

Safeguarding Policy 2018

This policy is due for review and renewal in March 2019



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All Arts Council England-funded organisations and projects that work with children and young people or vulnerable adults are required to have a safeguarding policy in place.

Policies consulted when writing this document:

Artsworld March 2017 Child protection & Safeguarding course documentation

RSC April 2017 Safeguarding Policy & Girlguiding Safeguarding Policy 2017

Prime Theatre works with children and young adults in a variety of ways. We have a legal and moral duty to create the safest possible environment so that we are all protected in our working relationships.

We will:

- Ensure that any person's welfare is of paramount importance when planning, organising or delivering activities; regardless of age, gender, sexuality, ability or race
- Protect and advise staff, volunteers and associates in all matters of safeguarding
- Ensure that all those working with staff, volunteers and associates are carefully selected and trained, understand and accept responsibility for the safety of others in their care
- Monitor and review the effectiveness of this policy on a regular basis.

The Designated Safeguarding Officers are the contacts to assist, support and advise in the case of any problem or concern. Given the complexities of the company and its community, the Safeguarding Officers role is shared by two members of staff:



Mark Powell
Artistic Director
mark@primetheatre.co.uk



Sarah Wrixon
Company Manager
sarah@primetheatre.co.uk

If you wish to raise concerns regarding either of the Designated Safeguarding Officers please report to the board of trustees trustee@primetheatre.co.uk or to Swindon Borough Council social worker on 01793 466903

As a community-based theatre company, every member of Prime Theatre may have some degree of contact with children and must read this document and adhere to its policy. Throughout this policy document, the guidance applies equally to staff working with young adults although the terms child or children are used.

Roles and Responsibilities

- It is the ultimate responsibility of the Artistic Director to monitor safeguarding
- The Artistic Director is appointed on behalf of the Trustees of Prime Theatre
- They share responsibility with the Company Manger to monitor appropriate Disclosure and Barring Service (DBS) checks
- Annual training is undertaken by at least one of the Safeguarding Officers
- All staff must adhere to Prime Theatre Theatre's Safeguarding Policy and its systems
- Staff will have appropriate access to parental/emergency consent forms when necessary and will treat these as confidential
- Prime Theatre staff should be particularly aware of what is inappropriate behaviour, since this could lead to disciplinary proceedings
- All staff are responsible for reporting safeguarding issues to a Safeguarding Officer
- It is not the responsibility of individual staff to try and deal with suspected abuse

Work Placements

- Work Placements will be introduced to a Safeguarding Officer and be made aware of their support if they have any concerns with their safety whilst at Prime Theatre
- Younger children or those with Special Education Needs will be given the Shorter Guide to Safeguarding to read and sign
- Care should be taken in planning a work placement to ensure that a child works with a range of staff within the week, does not spend significant periods of time with only one staff member and does not travel alone with only one staff member without appropriate permissions

What is Safeguarding?

- protecting children from maltreatment;
- preventing 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.

What is Child Protection?

is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

What is a Child?

The Children Act, 1989, defines a child as up to and including the age of 18. Extensions exist for children who are disabled or have special educational needs and for those in local authority care settings. Young people who marry before 18 are still classes as a child.

What is a "Vulnerable" Adult?

There is no legal definition and this term is falling out of use. Vulnerable adults are generally people who need care in the widest sense due to disability, age or health issues.

At Prime Theatre they may be youth theatre members, workshop participants, colleagues or members of the public who need help taking care of themselves or in protecting themselves against harm or exploitation.

If someone chooses to identify themselves as a Vulnerable Adult, this information should be shared with identified colleagues, following consultation between the Vulnerable Adult and the Safeguarding Officers. Each Vulnerable Adult will be consulted in completing a Risk Assessment with the Safeguarding Officers who have a duty of care to support and protect them.

General conduct

- Always treat young people with respect and respond to them as individuals
- Never show favouritism or behave in any way that might be interpreted as such. All children should be cared for with equal concern and without prejudice to gender, ethnicity, disability, sexual orientation or religion
- Always respect a young person's property and right of privacy
- Be careful about using nicknames – they may lead to misinterpretation or expectations
- Never ask any young person to perform a task that is potentially dangerous, illegal or otherwise irresponsible
- Never use inappropriate touching. Physical contact is a very contentious area and almost any form of touching may be misconstrued
- As a general rule it is best not to allow yourself to be left alone with a child and leave working space doors open

It is the responsibility of a school to:

- Provide appropriate spaces which are clear of obstacles and are otherwise clean, tidy and safe for staff/performers to work in
- Provide a responsible member of staff with responsibility for pupil discipline and welfare, including the administration of first aid
- Ensure that no performance or workshop is overcrowded. The number of participants will normally be agreed by Prime Theatre and the school and passed on to the Company in advance

N.B. If you feel that guidelines have been ignored by a school, please seek advice from your Safeguarding officers, Mark Powell or Sarah Wrixon.

