



Safeguarding Policy

September 2026



Welcome to the safeguarding guide, this is a place where all the information you will need is kept.

This includes our policies and procedures for all activities that Prime run.

The index below allows you to reference any section that you need quickly.

This is a document for staff and volunteers working with Prime, a summary of this document is available on our website for parents & carers.

Safeguarding report form can be found by [clicking here](#)

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Child Safeguarding Policy

This policy is specifically for Children under the age of 18, please see the adult safeguarding policy for those over 18

Purpose of this Statement

Children and young people are at the heart of Prime Theatre, whose aim is to make sure every young person has access to all art forms.

As a small organisation every member of Prime Theatre staff has some degree of contact with children and must adhere to its policy. Throughout this policy statement and associated procedures, the guidance applies equally to all staff regardless of age of child they work with or the setting. All adults have a duty to keep children safe.

We aim to:

- To protect children and young people who receive Prime Theatre's services from harm
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection

Prime Theatre will adhere to the legal framework provided for England & Wales and are committed to keeping children safe and protecting them from harm

We believe:

- No child should ever experience any form of harm or abuse
- We have a responsibility to promote the welfare of all children, to keep them safe and to practice in a way to protect them

We recognise:

- Children's welfare is of paramount importance when planning, organising or delivering activities and all decisions
- Regardless of age, gender, sexuality, ability or race all children should be protected from harm equally
- Working with parents, carers and other agencies alongside children is essential in promoting their welfare

- We recognise that not all children can be treated the same, everyone is different and has their own unique circumstances that can make some additionally vulnerable such as, previous experiences, their level of dependency and communication needs
- Extra measures should be put in place for those who are additionally vulnerable
- Everyone is responsible for keeping children safe

We will seek to keep children safe by:

- Respecting, valuing and listening to them
- Having Designated Safeguarding Leads and a nominated trustee in charge of safeguarding
- Embedding best practice into our policy and procedures and have a code of conduct for staff
- Advise & protect staff, volunteers and associates in all matters of safeguarding by providing training and support through effective management
- Ensure that all those working with staff, volunteers and associates are carefully selected and recruited safely with all check being made. They should understand and accept responsibility for the safety of others in their care
- Adhere to GDPR legislation by recording and storing and using information professionally and securely,
- Making sure that children, young people and their families know where to go for help if they have a concern
- Sharing concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

- Provide a safe environment for children, staff & volunteers to feel safe by applying health and safety measures
- Monitor and review the effectiveness of this policy & procedures on a regular basis

Partnership working

Prime Theatre work in partnership with many other organisations, within each project a contract will be put in place to indicate who will be responsible for safeguarding the project and outlining the reporting process.

When working in a school or community setting, the safeguarding policy and procedures for that organisation will take precedence and any Prime Theatre members of staff will adhere to those and have a copy of their policy so they can report through that procedure.

If an incident occurs Prime Theatre will keep records as appropriate, but the partnership organisation will lead on any investigation.

Adult Safeguarding Policy

This policy is specifically for Adults at Risk of Harm (over 18), please see the Child safeguarding policy for those under 18

Adult at risk of harm: An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and/or support. They may be in need of help because they have care and support needs. They may be unable to stop someone else from harming or exploiting them. Where someone is over 18 but still receiving children's services and a safeguarding issue is raised, the matter should be dealt with as a matter of course by the adult safeguarding team.

Purpose of this Statement

Young adults along with children and young people are at the heart of Prime Theatre, whose aim is to make sure every young person has access to all art forms.

As a small organisation every member of Prime Theatre staff has some degree of contact with children and adults at risk of harm and must adhere to its policy. Throughout this policy statement and associated procedures, the guidance applies equally to all staff regardless of age of person they work with or the setting. All adults have a duty to keep children safe.

We aim to:

- To protect children and young people who receive Prime Theatre's services from harm
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to adults at risk of harm protection
- Establish and maintain an environment where adults at risk of harm feel secure, are encouraged to talk, and are listened to when they have a concern.
- Establish and maintain an environment where all staff, volunteers and trustees, feel safe, are encouraged to talk and are listened to when they

have concerns about the safety and/or wellbeing of an adult who may be at risk of harm.

Prime Theatre will adhere to the legal framework provided for England & Wales and are committed to keeping adults at risk of harm safe and protect them.

