



Theatre Peckham

Safeguarding and Child Protection Policy

Policy Statement

We at Theatre Peckham are committed to practice which protects children and vulnerable adults from harm, face to face and via digital technology. Management, staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm. Safeguarding children is the responsibility of everyone.

The Children Act, 1989 defines a child as being up to the age of 18 years old. Extensions of this exist for children who have special needs and for those in local authority care settings. The Children's Act makes it clear that the welfare of the child is paramount and it gives everyone involved in the care of children a responsibility for the protection of those children. Theatre Peckham is committed to providing a safe environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns that they may have about their own safety or the well-being of others. Theatre Peckham believes that all children, regardless of age and background, have at all times and in all situations, the right to enjoy the activities of the group in a happy, safe and secure environment. Theatre Peckham will ensure that this is the case by rigorously implementing this policy.

We aim to safeguard children by:

- Applying, paying for and updating Enhanced DBS Disclosures for the necessary staff, trainees and volunteers who require DBS.
- Ensuring all staff are aware of and know how to implement our Safeguarding Children policy and procedures, based on HM Government's 'Working Together to Safeguard Children (2015)'.
- Sharing information about child protection and good practice with children, parents and carers, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through support, supervision and training.
- Reviewing our policy and practice regularly.

Safeguarding and Child Protection Procedure

- There will be a named person for children protection who will be responsible for dealing with any concerns about the concern of children. This person is currently **Darnell Shakespeare, Creative Learning Manager**. In addition **Jan Sharkey-Dodds, Education and Community Manager** has undertaken safeguarding training and will be safeguarding leads in Darnell's absence. They are supported by **Suzy Smith, Executive Director**, who has also taken safeguarding level 3 training. For further details of their role, please see **Appendix A**.
- All staff and volunteers will be carefully selected and vetted to try and ensure they do not pose a risk to children. Those staff and volunteers having contact with children and young people will undergo an Enhanced Level Disclosure check through the Disclosure and Barring Service.
- All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child. This will include information on recognising where there are concerns about a child, where to get advice and what to do if no-one seems to have taken their concerns seriously. More details of this can be found further on in this document.
- We will endeavour to make this organisation a safe and caring place for children to be by having a code of conduct for staff and users. This will be given to staff and users and they will be expected to comply with it. Please see **Appendix B(1) – Code of Conduct for Workers** and **Appendix B(2) – Conditions of Membership – Parents / Carers**.
- Parents and carers of children using supervised activities for children will be given information about the Safeguarding Children policy and procedure. Please see **Appendix C – Safeguarding Children Policy: Information for Parents / Carers**.
- There is a complaints procedure. Please see **Appendix D**.

This policy sets out agreed guidelines under the following headings:

- 1 Definitions of Abuse
- 2 Recognising Signs of Abuse
- 3 What to do if you suspect that abuse may have occurred
- 4 How best to respond to a child making an allegation of abuse
- 5 Procedures to follow after a child has talked to you about abuse
- 6 Recruitment and appointment of workers and volunteers
- 7 Supervisory arrangements and Management of activities and services
- 8 GDPR Compliance and Social Media
- 9 Support and Training

Appendices

- A Designated Child Protection Representative
- B(1) Code of Conduct for Workers
- B(2) Conditions of Membership – Parents / Carers
- C Information for Parents / Carers
- D Complaints Procedure and Customer Care policy for parents and young people
- E Reporting allegations or suspicions of abuse
- F Declaration Form for New THEATRE PECKHAM Staff
- G Incident Record Form
- H Tutor Safeguarding Guidelines Agreement
- I Flowchart of Safeguarding Procedures

1 Definitions of abuse

These definitions are based on those from *Working Together to Safeguard Children 2015*

1.1 Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

1.2 Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

1.3 Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

1.4 Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

1.5 Child Sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

1.6 Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Note

Recent guidance notes other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's well-being is adversely affected by any of these areas, the same procedures should be followed.

2 Recognising Signs of Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

It is important to remember that many children and young people will exhibit these indicators at other times, and the presence of one or more should not be taken as proof that abuse is occurring, however if in doubt always report your concerns. It is not your responsibility to decide if it is abuse, but it is your responsibility to act on your concerns by reporting it.

2.1 Physical abuse

The physical signs of physical abuse may include;

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places not normally exposed to falls or games
- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- scalds
- Injuries which have not received medical attention
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care
- Repeated urinary infections or unexplained stomach pains

Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example, wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

2.2 Emotional abuse

The physical signs of emotional abuse may include;

- A failure to thrive or grow particularly if a child puts on weight in other circumstances e.g. in hospital or away from their parents' care
- Sudden speech disorders
- Persistent tiredness
- Development delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Being unable to play
- Attention seeking behaviour
- Fear of making mistakes
- Self-harm
- Fear of parent being approached regarding their behaviour

2.3 Sexual Abuse

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language

- Bedwetting
- Eating problems such as over-eating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way with adults

2.4 Neglect

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning being left alone or unsupervised

What to do if you suspect that abuse may have occurred or if there is a risk of significant harm

Safeguarding is everyone's responsibility. All staff have a shared responsibility for responding to all allegations of abuse or risk of significant harm and all staff should be alert to the signs of abuse and risk of significant harm.