It is the responsibility of all Prime Theatre staff:

- Be civil at all times
- Drive carefully within school grounds and park where directed by the school
- To sign in at reception and wear such visitor identification as may be required
- Ensure that a performance/workshop space complies with accepted standards
- Abide by particular health and safety requirements that a school may require
- Ensure that Prime Theatre actions do not conflict with other school rules (e.g. some schools do not allow sweets or chewing gum)
- Never use bad language, smoke or drink alcohol in any part of the school or its precincts or drink alcohol before arrival at a school
- Always use staff toilets – not children's toilets, unless otherwise instructed by schools
- Take responsibility for clearing up after a show or workshop session

Theatre Get Ins and Performances

- Ensure that the nominated team member has completed Prime Theatre's standard risk assessment checklist after the get-in and set-up and prior to admitting the audience, to ensure that nothing has been done or left undone which may endanger the audience or other members of the team
- After the get-in the school may ask that young people help set out chairs. The risk assessment must be completed and it should be made plain that this is the teacher's responsibility

Examples of possible issues and situations arising in schools and how to resolve them...

Whilst in a school setting

A young person discloses information to you of a confidential nature, e.g. that they are being abused or bullied or may have had something stolen from them.

The young person should be encouraged to go to their teacher with this information. In the case of disclosure about abuse that they might not wish to convey to their teacher or any other third party this information should be referred to the Artistic Director, who, after discussion, may approach a professional help-line organisation.

A child or young person is trying to seek a special relationship with you.

Avoid being alone with the young person and refer the situation, in the first instance, to their teacher and, as soon as is possible report the circumstances to a Safeguarding Officer.

You find the circumstances of a particular young person you have met or are working with distressing making you upset or unsettled.

It's important to seek support for yourself in these circumstances. If so, you should discuss the situation with the Artistic Director. It is essential for your own protection that you do not discuss this openly with colleagues or friends and maintain confidentiality.

You suspect a colleague of inappropriate or reckless behaviour

Do not engage in confrontation that may lead to further ill feeling among other colleagues. Report the situation to the Artistic Director as soon as possible.

In a workshop at Prime Youth Theatre/ Prime Theatre event that involves young people

If a child shows they want to disclose to you in private during a workshop, see if there is a quiet area in the workshop space for you to talk to the young person privately, and tell the workshop assistants that you will be talking to the young person alone.

If a young person says they would rather speak to you outside the workshop space, again tell the assistants that you are going to leave the workshop to talk to this young person alone. When alone with a young person to protect yourself and the young person make sure you are still visible to other people around you. Make sure that if you are in a room alone with a child that the door is open and people can see you. If the young person asks for the door to be closed, you must explain that the door has to stay open.

Prime Theatre is based at the Wyvern Theatre and carries out its work in public spaces or those owned by partners.

Language and conversation should be appropriate when children are around, as indeed for all adults and other members of staff.

Toilets front of house are open to the public and toilets backstage are open to all staff, volunteers, work placements and visiting youth theatre members. Signs should be displayed if toilets are strictly for the use of under 18s and alternative toilets for over 18s should also be clearly signposted. There is an accessible toilet on the corridor next to the Prime Theatre office for all ages.

Young People in Productions

The need for Licensing and Chaperones varies from county to county. Up to date information is held by the Safeguarding Officers and the Company Stage Manager. Children engaged in public performances under a license will be supervised at all times by a registered chaperone unless under the direct supervision of their parent/guardian.

Staff and volunteers supervising such activities will comply with the Prime Theatre Theatre's Safeguarding Policy and those of any partner, e.g., the Wyvern Theatre.

Dressing Rooms

During Professional performances or Youth Theatre activities which include a mix of children and those legally classed as adults (over 18) there will be a supervising adult in attendance which will be a chaperone, Prime Theatre staff or a trained volunteer. Dressing Room doors should be closed when changing is taking place.

Where it is not appropriate for an activity to be closely supervised, e.g. costume changes, groups should not be a mix of children and those legally classed as adults. If possible, children should use a separate dressing room to that used by those legally classed as adults and genders should be separated. If this is not possible, a schedule of use will allow groups to change separately and share the dressing room only with an open door once everyone is changed.

If a young person identifies as a gender different to their birth this will catered for.

Showers in dressing rooms should only be used with curtains drawn. In the case of removing wet or performance-soiled costumes, towels and T-shirts should be worn between showers and dressing rooms. Dressing gowns, if necessary, will be made available from Wardrobe or the Company Stage Manager. Young people and vulnerable adults should only shower with the permission/acknowledgement of Stage Management.

Any changes to the above guidelines, especially for Youth Theatre performances and those including child performers, will be communicated when appropriate.

