

Louth Playgoers Society Limited



Policy Title

Child and Vulnerable Adults Safeguarding Policy, Procedures and Codes of Practice 2017

Child Protection and Safeguarding Policy Framework for Children, Young People and Vulnerable Adults

At **Louth Playgoers Riverhead Theatre** the named personnel with designated responsibility for safeguarding are:

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Designated Responsibility regarding monitoring and allegations against staff
Janet West	Tracey Mackenzie	Chair of Board Bob Booth

Last Reviewed Juner 2022 Next Review June 2023

STATEMENT OF POLICY FOR SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Child Protection is a part of Safeguarding and promoting welfare. It refers to the activity

that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

This policy demonstrates the Theatres' commitment and compliance with safeguarding legislation. Through their day-to-day contact with children and young people and direct work with families, staff and volunteers at the theatre have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Children's Services (in Lincolnshire or neighbouring authorities dependent upon the child's area of residence). This also involves understanding serious case reviews and how to improve practice to prevent children from falling through the gaps.

PURPOSE:

The purpose of the policy is to ensure that:

- The welfare of the child is paramount.
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection
- All staff/volunteers have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm.
- Children/young people, staff and volunteers involved in Safeguarding issues receive appropriate support.
- Staff/volunteers adhere to a Code of Conduct and understand what to do if a child discloses any allegations against another volunteer or member of staff,

The procedures contained in this policy apply to Managers and Board Members, paid staff, volunteers and sessional workers, agency staff, contracted staff, students or anyone working on behalf of **Louth Playgoers Society Ltd.**

They are consistent with Lincolnshire Local Safeguarding Children's board (LSCB) multi agency child protection procedures. www.lincolnshire.gov.uk/lscb

TERMINOLOGY:

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the

provision of safe and effective care and taking action to enable all children to have the best life chances.

Child Protection refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Staff refers to all those working for or on behalf of the Academy in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached the age of 18. **Parent** refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents

ETHOS

Louth Playgoers Society Ltd. believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people by a commitment to practice which protects them. We aim to provide safe participatory and creative opportunities for all the young people who use our theatre. In order to do this we recognise that:

- The welfare of the child/young person is paramount.
- All children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with children and young people, their parents, carers and other agencies is essential in promoting their welfare.

WE WILL SAFEGUARD CHILDREN AND YOUNG PEOPLE BY:

- Valuing them, listening to and respecting them
- Adopting child safeguarding guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely ensuring all necessary checks are made
- Sharing information about child safeguarding and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training

We are also committed to reviewing our policy and good practice

annually. This policy was approved by:

Position Bob Booth (Chairman)

CONTENTS

1. Safeguarding Procedures

- Definition of children and young people
- Statement of values and principles
- Designated persons
- Supervision procedures
- Code of Conduct
- Project Planning, Supervision, Risk Assessment and Risk Management
- Photographic procedures
- Recruitment procedures
- Training
- Links to other Louth Playgoers Riverhead Theatre policies
- Whistle-blowing and complaints procedures

2. RESPONSE PROCEDURES

- Responding to signs or suspicions of abuse
- Responding to allegations of abuse against a member of staff, worker or volunteer
- Responding to a child disclosing abuse

- Recording and Information Sharing
- Confidentiality Policy
- Retention and storage of documentation

APPENDICES

1. Definitions of Abuse
2. Checklist for reporting suspected abuse
- 3 Anti-Bullying Policy

1. SAFEGUARDING PROCEDURES

1.1 Definition of Children and Young People Children and young people means children and young people up to the age of 18 years, those over 19 years who are receiving services as care leavers (young people who have been 'looked after' children), and those between 19 and 25 years with learning difficulties.

1.2 STATEMENT OF VALUES AND PRINCIPLES- LOUTH PLAYGOERS RIVERHEAD THEATRE BELIEVES THAT:

- All organisations have a duty of care to children and young people who use their services or take part in their activities.
- All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.

1.3 DESIGNATED PERSONS

Designated persons are those members of Louth Playgoers Riverhead Theatre who have 5 specific responsibility for ensuring effective safeguarding and protection procedures. All designated persons have received basic level training in Child Protection and Safeguarding.