We believe:

- Everyone has the right to live free of any form of harm or abuse
- We have a responsibility to promote the welfare of all, to keep everyone safe and to practices in a way to protect them

We recognise:

- All adults have the right to be protected from harm regardless of
 - 1) age
 - 2) gender reassignment
 - 3) being married or in a civil partnership
 - 4) being pregnant or on maternity leave
 - 5) disability
 - 6) race including colour, nationality, ethnic or national origin
 - 7) religion or belief
 - 8) sex
 - 9) sexual orientation
- Anyone over the age of 18 can be an Adult at Risk of Harm, including staff or volunteers.
- Personal characteristics and circumstances may make someone more vulnerable but it is a situation around an individual that may place them at potential risk of harm.
- Everyone is unique and has their own person experiences that can make them additionally vulnerable
- Participants welfare is of paramount importance when planning, organising or delivering activities and all decisions
- Working with parents, carers and other agencies alongside young people is essential in promoting their welfare
- Extra measures should be put in place for those who are additionally vulnerable
- Everyone is responsible for keeping adults at risk of harm safe

We will seek to keep adults at risk of harm safe by:

- Respecting, valuing and listening to them

- Having a Designated Safeguarding Leads and a nominated trustee in charge of safeguarding
- Embedding best practice into our policy and procedures and have a code of conduct for staff
- Advise & protect staff, volunteers and associates in all matters of safeguarding by providing training and support through effective management
- Ensure that all staff, volunteers and associates are carefully selected and recruited safely with all check being made using the Safer Recruitment policy. They should understand and accept responsibility for the safety of others in their care
- Ensure that all organisations we work with in partnership on projects or productions have DBS checks are similar safeguarding procedures
- All staff working with Adults at risk of harm to have an enhanced DBS
- Adhere to GDPR legislation by recording and storing and using information professionally and securely,
- Making sure that participants and their families know where to go for help if they have a concern
- Sharing concerns and relevant information with agencies who need to know, and involving participants, their families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- Provide a safe environment for young people, staff & volunteers to feel safe by applying health and safety measures
- Monitor and review the effectiveness of this policy & procedures on a regular basis

Designated Safeguarding Lead Role and Responsibilities

Purpose of the role

- To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at Prime Theatre.

Duties and responsibilities

- Make sure that all safeguarding issues concerning children and young people who take part in Prime Theatre's activities are responded to appropriately through policies, procedures and administrative systems.
- Make sure that everyone working or volunteering with or for children and young people at Prime Theatre, understands the procedures and know what to do if they have concerns about a child's welfare.
- Make sure children and young people who are involved in activities at Prime Theatre and their parents/carers know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child whilst at Prime Theatre
- Take the lead on responding to information that may constitute a child protection concern. This includes assessing and clarifying the information and making referrals to statutory organisations as appropriate, consulting with and informing the relevant members of the organisation – in line with the organisation's safeguarding policy and procedures.
- Store and retain child protection records according to legal requirements and the organisations safeguarding policy and procedures
- Liaise with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department and the police. This includes making formal referrals to these agencies when necessary
- Report regularly to the management committee on issues relating to safeguarding to ensure that safeguarding is seen as a priority issue for the entire management committee.
- Be familiar with and work within inter-agency child protection procedures developed by the local safeguarding children board.
- Be familiar with issues relating to child protection and abuse and keep up to-date with new developments in this area.

- Hold level 3 Safeguarding training
- Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people.

Designated Safeguarding Lead



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Nyree Hale & Jaime Ponting are Deputy Safeguarding Leads
nyree@primetheatre.co.uk & communications@primetheatre.co.uk

Trustees in charge of Safeguarding

Daniella Faircloth & Dr Nick Capstick
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Definitions & Signs of Abuse

Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Signs of Abuse

Many of the signs of abuse are the same regardless of the type 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 is not meeting a child's basic needs, physical and or psychological. 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.

Signs:

- Might appear hungry
- Dirty or smelly
- Inappropriate clothing for the time or year/weather
- Say they are left alone for long periods

Emotional Abuse

Emotional abuse can take many different forms, in recreational or social activities it might include situations where parents, staff or volunteers subject those in their care to constant criticism, bullying or unrealistic pressure to perform to high expectations.

