

Safeguarding Policy and Procedures

Name of organisation: THEATRE FOR LIFE CIC

Created: June, 2017 by Michelle Smith

Updated in line with the 2018 GDPR Data Protection Act: April, 2018

Updated: August, 2019 (Michelle Smith)

Updated: May, 2020 (To include new remote online programme and in-person health & safety risk assessment - COVID 19) - Michelle Smith

Updated: September, 2021 (Michelle Smith)

3. Legislation

The principal pieces of legislation governing this policy are:

- The Children Act 1989
- The Human Rights Act 1998
- The Education Act 2002
- The Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Protection of Freedoms Act 2012 (which describes the work or regulated activity that barred people must not engage in) including the new section 45 Code of Practice (July 2018)
- The Care Act 2014
- Keeping Children Safe in Education 2016
- Working Together to Safeguard Children 2015
- The Modern Slavery Act 2015
- The Serious Crime Act 2015
- The Prevent duty 2015
- Multi-agency statutory guidance on female genital mutilation 2016.
- Data Protection Act 2018 (GDPR)
- General Data Protection Regulation
- Covid 19 Government Guidance & National Youth Agency guidelines for our youth work

4. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of young people and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Female genital mutilation
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

5. Responsibilities

All volunteers and workshop leaders have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional responsibilities TRUSTEE MEMBERS:

Our senior manager for safeguarding Michelle Smith (Artistic Director) who has a responsibility to ensure:

- Policy is in place and both trustees have completed Safeguarding Training in working with young people.
 - All staff have access to the Theatre for Life Safeguarding policy as well as online training: Working with Young People (Educare). An induction will be carried out with all new staff.
 - Both trustee members will ensure they keep updated on any new legislations for Safeguarding and will review the policy at the AGM meeting each year.
 - Safeguarding training has been purchased through Educare and is available for staff to access if required.
 - Michelle Smith will abide to the Data Protection Act 2018 and all personal data will be registered with the International Commissioner's Office - <https://ico.org.uk>
 - Michelle Smith is first aid trained.
 - All Safeguarding concerns will be addressed in the committee meetings and documented. The senior manager will then deal with these concerns and keep the team informed.
- DBS checks will be carried out for all volunteers and workshop leaders.
- The Artistic Director will maintain effective links with the local youth community who may want to use Theatre for Life as well as support workers if required. Once we have recruited our company members we will ensure that we have the relevant contact details for each member and any associated agencies relating to the child or young adult.
 - Ensure effective communication measures are in place responding to staff concerns about safeguarding through the procedures as outlined in this policy.
 - Develop and maintain effective links with relevant agencies and the local council for child support and working with vulnerable adults.
 - Obtain parental / guardian consent forms for young people under the age of 18 for their participation in all Theatre for Life activities, as well getting permission to feature in any photography or media work relating to Theatre for Life.
 - Health and safety risk assessments will be completed for both the rehearsals and production work.
 - Additional DBS checked chaperones will be employed for the production periods for young people under the age of 18.
 - A code of conduct or behaviour policy for all staff and the young people attending the Youth groups will be signed.

6. Implementation Stages

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation.

Responsibilities of senior manager in charge of Safeguarding: Michelle Smith

Whistleblowing policy:

To follow up all concerns as a care of duty to both staff members and the young people in the company. Michelle Smith's duty of care is to respond appropriately, proportionately and helpfully to safeguarding concerns and disclosures. The necessary agencies including support workers will be contacted.

Michelle Smith's duty of care is to be aware of signs and indicators of abuse, but NOT to investigate. That is for social care professionals and the police. Michelle Smith's role is to gather the information competently and pass it to the designated staff and then communicate the information to external agencies. Michelle Smith will refer it to the local authority children's social care department (if under 18) or adult social care (if over 18) if required.

Michelle Smith will record any conversations with the young people in a disclosure with any staff members that the young person has informed.

The disclosure will include:

Young person's name, address, age, staff contact details/ roles, what has been said or observed with dates if possible (distinguishing fact from opinion), action taken so far, who has been told, why and when? Signed and dated.