Designated Lead safeguarding Officer: Mrs Janet West (Safeguarding Lead) Designated deputy Safeguarding Officer Mrs Tracey Mackenzie Designated Responsibility regarding monitoring and allegations against staff: Mr Bob Booth

THE ROLE OF THE DESIGNATED PERSON IS TO:

- Receive and record information from staff, volunteers, children or parents/carers who have child protection concerns.
- Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary.
- Consult initially with a statutory child protection agency to test out any doubts or concerns as soon as possible.
- If necessary, to make a formal referral to a statutory child protection agency without delay. Specialist advice and training is made available to designated persons.

1.4 CODE OF CONDUCT

All Louth Playgoers Society Ltd. members, staff and volunteers

- must:**
- Treat all children and young people with respect.
 - Provide an example of good conduct you wish others to follow.

- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others.
- Respect a young person's right to personal privacy/encourage young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that physical contact with a child or young person may be misinterpreted.

- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Be familiar with the Louth Playgoers Society Ltd. anti-bullying policy.
- Operate within the Louth Playgoers Society Ltd. specific procedures.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Employees should give guidance and support to inexperienced helpers, for example, volunteer assistants who may be working with them temporarily.

MEMBERS, STAFF AND VOLUNTEERS MUST NOT:

- Have inappropriate physical or verbal contact with children, young people or vulnerable adults.
 - Allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people.
 - Jump to conclusions about others without checking facts.
 - Either exaggerate or trivialise child abuse issues.
 - Show favouritism to any individual.
 - Rely on your good name or that of the organisation to protect you.
 - Believe "it could never happen to me".
- Take a chance when common sense, policy or practice suggests another more prudent approach.

1.4a-INAPPROPRIATE BEHAVIOUR- MEMBERS, STAFF AND VOLUNTEERS MUST NOT

- Give your personal information to children, young people and/or vulnerable adults. This includes personal mobile phone numbers, social networking accounts, personal website/ blog URLs, online image storage sites, passwords/ PIN numbers etc.
- Use your personal mobile phone to communicate with children, young people and/or vulnerable adults either by phone call, text, email, social networking site.
- Use the internet or web-based communication to send personal messages to children, young people and/or vulnerable adults.
- Share your personal details on a social network site with children, young people and/or vulnerable adults. This includes accepting them as friends. Be aware that belonging to a 'group' may give 'back door' access to your page even though you have set your privacy settings to family and friends only.
- Add or allow children, young people, and/or vulnerable adults to join your contacts/friends list on personal social networking profiles. This includes Facebook/Snapchat/Twitter/Instagram etc.
- Use your own digital camera/ to take selfies on theatre premises when children, young people, and/or vulnerable adults are present. This includes integral cameras on mobile phones.
- Play online games with, children, young people, and/or vulnerable adults. This can be difficult when the culture is to play with 'randoms'. Check out before you play online with someone you don't know.

NOTE: Failure to comply with 1.4a will result in your immediate and permanent suspension from Louth Playgoers society Ltd.

1.5 PROJECT PLANNING,

Supervision, Risk Assessment and Risk Management

Louth Playgoers Society Ltd. recognises that making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm whilst in our care.

1.5.1 PLANNING YOUTH THEATRE AND PRODUCTIONS

- The Principal/Director and facilitators should plan and prepare a detailed programme of activities for the children involved in the project.
- Planning should ensure that all children should be adequately supervised and engaged in suitable activities at all times.
- The Principal/Director should obtain, in writing, parental consent to children joining an organised project/show. The purchase of a ticket or place on a project shall be deemed to be such consent.
- Parents should be given full information about a project/show, including details of the programme of events, the activities, and the supervision ratios.