Good Practice in Working with Children & Vulnerable Adults

Good practice in interpersonal dealings means:

- treating all children/vulnerable adults equally, with respect and dignity
- putting the welfare of each participant before the setting and achieving of work tasks
- building balanced relationships based on mutual trust and empowering children/vulnerable adults to share in any decision-making processes
- giving enthusiastic and constructive feedback rather than negative criticism
- making theatre arts safe and enjoyable
- being an excellent role model for dealings with other people
- recognising that children or adults with disabilities may be more vulnerable than others

Good practice in physical contact means:

- obtaining parental permission in advance
- only touching participants when necessary in relation to the particular activity
- seeking agreement of participants prior to any physical contact
- making sure participants with disabilities are informed of and comfortable with any necessary physical contact as well as those who are their parents/carers or guardian.
- spontaneous hugs from participants should be guided to the side of the body
- otherwise maintaining a safe and appropriate distance from participants

Good practice in managing safeguarding information means:

- ensuring confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided as part of the recruitment process
- having a policy and set of procedures for taking, using and storing photographs or images of children, young people or vulnerable adults
- careful monitoring and use of web-based materials and activities
- agreed procedures for reporting any suspicions or allegations of abuse

Good practice in professional development means:

- being informed about safeguarding legislation and policies for protection of children and adults
- undertaking relevant development and training
- Prime Theatre staff and volunteers keep up-to-date with health and safety in practice

Good practice in planning activities involving children and adults means:

- undertaking a risk assessment at the outset and monitoring risk throughout the project
- identifying the people with designated safeguarding responsibility
- engaging in effective recruitment, including appropriate vetting of staff and volunteers
- clear identification of the Prime Theatre's Safeguarding Officers and their contact details

It does not make sense to:

- Spend excessive amounts of time alone with children away from others
- Take children alone in a car or on a journey without permission
- Take children to your home
- Where occasions arise where these situations are unavoidable, they should be done with the full knowledge and consent of those with parental responsibility for the child and your Line Manager or Safeguarding Officers. Staff taking others in their car on Prime Theatre business should have Business Insurance. See your Line Manager if this is a requisite or regular occurrence in your role.

You should never:

- Engage in rough physical contact with a child apart from structured activities
- Allow or engage in inappropriate touching
- Allow staff or children to use inappropriate language unchallenged
- Make sexual comments about/to/or in the presence of a child
- Let any safeguarding issues go unchallenged or unrecorded
- Do things of a personal nature for children or adults that they can do themselves
- Acts of a personal nature for children (toileting, dressing, lifting) should necessitate the full parental consent. In an emergency, which requires this type of help (e.g. in assisting young or disabled children), parents should be fully informed as soon as is practicable.

Types of Contact

The type of contact Prime Theatre Staff have with children falls into three categories

- Substantial Time with children
- Regular Time with children
- Occasional Time with children

Substantial Time

Being in regular contact with and being responsible for children, quite often in situations where there is no other adult present. All staff spending Substantial Time with children must have an Enhanced Disclosure and will be required to undertake training.

Staff who have substantial access to children are:

- The majority of freelance/casual staff employed or contracted by Prime Theatre
- Chaperones supervising children performing in professional productions (Chaperones licensed by Swindon Borough Council have Enhanced Disclosure/Police Checks to achieve their license)
- Design/Wardrobe Staff (because of the intimate nature of fittings)

Regular Time

Being in regular contact with children, but not being ultimately responsible for them. All staff spending Regular Time with children must have a Standard Disclosure and may be required to undertake training.

Staff in this category include:

- Company Manager
- Stage Management, other than the Company Stage Manager

Occasional Time

Intermittent contact, but never being responsible or normally alone with a young person. **Staff in this category are** required to be familiar with the contents of this policy. E.g. Usher

- Any appropriate staff or freelancers identified by the Safeguarding Officers

Employment of Young People & Risk Assessments

Young people and older members the Youth Theatre (16+) quite often come to work at the theatre in various roles, and therefore have considerable opportunity to develop a range of relationships with staff at Prime Theatre.

The appointment or engagement of any young person or Youth Theatre member to a paid or volunteer position at Prime Theatre should only be made after the completion of a Risk Assessment.

Staff Relationships with Young People

In law, relationships with young people in place before employment commences are valid, any emerging during employment are not. Any existing relationships should be identified at the time of recruitment or engagement of any such staff or volunteers.

While a young person is under 18 it is inappropriate for staff to begin intimate relationships with them.

While a young person is under 18 it is illegal for staff to enter into sexual relationships with them.

Youth Theatre, Schools and Community Projects:

Staff in charge will have access to any necessary information concerning children taking part, especially those detailing;

- emergency contacts
- medical consent
- photographic/recording consent
- physical contact consent
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This information should be treated as confidential.

The Common Law Duty of Confidence

Personal information held by professionals and agencies is subject to a legal duty of confidence, and should not normally be disclosed without the consent of the subject. However, the law permits the disclosure of confidential information necessary to safeguard in the public interest: that is, the public interest in protection may override the interest in maintaining confidentiality.

The Data Protection Act 1998

This act requires that personal information is obtained and processed fairly and lawfully; only disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary; and is kept securely. The Act allows for disclosure without the consent of the subject in certain conditions, including for the purposes of the prevention or detection of crime. Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose.

Staff are responsible for familiarising themselves and participants with building safety issues, fire procedures, location of emergency exits and first aid equipment. Staff should not find themselves in school/educational settings where there is unsafe equipment or materials, inadequate school staff support, or work for which they do not have enough training or experience.

There may be some situations involving severely disabled children, young people or vulnerable adults where artists/project organisers may not be equipped to effectively or safely work.