To obtain consent from the Young people aged 16, they must agree to their information being shared. That is, the person must understand the situation and willingly agree to their information being shared. It should therefore include some form of communication (written, verbal, sign language etc) where the individual knowingly indicates consent

7. Communication training and support for staff

If, after discussion with a young person who has mental capacity, they decide they do not want to share their information, their wishes will be respected unless: there is public interest (ie not acting will put others at risk).

There is a duty of interest (ie not acting will put others at risk).

There is a duty of care to intervene (eg a crime has or may have been committed).

All data will be stored confidentially and will only be accessed by Michelle Smith

Staff will adhere to the data protection GDPR 2018 Data Protection Act. Theatre for Life will be registered with the International Commissioner's Office - <https://ico.org.uk>

Grievance and disciplinary policy:

All staff grievances will be followed up as part of the Theatre for Life disciplinary procedure:

Staff should let Michelle Smith know the nature of the grievance and issues promptly. Staff member and the senior manager (Michelle Smith) should try to resolve any grievance informally in the first instance.

Where this is not possible, staff should arrange a formal meeting as quickly as possible, and should carry out any necessary investigations to establish the facts of the case.

Staff can be accompanied at any formal meeting and have the right to appeal against any formal decision made.

Recruitment:

- Providing the following safeguarding statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- DBS checks will be required prior to any work

Safe recruitment

Theatre for Life CIC ensures safe recruitment through the following processes:

DBS

The organisation commits resources to providing a Disclosure and Barring check on staff whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, the organisation will only employ staff who already have this in place. In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place: Reference checks / previous safeguarding training (if not achieved, Theatre for Life will offer this prior to the work placement).

8. Professional boundaries

Theatre for Life also implements the following policies as part of Safeguarding:

- An equality and diversity policy which prohibits discrimination, harassment, bullying and homophobia. It will also detail arrangements that ensure immediate action is taken should the need arise.
- An anti-bullying policy which includes cyberbullying with clear procedures as above.
- An acceptable use of technology policy.
- A temporary visitor policy.
- A safer recruitment policy that embeds safeguarding into all areas of the recruitment process.
- A code of conduct or behaviour policy for all staff and learners

Professional boundaries are what define the limits of a relationship between a volunteer and young person. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

Theatre for life expects staff to protect the professional integrity of themselves and the organisation.

Before recruiting staff and volunteers at Theatre for Life all DBS checks will be in place.

As part of staff training all staff will participate in an induction programme, which will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding with a signature and date)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding

The following professional boundaries must be adhered to:

- **Giving and receiving gifts:** Theatre for Life will not allow staff to give gifts to or receive gifts from the young people. However gifts may be provided by the organisation as part of a 'planned activity'.
- **Staff contact with user groups.** 'Personal relationships between a member of staff and a young person in Theatre for Life is prohibited. This includes personal relationships through social networking sites such as facebook, instagram, snap chat etc. Staff are also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.'
A group Facebook account will be set up to advertise the company and performances to the public only.

9. Reporting

Reporting:

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Theatre for Life:

- 1) Communicate your concerns with your immediate safeguarding manager (Michelle Smith)**
- 2) Seek medical attention for the vulnerable person if needed**
- 3) Discuss with parents of child or with vulnerable person**
- 4) Obtain permission to make referral if safe and appropriate**
- 5) If needed seek advice from the Children and Families helpdesk or Adults helpdesk**
- 6) Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact**
- 7) Ensure that feedback from the Local Authority is received and their response recorded**

<p>10. Allegations Management</p>	<p>Theatre for Life recognises its duty to report concerns or allegations against its staff within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>First step: Any member of staff from Theatre for Life is required to report any concerns in the first instance to safeguarding manager Michelle Smith.</p> <p>Second step- contact local authority for advice. In Southampton this can be done via (for children) the Safeguarding Children Services Local Authority: 02380 832995 mailto:lscb@southampton.gov.uk the Adult Helpdesk: 02380 833003 mailto:adult.contact.team@southampton.gov.uk SCC Safeguarding request - https://my.southampton.gov.uk/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-dec15a0e-5df1-47cf-bc22-917d0cab412b/AF-Stage1c2612bc-6c51-4c0c-896a-adc7eeae84f0/definition.json&process=1&process_uri=sandbox-processes://AF-Process-dec15a0e-5df1-47cf-bc22-917d0cab412b&process_id=AF-Process-dec15a0e-5df1-47cf-bc22-917d0cab412b</p> <p>Theatre for Life recognises its legal duty to report any concerns about unsafe practice by any of its staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document.</p>
<p>11. Monitoring</p>	<p>Theatre for Life will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post