1.5.2 SUPERVISION YOUTH THEATRE AND PRODUCTIONS

- The Principal/Director must be satisfied that those adults who work on projects are fully competent to do so and that appropriate checks have been made.
- Children must be supervised at all times, preferably by two or more adults.
- Children must not be left unsupervised at any venue, indoors or out.
- A member of staff should know at all times where children are and what they are doing.
- Any activity using potential dangerous equipment should be fully risk assessed and have constant adult supervision.
- Dangerous behaviour by children should not be allowed, should be challenged and parents/carer informed

1.5.3 RISK ASSESSMENT IN RELATION TO CHILD PROTECTION.

The principle of risk assessment is to consider:

- The practical details of a project/production
- Things that could go wrong in a project/production
- The likelihood of things going wrong/production
- Impact of these things going wrong/production

ONCE THIS IS DONE:

- You can identify measures to reduce the risk
- You can decide what to do if things go wrong
- You can allocate roles to monitor and manage child protection

You should involve as wide a range of project stakeholders as possible. Risk assessment and risk management should be carried out for every project.

1.6 PHOTOGRAPHIC PROCEDURES

- Avoid using children's names in photographic captions. If the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.
- Always use a parental permission form to obtain consent for a child to be photographed/videoed
- Where possible, obtain the child's permission to use their image.
- Only use images for the specific purpose which has been agreed with the parents/carers and child.

ADDITIONAL USE WITHOUT SPECIFIC PERMISSION IS NOT ACCEPTABLE. • All images of children must be stored safely and securely. Storing them in limited access files on your computer is advisable.

- Only use images of children in suitable dress to reduce the risk of inappropriate use. Some activities – including drama – present a greater risk of potential misuse.
- Address the use of images of children on the organisation's website and with agencies who use our photographs in publicity material. Avoid personal information about children which could be used by an individual to learn more about a child.
- Always issue written expectations of professional photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to child protection.-Do not allow photographers unsupervised access to children.

1.7 RECRUITMENT PROCEDURES

Louth Playgoers Society Ltd. has clearly defined recruitment procedures. In order to prevent unsuitable people working with children in the organisation, we will ensure: • That posts are clearly defined and those necessitating an Enhanced Criminal Record Bureau check are clearly advertised as such.

- A copy of our Child Safeguarding Policy Statement will be sent with the recruitment literature for these posts.
- All applicants for these posts will be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and MUST declare all previous convictions which are then subject to DBS checks, as well as any cases pending against them. All such information will be treated in confidence and will not be used against applicants unfairly.
- At interview for these posts, a question pertaining to good practice in Child Protection will be asked.
- Referees should be asked specifically about the applicant's suitability to work with children. It is acceptable to tell applicants for posts involving child safeguarding that you reserve the right to approach all of their past employers.
- Enhanced Disclosure and Barring Service checks must be obtained by Louth Playgoers Riverhead Theatre for all new members of staff in these posts. The appointment can only be formally confirmed after this check is received.
 - DBS checks should be renewed every 2 years. Freelance staff must supply or obtain their own DBS check. In this instance, checks must be no more than 2 years old.

1.8 TRAINING:

LOUTH PLAYGOERS Society Ltd. will provide suitable training to all staff and volunteers in the organisation that is relevant to their particular role. This will include: • Induction Training which includes familiarisation with the organisation's Child Safeguarding Policy

- Particular skills training
- Comprehensive Child Safeguarding Training available on request to all staff

1.9 OTHER LOUTH PLAYGOERS Society Ltd. GROUP POLICIES, The Child Safeguarding Policy must be read in conjunction with the Louth Playgoers Riverhead Theatre Safeguarding Policy, Equal Opportunities Policy; Complaints and Grievances Policy and Procedures; Disciplinary Policy and Procedures; Health and Safety Policy; Recruitment of ex-offenders.

ADDITIONAL RECOMMENDATIONS FOR HEALTH AND SAFETY IN ARTS PRACTICE

INCLUDE: • Groups should not have more than 26 participants.

- An appropriate number of legally responsible adults are present.
- There must be adequate space.
- There must be access to a telephone in the building.
- Equipment must meet safety standards.
- Risk assessments must be carried out.
- There must be a First Aid box which meets current Health and Safety (First Aid) regulations and a member of staff trained in First Aid.
- Regular and appropriate food and drinks are provided.
- Special needs are catered for.
- No child under 7 years of age should be left at events unless the parent/carer or responsible older sibling stays with the child.
- No school group, youth group or group from a care setting (ie a group which operates in loco parentis) should be left without a legally responsible staff member present.
- The artists/arts facilitators should know the evacuation procedures and should tell the group.
- Children and young people should have a 'named person' to whom they may report any worries or concerns.
- Contact names and telephone numbers for 'named people' should be visibly displayed.
- Staff and other adults connected with Louth Playgoers Riverhead Theatre and children should use separate toilets wherever possible, where this is not possible, they should not use them at the same time as one another.