When working with schools/institutions ultimate responsibility remains with the school/institution's Group Leader and they should be present whether inside or outside of the theatre. Staff should never be left alone by school/educational/exterior agency staff.

Advisory Staffing Ratios

The staffing ratios are recommended by the NSPCC.

- 4-8 Year olds	- 1 adult to 6 children
- 9-12 Year olds	- 1 adult to 8 children
- 13-18 year olds	- 1 adult to 10 children

When young people are helping to supervise younger children, then generally, only people aged 18 or over should be included as adults.
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Social Networking Procedure

This section aims to:

- Assist adults working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice
- Set clear expectations of behaviour and/or codes of practice relevant to social networking for educational, personal or recreational use
- Give a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken
- Support safer working practice
- Minimise the risk of misplaced or malicious allegations made against adults who work with children and young people
- Prevent adults abusing or misusing their position of trust

Whilst every attempt has been made to cover a wide range of situations, it is recognised that this policy cannot cover all eventualities. There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the standards outlined in this document. It is expected that in these circumstances adults will always advise their Safeguarding Officers of the justification for any such action already taken or proposed.

This policy takes account of employment legislation and best practice guidelines in relation to social networking in addition to the legal obligations of employers and current relevant legislation.

This document should be followed by any adult whose work brings them into contact with children and young people during the course of their work/volunteer activities.

Principles

- Adults who work with children and young people are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work, in an open and transparent way.
- Adults should continually monitor and review their practice in terms of the continually evolving world of social networking and ensure they follow the guidance contained in this document.

Safer Social Media Practice

Social media is the term commonly used for websites which allow people to interact with each other in some way – by sharing information, opinions, knowledge and interests. Social networking websites such as Facebook are perhaps the most well-known examples of social media but the term also covers other web based services such as blogs, video and audio podcasts, wikis, message boards, photo document and video sharing websites such as YouTube and micro blogging services such as Twitter. This definition of social media is not exhaustive as technology develops with new ways of communicating advancing every day. For the purpose of this document the terminology Social Media is not exhaustive and also applies to the use of communication technologies such as mobile phones, cameras, PDAs / PSPs or other handheld devices and any other emerging forms of communications technologies.

Safer online behaviour

Managing personal information effectively makes it far less likely that information will be misused. In their own interests, adults need to be aware of the dangers of putting personal information onto

social networking sites, such as addresses, home and mobile phone numbers. This will avoid the potential for children, young people or their families or friends having access to the adult outside of the work environment. It also reduces the potential for identity theft by third parties.

All adults, particularly those new to Prime Theatre, should review their social networking sites when they join to ensure that information available publicly about them is accurate and appropriate. This includes any photographs that may cause embarrassment to themselves and the agency if they are published outside of the site.

We advise that adults should never make a 'friend' of a child or young person where they are working on their social networking page, and should be cautious about becoming 'friends' with children or young person no longer receiving a service where siblings continue to do so. If young adult workers make friends with their peers we ask to be informed of this.

Adults should never use or access social networking pages of children and young people and should never accept an invitation to become a 'friend' of a child or young person. Where this has been requested the adult should inform their manager who will decide whether to discuss with the child's parents/carers.

Confidentiality needs to be considered at all times. Social networking sites have the potential to discuss inappropriate information and employees need to ensure that they do not put any confidential information on their site about themselves, their employer, their colleagues, children and young people or members of the public.

Employees need to ensure that when they are communicating about others, even outside of work, that they give due regard to the potential for defamation of character. Making allegations on social networking sites (even in their own time and in their own homes) about other employees, children, young people or other individuals connected with the agency/organisation could result in formal action being taken against them.

Adults are also reminded that they must comply with the requirements of equalities legislation in their on-line communications.

Adults must never post derogatory remarks or offensive comments on-line or engage in on-line activities which may bring Prime Theatre into disrepute or could reflect negatively on their professionalism. Where derogatory, racist, or other inappropriate comments are made, these should be referred for consideration as to whether a criminal offence has taken place and regarding the individuals suitability to work with children.

Protection of personal information

Adults should:

Keep their personal phone numbers private and not use their own mobile phones to contact children, young people or parents without permission or awareness from Safeguarding Officers.

Not give their personal e-mail addresses to children, young people or parents without permission or awareness from Safeguarding Officers.

Emailing young people

Staff shouldn't use their personal email account to contact young people, if there is a need to Safeguarding Officers have to be notified about it. Emailing from a work account is okay but it's up to the sender to judge if Mark Powell or Sarah Wrixon should be CC. in to it.

Communication between children, young people / adults

Communication between children, young people and adults by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.

Adults should not request, or respond to, any personal information from a child/young person, other than that which might be appropriate as part of their professional role.

Adults should ensure that all communications are transparent and open to scrutiny. They should also be circumspect in their communications with children/young people so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as 'grooming' in the context of sexual offending.

Swapping phone numbers with young people

Staff need to tell either Sarah Wrixon or Mark Powell if they have swapped numbers with a young person and must have a specific reason as to why they have swapped numbers.