Signs:

- Self harm
- Fear parents being contacted about behaviour
- Lack of social skills
- Struggle to control emotions
- Use language or act unexpected for their age

Physical Abuse

Physical abuse is when a child is deliberately hurt which causes harm. All children hurt themselves but signs of abuse are:

- Bruising on cheeks, ears, palms, insides of arms
- Multiple bruising in one place
- Bruising that looks like it was caused by finger marks, belts, shoes
- In recreational activities, this might occur where the nature of activities causes likely, actual or deliberate physical injury

Sexual Abuse

Sexual abuse is forcing or enticing a child into sexual activities. Children may not be aware it is happening and can be contact abuse and non-contact abuse.

Contact abuse includes: rape or penetration by putting an object or body part inside a child's mouth, vagina or anus. Forcing a child into sexual activity

Non-contact abuse includes: forcing them to watch or hear sexual acts, online grooming.

Signs:

- Discomfort when walking or sitting down
- Pregnancy
- Itching or soreness around genitals

Self-Abuse/Self-Neglect

This is when someone is not looking after themselves and maybe harming themselves or not taking care of themselves or seeking medical help. Children cannot self neglect as an adult should always be acting in their interest.

Signs:

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

Domestic Abuse

Children who witness domestic abuse are seen as children in need and may be at risk of significant harm. They may need to be referred to MASH.

Domestic abuse is physical sexual, psychological or financial abuse between partners or family members over 16

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

Criminal Exploitation

This is becoming more widespread and can be linked with the County Lines movement. It can affect anyone from any background but does tend to be more White middle class children from 12–16. Signs we may see:

- Persistently going missing from school or home and
- Has unexplained money or new phones/devices, clothes
- Excessive receipt of texts and phone calls
- Have more than one phone
- Isolation from peers
- Self-harm or changes in emotional well-being
- Parental concern

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.

Human Trafficking & Modern Slavery

This may be more common for us to see in Schools rather than Youth Theatre

- Spend a lot of time doing household chores
- Rarely leave their house, have no freedom of movement and no time for playing
- Be orphaned or live apart from their family, often in unregulated private foster care
- Live in substandard accommodation

- Not be sure which country, city or town they're in
- Be unable or reluctant to give details of accommodation or personal details
- Not be registered with a school or a GP practice
- Not have any documents (or have falsified documents)
- Not have access to their parents or guardians
- Possess money or goods they can't account for
- Give a prepared story which is very similar to stories given by other children.

Extremism & Radicalism

If someone is at risk of Radicalisation they may display the following

- Talk positively about dangerous groups or people who promote hate, or make it seem like these groups are OK
- Spend time with people or on websites that promote violence, hate, racism, homophobia or islamophobia
- Become secretive and not want to talk to anyone about where they spend time or what they're doing online
- Refuse to talk to people from a certain country or who have a different sexuality or belief
- Be rude, aggressive or violent towards a particular group of people, for example, Jewish, Muslim or gay people or someone who supports a certain political party.

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 person 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

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.

Disclosure and Reporting Procedure

All staff, trustees and volunteers will have access to the incident reporting form and understand the structure of reporting. If a member of staff or volunteer feels they must report another member of staff this can be done via the whistle blowing policy and will be taken seriously. Likewise if a parent/carer makes a complaint this will also be taken seriously, listened to and investigated fully.

If you see or suspect abuse of a child, young person or Adult at Risk you should fill in the safeguarding incident form and report to the Designated Safeguarding Officer.

If someone wants to disclose and you are in a room with other people

- Get the assistant or someone else to take charge of the group
- Take the child or AAR to the side of the space or out but leaving the door open so you are not alone
- Ask if they want someone else/a friend to be with them

If someone makes a disclosure:

- 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
- 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

IF THERE IS IMMEDIATE RISK RING 999

- Fill in the online safeguarding incident form, this will alert the DSO of the incident, if you wish or if it is a severe incident also contact the DSO. Make sure you sign and date your record.
- The form can be found on any Prime Theatre device front page or by following this link <https://forms.office.com/e/3RUsz5TWBu>.
- If you can't access the form take notes and fill in the form at the earliest possible moment
- The DSO will assess the incident via the information on the form and talk to the reporting adult
- Information is logged automatically on the report sheet, but the outcome of the reporting will be logged manually. It is the DSOs responsibility to liaise with relevant authorities
- If the incident is serious MASH (Multi Agency Safeguarding Hub) will be informed and an RFI form submitted ([form download here](#))
- If help is required, the Early Health hub can be contacted
- Information will be shared with staff members on a 'need-to-know' basis
- Once information is passed on to MASH the DSO will comply with any requests made by and attend meetings when asked

MASH – 01793 464646 (option 2)

Open: Mon- Thurs 8.30am – 4.40pm, Fri 8.30am – 4.00pm

Email: contactchildrenandfamilies@swindon.gov.uk

Out of hours- 01793 436699

The Emergency Duty Service (EDS) provides an emergency contact point for all aspects of social work in Swindon outside normal office hours. This includes cover during the night, weekends and bank holidays.