You must report concerns immediately to the designated person.

This is currently Darnell Shakespeare, Creative Learning Manager. If Darnell is unavailable, concerns should be reported to the Safeguarding person on Duty Jan Sharkey-Dodds.

3.1 The role of the designated person is to:

- Obtain information from staff, volunteers, children or parents and carers who have child protection concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate.
- They should also consult with a statutory child protection agency such as the local Social Services department or the NSPCC to clarify any doubts or worries.
- The designated person should make a referral to a statutory child protection agency or the police without delay.

The designated person is Darnell Shakespeare, Creative Learning Manager, who has been nominated by Theatre Peckham to refer allegations or suspicions of neglect or abuse to the statutory authorities. When Darnell is unavailable or on leave, the matter should be brought to the attention of the designated person on duty. This may be Jan Sharkey-Dodds, Education and Community Manager, or Suzy Smith, Executive Director.

Contact details for the designated person can be found in Appendix E.

Suspicions will not be discussed with anyone other than those nominated above.

The designated person will be supported by a member of the Senior Management Team. When the designated person is a member of the Senior Management Team, they will be supported by a Director from Theatre Peckham's Board. The contact details of those supporting the Designated Person can be found in Appendix E

3.2 If you suspect abuse, neglect or significant harm you must bring these concerns to the attention of the designated person.

Safeguarding Procedures Flowchart

Child Disclosure/staff Concern

Tutor makes notes of incident as soon as possible

Staff/tutor lets Designated Person know and discusses concerns

Option to escalate concern to Exec Director/Board

Decision to make referral

Decision not to refer

Designated Person contacts relevant agency and makes notes of action

Risk decreases

Risk doesn't decrease

Actions recorded and follow up where necessary

Go back to Designated Person and contact external agencies: options for external escalation

Exec Director /Board supports Designated Person

The designated person will:

1. Discuss these concerns with you and make a decision as to referral, acknowledging the need for careful and considered responses to promote a child's safety.
2. Contact the Multi-Agency Safeguarding Hub (MASH) for advice.
3. In an emergency, after 5pm and at weekends or bank holidays, contact the out of hours social worker
4. Where the child needs urgent medical attention this must be sought immediately. Any discussion with colleagues, the child, parents/carers or organisations can take place once medical attention has been received if necessary.
5. In other circumstances speak with the parent/carer/guardian about your concerns and suggest that medical help/attention is sought for the child. The doctor will then initiate further action if necessary.
6. Agree what actions will be taken, when it will happen and who is responsible for taking it forward.
7. Record all concerns and actions taken.
8. Where the designated person is unsure about actions to take, advice will be sought from Suzy Smith, Executive Director and as a last resort, Children's Services duty child protection coordinator.
9. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter under section 47 of the Children Act. The designated person's role is not to investigate.
10. Allegations or suspicions of abuse should always be reported to the Designated Safeguarding Officer. In very rare circumstances, if it is not possible to report concerns to the Designated Person or the Executive Director, their absence should not delay referral to Social Services.

3.3 In the case of allegations towards a member of staff

In the event of allegations or suspicions being raised about a member of Theatre Peckham staff, the designated person will:

1. Listen and record concerns and/or allegations about the staff in question
2. Inform Senior Management, who will initiate an appropriate investigation.
3. The police or other outside agencies as appropriate would be referred to as necessary.
4. If there is any doubt about how best to respond to concerns about staff, then advice from the Local Area Designated Officer (LADO) or the NSPCC helpline will be sought as needed.
5. The Executive Director has the right to suspend the staff member in question from some or all activities, particularly those involving contact with young people.
6. The Board of Theatre Peckham to be kept informed about any allegations about staff members.

4 How best to respond to a child making an allegation of abuse

It is not the responsibility of employees/volunteers to deal with suspected abuse but it is their responsibility to report concerns to the appropriate person.

If a child comes to you with a disclosure, it is important that your reaction makes the child feel comfortable enough to continue, without putting words in the child's mouth or leading them. You are not expected to investigate the disclosure nor carry out a full interview.

4.1 Basic Procedure

- Stay calm
- Listen carefully to what is being said
- Allow the child to continue at his/her own pace
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Ask open questions for clarification only, and at all time avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Consider the urgency of the situation – do you need to call an ambulance or another suitable person; do you need a second person to be with you?