E-mail or text communications between an adult and a child/young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites. Internal e-mail systems should only be used in accordance with the agency's policy.

Prime Theatre Facebook group

All staff at Prime Theatre have access to Prime Facebook group and should only be used for work communication.

Parents need to be made aware of the Facebook group before a new member joins.

Social contact

Adults should not establish or seek to establish social contact via social media / other communication technologies with children or young people.

There will be occasions when there are social contacts between children/young people and adults, where for example the parent and adult are part of the same social circle. These contacts however, will be easily recognised and should be openly acknowledged with their manager where there may be implications for the adult and their position within the agency setting.

There must be awareness on the part of those working with or in contact with children/young people that some social networking contacts, especially where these are not common knowledge, can be misconstrued as being part of a grooming process. This can also apply to social networking contacts made through outside interests or through the adult's own family.

Where a parent who has accessed Prime Theatre's services becomes a volunteer or paid employee it will be important to ensure that they are clear on the organisations expectations regarding ongoing relationships and developing professional boundaries with children and their parents who continue to access the service.

Access to inappropriate images and internet usage

There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children is illegal. This will lead to criminal investigation and disciplinary action being taken.

Adults should not use equipment belonging to Prime Theatre to access any pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children.

Adults should ensure that children/young people are not exposed to any inappropriate images or web links. Prime Theatre needs to ensure that internet equipment used by children/young people have the appropriate controls with regards to access e.g. personal passwords should be kept confidential.

Where indecent images of children are found, the police should be immediately informed. Prime Theatre staff should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated or compromised which in itself can lead to a criminal prosecution.

The individual should not be confronted or otherwise informed of the discovery of indecent images as this may lead to destruction of evidence or increased risk to children or compromise a criminal investigation. The police will advise of the process and timing of any investigation.

Cyberbullying

Adults

Cyberbullying can be defined as ‘the use of modern communication technologies to embarrass, humiliate, threaten or intimidate an individual in the attempt to gain power and control over them.’

Prevention activities are key to ensuring that adults are protected from the potential threat of cyberbullying. All adults are reminded of the need to protect themselves from the potential threat of cyberbullying. Following the advice contained in this guidance should reduce the risk of personal information falling into the wrong hands.

If cyberbullying does take place, employees should keep records of the abuse, text, e-mails, website or instant message and should not delete texts or e-mails. Adults are advised to take screen prints of messages or web pages and be careful to record the time, date and place of the site.

Adults may wish to seek the support of their trade union or professional association representatives or another colleague to support them through the process.

Adults are encouraged to report all incidents of cyberbullying to their line manager. All such incidents should be taken seriously and dealt with in consideration of the wishes of the person who has reported the incident. It is for the individual who is being bullied to decide whether they wish to report the actions to the police.

Young People

Save the messages

If a young person tells you they receive threatening or abusive messages, encourage them not to respond. Instead, they should save the messages and keep a copy. They can copy and paste the text or use the “print screen” button on their keyboard and then save it in a document (for example in Microsoft Word) to show a trusted adult.

General Guidance for Young People in our care

Age Restrictions

Many social media sites have minimum age requirements for joining. Please ensure that young members are aware of this. Inevitably, young people will use social networking sites at a younger age than is recommended, so we can offer them a safe space to talk about their online interactions.

Photos/Videos

Remind young members that once a photo is posted online, they lose control of it. Young people need to think carefully about whether the image is appropriate to post. Ask them to think about whether they might be upset if someone sees it who they didn't think would.

Passwords

Tell young people to keep their login details safe and secure. They should not share this information with anyone else. Offer advice regarding password security.

Privacy Settings

Privacy settings will vary between different social networking sites, and can change over time. Things they thought were hidden might become visible to friends or other users, so members should check their settings regularly for each of the sites they use.

Accepting “friend” requests and meeting “friends”

Young members may be contacted on social media by people they don't know, and some may request to add them as a “friend” or “contact”. Emphasises to young members that they should only accept people they know as friends, and remind them that they can always block or delete a contact if necessary.

Private inbox messaging

Remind young members not to respond to private inbox messages unless they know the sender. If they do receive a private inbox message from someone they don't know and decide if they would like to reply, they should make a trusted adult aware of this communication.

Adverts and spam

Advise young people that spam (irrelevant or unsolicited messages) or adverts such a pop ups which encourage them to visit a website can mask computer viruses. Ensure young members are aware that computers have security features such as firewalls, anti-spyware and anti-virus software and that they should speak to their parent/carer about these features. They can also turn on pop-up blockers.

Unwanted Images

Young members may see or receive an unwanted image, or have an image of them shared without their consent. Encourage young people to tell a trusted adult as soon as possible if this happens, and reassure them that it's not their fault.

Viewing adult content

Young people may come across material of a sexual nature. The adult material being circulated online is increasing violent and creates an expectation for young people to behave in or look a certain way, it is important to challenge the representation seen online and to educate young members about real sex and relationships.

Parental Responsibility

All forms and policy documents should carry the wording 'person with parental responsibility', rather than 'parent' or 'guardian'.

