

Safeguarding and Children and Vulnerable Adults Protection Policy

INTRODUCTION

This policy has been developed to ensure that all those acting on behalf of Theatre Peckham are working together to safeguard and promote the welfare of children and young people. It describes the management systems and arrangements in place to create and maintain a safe environment for all. The policy identifies actions that should be taken to address any concerns about safety and welfare.

All opinions or behaviours which are contrary to the values and the ethos of Theatre Peckham will be vigorously challenged.

For the safeguarding procedures to work, all those acting on behalf of Theatre Peckham should be able to recognise and/or report concerns. In doing this we aim to be a theatre where:

- There is a belief that ‘it **could** happen here’.
- There are clear procedures for reporting concerns.
- There is a commitment to act on concerns raised.
- There is a set of standards for professional conduct.
- Child protection and Prevent is part of induction training.
- Company Members are expected to review the policy and complete training on an annual basis
- There is an ongoing culture of vigilance.
- All staff are required to have an Enhanced DBS Disclosure

This policy is to be read in conjunction with:

- London Child Protection Procedures (5th Edition, 2013): <http://www.londoncp.co.uk/>
- Working Together to Safeguard Children (2018)
- The Children’s Acts 1989 and 2004

1. SAFEGUARDING LEGISLATION AND GUIDANCE

The following safeguarding legislation and government guidance have informed the content of this policy:

- Section 175 of the Education Act 2002 (maintained schools only)
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2020
- COVID-19: Safeguarding in Schools, Colleges and Other Providers
- What to do if you are worried a child is being abused 2015

2. PURPOSE OF POLICY

- To provide key information to all staff, volunteers or people acting on behalf of Theatre Peckham, enabling them to identify safeguarding concerns and know what action to take in response.
- To ensure consistent good practice throughout the organisation.
- To demonstrate the theatre's commitment to safeguarding the whole theatre community: children/young people, parents/carers, staff, volunteers, freelance creatives, visitors, and other partners.

3. KEY DEFINITIONS

Safeguarding and promoting the welfare of children and vulnerable adults is:

- Protecting children and vulnerable adults from maltreatment
- Preventing the impairment of a child's or vulnerable adult's physical and mental health or development
- Ensuring that children and vulnerable adults grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and vulnerable adults to have the best outcomes.

Child protection refers to the processes followed to protect children who have been identified as suffering or being at risk of suffering significant harm. The *child* includes everyone under the age of 18.

A vulnerable adult is a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

Parent refers to birth parents and other adults who are in a parenting role, for example, stepparents, carers, foster carers, and adoptive parents.

Company members are all students aged 3 to 18 years old who fall under this category, and any 18+ member who is considered vulnerable

4. ROLES AND RESPONSIBILITIES

The Designated Safeguarding Lead (sometimes referred to as DSO or DSL) takes the lead responsibility for safeguarding arrangements within the organisation on a day-to-day basis.

ROLE	NAME	CONTACT DETAILS	TRAINING
Designated Safeguarding Lead Theatre Peckham Academy Manager	Andreea Urzica	020 3889 5740 (Direct Line) 020 7708 5401 (Main Office)	Lead Safeguarding Officer Level 3
	Izzy Carney	theatre@theatrepeckham.co.uk	Advanced (DSL) Child Protection Training
	Philippe Cato	associate@theatrepeckham.co.uk 020 3889 5747 (Direct Line)	Advanced (DSL) Child Protection Training
Designated person for safeguarding Theatre Peckham Board of Trustees	Allyson Devenish	allysondevenish@hotmail.com	Safeguarding Children and Adults at Risk

The role of the designated person includes:

- Ensuring all Company members read and understand the theatre’s safeguarding policies and that procedures are followed by all staff.
- Advising and supporting company members as they carry out their safeguarding duty.
- Encouraging a whole theatre approach to safeguarding, which is when paramountcy of the welfare of the child and vulnerable adults underpins all systems, policies, procedures, and decision making.
- Ensuring that advice is sought from children’s social care or the equivalent and that timely and accurate referrals are made to social care, the police, or other agencies.
- Liaising with the case manager and the Local Authority Designated Officer (LADO) where allegations are made against Company Members.

Allegations or disclosures MUST NOT be discussed with anyone other than those nominated above.

If a designated safeguarding lead is not available, staff should first check with their Line Manager on-site or the Company Administrator, who will make arrangements for contact. If this were ever not possible, staff should contact the MASH team on 02075251921 (out of hours: 02075255000).

All Staff are expected to keep safeguarding values at the centre of their conduct. The best interests of the child should determine their behaviour and action.

As an organisation working with children and young people, Theatre Peckham (TP) has a responsibility to act if abuse comes to light, to protect children from the possibility of being abused within TP, and to respond to disclosures of abuse outside TP. For the purposes of this policy, a child or young person is anyone under the age of 18 years of age (**Appendix A: Categories and Signs of abuse**).

Company members working with children and vulnerable adults are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned. When concerned about the welfare of a child or vulnerable adult, Company members should always act in the best interests of the child.

All staff are aware that inappropriate behaviour towards children or young people is unacceptable and that their conduct towards our members and any other young people we serve must be beyond reproach. All Company members understand the Sexual Offences Act 2003 makes it an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a Company member and a member of TP under 18 may constitute a criminal offence.

THEATRE PROCEDURES

If any Company-member is concerned about a child or vulnerable adult, they **must** inform one of the designated people (listed above).

Information regarding the concerns must be recorded by the company member on the same day on the **Child Protection and Vulnerable Adult Incident Record** (Appendix B). This should then be sent to the DSO to be stored on the safeguarding SharePoint.

- The recording must be a clear, precise, factual account of the observation. The account must be dated and signed.
- The designated person to whom the report has been handed will abide by the guidance of the Local Safeguarding Board and may refer the matter to the Multi-Agency Safeguarding Hub (MASH) in Southwark's Children's Social Care. In some circumstances, parents **may** be notified, but Company

members should **not** notify parents in advance if there is any risk of (a) further endangering the child or children involved; (b) compromising the integrity of any evidence which may later be used in court, or (c) causing any alleged perpetrator of abuse to be protected from investigation. Only the Designated person, following advice from social care, should make decisions about when to disclose Protection issues to parents/carers and other Company members must assume that information about Child/ Vulnerable Adult Protection issues is strictly confidential, and act accordingly.

The designated person will:

1. Contact the Multi-Agency Safeguarding Hub (MASH) for advice.
2. In an emergency, after 5 pm and at weekends or bank holidays, contact the out of hours social worker.
3. 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.
4. 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.
5. Agree on what actions will be taken, when they will happen and who is responsible for taking it forward.
6. Record all concerns and the actions taken.
7. 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 Care. The designated person's role is not to investigate.

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 their absence should not delay referral to Social Care.

DEALING WITH A DISCLOSURE

If a child or vulnerable adult discloses that they have been abused in some way, the member of staff should:

- Listen to what is being said without showing shock or disbelief.
- Accept what is being said.
- Allow the child or vulnerable adult to talk freely.
- Reassure the child or vulnerable adult but not make promises that it might not be possible to keep.
- Not promise confidentiality – the requirement to act in the child’s or vulnerable adults’ best interests means that it might be necessary to refer the matter to other services.
- Stress that it was the right thing to tell.
- Listen, rather than ask direct questions.
- Ask open questions rather than leading questions.
- Not criticise an alleged perpetrator.
- Explain what must be done next and who must be told in an age-appropriate way.

