

Safeguarding Policy: Draft V1 by Emily Moxon	<u>31.12.2016</u>
Reviewed by Sarah Goodyear	<u>24.1.17</u>
Safeguarding Policy: Draft V2	<u>25.4.17</u>
FINAL COPY	<u>January 2018</u>
LAST REVIEW DATE	<u>May 2018</u> by Naomi Roxby Wardle and Sarah Goodyear <u>March 2019</u> by Naomi Roxby Wardle <u>March 2020</u> by Sarah Goodyear <u>March 2021 by Naomi Roxby Wardle</u> <u>March 2024 by Sarah Goodyear & Approved by Board</u>
REVIEW DUE	<u>March 2025</u>

FALL INTO PLACE THEATRE COMPANY
SAFEGUARDING POLICY - CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Fall into Place theatre company (FIP) is committed to promoting good practice in relation to working with children, young people and vulnerable adults.

FIP is committed to providing equal opportunities for all by creating and maintaining the safest possible environment for children, young people and vulnerable adults. This practice will allow every member to benefit from and enjoy the opportunities that the organisation has to offer.

Trustees, staff and volunteers should, at all times, show respect and understanding of an individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of FIP.

FIP will do this by:

- Recognising that all individuals have the right to freedom from abuse.
- Ensuring that all staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children and vulnerable adults in their care.
- Responding swiftly and appropriately to all suspicions or allegations of abuse.
- Ensuring all staff and volunteers have been checked through the Disclosure and Barring Service (DBS), and if volunteers do not have a DBS they will not work without a DBS checked staff member present at all times.
- Seeking to ensure activities and groups are inclusive and adapted to the needs of all members.
- Continually seeking ways to improve the safety and wellbeing of children and vulnerable adults who take part in the sessions.
- Emphasise that everyone has a shared responsibility to ensure the safety and wellbeing of individuals taking part in activities and groups.
- Recognise that people's needs can change over time, therefore gaining regular feedback from members on their access needs is important.
- Directors are expected to complete an external level 3 safeguarding training every 3 years, staff working with children and vulnerable adults are expected to complete an external level 2 safeguarding training every 3 years. Internal training should be carried out every year for all members of staff.

FIP comes into contact with children and vulnerable adults, such as through the following activities;

- Centre based activities and events
- Children's holiday provision
- Drama groups for people seeking asylum and refugees
- School Workshops
- Care Home workshops
- Other community events and community workshops in Leeds and Bradford.

The main type of contact with children and vulnerable adults will be;

- Regular creative activity; running weekly workshops.

This policy seeks to ensure that staff and volunteers working for FIP understand and undertake their responsibilities with regard to the protection of children and adults. It seeks to ensure that staff and volunteers working for FIP will respond to concerns appropriately and clarifies the organisation's expectations.

Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and adults wherever possible.

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 a vulnerable adult

A 'vulnerable adult' is a person:

- aged 18 years or older.
- Has needs for care and support (whether or not the authority is meeting any of those needs).
- Is experiencing, or is at risk of abuse or neglect.
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Types of abuse and recognising signs

Please refer to - <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

<https://www.nidirect.gov.uk/articles/recognising-adult-abuse-exploitation-and-neglect>

Responsibilities

All trustees and staff (paid or unpaid) have a responsibility to follow the guidance laid out in this policy and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contributing to discussions about safeguarding and positively involving others in developing safe practices.

Implementation

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. These include:

- Health and Safety policy, including lone working procedures, mitigating risk to staff and volunteers.
- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory.
- Data protection (how records are stored and access to those records).

- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose.
- Staff induction.
- Staff training.

Disclosure and Barring Checks

- The organisation commits resources to providing Disclosure and Barring checks on staff (paid or unpaid) whose roles involve contact with children and/or vulnerable adults. Alternatively, if hiring on a freelance basis we will provide a DBS unless the member of staff is already in the update system. For collaborative work we will accept verification through a trusted partner organisation.
- In order to avoid DBS gaps, the organisation will;
 - Ensure that established staff and volunteer roles are regularly reviewed through a 2 year rolling programme of re-checking DBS checks in place for holders of all identified posts.
 - We will review all DBS every three years.
 - Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children/vulnerable adults will be subject to a DBS check.

Induction

- Fall into Place commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding, where appropriate.
- The induction process will include;
 - Discussion of the Safeguarding Policy (and confirmation of understanding).
 - Discussion of other relevant policies.
 - Ensuring familiarity with reporting processes; the roles of line manager and designated Safeguarding lead (and who acts in their absence).
 - Initial training on safeguarding, including: safe working practices, safe recruitment, understanding child protection and the guide for adult safeguarding
 - Where appropriate, additional safeguarding training will be provided from a third party training company.

VOLUNTEER, STAFF AND HELPER GUIDELINES

The following information is designed to help all volunteers, staff and helpers who come into contact with young or vulnerable people whilst working with FIP.