1.10 WHISTLE-BLOWING AND COMPLAINTS PROCEDURES

Louth Playgoers Society Ltd. wishes to promote a culture in which staff may express any concerns they may have about a colleague's behaviour in relation to child protection. In order to achieve this, staff are encouraged to share any such concerns with a designated person without delay; concerns will be treated seriously and in the strictest confidence. Where the concern relates to the designated person staff report their concerns to the board member with **Designated Responsibility regarding allegations against staff**, at the earliest opportunity.

2. RESPONSE PROCEDURES

Louth Playgoers Society Ltd. recognises the importance of having clear procedures to enable staff to handle situations where an appropriate response is needed to a child protection concern.

2.1 RESPONDING TO A CHILD DISCLOSING ABUSE

- Stay calm
- Listen carefully to what is said
- Find an appropriately early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow the child to continue at his/her own pace

- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Contact your designated person

REMEMBER: It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

2.2 RESPONDING TO ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF, WORKER OR VOLUNTEER

1. You have concerns about a child's welfare

- Discuss with manager and/or other senior colleagues and designated child protection persons

2. Still have concerns

- Refer to children's services and/or police Follow up in writing within 48 hours
- Children's services acknowledged receipt of referral and decide on course of action within one working day
- Initial assessment required
- Concerns about child's immediate safety
- Immediate strategy discussion between children's services, police and other agencies as appropriate

2.3 WHAT TO DO IF YOU HAVE CONCERNS ABOUT A MEMBER OF STAFF OR A VOLUNTEER IN RELATION TO CHILD PROTECTION

- You have concerns about the behaviour of staff or a volunteer in relation to the welfare of a child/children-
 - Discuss with supervisor/line manager and designated child protection person-
 - Supervisor/line manager not concerned but you remain so-
 - Refer to organisation's whistle-blowing policy and/or Board Member- • Concerns ongoing and they are in the category of child protection- • Refer to children's services and/or police. Discuss suspension of worker/volunteer with investigating agencies while investigation ongoing.-
 - Concerns ongoing but not in category of child protection
 - Refer to Disciplinary procedure

2.4 RECORDING AND INFORMATION SHARING

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation

or reported incident, regardless of whether or not the concerns are shared with a statutory child protection agency. An accurate note should be made of:

- Date and time of the incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Any further action eg suspension of a worker
- Where relevant, reasons why there is no referral to a statutory agency
- Names of persons reporting and to whom reported.

The record should be clear and factual as it may be needed by child protection agencies investigating the incident and may, in the future, be used as evidence in court. Keeping such a record may also help protect Louth Playgoers Society Ltd.

2.5 CONFIDENTIALITY POLICY, AND RETENTION AND STORAGE OF DOCUMENTATION

As a general rule, all personal information that is acquired or held in the course of working with children and young people should be treated as confidential and stored securely. Particular care should be taken with sensitive information. Consideration should also be given to the Data Protection Act 1998/Revised 2010 which requires that information is obtained and processed fairly and lawfully; that it is accurate, relevant and not held for longer than is necessary; and kept securely.

RADICALISATION (HOME OFFICE, PREVENT STRATEGY – JUNE 2015)

We recognise that Louth Playgoers Society Ltd. has a responsibility to pay ‘due regard to the need to prevent young people being drawn into terrorism’ (Counter Terrorism and Security Act, 2015) and ensure we have a ‘clear approach to implementing the Prevent duty and keeping children and young people safe from the dangers of radicalisation and extremism.

OBJECTIVES

The Preventing Extremism and Radicalisation Policy is intended to provide a framework for dealing with issues relating to vulnerability, radicalisation and exposure to extreme views.