4.2 *Helpful statements to make*

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- Its not your fault
- I will help you

4.3 Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises

4.4 Do not

- Agree to keep secrets
- Do nothing
- Disbelieve the child
- Ask leading questions that suggest a particular answer
- Ask to see any injuries
- Carry out your own enquiries or investigations
- Keep it to yourself

5 Procedures to follow after a child has talked to you about abuse

- 5.1 Contact the Designated Person, Darnell Shakespeare. If Darnell is not available, contact the Designated Person on duty. This may be Jan Sharkey-Dodds.
- 5.2 Make notes as soon as possible (ideally within 1 hour of being told) you should write down exactly what the child has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered) You should record the dates, times and when you made the record. All hand written notes should be kept securely.
- 5.3 You should use the form "Reporting allegations or suspicions of abuse" This form is attached at the back of this policy. There is a copy to be found at the back of this policy document and further copies available from Darnell Shakespeare, Jan Sharkey-Dodds or Suzy Smith in the Theatre Peckham office.
- 5.4 You should report your discussion with the designated person as soon as possible. If this person is implicated, you need to report to the second designated person, Suzy Smith. If both are implicated, report to Social Services.
- 5.5 You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.
- 5.6 After a child has disclosed abuse the designated persons should carefully consider whether or not it is safe for a child to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

6 Recruitment and appointment of workers and volunteers

In recruiting and appointing workers we at Theatre Peckham will be responsible for the following:

- a) Identifying the tasks and responsibilities involved and the type of person most suitable for the job.
- b) Drawing up the selection criteria and putting together a list of essential and desirable qualifications, skills and experience.
- c) All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience. We will make sure that we measure the application against the selection criteria
- d) All staff members need to sign a Declaration (Appendix F) stating that there is no reason why they should be considered unsuitable to work with children. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children under the age of 18 must declare all previous convictions which are then subject to police checks.
- e) All staff members who undertake work defined as regulated activity relating to children will apply for an Enhanced Level Disclosure (children's workforce) from the Disclosure and Barring Service (DBS) (Through ITC). This includes full and part-time employees, volunteers and self-employed people (freelancers) who undertake regulated activity with children and are not supervised. They

are also required to declare any pending case against them. It is important that staff understand that all information will be dealt with confidentially and will not be used against them unfairly.

- f) All new staff members will be given a copy of our Safeguarding Children policy. The Designated Person will ensure they have read and understood the policy and are aware of their responsibilities and actions to take.
- g) All staff will be encouraged to join the DBS update service. New staff needing a DBS check who have joined the update service will be asked for permission to check their status.
- h) Staff with a DBS certificate from another organisation, but not registered with the update service, will be allowed to start work, as long as the DBS is for the child workforce (and adult if this is appropriate), is at enhanced level and dated within the past two years. The certificate must be checked by the designated person alongside their identification. If this certificate is more than eighteen months old, a new DBS check will be requested. A copy of the DBS number will be recorded for tracking purposes.
- i) All staff will be required to provide at least two references and two forms of identification. Darnell Shakespeare, Jan Sharkey-Dodds or Suzy Smith are responsible for checking the identity of staff, collecting references and recording these checks in a password protected file.

7 Supervisory arrangements and management of Theatre Peckham activities and services.

7.1 We will aim to protect children from abuse and our team members from false allegations by adopting the following guidelines:

- a) All team members should treat all children with dignity and respect in attitude, language and actions.
- b) We will keep a register of all children attending our activities.
- c) Details of which staff members are present during workshops will be recorded in the Tutor Book. This is a record of comments about the sessions themselves as well as any general comments about individuals. Our team members will record any unusual events in this Tutors Book.
- d) Written consent from a parent or guardian will be obtained for every child attending our activities, by means of agreement on the online Booking system.
- e) Where possible our team members should not be alone with one child, although we recognise that there are times when this may be unavoidable or helpful
- f) Team members may escort children of the same sex to the toilet but are not expected to be involved with toileting, unless the child has a special need that has been brought to our attention by the parent/guardian.
- g) We recognise that physical touch between adults and children can be healthy and acceptable in public places. Also, that in the teaching of performing arts, physical contact is appropriate when managed with respect. However, our team members will be discouraged from this in circumstances where an adult or child is left alone.
- h) All staff will be subject to a probation period with a review before an appointment is confirmed. (see Staff handbook for details of length of probation period for different roles).

- i) All staff and volunteers will undertake training or awareness raising in safeguarding children, during their induction/probation period, (prior to the start of term for freelance practitioners).
- j) Arrangements for supervision, support and appraisals for staff and volunteers are detailed in the staff handbook.

