

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

Update: May, 2020 (To include new remote online programme risk assessment - COVID 19)



| Section heading | Section content |
|--------------------------|---|
| 1. Introduction | <p>Theatre for Life makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Theatre for Life comes into contact with young people through the following activities:</p> <p>Weekly Youth Theatre and Community rehearsals with qualified drama workshop leaders participating in practical drama, dance, music and technical theatre sessions. Educational workshops and through private tuition. Weekly online creative workshops during COVID 19 (May, 2020 - ongoing) SEE RISK ASSESSMENT AT BACK OF POLICY.</p> <p>Technical / dress rehearsals in a professional theatre working with lights, set and costumes. (A risk assessment will be created to measure health and safety risk factors which will be accessible for the venue and parents to access)</p> <p>The types of contact with young people will be a weekly rehearsal during the academic terms in a drama and dance studio. (The venue will be risk assessed prior to the rehearsals). Throughout the production period the type of contact will be a 1 day technical / dress rehearsal (8 hrs) and 2 evening performances (4hrs each) in a professional theatre. Throughout the production period Theatre for Life will employ additional DBS checked chaperones for young people under the age of 18 years old. Consent forms will be issued to parents/guardians to sign to cover the production period, an emergency contact list will also be created. Community workshops to recruit for the Working Theatre company will be held throughout the year for 16-25 year olds, these will involve drama based activities at the designated rehearsal space. Workshop leaders will be conducting workshops in schools and will abide to all health and safety measures and safeguarding policies set out by the school. Industry led workshops will be run by Michelle Smith, all workshop leaders will have clear enhanced DBS check.</p> <p>Administrator Michelle Smith (Artistic Director) is DBS checked is qualified in working with young people and vulnerable adults and will adhere to the GDPR 2018 data protection act when accessing personal details about the company members and workshop leaders. (See Theatre for Life privacy policy)</p> <p>All company members under the age of 18 will be supervised at all times and will never be left unsupervised in a public building where additional staff work such as caretakers or theatre staff. Additional DBS checked chaperones will be employed for production periods.</p> <p>Theatre for life has a Charities and Community insurance which covers: Public/products liability, Employers liability, Professional and management liability and entity defence.</p> |
| 2. Administrators | |

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

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**

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| <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 |

| | |
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| <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 - 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 |

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| 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 |
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| | 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 | | | | |
| | | | | | | |