If the parents of a child are married to each other or if they have jointly adopted a child, then they both have parental responsibility. This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother at the time of birth or has acquired legal responsibility for his child through one of these three routes:

1. (after December 1 2003) by jointly registering the birth of the child with the mother
2. by a parental responsibility agreement with the mother
3. by a parental responsibility order, made by a court

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies. If the wording on all Prime Theatre documents is 'person with parental responsibility', it puts the responsibility onto the parents/carers/guardians to ensure the appropriate adult interacts with Prime Theatre.

Child/Parental Awareness

Children and those with parental responsibility should be aware of who the Safeguarding Officers are and how to contact them if they have any worries or concerns.

These details should be included in such documents as Youth Theatre introduction emails, Work Placement information and rehearsal schedules for children in professional performances.

Parents/Carers should be sent copies of this policy document.

Photographs/videos

Those with parental responsibility for children involved in activities at Prime Theatre must be contacted in advance of any photographs or videos being taken, and expressly asked whether their children can be included, and whether such photographs or videos can be displayed (programmes/brochures/press/website etc.). This is usually done via a consent form at the beginning of their involvement with projects or the Youth Theatre. Direct consent may be asked of a school or partnership agency if they already hold permission from those with parental responsibility. Consent forms and any photographic records resulting from them will be kept on file and their use supervised by the Company Manager. Names should not be displayed with images without due consideration.

Photographs taken by members of staff

Photographs must be deleted of mobiles phones once saved in the appropriate place. Any photographs saved on a memory card must be deleted after being saved in the correct place as well.

Photographers

Photographers must be DBS checked and can't be left unsupervised with children. Those who take photographs that won't be edited outside of work, the memory card must be given to a member of staff and once photographs have been taken and wiped, the card can be given back to the photographer. Photographers should be told about this and agree to it before any work is carried out.

Recruitment procedures & Disclosure Checks

A Disclosure Check is a document containing information held by the police and government departments. It is obtained from the DBS and helps organisations make safer recruitment decisions. Disclosure checks at Prime Theatre are managed by the Company Manager.

Staff/volunteer recruitment procedures will include an Enhanced or Standard Disclosure check when appropriate. Any employment offer to such staff/volunteers will always be made conditional to the successful passing of such Disclosure check. Original Certificates of Disclosure belong to the individual staff/volunteers concerned and copies of them will be made (subject to the employee's permission) and information stored in personnel files. Other details including date and certificate number should be kept in an administrative document. The results of disclosure checks remain confidential.

The Disclosure and Barring Service was established in 2013 to enable employers, contractors and community groups to make thorough recruitment checks, particularly for positions that involve Regular Time with children. Prime Theatre reserves the right to carry out DBS disclosures when necessary, with the co-operation of the individual concerned. Prime Theatre recruitment procedures for both staff and volunteers include the following policies and procedures in place to deter those whom are unsuitable to work with children:

- Identifying posts that need DBS checks when creating Job Descriptions
- Seeking a full employment history for prospective staff members; identifying any gaps or inconsistencies and seeking an explanation
- Verifying the authenticity of qualifications and references directly
- Making appointments only after references are obtained and checked
- Confirming identity through official documents
- Carrying out appropriate Disclosure and Barring Service (DBS) checks
- Making all appointments to work with children (including internal transfers) subject to a probationary period

Interviewers should be prepared to explore with candidates their attitudes towards safeguarding and perceptions about acceptable behaviour. Post-employment management and supervision should be alert to indicators of inappropriate behaviour. The Police Act 1997 makes it a criminal offence for an employer not to check an employee working with children or vulnerable adults and/or to knowingly give a job to someone who is inappropriate to work with children or vulnerable adults.

DBS disclosures that contain minor offences do not necessarily affect an individual's suitability to work with children (e.g. a charge of petty theft). Individuals with minor offences can still work with children subject to final approval from the Safeguarding Officers.

Staff/volunteers with Certificates of Disclosure that are more than 3 years old will be re-checked unless an individual has subscribed to an updating service. Prime Theatre accepts DBS certificates validated by other agencies if the job role is comparable to any new position within the theatre.

DBS update service

This new service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. Applicants can register online with an application form reference number or a newly-issued DBS certificate. When you join, you'll get an online account that lets you:

- take your certificate from one job to the next (if the jobs are similar in duties)
- give employers permission to check certificates online, and see who else checked it
- add or remove a certificate

The two DBS Barred Lists hold the names of individuals who are unsuitable for working with children or adults. It's against the law for employers to employ someone or allow them to volunteer for this kind of work if they know they're on one of the barred lists. Employers must refer someone to the DBS if they:

- dismissed them because they harmed a child or adult
- dismissed them or removed them from working in regulated activity because they might have harmed a child or adult otherwise
- were planning to dismiss them for either of these reasons, but the person resigned first

Regulated Activity

Regulated Activity is work that a Barred Person must not do. In summary, it is unsupervised activities that teach, train, instruct, care for or supervise children. As part of recent changes to reduce the scope of Regulated Activity, the Protection of Freedoms Act removes work such as instructing or looking after children, which is broadly supervised by other staff.