There are different forms of extremist organisations in the UK and the world, ie – ISIL (Islamic State), Al-Qaeda, Boko Haram, British Defence League, Animal Rights extremist groups such as SPEAK, Irish Republican Army (IRA), Anti-Abortion groups, to name a few.

We recognise that we are well placed to be able to identify safeguarding issues linked to the dangers of extremist views and this policy clearly sets out how we will deal with such incidents and identifies how the curriculum and ethos underpins our actions.

THE OBJECTIVES ARE THAT:

- All staff will have an understanding of what radicalisation and extremism is and why we need to be vigilant

- All staff will know what the policy is on tackling extremism and radicalisation and will follow the policy guidance swiftly when issues arise.
- All members of staff are able to identify children who may be vulnerable to radicalisation and respond by following safeguarding procedures with immediate effect.
- All students will understand the dangers of radicalisation and exposure to extremist views; learning about key British values to build resilience against these views and knowing what to do if they experience them.
- All parents/carers and students will know that we have policies in place to keep students safe from harm and that we regularly review our systems to ensure they are appropriate and effective.

DEFINITIONS

When operating this policy the following accepted Governmental definition of radicalisation and extremism which is:

Radicalisation – ‘the process by which a person comes to support terrorism and forms of extremism leading to terrorism’ (Prevent Strategy)

Extremism – ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect tolerance of different faith and beliefs; and/or calls for the death of members in our armed forces, whether in this country or overseas’ (Prevent).

There is no single way of identifying a young person who is likely to be susceptible to terrorist ideology. As part of wider safeguarding responsibilities staff will be alert to:

- Disclosures by students of their exposure to the extremist actions, views or materials of others outside of the Theatre such as in their homes or community groups, especially where students have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Students accessing extremist material online, including through social networking sites
- Distributing extremist literature and documentation
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Partner organisations for example schools local authority services and police reports of issues affecting students in other Theatres settings
- Students voicing opinions drawn from extremist ideologies and narratives
- Changes in behaviour which could indicate that they are in need of help or protection
- Use of extremist or ‘hate’ terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views
- Use of extremist language.

‘Dawlah’ – term used by ISIL to refer to the ‘Islamic state’

‘Jihad’ – means ‘struggle’ or ‘violence’

Caliphate’ – ISIL supporters describe the territory they control in Iraq /

Syria ‘Mujahid’ – someone who wants to fight as part of the ‘Jihad’

‘Shahada’ – refers to someone considered to be a martyr

‘Kuffar’ – a term used by ISIL to describe non-Muslims

‘Ummah’ – the phrase is used by ISIL to refer to the ‘world community of

Muslims’ ‘Rafidha’ – word used by ISIL to refer to those who refuse to accept the Islamic state

In conclusion we will closely follow any locally agreed procedure as set out by the Local Authority and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

FEMALE GENITAL MUTILATION (FGM)

Female Genital Mutilation (FGM) is child abuse and illegal. As of 31st October 2015, all regulated professionals including staff and volunteers employed or engaged to carry out work in the theatre are required to report cases of FGM to the Police. This is a personal duty and cannot be transferred to anyone else. The new mandatory reporting duty related to a disclosure that FGM has already happened and this should be reported to the Police on 101. Where a girl discloses information that identifies her as at risk of FGM, professionals should follow the normal safeguarding procedures.

YOUTH PRODUCED SEXUAL IMAGERY (SEXTING)

When an incident involving youth produced sexual imagery comes to the attention of the theatre:

- The incident is referred to the Dedicated Safeguarding Lead (DSL) as soon as possible and recorded using the usual safeguarding recording system.
 - The DSL should hold an initial review meeting with appropriate volunteer/staff
 - There should be subsequent interviews with the young people involved (if appropriate)
- Parents/carers should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately.

Any direct disclosure by a young person should be taken very seriously. A young person who discloses they are the subject of sexual imagery is likely to be embarrassed and worried about the consequences. It is likely that disclosure is a last resort and they may have already tried to resolve the issue themselves.