7.1 Courses

- a) All parents/carers will complete a membership form on our online booking system for each child attending Theatre Peckham and agree to our terms and conditions.
- b) Completing the online booking form will include a declaration of permission for photographic and recorded images to be used for publicity if applicable.
- c) The online booking form will request that parents/carers inform Theatre Peckham about any special needs the child may have. Also, that parents/carers keep Theatre Peckham informed of any recent incidents which could affect the child's active participation in the workshop/event (e.g. a recent fall, recent bereavement or trauma). [These examples could be "misconstrued as abuse", though this phrase will not be used on the booking form.]
- d) Children should be collected from the workshop within 5 minutes of the published finish time. Children not collected will be minded by the Workshop Support Staff and the parent/carers called. Repeated late collection may result in children having their membership revoked, since Theatre Peckham does not aim to be fully equipped for child-minding situations.
- e) No parents to sit and watch during workshops, unless with the express permission of the tutor
- f) All workshop practitioners will be DBS checked with an Enhanced Disclosure.
- g) All workshops practitioners will be asked to apply for a new Enhanced Disclosure every two years, or to provide access to the Update Service, unless in that time a clear disclosure has been obtained via another organisation, in which case a copy should be provided and the DBS number checked.
- h) When working in schools, a teacher or designated school staff member should be in attendance for all workshops. In some circumstances the teacher may have the option to leave so long as two Theatre Peckham staff are present.
- i) When conducting workshops off-site at other events or youth organisations, a youth worker or other appropriate member of staff are strongly encouraged to be in attendance. In some circumstances the host staff may have the option to leave so long as two Theatre Peckham staff are present.
- j) Theatre Peckham will aim to conduct all workshops in teams of a minimum of two people, where at least one is a tutor and the other may be a tutor, assistant or workshop-support worker. If for reasons beyond our control only one member of staff can attend then it should be agreed with the host organisation/school that they should supply the assistant.
- k) Children are always supervised at all times during projects, including lunch breaks (when appropriate).
- l) Suzy Smith, Executive Director and freelance practitioners, will be responsible for ensuring health and safety requirements are met in the workshop environment.

- m) Evaluations are carried out regularly with young people, parents, teachers and staff members, to ensure that any problems are aired and are addressed in the future.
- n) No parent/carer or other person, besides Theatre Peckham staff will take camera or video footage or any other recording media, of workshops, without the express permission of a member of the Senior Management team. Schools will be approached to give consent before recording off-site workshops/performances.

7.3 Performances, including by hirers and visiting companies

- a) No child shall take part in a performance during school time without an appropriate licence or exemption.
- b) Child performers shall be supervised backstage by an appropriate number of licensed chaperones. A DBS certificate does not qualify as a licence to chaperone children, full licences should be obtained from the relevant Local Authority Department of Education Welfare.
- c) No children shall be individually named on images used on Theatre Peckham website, or in any other press release or publicity material, unless the written consent of the parent/carer has been obtained.
- d) No child's details shall be released to any member of the public.
- e) No parents are allowed in the backstage areas except under the supervision of a licensed chaperone.
- f) It is the policy of Theatre Peckham to uphold regulations laid down by the Department of Education Welfare. Regarding any incoming performance from companies performing during school time, Theatre Peckham will ask for copies of licenses and exemption certificates for all children taking part in a performance. When agreeing contracts, such companies will be provided with a copy of Section 7 of Theatre Peckham' Safeguarding children Policy and expected to adhere to it.
- g) Performances involving children shall not take place except under the provisions of the Child Performance regulations. Children aged under 13 must leave the place of performance/rehearsal within 30 minutes of the end of their performance or 10:00pm, whichever is earlier. Children over 13 must leave the place of performance/rehearsal by 10:30pm.
- h) In keeping with the timetable of a standard school day, a child should not be present at the theatre for either rehearsal or performance before 9:00am.
- i) Children required to attend the theatre for rehearsals or performances for more than 4 hours will be required to bring snacks/meals and given breaks equivalent to 10mins per hour attending.
- j) No child should be present at rehearsal or performance for more than 6 hours in one day.

8 GDPR COMPLIANCE & SOCIAL MEDIA

8.1 GDPR and data

- a) GDPR: Good practise
Recital 38 of the GDPR states that:

“Children require specific protection with regard to their personal data as they may be less aware of the risks, consequences and safeguards concerned and their rights in relation to the processing of personal data. Such specific protection should, in particular apply to the use of personal data of children for the purposes of marketing or creating personality or user profiles and the collection of personal data with regard to children when using services offered directly to a child. The consent of the holder of parental responsibility should not be necessary in the context of preventive or counselling service’s offered directly to a child.”

- b) Theatre Peckham is a data controller and processor as defined in the General Data Protection Regulations. The personal information a Children/Young People/Vulnerable Adults provides will be strictly controlled and managed by Theatre Peckham.
- c) Theatre Peckham undertakes a Data Protection Impact Assessment; there are no high risks to the rights and freedoms of children when processing their personal information.
- d) Theatre Peckham will keep contact details of all participants in a locked cabinet.
- e) All personal records are password secured, including the work mobile phone.
- f) Marketing and Development staff will have access to anonymised data.
- g) All users are required to opt into the services Theatre Peckham provides.
- h) Personal information will only be used for the purposes of providing the services Children/Young People/Vulnerable Adults have requested from Theatre Peckham.
- i) Personal information will be anonymised when reporting to stakeholders, funders and partners.
- j) The parents/carers of Children/Young People/Vulnerable Adults will be asked if they want to remain on Theatre Peckham’s data base each year.
- k) Theatre Peckham’s Privacy Policy will be transparent on its website.
- k) When considering a marketing campaign targeted at Children/Young People/Vulnerable Adults, then Theatre Peckham will undertake a risk assessment. This will establish whether Theatre Peckham’s data processing will result in a high risk to the rights and freedoms of our Children/Young People/Vulnerable Adults and inform the campaign approach.

For further information on GDPR see the following guidance.