This means supervised assistants or volunteers are not carrying out Regulated Activity, but the Prime Theatre's lead staff member is. The manager of anyone carrying out Regulated Activity is also considered to be delivering Regulated Activity by association alone, independent of their own interaction with children.

Training

Training on best practice in working with children will be offered by Prime Theatre for all staff within 3-year cycles and is also available by request or through appraisals. Specialist courses with external agencies can be provided where appropriate. **The next full training is due October 2017.**

Suspected Abuse Procedures

Prime Theatre works with children and vulnerable adults in a variety of ways and staff or volunteers may sometimes have concerns about those children and vulnerable adults or the behaviour around them. It is the responsibility of staff to report concerns to Line Managers or Safeguarding Officers. It is not the responsibility of staff to deal with suspected abuse.

Signs of Abuse

These are signs that could alert Prime Theatre staff to the fact that abuse may be happening:

- Unexplained bruising and injuries
- Sexually explicit language and actions
- Sudden changes in behaviour
- Change observed over a period of time e.g. weight loss or becoming dirty or unkempt

Neglect

- Neglect in recreational or social activities might occur if staff fail to ensure that those in their care are not safely protected or are exposed to undue risk, cold, sunburn or injury

Emotional Abuse

- Emotional abuse in recreational or social activities might also include situations where parents, staff or volunteers subject those in their care to constant criticism, bullying or unrealistic pressure to perform to high expectations

Physical Abuse

- In recreational activities, this might occur where the nature of activities causes likely, actual or deliberate physical injury

Sexual Abuse

- Actual or likely sexual exploitation is the involvement of individuals in sexual activities to which they do not give or are unable to give informed or legal consent or they do not truly comprehend. Recreational and social situations can involve physical contact (e.g. supporting and guiding) that create situations where sexual abuse may go unnoticed

Self-Abuse

- Keeping themselves fully covered always, even in hot weather
- Self-loathing and expressing a wish to punish themselves

If someone displays these signs it does not mean that they are being abused. There may not be any signs; you may just feel something is wrong. It is not your responsibility to decide if abuse is being carried out. It is your responsibility to report concerns to Line Managers or Safeguarding Officers.

Child Sexual Exploitation

Child sexual exploitation (CSE) is “a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status”. (Barnardo’s).

Signs of CSE are:

- Older boyfriends or girlfriends
- Going missing for periods of time
- Unexplained changes in behaviour
- Drug or alcohol misuse
- Associating with other young people involved in sexual exploitation
- Being involved in or linked with gangs
- Being involved in abusive relationships
- Having items that they would not normally be able to afford, such as designer clothes, mobile phones etc

Female Genital Mutilation

Female genital mutilation (FGM) is described as “all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons.” (World Health Organisation)

FGM has devastating physical, sexual and psychological consequences for girls and women in the short and long term. These include:

- Severe pain
- Blood loss and/or infection, which can result in death
- Shock and trauma
- Long-lasting mental health issues
- Urinary and menstrual problems
- Painful sexual intercourse and decreased sexual enjoyment
- Problems in childbirth

A girl may be at risk if:

- Her mother or sister has been subjected to FGM
- She confides that she is to have a “special procedure” or to attend a special occasion to “become a woman”
- Parents say that she will be out of the country for prolonged period
- She talks about a long holiday to her country of origin or another country where the practice is prevalent

Signs that FGM has taken place

- A girl may have difficulty walking, sitting or standing
- She may spend longer in the toilet because of difficulties urinating
- She may have frequent urinary or menstrual problems
- A girl may confide in you or another unit member
- She may ask for help without being explicit owing to embarrassment or fear

Remember that alerting a girl’s family that she has disclosed information about FGM may place her at risk of harm. You must refer any disclosure of this nature immediately

Forced Marriage

Forced marriage is “where one or both people do not consent to the marriage, and pressure or abuse is used” (Foreign & Commonwealth Office).

The pressure put on people to marry against their will can be:

- Physical (including threats of or actual violence and sexual violence, imprisonment)
- Emotional and psychological (making someone feel like they are being disowned by their family)
- Financial (taking a person’s wages or not giving them any money).

Motivation for families to force marriage may include pressure from relatives, a desire to control their children, or to build links with extended family in their countries of origin.

Note that forced marriage is different from an arranged marriage. In an arranged marriage both the bride and groom choose whether they want to marry the person suggested to them by their families.

What is bullying

A widely recognised definition of bullying is: deliberate hurtful behaviour over a period of time against an individual or a group.

There are different types of bullying and a target may be bullied using one or more of the following methods of intimidation:

- Physical – hitting, kicking, biting etc or the threat of such abuse
- Verbal – name calling, spreading rumours and constant teasing
- Emotional – persistent deliberate exclusion and/or isolation within a peer group
- Sexual – unwanted physical contact and/or abusive comments
- Racist – targeting someone because of their race, ethnic background or skin colour
- Homophobic – targeting a person because of their sexual orientation
- Transphobic – targeting a person because of their gender identity

Signs of bullying include the following:

- A young person's behaviour changes- they may become withdrawn or anxious, lack confidence or become more aggressive
- Possessions “go missing”
- Gives improbable excuses
- Being left out, called names or teased
- Unexplained cuts or bruises
- Is increasing absent from unit meetings or stops attending all together
- Is irritable, defensive or paranoid
- Is seeking acceptance from different people
- Is continually checking her phone (this could be a sign of cyber bullying)

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and this should be investigated.