SECURING AND HANDING OVER DEVICES TO THE POLICE

If any devices need to be seized and passed onto the police then the device(s) should be confiscated and the police should be called. The device should be turned off and placed under lock and key until the police are able to come and retrieve it. See government guidance, 'Searching, screening and confiscation.'

PEER TO PEER ABUSE

Children and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse.

TYPES OF ABUSE

There are many forms of abuse that may occur between peers and this list is not exhaustive;

- Physical abuse e.g. (biting, hitting, kicking, hair pulling etc.)
- Sexually harmful behaviour/sexual abuse e.g. (inappropriate sexual language, touching, sexual assault etc.)

- Bullying (physical, name calling, homophobic etc.)
- Cyber bullying
- Youth Produced Sexual Imagery (Sexting)
- Initiation/Hazing
- Prejudiced Behaviour

We constantly develop appropriate strategies in order to prevent the issue of peer on peer abuse rather than manage issues in a reactive way.

We recognise that peer on peer abuse can and will occur in any setting even with the most stringent of policies and support mechanisms. In which case it is important to continue to recognise and manage such risks and learn how to improve and move forward with strategies in supporting young people to talk about any issues and through sharing information with volunteers and staff.

We support this by ensuring that our theatre has an open environment where young people feel safe to share information about anything that is upsetting or worrying them. This is strengthened through a strong and positive Youth Theatre curriculum that tackles such issues as prejudiced behaviour and gives young people an open forum to talk things through rather than seek one on one opportunities to be harmful to one another.

SAFER RECRUITMENT AND PROFESSIONAL BOUNDARIES

The Theatre pays full regard to guidance contained in the 'Position of Trust' offence (Sexual Offences Act 2003). We ensure that all appropriate measures are applied in relation to everyone who works in the theatre as staff/volunteer and who is likely to be perceived by the children as a safe and trustworthy adult, are required to have an enhanced criminal records certificate. We do this by:

10.1 Operating safer recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks, verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history (including any additional checks thought appropriate for staff/volunteers who have lived or worked outside the UK) and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the Children's List and the right to work in England checks in accordance with DBS.

10.2 Ensuring that staff and volunteers adhere to a published code of conduct and other professional standards at all times. Staff/volunteers are aware of social media/ on-line conduct.

10.3 Ensuring any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance Keeping Children Safe in Education – September 2016 guidance and LADO (**Lincolnshire's Local Authority Designated Officers**).

10.4 Ensuring that all staff, volunteers and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents, following the Code of Conduct.

10.5 Establishing adequate risk assessments are in place including for main stage and studio productions.

10.6 Supporting staff confidence to report misconduct.

(LADO) ALLEGATIONS MADE AGAINST ADULTS WHO WORK WITH CHILDREN

Child Protection procedures must be followed whenever any member of staff or volunteer becomes aware of a concern, or an allegation of abuse is made, about an adult including volunteers who works with children. **Lead Designated Safeguarding Officer** or, where the allegation is against the **Lead Designated Safeguarding Officer** the **Deputy Designated Safeguarding Lead** must be informed. The first priority is whether any immediate action needs taking to ensure a child or other children are safe. **All allegations of alleged or suspected abuse against an adult who works with children must be reported to the Lincolnshire's Local Authority Designated Officers (LADO) and the Police.**

Reporting to the LADO applies even where the nature of the alleged assault would not normally meet the threshold if applied to children in their own families. For example, a report of a child being smacked by a parent, with no injury caused, would be unlikely to require any response by Police or Social Care. However, a similar report of a child being smacked by a member of staff or volunteer should be responded to because of:

- the vulnerability of children away from home;
- the higher standards of conduct demanded by law and regulation of those caring for other people's children;
- the position of trust enjoyed by such people.

Contact should be made with the LADO and Police when it is alleged, or there are concerns that, a person who works with children has

- behaved in a way that has harmed a child, or may have harmed a child; • possibly committed a criminal offence against or related to a child; or • behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

This process should be followed for members of staff/volunteers who are currently working within Riverhead Theatre regardless of whether Riverhead Theatre is where the alleged abuse took place – i.e. the allegation may relate to the individuals personal life or be historic.

STAYING SAFE

Designated Safeguarding Lead	Mrs Janet West
Deputy Safeguarding Lead	Mrs Tracey Mackenzie
Local contact numbers are:	

Safeguarding of children concerns (<i>Children living in Lincolnshire</i>)	01522 782111 <i>Lincolnshire's Children's Services Customer Service Centre for reporting concerns and Early Help Team for Advice</i> 01522 782333 (6pm-8am + weekends and Bank Holidays) <i>Emergency Duty Team</i>
Allegations against /concerns about adult(s) working with children	Staff/volunteers must report concerns to the Designated Safeguarding Lead or in the event of concerns about the Designated Safeguarding Lead concerns must be reported to the Deputy Safeguarding Lead. The Lead/ Deputy Lead must contact LADO to discuss concerns & course of action. Paul Fisher 01522 554674 <i>Local Authority Designated Officers (LADO)</i>
Police (<i>Emergency</i>) Police (<i>Non Emergency</i>)	999 101 Lincolnshire Police Public Protection Unit, Central Referral Unit 01522 947590

APPENDICES

APPENDIX 1- DEFINITIONS OF ABUSE

WHAT IS ABUSE?

Government guidelines in Working Together to Safeguard Children categorises abuse as:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

WHAT IS PHYSICAL ABUSE?

Physical abuse includes hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms or deliberately causes ill health to a child whom they are looking after.

WHAT IS EMOTIONAL ABUSE?

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless, unloved or inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

WHAT IS SEXUAL ABUSE?

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative or non penetrative acts. Sexual abuse also includes non-contact activities such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways. Sexual abuse may be same sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

WHAT IS NEGLECT?

Neglect is the persistent failure to meet a child's or young person's basic physical and or/psychological needs, likely to result in the severe impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child or young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

APPENDIX 2-CHECKLIST FOR REPORTING SUSPECTED ABUSE

CONFIDENTIAL

RECORDING FORM FOR SAFEGUARDING CONCERNS

Staff, volunteers and regular visitors are required to complete this form and pass it to the Designated Safeguarding lead Mrs Laura Harris Or Deputy Safeguarding Lead Mrs Tracey Mackenzie if they have a safeguarding concern about a child in our Theatre.

Child's Name:	Date of Birth	Area of Theatre (Youth Theatre/Riverhead Production/Visiting Company etc)
Date and time of concern:		
Nature of concern <i>(Please include where you were when the child made the disclosure, raised a concern, what was said, observed, reported and by whom, what did the child say)</i>		
Was anyone else with you during this time? If so, who?		
Was there an injury? Yes / No If yes, did you see the injury? Yes / No Describe the injury:		
Your response: (What did you do/say following the concern)		
Your name:		
Yours signature:		
Your position in the theatre:		
Date and time of this recording:		

APPENDIX 3- ANTI-BULLYING POLICY

STATEMENT OF INTENT

We are committed to providing a caring, friendly and safe environment for all of our students so they can participate in drama and dance activities in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our theatres. If bullying does occur, all participants should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING organisation. This means that anyone who knows that bullying is happening is expected to tell the staff.

WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures • Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet, such as email & internet chat room misuse- Mobile threats by text messaging & calls Misuse of associated technology, i.e. camera & video facilities

WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. People who are bullying need to learn different ways of behaving. Our theatre has a responsibility to respond promptly and effectively to issues of bullying.

PROCEDURES .

Report bullying incidents to staff

2. In all cases of bullying, the incidents will be recorded by staff

3 Parents/carers will be informed and will be asked to come in to collect their child

4. If necessary and appropriate, police will be consulted

5, The child who has engaged in bullying will be suspended immediately without further notice and will not be allowed to return to Youth Theatre.

6, In more serious cases, referrals may be made to the police or to Social Services.

PREVENTION

- We have a written constitution in our Youth Theatre on what is acceptable and proper behaviour for all members, of which the anti-bullying policy is one part.
- All participants and parents/carers will sign to accept the constitution when joining.
- Lead staff will raise awareness about bullying and why it matters, and if issues of bullying arise in Youth Theatre, they will be dealt with openly and constructively.