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

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.

Staff Safeguarding good practice

All Prime Theatre staff have a responsibility for safeguarding and providing a safe environment for Children, Adults at risk and staff. All staff, trustees, freelancers and volunteers should adhere to good practice

Good practice in interpersonal dealings means:

- treating all children/adults at risk of harm 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
- using supportive language that is friendly and respectful and not easy to misinterpret (e.g. avoid sarcasm or over familiarity; no 'darling', 'sweetheart' etc...)
- 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 (toilet, 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 Prime 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.

Confidential data

Safeguarding also means to ensure correct data handling and storage. Prime Theatre adheres to GDPR regulations.

All personal data including that of children are kept confidential and only those who need access are given it.

Prime Theatres main safeguarding form is online to ensure sensitive data is kept safe.

Personal data include photographs and recordings of children. Any recordings used publicly will only be used with permission from the child and their parent/carer.

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

- emergency contacts
- medical consent
- photographic/recording consent

This information should be treated as confidential.

Workshops

All workshops need appropriate safeguarding measures whether they are in person or online.

Physical activity

All staff adhere to the good practice guide and company policies. All children are given a code of conduct that by attending workshops they agree to. This is regularly reviewed and Children can add to, and this will then be reminded to all at least once a Youth Theatre term.

Online

All workshops or meetings with children are started from a Prime Theatre zoom or Teams account, no personal accounts should ever be used. Procedures for Children are issued and they are regularly reminded. All online activity is recorded and kept for 6 months.

Safeguarding in Performances Procedure

All Young people need a licence to perform or an exemption. Most performances Prime Theatre will carry out involving children will be in Swindon.

It is the responsibility of the Company Manager to ensure that this licence/BOPA has been put into place in accordance to the rules of Swindon Borough Council or the relevant local authority.

It is also the overall responsibility of the Company Manager that children do not work more hours on a production than legally allowed and that they are chaperoned at all times.

Chaperones

A chaperone is a person aged over 18 years who is approved under Regulation 15 of The Children (Performances and Activities) (England) Regulations 2014 to have care and control of a child and to safeguard, support and promote the well being of the child while he/she is taking part in a performance, rehearsal, activity or living away from home during the period of the licence. The child must be accompanied by an approved chaperone, by their parent/carer who has parental responsibility for them, or the teacher who would ordinarily provide the child's education.

Therefore, if a child's parent is not able to accompany them Prime will need to arrange for an approved chaperone. A child cannot be accompanied by their grandparent/older sibling/aunt/uncle/step parent (who does not have parental responsibility) without them applying for and obtaining a chaperone approval.

"The Chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give that child"

If you have been asked to chaperone and do not have a licence please make sure you make Prime Theatre fully aware that you are not licenced or have parental control for that child.

In some circumstances it maybe appropriate for those who just have an enhanced DBS to help.

As a chaperone you must follow the safeguarding policy and procedures at all times.

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.

For certain performances (such as showcases) it maybe appropriate to ask the cast to come in costume to negate the need for a dressing room

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.

Safeguarding in Offsite events and Trips

The welfare of children and young people is paramount in all activities undertaken, including all off-site performances, festivals, workshops, competitions and visits.

All staff and volunteers involved in off-site activities must act in accordance with this Safeguarding Policy, the organisation's Code of Conduct and all relevant risk assessments.

Planning and Risk assessments must be carried out in advance and authorised by the DSL before the event happens.

1 member of staff will be in charge of the event, all staff and young people will be aware of who this is.

Any event must stick to appropriate staffing ratio and have 2 adults present whenever possible.

Written consent from parents/carers will be gained, along appropriate information for that event such as with emergency contact details, medical information, collection information, photo permissions, and the ability to act in loco parentis.

Registers should be taken throughout the day/trip to ensure everyone is in attendance.

Any incidents will be logged using same forms as any safeguarding/incidents using the electronic forms.

Missing Young Person

If a child or young person cannot be located:

1. The Trip Leader must be informed immediately.
2. A headcount and search of the immediate area must be conducted.
3. All staff must be notified, including those of buildings you are in (where appropriate).
4. Parents/carers must be informed.
5. Police must be contacted without delay where circumstances indicate significant concern for the child's welfare.
6. The incident must be recorded and reviewed.

Children In Entertainment Restrictions

In Relation To All Performances

Topic	Age 0 to 4	Age 5 to 8	Age 9 and over
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm	7am to 11pm	7am to 11pm
Maximum period of continuous performance or rehearsal (Reg.22)	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg.23)	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.
Education (Reg.13)	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating

		over 4 week period or less.	over 4 week period or less.
Minimum break between performances (Reg.23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Maximum consecutive days to take part in performance or rehearsal (Reg.26)	6 days	6 days	6 days

Staffing ratios

There is no legal guidance for ratios in this setting, however whenever possible Prime Theatre tries to follow NSPCC guidance below.

under 2 years	one adult to three children
2 – 3 years	one adult to four children
4 – 8 years	one adult to six children
9 – 12 years	one adult to eight children
13 – 18 years	one adult to ten children

Prime Workshops

As a non-school setting there is no specific guidance as to how many adults should be in a room with young people. However, NSPCC advise a minimum of 2.

Prime Theatre will always have 2 people in a workshop. A leader and at least 1 assistant.

Workshop sizes will always be tailored depending on the number of adults in the room.

There will always be a minimum of 2 Wyvern staff in the building when workshops are occurring.

Although we aim for our staff to be first aid trained, there will always be a Wyvern member who has a qualification.

Online Workshops:

The adult-child ratio for online activities should be at least:

- 1 adult to 6 children under 16
- 1 adult to 8 children 16+
- At least 2 group leaders or 'hosts' will deliver all PYT workshops online

Online Arts Award meetings

All online meetings with one child over 16 will be recorded and kept for at least 6 months.

Any meetings with an under 16 must have a parent also in attendance

Prime Workshops in Schools

When in a school the Prime member of staff should be an addition to the normal classroom staff. Under no circumstances should prime member of staff be left alone. If a school member of staff attempts to leave the room they should be stopped.

Photography, Filming and Image sharing Procedure

Consent

All people involved with a project/ Youth Theatre will have given their consent options when they were signed up to that project.

Normal options they can pick from are:

Yes and you may use their name to identify them

Yes, but please don't ever use their name to identify them

No, please don't record them in photos or film

The answers that were given will be available to workshop leaders in the registers

If you are unsure if someone has photo permissions, do not take their photo, film or audio record them.

Permissions will be taken for every project even if they are part of a different project and we have permissions on file.

Taking photos/recordings

- Only take photos/recordings on Prime Theatre devices
- At the end of the workshop delete any photos that you do not require
- Let the Marketing & Comms Manager know which photos you would like to keep
- If photos/recordings are needed for a series for workshops let the Marketing & Comms and Company Manager aware

Content for Social Media

- Only photos with permissions will be used in social media or for marketing purposes
- If office staff are unable to identify participants to check permissions, check with another member of staff or those taking photos
- Only first names to be used to identify children/Young people if they have the correct permissions

Storage of content

- Content will be saved in accordance to the permissions given
- Content will be labelled with date, setting XXXX
- A document with the photo details should be filled in in the front of the file

Professional Photographers/Films

- When engaging a photographer for a project ask if they are DBS checked
- Make them sign a photographers contract
- If yes or they are on the update service they can be allowed by themselves
- If no, Risk assess the project and set out guidelines as to where they are allowed to go and who will be the person that will be with them when needed.
- They should never be left by themselves with young people
- Make sure the photographer has the safeguarding policy
- When photos have been returned make sure they have deleted photos from their own computers
- Where possible ask for them to be edited on a Prime computer
- If a freelancer wishes to use images on their website (photographer, set designer etc) photos need to be approved by Prime Theatre and no children should be identified

Safer Recruitment Policy

Prime Theatre believes safeguarding of its children, young people, staff and volunteers is paramount. By implementing safer recruitment we ensure that those who are unsuitable do not join the Prime team, minimising risk to children & young people. It will also deter any people who should not or have been identified as not being able to work with children from applying for roles within the company.

Recruitment

All advertisements will indicate that an enhanced DBS will be needed for the role.

Interviews will include safeguarding questions at various levels depending on the role and every panel will have a safeguarding trained member of staff included and references will be undertaken.

All interviewees will be asked if there is any reason why they shouldn't work for the company.

DBS checks

Every member of Staff, Trustee and volunteer will have a DBS check when they join the company, and this will be checked every 2 years. We encourage people to sign up to the update service.