Identifying people with bullying behaviours is important for both the bully themselves and their peer group. As bullying is a secretive activity, it is unlikely that bullying behaviour will be displayed in front of anyone with the power to prevent it.

Self-Harm

Self-harm is “any behaviour”, action or habit, which can cause damage to your health. This can include cutting, but also includes overeating, taking illegal drugs, smoking and drinking to much alcohol”. (www.selfharm.co.uk)

Self-harm can involve:

- Cutting
- Burning
- Pulling out hair
- Picking at skin
- Deliberate bruising
- Taking toxic substances

Self-harm is usually a sign of emotional conflict that a young person needs to express but finds it too difficult to do so using words. It is often a result of anger, distress, fear, worry, depression, low self-esteem, or is a form of self-punishment.

Mental Health

Mental health issues can occur at any time in an individual's life. It is important that the sufferer is able to openly discuss their feelings to ensure that they are supported.

Mental health issues can include the following

- Depression
- Suicidal thoughts
- Schizophrenia
- Obsessive-compulsive disorder
- Anxiety disorders
- Body dysmorphia

Rights and confidentiality

An alleged abuser and a person thought to have been abused both have rights to confidentiality under the Data Protection Act 1998. Any possible criminal investigation could be compromised through inappropriate information being released. If a complaint or allegation is made against a member of staff, he or she will be made aware of his or her rights under both employment law and internal disciplinary procedures. This is the explicit responsibility of the Artistic Director.

Systems of Reporting Update

If you see or suspect abuse of a child, young person or vulnerable adult you should make the Safeguarding Officers aware of the problem so that they may complete a Safeguarding Report Form.

If someone makes a disclosure before you can speak to a Safeguarding Officer

- Do not promise to keep it a secret
- Make it clear you will only tell the people who need to know and who can help
- Remain calm and in control
- Listen carefully to what is said
- During the disclosure or after the disclosing conversation, make a note of what is said, using the individual's own words
- Ask questions only for clarification, not ones that suggest answers
- Reassure the individual that they did the right thing in telling someone
- Tell the child, young person or vulnerable person what you are going to do next
- Note the date, time, names that were involved/mentioned
- Make sure you sign and date your record
- Pass all information to the Safeguarding Officers. It is their responsibility to liaise with relevant authorities, usually social services
- This information will be transferred to a Safeguarding Report Form Social services will liaise with the relevant departments on a 'need-to-know' basis and will, if appropriate, inform the police.
- Do not give your own view or opinion. Remain silent during the disclosure if possible, it is often helpful to nod or make sounds to show you understand what is being said.
- If what the person is saying to you shocks you, try to not show you are shocked

It is the responsibility of the authorities to determine whether abuse has occurred.

Reporting procedure for suspected cases of abuse

Individual behaviour/appearance gives reason for concern
Or Individual confides about abuse

Safeguarding Officer completes Safeguarding Report Form

The Named Person reports to either:

- Family contact point & multi agency safeguarding hub FCP-GCSX@swindon.gcsx.gov.uk
- Normal office hours: 01793 466903.
- Emergency Duty Service (outside office hours): 01793 436699
- Safeguarding Adults Investigation Unit, Wiltshire Police: 01380 734212
- Older People / Adults with Physical Disabilities 0800 085 6666
- Adults with Learning Disabilities 01793 466724
- Adults with Mental Health problems (under 65's) (01793 715000 (over 65's) (01793 327800)
- Police out of hours 101
- May seek advice from www.yor-ok.org.uk

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Safeguarding Policy Acceptance Form

**Please complete and return to your Line Manager/Company Stage Manager.
All information is held confidentially.**

Name of Staff Member/Volunteer:

Job Title/Role: _____

Permanent or Temporary Position:

I confirm that I have read Prime Theatre's Safeguarding Policy, understand my responsibilities and confirm that I will adhere to the guidance there outlined.

I confirm that I have no spent or unspent convictions, cautions, reprimands or final warnings or have been released from prison for any sexual offence or related activities against children or adults.

I am/am not over 18 (if NOT please give the date you turn 18) ____/____/____

I do/do not consider myself to be a Vulnerable Adult

I do/ do not hold a current DBS check (*delete as appropriate*)

Date of any current DBS check? ____/____/____ Current DBS check number:

Signed:

Date:

Signed by Artistic Director/Company Manager:

BELOW THIS LINE TO BE COMPLETED BY A SAFEGUARDING OFFICER

Is this person involved in Regulated Activity? YES/NO
Clearance required: YES/NO
Level of Clearance Required: ENHANCED/STANDARD
Previous DBS verified? YES/NO

Safeguarding Officer signed:

Date:

Date Information was stored on Safeguarding Database: ____/____/____

Input by: