep themselves and others safe in digital spaces.

TABOR is, by nature, a social residency. We actively support contact, collaboration, and mutual encouragement between group members. This commitment to connection goes hand-in-hand with our dedication to safeguarding: we aim to foster a culture where participants feel able to share, create, and engage confidently, knowing that their wellbeing is a priority for the TABOR team.

Policies and Procedures

TABOR implements a set of safeguarding policies and procedures designed to protect all participants in our residency and outreach activities. These measures apply to resident artists, workshop facilitators, members of the public, and any children or vulnerable individuals who may join our online sessions. Our procedures are designed to be transparent, accessible, and appropriate for an online environment in which traditional forms of oversight are limited.

1. Identifying and Supporting Vulnerable Individuals

TABOR recognises that one of our resident artists is a vulnerable young adult. Their wellbeing is supported through our partnership with Gecko Community, whose safeguarding expertise and protocols guide our approach. The mentoring sessions that are offered for this young adult follow Gecko Community's safeguarding policies, which can be [found here](#).

We also acknowledge that additional vulnerable individuals may be present within the residency cohort or may join our public-facing workshops. TABOR therefore adopts a precautionary approach: all policies are designed to protect both identified and unidentified vulnerable people.

All TABOR facilitators will be given a document with links to both gecko's safeguarding policies and this document, as well as a list of resources from NHS and the UK government around procedures and best practice for a trauma informed approach.

2. Safeguarding in Outreach Workshops

To ensure the safety of members of the public, including children and vulnerable adults who may attend outreach workshops, webinar mode will be used for all public-facing sessions. This ensures that participants' images, voices, and personal environments are not visible to others.

Participant-to-participant contact is technically disabled. Attendees cannot interact privately or directly with one another.

Interaction is limited to written Q&A, which is monitored and moderated by a designated TABOR host. The host is present throughout the session alongside the workshop facilitator and is responsible for ensuring that all communication remains safe, appropriate, and inclusive.

Workshop facilitators may themselves be vulnerable, and the presence of a TABOR host provides an additional layer of oversight and support.

These measures are designed to prevent inappropriate contact, exposure to harmful content, or any form of online harassment.

3. Safeguarding in Internal Residency Meetings

Internal group meetings are strictly limited to the TABOR team, and resident artists. Because these sessions are central to peer support, critique, and collaborative development, they operate differently from public workshops:

Participants' images and voices are visible/audible and artists are expected to keep their cameras on and actively participate in the discussions.

Private messaging between resident artists is possible.

The social nature of the residency is supported, while safeguarding expectations remain clearly defined: TABOR maintains a culture of respect, care, and accountability in these sessions, ensuring that the increased level of interaction does not compromise participant safety.

4. Safeguarding in Internal Professional Development Workshops

As part of the internal group meetings we will on occasion invite external experts to speak to the group of resident artists. These are part of the internal group programme and not public, and

like for the internal meetings, participants' images and voices are visible/audible by default, and private messaging between resident artists is possible.

Other than for the meetings where only resident artists meet, artists can choose to turn off their camera and chat if they prefer to do so.

The social nature of the residency is supported, while safeguarding expectations remain clearly defined: Facilitators will receive a copy of our safeguarding document which includes our policies and expectations as well as a list of resources for good practice. TABOR maintains a culture of respect, care, and accountability in these sessions, ensuring that the increased level of interaction does not compromise participant safety.

5. Standards of Conduct and Online Safety

TABOR's safeguarding procedures aim to ensure that:

No participant is exposed to material that is politically inflammatory or that could encourage harmful, extremist, or violent behaviour.

Meetings remain friendly, inclusive, and free from cyber-bullying or harassment.

Resident artists do not post or share material that is offensive, threatening, or harmful to others, particularly within the TABOR community.

Staff maintain professional standards in all online interactions, including use of social media and networking sites.

Resident artists are expected to:

Take responsibility for their online presence and understand that behaviour in virtual spaces carries the same rights and responsibilities as behaviour in physical spaces.

Understand key principles of online safety relating to content, conduct, and contact.

Promote one another's work responsibly, sharing images only with the full consent of both the maker and the photographer.

Provide critique that is constructive, respectful, and never shared publicly outside the residency.

Incorporating Good Practice

TABOR is committed to embedding recognised safeguarding good practice throughout our residency and outreach activities. Our procedures are informed by guidance from NSPCC and we work closely with Gecko Community to ensure that our approach reflects current standards for supporting vulnerable individuals in online environments.

Training and Responsibilities

All TABOR staff and volunteers involved in residency delivery or outreach workshops will receive safeguarding training appropriate to their roles. A designated safeguarding lead (DSL) within the TABOR team will oversee safeguarding practice, maintain contact with Gecko Community, and act as the first point of escalation for any issues that arise.

Clear Reporting Protocols

TABOR maintains clear and accessible reporting routes for concerns. Participants and facilitators will be informed of how to raise a safeguarding issue, who to contact, and what will happen next. All concerns will be documented securely, handled sensitively, and escalated in line with Gecko Community's protocols when they involve the supported young adult.

Monitoring and Oversight

Our online delivery model requires active monitoring to ensure safe interaction. TABOR hosts will moderate all public-facing workshops, oversee written Q&A channels, and intervene promptly if inappropriate behaviour or content appears. Internal residency meetings will be conducted with clear expectations around conduct, consent, and respectful communication.

Regular Review and Continuous Improvement

Safeguarding practice at TABOR is reviewed before and after the start of a new residency cohort and updated whenever new risks, technologies, or legal requirements emerge. We will seek feedback from resident artists, workshop facilitators, and partners to identify areas for improvement.

TABOR is committed to continuous learning and development in safeguarding. By reviewing our procedures regularly, strengthening staff training, and adapting to the evolving nature of online interaction, we aim to maintain a safe, inclusive, and supportive environment for everyone involved in the residency.

Recruitment Guidelines

TABOR is committed to recruiting staff, volunteers, and external facilitators who uphold high standards of professionalism, safety, and care. Our recruitment procedures are designed to

ensure that individuals involved in delivering the residency and outreach programme are trustworthy, appropriately trained, and aligned with our safeguarding values.

Staff Vetting

All TABOR staff involved in hosting sessions, moderating online interaction, or supporting residency activities will undergo a proportionate vetting process. This includes:

- completion of a **Basic DBS check**, used as a good-practice measure for roles involving contact with vulnerable individuals in group online settings
- verification of identity
- confirmation of relevant experience and professional references
- safeguarding and online-safety training prior to taking up duties

TABOR staff do not engage in regulated activity with children or vulnerable adults, and therefore Enhanced DBS checks are not required.

Workshop Facilitators for the Internal Development Workshops

External workshop facilitators are not required to hold DBS checks, as TABOR's webinar format prevents direct interaction with children or vulnerable individuals. Facilitators will always be accompanied by a TABOR host, who moderates all communication and ensures safe practice throughout the session.

Facilitators will receive a clear briefing on TABOR's safeguarding expectations, conduct standards, and reporting procedures.

Resident Artists

As participants in the programme, resident artists are not responsible for supervising or supporting vulnerable individuals. All artists will, however, be asked to agree to TABOR's code of conduct and safeguarding expectations as part of the onboarding process.

If resident artists hold in-person workshops as part of their TABOR outreach activity, they will be required to hold a DBS check or TABOR will help them acquire a DBS document.

Partnership with Gecko Community

The supported young adult on the residency is safeguarded in partnership with Gecko Community. Gecko Community's staff hold appropriate DBS checks and follow their own safeguarding protocols, which TABOR aligns with and references in this policy.

Policy Review, Validity, and Designated Safeguarding Lead

This safeguarding policy applies to all TABOR residency and outreach activities and is valid from the date of publication until it is replaced or formally updated. It has been prepared with reference to the residency cycle taking place in 2027 and reflects the structures, responsibilities, and partnerships in place for that programme year.

TABOR is committed to maintaining high standards of safeguarding practice. The policy will be reviewed annually, or sooner if required by changes in legislation, organisational developments, or emerging risks. All revisions will be documented, dated, and communicated to staff, resident artists, and partners.

For the 2027 residency cycle, **Hilke Kurzke** is the **Designated Safeguarding Lead (DSL)**. The DSL is responsible for overseeing safeguarding practice, coordinating responses to concerns, and maintaining liaison with Gecko Community regarding the supported young adult on the residency.

Approved by: TABOR Team

Date of publication: [insert date]

Next scheduled review: January 2028