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/children-and-the-gdpr/>

8.2 New Technology and Social Networking: Children/Young People/Vulnerable Adults

- a) Many members of staff use social media as a tool to connect with friends, family and like-minded people; we respect your right to do so.

- b) Theatre Peckham works with many young people/children and vulnerable adults (Children/Young People/Vulnerable Adults) and every member of staff needs to be mindful of their professional responsibility when interacting with social media and its impact on our users and the reputation of our theatre.
- c) All members of staff responsible for communicating with Children/Young People/Vulnerable Adults will be provided with a work mobile phone and contact number, to be used only for work purposes. This has to be agreed with their manager before purchased.
- d) When communicating with Children/Young People/Vulnerable Adults by email always cc another member of Theatre Peckham staff. Always disclose the fact that you are an employee of Theatre Peckham. Use your real name and be forthcoming and transparent about your role within the organisation.
- e) If you become aware of Children/Young People/Vulnerable Adults being represented or referred to in a way or that gives you cause for concern, contact Theatre Peckham Child Protection Officer immediately.
- f) If a topic is being discussed within a social media website that could be considered a danger (physical or emotional) to any Children/Young People/Vulnerable Adults, refrain from participating. Remember that even if you post anonymously, you can still be traced back to Theatre Peckham.
- g) Do not disclose any personal data information.
- h) All online communication with Children/Young People/Vulnerable Adults should be done via Theatre Peckham or the official website and Theatre Peckham social networking sites, (Face book, Twitter etc.) and not via personal sites.
- i) Staff should never accept Children/Young People/Vulnerable Adults with whom their involvement is in a professional capacity as 'Friends' or similar on their personal sites.
- j) Staff should not use personal phones or devices to take images of children. Where photos are taken for use in Theatre Peckham publicity, personal devices may be used, providing all images are then downloaded onto a Theatre Peckham computer and all images deleted from personal devices.
- k) Staff should not involve themselves in sending or receiving any digital images of Children/Young People/Vulnerable Adults whatsoever on mobile phones or online, unless with written consent from their parents/carers.
- l) All Children/Young People/Vulnerable Adults placements at Theatre Peckham are to have access to our computers with a 'log on' that does not give them access to personal data of staff or participants.
- m) All Children/Young People/Vulnerable Adults placements at Theatre Peckham are not allowed to log onto their personal social networking sites at work without permission from their supervisor.

9. Support and Training

- a) We at Theatre Peckham are committed to the provision of Basic Child Protection Awareness Training for all our staff members involved in regular contact with young people.
- b) We will provide in house training and actively seek to encourage all staff, particularly tutors, to participate in additional training through Southwark Council's My Learning Source.
- c) We at Theatre Peckham will disseminate policy decisions and changes to all staff and keep staff informed of general measures regarding safe-guarding.

Note

This policy was adopted in **March 2005**.

This policy was reviewed and updated in **March 2006, 2007, 2008, 2009, 2010, 2011, 2013, 2014 and 2015**.

In 2017 the policy was reviewed by Safer London, and amended according to their recommendations.

This policy was reviewed by staff and Board members and approved at a Board meeting on **18th July 2019**

Appendix A

Designated Child Protection Representative

- This organisation has a designated person to take overall responsibility for child protection matters.
- They are selected by Theatre Peckham's Artistic and Executive Director. The designated person is Theatre Peckham's Creative Learning Manager. They are fully briefed on our safeguarding children policy and procedure when they begin working for us and undergo any appropriate training.
- The designated person is supported by the Executive Director and a board member will take responsibility for safeguarding.
- The designated person undergoes an Enhanced Level Disclosure check and two references are taken up.
- Additional members of staff have undertaken appropriate safeguarding training, and an Enhanced Level Disclosure check and are able to act as designated person when the Creative Learning Manager is not present. These are currently Jan Sharkey Dodds and Suzy Smith
- The designated person's role is to:
 - a) Ensure the organisation's Safeguarding Children policy and procedures are followed.
 - b) Ensure they know how to make contact with Social Services and police staff responsible for dealing with child protection concerns both during and after office hours.
 - c) Report any concerns to Social Services or the police (N.B. urgent concerns should be reported immediately by those aware of them even if the designated person is not available).
 - d) Act as a source of advice on all child protection matters and seek further advice and guidance from local statutory agencies as required.
 - e) Ensure that a record is kept of any concerns about a child or adult and of any conversation with or referrals to statutory agencies.