5. ALLEGATIONS AGAINST COMPANY MEMBERS

In the event of allegations or suspicions being raised about a Company Member, the designated person will:

- Listen and record concerns and/or allegations about the staff in question.
- Inform the CEO/ AD, who will initiate an appropriate investigation.
- The police or other outside agencies as appropriate would be referred to as necessary.
- **If there is any doubt about how best to respond to concerns about staff, then advice from the Local Area Designated Officer (LADO)**
- The CEO/Artistic Director has the right to suspend the staff member in question from some or all activities, particularly those involving contact with young people.
- In the event that an allegation is made against the CEO the right to suspend will sit with the Board of Trustees

6. SAFER RECRUITMENT

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 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 that 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 the regulated act will apply for an Enhanced Level Disclosure (children’s workforce) from the Disclosure and Barring Service (DBS) (Through ITC). New staff needing a DBS check who have joined the update service will be asked for permission to check their status. This includes full and part-time employees, volunteers and self-employed people (freelancers) who undertake regulated activities with children and are not supervised. They are also required to declare any pending case against them. Staff must understand that all information will be dealt with confidentially and will not be used against them unfairly.
- f) As part of the induction process, 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) 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 an 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 twelve months old, a new DBS check will be requested. A copy of the DBS number will be recorded for tracking purposes.
- h) All Company members will be required to provide at least two references and two forms of identification. The designated person is responsible for checking the identity of staff, collecting references, and recording these checks on a secure database.
- i) As part of the induction process, all new staff members will be given a copy of our Safeguarding Children and Vulnerable adults policy. The Designated Person will ensure they have read and understood the policy and are aware of their responsibilities and actions to take.

7. SUPERVISORY ARRANGEMENTS

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

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

- a) All Company members should treat all children and vulnerable adults with dignity and respect in attitude, language, and actions.
- b) We will keep a register of all participants attending our activities.
- c) Details of which Company members are present during workshops will be recorded in the Tutor Session report and online calendar. This is a record of comments about the sessions themselves as well as any general comments about individuals. Our Company members will record any unusual events in a Session report
- d) Written consent will be obtained for every participant 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 or vulnerable adult, although we recognise that there are times when this may be unavoidable or helpful.
- f) Company members may escort children or vulnerable adults to the toilet but should remain outside in a public space. They are not expected to be involved with toileting unless the child or vulnerable adult has additional needs/ support that has been brought to our attention by the parent/guardian or in the case of an emergency.
- g) We recognise that physical touch between Company Members and participants can be healthy and acceptable in public places. Also, in the teaching of performing arts, physical contact is appropriate when managed with respect. However, our company members will be discouraged from this in circumstances wherein a 1-2-1 situation.
- h) All company members will be subject to a probation period with a review before an appointment is confirmed. (Details of this can be found in the individual contract).
- i) All company members will undertake training or awareness-raising safeguarding children and vulnerable adults, during their induction/probation period, (prior to the start of term for freelance practitioners).
- j) This will be refreshed on an annual basis through the circulation of the Safeguarding Policy and training
- k) Arrangements for supervision, support and appraisals for Company Members are detailed in the staff handbook.

7.2 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. If the child is above 16 they may complete the form themselves
- b) Completing the online booking form will include a declaration of permission (or withdrawal thereof) for photographic and recorded images to be used for publicity if applicable. (See Appendix D for Photography and video Policy and template form)
- c) The online booking form will request that parents/carers/participants inform Theatre Peckham about any additional needs the participant may have. Also, 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, bereavement, or trauma). [These examples could be "misconstrued as abuse", though this phrase will not be used on the booking form.]
- d) Participants should be collected from the workshop within 5 minutes of the published finish time. Participants not collected will be minded by the Company members supporting the project and the parent/carers called. Repeated late collection may result in participants having their membership revoked, since Theatre Peckham does not aim to be fully equipped for child-minding situations.
- e) No parents/ carers to sit and watch during workshops, unless with the express permission of the tutor and DSO.
- f) All Company members leading sessions will be DBS checked with an Enhanced Disclosure.
- g) All Company Members will be asked to apply for a new Enhanced Disclosure every three 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 Company members. 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) Participants are always supervised at all times during projects, including lunch breaks (when appropriate).
- l) The Academy Manager, Projects Producer, Associate 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 people, besides Company Members will take a camera or video footage or any other recording media, of workshops, without the express permission of the project coordinator. 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 professional 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 the 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 when acting as a chaperone, where additional needs exist or with the permission 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 to contracts, such companies will be provided with a copy of Section 7 of Theatre Peckham's Safeguarding Children Policy and expected to adhere to it.
- g) Performances and rehearsals involving children shall not take place except under the provisions of the Children (Performances and Activities) Regulations 2014. The rules for children performing at TP shall always adhere to the Government's guidelines.
- h) In keeping with the timetable of a standard school day, a child should ideally not be present at the theatre for either rehearsal or performance before 9:00 am.
- 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.