<p>12. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the data protection act.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<p>13. Conflict resolution and complaints</p>	<p>Theatre for Life is aware of the Southampton City Council policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy https://www.southampton.gov.uk/health-social-care/contact-social-care/southampton-lscb.aspx</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by Michelle Smith via the Southampton City Council Community and Adult Care - https://www.southampton.gov.uk/health-social-care/contact-social-care/safeguarding-adults-board.aspx</p>
<p>14. Communicating and reviewing the policy</p>	<p>Theatre for Life will make staff aware of the Safeguarding Policy through the following means:</p> <ul style="list-style-type: none"> - Reading this safeguarding policy and signing acknowledgement of the content - Through committee meetings - Induction training <p>This policy will be reviewed by Michelle Smith every year and when there are changes in legislation.</p> <p>This will coincide with the annual review of the staff safeguarding training.</p>
<p>15. Confirmation of reading</p>	<p>This policy seeks to ensure that Theatre for Life undertakes its responsibilities with regard to protection of young people or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support staff in their practices and clarifies the organisation's expectations</p> <p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Theatre for Life.</p> <p>Please complete the details below and return this completed form to Michelle Smith.</p> <p>NAME: SIGNED: DATE:</p>

THEATRE FOR LIFE CIC

COVID-19 Statement

Risk Management plan for in-person activities

Here at Theatre for Life CIC, our dedication is to keep our members, their families, our freelance staff and our service providers as safe as possible during the Coronavirus pandemic. Our main priority is the health and wellbeing of all of our contacts.

Theatre for Life CIC will continuously follow and implement the best practices possible. These practices will derive from official government guidance. Practices are likely to change and be updated as and when new COVID-19 research or evidence has been published.

We will fully comply with all government guidance, including working practices and methods as well as providing contact details for track and trace phone calls and in any other way we can to ensure we do our part to keep our community safe.

Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, should not attend our in-person sessions and should follow the COVID-19: guidance.

Government guidance and our approach here at Theatre for Life CIC

"Risk can be minimised for young people by ensuring that you are sending them to a provider that has coronavirus (COVID-19) protective measures in place"

At Theatre for Life CIC, we have implemented a number of temporary policies and procedures to ensure that young people and our community groups remain as safe, healthy and at minimum risk of exposure whilst carrying out activities.

HEALTH SELF-DECLARATION.

For the health and safety of our all workshop leaders, cast, crew & production members, a declaration of illness is required. Be sure that the information you'll give is accurate and complete.

We will need you to complete this self declaration form every day you are required for in-person activities with a negative lateral flow test result. All testing will also need to be reported to the Government website.

<https://form.jotform.com/Michi1976/health-self-declaration-form-for-em>

TEMPERATURE CHECKS

Temperature Check Screening - each person will (voluntarily*) have their temperature checked before entering the space.

This will be taken by Michelle Smith, using a non-contact inferred thermometer. Young People showing a forehead temperature of 38.2°C or more, will be asked to wait for 5 minutes before being screened for a second temperature check. If the temperature check remains at 38.2°C or above, the persons should return home and be encouraged to take a COVID-19 test.

The temperature of 38.2°C allows for a variance between the device's internal temperature gauge, young people's average body temperature, indoor and outdoor temperatures as well as other factors.

Whilst non-contact temperature checks aren't 100% reliable at detecting fevers, it will give our team another non-contact method to screen for fevers, in which a review of studies found fever was the most common symptom in children and young people under 21 with COVID-19, recorded in 47% of cases.

Among countries that have now returned to school, Japan, South Korea, Taiwan and Vietnam have implemented fever screening. Customer fever screening has also been implemented at large tech companies, such as Apple.

Whilst the use of non-contact infrared thermometers to identify young people who could have COVID-19 may not be fully reliable, this tool and the practice of screening, provides a visible and important reminder to our team, parents and our members of the risk of COVID-19, and as a reminder for young people to remain at home if they're unwell.

***Temperature check screening should be encouraged, but is ultimately voluntary.**

TEST & TRACE TRACKING

Test and trace & medical contact information - each young person will be required to reconfirm their emergency contact telephone number should they become ill during a session. This number is also critical for track and trace purposes.

Ventilation - All rooms will remain ventilated (doors and windows open throughout session)

Sanitation and hygiene - Sanitiser will be provided at all sessions and members will be asked to regularly sanitise their hands. Young people should not be attending if they feel ill, even if it's not considered COVID-19 symptoms. Good respiratory hygiene will be promoted with the 'catch it, bin it, kill it' approach

Regular sanitation of touch points and use of uni sex toilet to ensure the space is maintained in compliance with the rehearsal space health and safety measures.

We will bring our own equipment such as speakers to minimise points of touch in the rehearsal space and will sanitise our speaker 24 hours before the scheduled session.

Additional Procedures

We have signed up to a SMS service to keep our young people and groups up to date with any last minute changes where emails may be missed or not seen in time. Should there be a temporary last minute change to rehearsals our actors will be notified asap.

Data Protection

Under GDPR, information relating to an individual's health or personal life is regarded as "special category data". Such data requires careful handling, and often the individual's explicit consent to processing. However, there are other lawful grounds for using such data, such as the protection of staff, visitors and the wider community.

Therefore, in the event of a global or more localised emergency, we may share your data with local or national government authorities. Data shared may range from names, ages, addresses, contact telephone numbers and email addresses.

An example of how your data may be shared in this way, is the COVID-19 pandemic, where we will fully support and comply with the government NHS Test and Trace scheme.

If we are contacted by local or national authorities and are requested to share your information (and so long as we deem it to be reasonable to provide this information) we will comply. By joining Theatre for Life, you agree to the sharing of your personal information in this way.

Please sign and date this document to confirm you have understood the health and safety measures in place and supporting risk assessment for the in-person rehearsal process for EMERGE here at **THEATRE FOR LIFE CIC**. Please also provide details for TEST & TRACING TRACKING:

NAME:

NUMBER:

EMERGENCY NAME AND NUMBER:

SIGNED:

DATE:

THEATRE FOR LIFE - ZOOM CLASSES - RISK ASSESSMENT

No	Risk	Mitigations	Impact	Likelihood	Risk Level	Is the risk deemed manageable?
1	Staff witness or are disclosed a serious safeguarding incident digitally	Digital safeguarding guidelines are shared and agreed by young people and staff. Clear channels for referrals and disclosures are in place. Safeguarding policy is renewed annually and approved by the board.	5	3	15	yes
2	Young people breach safeguarding rules online	Digital safeguarding guidelines are shared and agreed by young people and staff. Clear channels for referrals and disclosures are in place. Parents/Carers are aware and have given permission for participation in online activity. Staff hold contact details for all young people's parents/carers.	5	3	15	yes

3	Young people disengage with activities	Staff to check in with all members by phone. Update digital content and maintain an online presence. Present different opportunities for engagement.	2	3	6	yes
5	Young people report suffering from poor mental health	All staff have received safeguarding and mental health first aid training. Staff to follow safeguarding procedures in safeguarding policy. Staff to hold contacts of young people's parents/ carers.	4	4	16	yes
6	Staff unable to work due to illness, bereavement or child care	Staff to stay in contact with managers and board. Workload to be managed across team and all non essential delivery to be reduced in case of staff shortage. All staff members have access to all files and work phones.	3	4	12	yes
7	Virus or Hacking on Computers	All computers have been fitted with anti virus software. All files are backed up in the cloud. Use of recognised storage software systems. All passwords are different for every account.	3	3	9	yes

	Likelihood key:	Impact key:		Level		Percentage:
	1 - Rare	1 - Insignificant		Low risk	1-7	14%
	2- Unlikely	2 - Minor		Moderate risk	8-14	29%
	3 - Possible	3 - Moderate		High risk	15-18	43%
	4 - Likely	4 - Major		Significant risk	19-25	0%
	5 - Almost certain	5- Extreme				