When the certificate returns if anything is reported, this will be reported to the Lead Safeguarding Trustees and recorded. Appropriate action will be taken, including reporting to police if that person is not allowed to work with children.

Responding to Concerns

All concerns will be treated seriously and investigated whenever they arise and by whoever raises them. This may be concerns for a candidate applying for a role or for a member of staff, freelancer or volunteer.

Depending on how these are raised they will go straight to the Artistic Director or they will be given to them as soon as possible. These will then be discussed with the Chair of Trustees

If a concern is about the Artistic Director, then concerns will go straight to the Chair.

Rejecting applicants

If a candidate is identified as not suitable under the safer recruitment procedures during or after the interview process this will be explained to them when they have been told they haven't been successful.

If after a DBS check they are deemed not suitable the Artistic Director will arranged a meeting offsite for this to be discussed and any actions will be taken such as informing police they have applied for a role they shouldn't have.

All Staff will undergo basic safeguarding training within their induction and will progress onto high levels once they have passed their probation period.

Training

All staff, Trustees, and volunteers undergo safeguarding training to an appropriate level. This will take place as part of the induction process and will be delivered by Prime Theatre staff. Volunteer training sessions are held every year, with workshop assistants having termly updates.

All staff will undertake the NSPCC online Introduction to Child Protection (or equivalent) training

Company training with external advisors takes place every 2 years.

DSO will have at least level 3 training and this will be renewed every 2 years.

Anti-Bully Policy

Prime Theatre aim to provide a secure environment for every child and young person who participates in our activities. We acknowledges that bullying can take place and may need to be addressed amongst any combination of persons regardless of their role. Prime Theatre acknowledges that bullying behaviour is unacceptable and will not be tolerated.

Definition

The Anti Bullying Alliance defines bullying as the repetitive, intentional

hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace.

Bullying can be:

- Emotional – being deliberately unfriendly, excluding, tormenting (e.g. hiding possessions, using threatening gestures).
- Physical – pushing, hitting, kicking or any use of violence.
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Disability related – ridiculing a child because of their disability
- Homophobic – because of, or focusing on the issue of sexuality
- Religious – because of or focusing on the issue of faith
- Verbal – name-calling, sarcasm, spreading rumours, shouting or swearing
- Cyber – all areas of internet, such as e-mail and internet chat room, social media platform misuse mobile phone threats by text messaging and calls misuse of associated technology, i.e. camera and video facilities

Implementation

It is the responsibility of all staff, freelancers, volunteers and the board of Trustees to ensure the implementation of the Anti-Bullying Policy to minimise occurrences of bullying. A likely place for bullying to occur is in workshops. Bullying will always be discussed and antibullying forms part of the Prime Youth Theatre code of conduct. Practitioners should be aware of the need to guard against any unwanted behaviour in the workshops and should also encourage participants to report any instances of bullying. Practitioners who are concerned about behaviour should fill in a Safeguarding form.

The seriousness of the situation will be determined and might include a discussion with individuals, or the involvement of parents/carers. Where bullying has been established, a written record will be made and appropriate action taken.

Prime Theatre will provide appropriate awareness raising and training to all relevant staff **to reinforce this policy and to provide skills and techniques to**

counter bullying behaviour

Procedures

- Practitioners should report any unwanted behaviour to the DSO by filling in the Safeguarding form
- Children and young people are encouraged to report bullying behaviour (both against them and against others). Staff told about bullying by a child should alert the DSL.
- Schools/community groups should be informed and their procedures followed if in this setting
- In serious cases, parents will be informed and will be invited to meet to discuss the problem.
- In extreme cases, MASH/Early Help Hub should be contacted. And their advice followed. This could include informing the police will be
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour and the bully (bullies) may be asked to genuinely apologise and other consequences may take place.
- In serious cases, the bully may be asked to leave
- The child who was bullied should always be supported
- After the incident(s) have been investigated and dealt with, there will be constant monitoring to make sure it doesn't reoccur

Record Keeping & Monitoring

- It is important that a record is kept.
- All incidents should, ideally, be written up within 24 hours using the safeguarding form
- The DSO will take responsibility for the safe storage and processing of this information.
- All information gathered should be treated with strict confidentiality

Records of incidents are kept and used to inform future practice. Evaluation and review will ensure that Prime Theatre remains responsible to changing needs whilst striving to protect young people from bullying.