Appendix B(1)

Code of Conduct for Workers

- Always remember that while you are caring for other people's children your responsibilities to them must be uppermost in your mind at all times.
- Never use any kind of physical punishment or chastisement such as smacking or hitting.
- Do not smoke in front of any child or young person.
- Do not use un-prescribed drugs or be under the influence of alcohol.
- Never behave in a way that frightens or demeans any child or young person.
- Do not use any racist, sexist, discriminatory or offensive language.
- Generally, you should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token or leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from the organisation and be agreed with the named person for children protection and the child or young person's parent. Similarly, do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to a member of Theatre Peckham's core staff.
- You should not invite a young person to your home or arrange to see them outside the set activity times.
- You should not engage in any sexual activity (this would include using sexualised language) with a young person you meet through your duties or start a personal relationship with them. This would be an abuse of trust.
- Exercise caution about being alone with a child or young person. In situations where this may be needed (e.g. where a young person wants to speak in private), consider asking a second staff member to join you and make another member of aware of the situation. Note the conversation and pass the notes to the designated person.
- Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage, ask them if they would like some help.
- Do talk explicitly to children and young people about their right to be kept safe from harm.
- Do listen to children and young people and take every opportunity to raise their self-esteem.
- Do work as a team with your co-workers / volunteers. Agree with them what behaviour you expect from young people and be consistent in enforcing it.
- If you have to speak to a child / young person about their behaviour, remember that you are challenging 'what they did', not 'who they are'.
- Do make sure you have read the Safeguarding Children Procedure and engaged in training provided by Theatre Peckham to ensure you understand the policy, and that you are confident you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.

- Do seek advice and support from your colleagues, activity leaders or supervisors and your designated person for child protection.
- If you feel it necessary, do seek opportunities for training such as that available through Southwark Council's Safeguarding Children Board: 'My Learning Source'. If you would like to undergo some child protection training, in the first instance please discuss this with the designated person for child protection.
- Details of Staff and freelance Probation periods, Supervision arrangements and Appraisals can be found in the Staff Handbook, available from the Administrator, Creative Learning Manager or Executive Director.

Remember to enjoy yourself!

Appendix B (2)

Conditions of Membership – Parents / Carers

Membership of Theatre Peckham is open to all, subject to the following conditions:

1. Membership and termly fees are payable at the beginning of each year or term.
2. All members will now be asked to sign in and out at Theatre Peckham and Peckham Academy. It is imperative that this is done for fire regulations and Health & Safety. A full register will be found at the entrance of both venues.
3. Theatre Peckham will on occasion video or photograph members participating in workshops or productions. These images will only be used for the promotion and publicity of Theatre Peckham's activities and Theatre Peckham's website.
By agreeing to the terms and conditions on the booking system you consent to the taking and use of these images.
4. Theatre Peckham staff must be notified of any changes to the information provided on the Membership Form. This information will be checked from time to time to ensure Theatre Peckham has the correct contact numbers.
5. Sometimes children need additional support during classes. Parents/Guardians should notify Theatre Peckham of any special needs their child may have and should inform Theatre Peckham of any significant changes or incidents which could affect the child's active participation in the course (e.g. a recent injury, recent bereavement or trauma).
6. Placement of pupils in classes is at the discretion of the tutors and/or Artistic Director.
7. Performers for Theatre Peckham production work are chosen at the discretion of the tutor and/or Artistic Director.
8. Racist, sexist and other offensive language and behaviour is not tolerated at Theatre Peckham. This includes threatening behaviour and language. Verbal threats/assault and intimidation *will* be taken as seriously as any actual physical threat/assault. Any child or adult displaying any of the above may have their membership (or the membership of their child) terminated without notice, the final decision being undertaken by the Board. There will be no refund given as a result of these actions.
9. Children arriving 15 minutes or later may be refused admission, as this may disrupt the professional attitude to classes we aim to foster.
10. Children must be collected immediately after their workshop has finished. If Parents/Guardians are late to pick up their children after the class has finished the parent will be contacted by the Workshop Support staff. Repeated failure to collect children on time will result in loss of membership.
11. Parents must inform Theatre Peckham and sign a permission form if they wish their child to go home on their own.
12. Parents/Guardians will be invited to one class/ performance per term. Parents/ Guardians are not permitted to watch classes. If a child is new or particularly unconfident, tutors may ask

parents/carers to remain in the class. The exception to this is Creative Play, where parents are expected to stay for the class.

13. All children are expected to wear uniform of Red Theatre Peckham T-shirt, black leggings or tracksuit bottoms, and jazz shoes, ballet shoes, trainers or other appropriate footwear.
14. Feedback from parents and young people is welcome and will be requested once per year. Complaints can also be made (please see Parents Complaints policy).

I have read and understood the above conditions of membership. I authorise Theatre Peckham to keep this information on the member's database. Statistics from membership data may be disclosed to Theatre Peckham funding bodies, for monitoring purposes only. I am happy to receive information from the company regarding Theatre Peckham shows, events and other activities.

Name of Parent/Guardian: (Parents/Guardian for members Under 18)

.....

Signature:

Date:

Permission form to travel home alone

Dear Parent / Guardian,

In line with safeguarding guidelines advice, Theatre Peckham needs to ask for permission from all parents/guardians with regards to whether you give permission for your child to leave the theatre alone or whether they will be collected after their class. Please note, children in the level 1 and preparation classes will always need to be collected.

Any child under 16 years old will not be allowed to leave the theatre without filling in the permission slip below. This is to ensure the welfare of your child remains paramount and at the core of our practice.

Please fill in the slip below, sign it and return to Theatre Peckham, whether you do or do not give permission for your child to leave the theatre alone

Kind regards,

Theatre Peckham

.....