Volunteers, staff and helpers working at FIP should:

- Understand their personal responsibility for protecting the children, young people and vulnerable adults with whom they work.
- Take all responsible steps to protect those people from harm, discrimination or degrading treatment.
- Respond in an appropriate manner to any child who alleges or discloses that abuse is happening.
- Accept responsibility to implement procedures to provide a duty of care for all users, to safeguard their wellbeing and protect them from harm.

- Take appropriate action if there are suggestions or suspicions that a child or young person is being abused.
- Staff and volunteers should be committed to treating all members with respect and dignity.
- Always listen to what a member is saying, valuing each individual.
- Recognise the unique contribution each individual can make to the organisation.
- Encourage and respect each individual member.
- Respect each individual's privacy.
- Be aware that someone might misinterpret our actions no matter how well intentioned.
- Never draw any conclusions about others without checking facts.
- Never exaggerate or trivialise abuse issues or make suggestive remarks or gestures about, or to a child, young person or vulnerable adult.

It is not the responsibility of the volunteer, staff member or helper to decide whether or not a child, young person or vulnerable adult is being abused.

Contact with children, young adults and vulnerable adults:

All staff at FIP should:

- Avoid spending time alone with children and/or vulnerable adults away from others.
- In the unlikely event of having to meet with an individual child or vulnerable adults this meeting must be as open as possible, and other staff members will be informed of the location and approximate length of the meeting.
- Staff should model best practices with physical contact with any young person or vulnerable adult. This can be achieved through shared discussion and/or group rule agreements (such as asking for permission/understanding each person's boundaries before physical contact activities and encouraging anyone who feels uncomfortable with physical contact activities to feel safe to share.
- The relevant member of staff to any given project is responsible for distributing and collating photo permission forms and for discussing how best to document projects, and will circulate this information in line with GDPR standards.
- Confidential data that is collected on children including addresses, dietary needs, medical conditions, etc. should be treated in confidence and with respect and should be shared between adults on a need to know basis.
- When sharing information, FIP staff will be sensitive to the level of understanding and sensitivity as well as the level of responsibility of the people with whom they are sharing.
- All children and vulnerable adults have a right to know the information that FIP holds on them.

GUIDELINES ON RECRUITMENT

This process will be adhered to for any role within FIP:

- Advertisements for roles that involve work with children will state that applicants will be expected to pass a DBS check.
- Successful applicants, including volunteers, will be interviewed to assess suitability for the role and provide at least one reference.

On appointment

- An enhanced DBS (formerly CRB) check must be held by all FIP staff and volunteers who will be working directly with children, young people and/or vulnerable adults.
- The DBS check must be cleared before work commences. If this is not possible, the individual must always be accompanied by a DBS checked adult when carrying out their duties working with children, young people or vulnerable adults.
- Copies of DBS checks for company members and volunteers will be held on the online drive for 3 months, then logged and dated as approved by a manager on the DBS recruitment log.

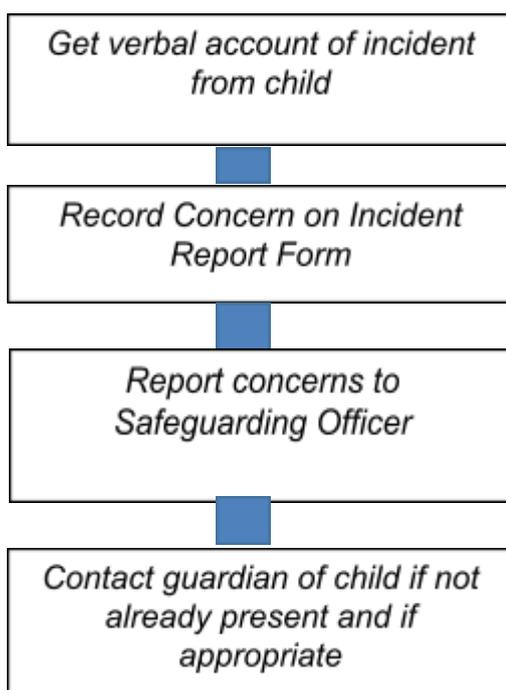
PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where someone has concerns or an allegation is made, a record will be made using a standardised format [Appendix 1]. Details must include:

- Name of Child/ Vulnerable Beneficiary
- Date of Birth of Child/ Vulnerable Beneficiary (if available)
- Approximate Age of Child/ Vulnerable Beneficiary if Date of Birth is not available
- Name of staff member completing the form
- Date the incident took place
- Time the incident took place
- Location the incident took place
- Names of others involved, or others who witnessed the incident
- Details of the incident as a statement of fact
- Action Taken
- Were the parents informed?