8. SOCIAL MEDIA AND PHOTOGRAPHY

8.1 New Technology and Social Networking: Children or Vulnerable Adults

- a) Many Company members 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 children and vulnerable adults and every company member 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/ Vulnerable Adults will be provided with a work mobile phone and contact number, to be used only for work purposes. This must be agreed with their manager before purchase.
- d) When communicating with Children or Vulnerable Adults by email always cc another Company member and the parents' emails address. 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 or Vulnerable Adults being represented or referred to in a way that gives you cause for concern, contact Theatre Peckham's DSO 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 or 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/ Vulnerable Adults should be done via Theatre Peckham or the official website and Theatre Peckham social networking sites, (Facebook, Twitter etc.) and not via personal sites.
- i) Company Members should never accept children or Vulnerable Adults with whom their involvement is in a professional capacity as 'Friends' or similar on their personal sites.
- j) Company Members should not follow those under 18+ or vulnerable adults on personal accounts
- k) All Children/ 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.
- l) All Children or Vulnerable Adults placements at Theatre Peckham are not allowed to log onto their personal social networking sites at work without permission from their supervisor.

8.2 Film and Photography

- a) Written consent from a parent/ guardian or participant (if over 16) will be obtained for every participant attending our activities, for the taking of film and photography for Theatre Peckham publicity, via the online booking system.
- b) Company Members may use photography and filming as an aid in activities or as a record of achievement. However, this should only be done with Theatre Peckham's permission and using our equipment.
- c) Company Members should not use personal phones or devices to take images of children. Where images are taken for use in Theatre Peckham publicity, personal devices may be used, providing all images are then downloaded onto a Theatre Peckham computer/drive and all images deleted from personal devices.
- d) Company Members should not involve themselves in sending or receiving any digital images of Children/ Vulnerable Adults whatsoever on mobile phones or online, unless with written consent from their parents/or carers.
- e) If we hire a photographer for one of our events, we will seek to keep participants safe by:
 - providing the photographer with a clear brief
 - not allowing the photographer to carry out sessions outside the event.
 - reporting any concerns regarding inappropriate or intrusive photography.
- f) Filming and Photography by parents and carers are not permitted at most of Theatre Peckham's activities. However, there may be times when participants, parents/carers can take photographs or film our activities for personal use. In these instances, we will give guidance on image sharing in the programmes, outside the event, or in person before the start of the event.
- g) We store photographs and videos securely on the Marketing SharePoint which is only accessible to selective company members. We will not store images of children or vulnerable adults on portable equipment such as memory sticks and mobile phones or download images onto laptops/ iPads. They must remain in the password-protected SharePoint.
- h) If a participant or their family withdraw consent for images to be shared, it may not be possible to delete images that have already been shared or published.

See Appendix D: Photography and Film Policy Statement for further information.

9. TRAINING

Support and Training

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

Version	Created	By	Version	Created	By
1	31/3/21	Amy Hubbard, Company Administrator			
2	14.04.22	Reviewed by: Marissa McKinnon, Interim Company Administrator and Academy Manager Andreea Urzica			

This policy was signed off by the Board on 26/4/22 and should be renewed on an annual basis.

I confirm that I have read and understood the Safeguarding and Child Protection Policy.

Signed by: 

Date: 26/4/22

Please return to Theatre Peckham's Company Administrator,
Alternatively, you will be asked to sign on your induction form that you have read this policy.