PLEASE TICK THE BOX THAT APPLIES TO YOUR CHILD

Name of child:

I DO give permission for my child to leave class and make their own way home

I DO NOT give permission for my child to leave and will collect my child after class

Name of parent:

Signature of parent / guardian

Date:

Appendix C

Safeguarding Children Policy - Information for Parents / Carers

We want Theatre Peckham to be a safe place for children and young people.

We have a Safeguarding Children policy and procedure. You can ask for a full copy of this at any time.

Below is a brief summary of the key points.

We aim to keep children and young people safe by:

- Having a designated person for child protection. This is currently **Darnell Shakespeare, Creative Learning Manager. Jan Sharkey Dodds, Education and Community Manager and Suzy Smith, Executive Director will act as designated person in Darnell's absence.** They can be contacted on 020 7708 5401. Please contact them if you have any concerns about any child or the behaviour of anyone at Theatre Peckham.
- Ensuring all staff and volunteers are properly checked and vetted.
- Making proper arrangements for all activities.
- Having a code of conduct for staff / volunteers and making sure that all staff and volunteers know what to do if they have any concerns about a child.
- Having a code of conduct for everyone attending Theatre Peckham.
- Following National and Local Child Protection Procedures and reporting any serious concerns to Social Services or the police as appropriate.
- When considering a child's disclosure, we will always share this information with a parent unless this poses an increased threat or risk of further harm.

We would ask you to support us in keeping children safe by:

- Following the code of conduct that you will find attached to the membership form when you enrol your son / daughter at Theatre Peckham.
- Following the code of conduct and treating everyone at Theatre Peckham (children and adults) with respect at all times.
- Supervising your child at all times unless they are in an organised activity being led by Theatre Peckham staff, in which case you must ensure that we can contact you in case of an emergency.
- Talking to the designated person for child protection if you have concerns about any child using the organisation or the behaviour of any adult in the organisation (other parents or Theatre Peckham members of staff).

Appendix D

Complaints Procedure

- We always welcome suggestions and improvements and work to resolve complaints as soon as possible. We encourage parents to raise any concerns as soon as possible. (Please see Customer Care Policy for parents and young people below).
- The person responsible for dealing with complaints relating to child protection or the safeguarding of children is Darnell Shakespeare, Creative Learning Manager, or Suzy Smith, Executive Director at Theatre Peckham.
- In the event of the complaint being against them, complaints should be made to Suzann McLean, Artistic Director/CEO.
- If the complaint leads to any suspicion that a criminal offence may have been committed against a child, the complaint should be referred the Police or to Social Services.
- Similarly, a complaint that leads to a suspicion of abuse of a child that does not seem to be a criminal offence should be referred to Social Services. They will refer on to the Police if needed.
- Once the complaint has been investigated, an appropriate member of the Theatre Peckham staff (normally the person named above if the complaint has not been made against them) will meet with the complainant to tell them the outcome of the complaint and what action if any is open to them if they do not agree with the outcome.

THEATRE PECKHAM – CUSTOMER CARE POLICY (Parents and Young People)

We value your feedback...even if it is negative! It helps us to improve the way we run the Education programme and look after you.

Theatre Peckham is committed to providing a safe, stimulating, consistent and accessible service for children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

If you have any comments or complaints about Theatre Peckham, please tell Felix Foueillis, Front of House and Box Office Administrator, at the earliest possible opportunity and they will try and sort the matter out for you. A record of your comments and any actions taken will be recorded and forwarded to the Creative Learning Manager and the Executive Director.

If the situation has safeguarding children implications, then they will inform the designated Safeguarding Officer and ensure that the procedures as set out in Theatre Peckham's Safeguarding Children Policy are followed.

If there is any matter that cannot be dealt with at the time it is raised, then the Creative Learning Manager will try and deal with it when he is in the office. If they are not able to, then Suzy Smith, Executive Director, will contact you by the end of the week to discuss the complaint and our response to it and to arrange a meeting if appropriate.

If at the conclusion of this process you remain dissatisfied with the response you have received, then you should put your complaint in writing to:

Suzy Smith

Executive Director

Theatre Peckham

221 Havil Street

SE5 7SD

All such complaints will be brought to the attention of Theatre Peckham's board of management.

Appendix E

Reporting allegations or suspicions of abuse

If you have any concerns about a child being abused you should inform the designated person detailed below.

Name

Darnell Shakespeare

Job Title

Creative Learning Manager, Theatre Peckham

Business Address

221 Havil Street, Camberwell, London SE5 7SF

Telephone Number

020 7708 5401 (main office)

(personal mobile)

If Darnell is unavailable, contact:

Name

Jan Sharkey-Dodds

Job Title

Education and Community Manager, Theatre Peckham

Business Address

221 Havil Street, Camberwell, London SE5 7SF

Telephone Number

020 7708 5401 (main office)

(personal mobile)

The Designated person is supported by the following person:

Name

Suzy Smith

Job Title

Executive Director, Theatre Peckham

Business Address

221 Havil Street, Camberwell, London SE5 7SF

Telephone Number

020 7708 5401 (Office)

0203 889 5746 (Direct line)

(Personal mobile) (home)

Suzy Smith should be contacted if the designated person is on leave or unavailable, or if there is a need to escalate the concern or action taken.

Important contacts outside the organisation

Multi-Agency Safeguarding Hub (MASH)

020 7525 1921 (9.00am – 5.00pm, Monday – Friday)

020 7525 5000 out of office hours)

Email: the MASH at MASH@southwark.gov.uk

In an emergency, after 5pm and at weekends or on bank holidays, you can contact the out of hours social worker on 020 7525 5000

Children's Services Duty Child Protection Coordinator on 020 7525 3297

Police Stations

Peckham Police Station

Walworth Police Station

177 Peckham High Street

323 Borough High Street

London SE15 5SL

London SE1 1JR

020 7732 1212

020 7378 1212

More useful contacts;

NSPCC Child Protection Helpline

24 hours Freephone service for adults, children or young people for advice or to give details about a child who may be at risk; 0808 800 5000

ChildLine

24hour Freephone for children and young people who need advice; 0800 1111

REPORTING SUSPECTED ABUSE

Confidential Recording Sheet

Organisation;

Name of person reporting

Name of child

Age and date of birth

Ethnicity

Religion

First language

Disability

Parent's/Carer's name (s)

Home address/Telephone Number

Are you reporting your concerns or reporting someone else's? Please give details.

Brief description of what has prompted the concerns: include date, time, specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Is the child at risk of significant harm and if so, what steps have been taken to reduce the risk.

What actions have been taken?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, please give details.

Have you consulted anybody else? Please give details.

Person reported to and date of reporting.

Name of person reporting.

Signature of person reporting.

Today's date

Action taken

Who has been spoken to and when

Designated person Signature;

Date;

Notes or comments

(Amendments) Order 1986 (UK wide), you should declare all convictions including “spent” convictions.

Appendix G

Theatre Peckham Child Protection Incident Record Form (see below)



Child Protection/ Young Person/Vulnerable Adult Incident Record

Date of incident:

Name of young person:

Their age:

School/College/Centre/Project/ they attend outside of TP:

TP Activity/Event they attend:

Reported by (staff name):

Your role in TP:

Date	Incident	Action taken

Please send to TP Safe Guarding Officer for safe and secure storage and further action required.

TUTOR'S AGREEMENT**Keeping Safe/ Safe Guarding & Child Protection**

TP has a strong commitment to the social, emotional and creative development of young people, children and vulnerable adults (YP/C/VA). We welcome them into the building as audience members, participants and artists. These guidelines are designed to keep both you and the users safe, as well as creating a working environment that maintains a sense of well-being.

The full policy can be obtained from the administrator.

Principles of Good Practice

- Treat YP/C/VA with care, respect and dignity.
- Recognise that while at TP you will be perceived by YP/C/VA as trusted representatives of TRSE.
- Refer any concern to an appropriate agency.

Guidelines to help keep YP/C/VA and staff safe.

- Always work in an open environment (avoid private or unobserved situations, or being alone behind closed doors)
- Ensure you never work alone with a YP/C/VA.
- Always find another member of TP staff if you are helping a lost YP/C/VA
- Never give a YP/C/VA your personal contact details, always refer them to a TP telephone number
- Do not use language of an explicit or sexual nature around YP/C/VA
- Never take pictures of YP/C/VA with a camera, phone or camcorder.
- If a YP/C/VA has an accident, please refer to a First Aider on site and report in the Accident Book
- If you ever feel that you are in danger or under threat, contact a member of TP staff immediately and take yourself out of that situation.
- Staff with responsibility for supervising YP/C/VA should not be under the influence of alcohol or illegal drugs whilst working.
- Be vigilant and act appropriately and immediately upon all forms of apparent bullying and ostracism.
- Be alert to tensions and peer pressure within the group and intervene when necessary to reinforce positive messages.
- Give enthusiastic and constructive feedback rather than negative criticism.
- If the work requires physical contact; ask permission from the participants.
- If you are concerned about the emotional well-being of a YP/C/VA , please contact the TP Child Protection Officer immediately.

TP Child Protection Officer: Darnell Shakespeare; Contact Number. 0209 8895 743

Disclosures

Sometime a C/YP/VA may want to share sensitive information with you; this is a Disclosure.

IMPORTANT: Please let the C/YP/VA know that you will have to share the information with other people, that you are not necessarily the best person to help them.

Get a member of TP staff as soon as you can. Complete an Incident Form.

If a YP/C/VA discloses that s/he has been abused or harmed in any way or you feel they are going to an unsafe place, please contact TP Child Protection Officer immediately.

If the Child Protection Officer is not there please contact

- Southwark's Referral Officer (9am -5pm) 020 7525 1921
 - Southwark's Referral Office (out of office hours) 020 7525 5000
 - E mail MASH@southwark.gov.uk
- In all cases you must complete an Incident Form.

Appendix I
Safeguarding Procedures Flowchart