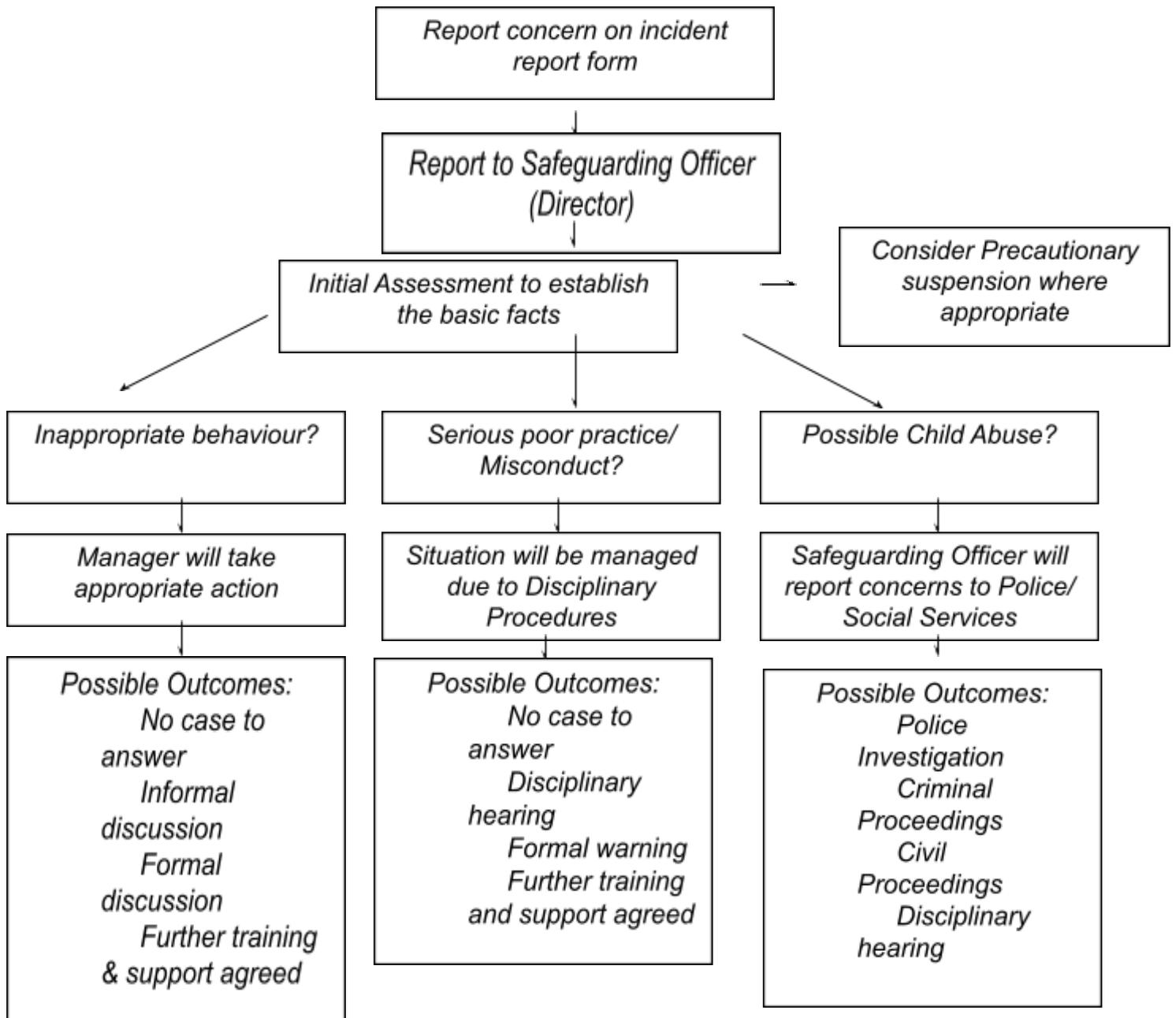
During work in schools we will follow the school’s safeguarding procedure by reporting any concerns to the school’s safeguarding officer. We will also keep a record for our own files.

RESPONDING TO CONCERNS MADE BY A CHILD OF SUSPECTED ABUSE





RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER



Referral procedure

The referral procedure for identified suspicion or concern will be followed at all times. This is outlined below:

FIP staff identify a safeguarding concern:

- All concerns should first be referred to one of the Designated Safeguarding Officers. No member of staff should act alone.
- If the concern is regarding the Designated Safeguarding Officer then the Senior Safeguarding Lead must be informed immediately.
- Do Not Delay, the concern should be discussed between the referring member of staff and the relevant Designated Person as soon as possible, other FIP staff consulted as appropriate. Wherever possible an identified concern will be discussed with any relevant, significant adult involved in the child's life (e.g social worker, school safeguarding lead, family support officer) before any further action is taken. Advice from the social work department will be taken and any concerns discussed. The person who identified the concern will be asked to complete a referral form.
- Information sharing needs to be proportional to the level of concern. Relevant FIP staff and other agencies involved with the child will only be given information on a need to know basis.

Designated Child Protection Persons

For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection Persons:

Sarah Shaw - Designated Safeguarding Officer - Director
07341254967

Vanessa Brown (Ms) - Senior Safeguarding Lead - Chair of Trustees
07961535767

The Designated Person(s) will inform the relevant organisations of the incident.

Leeds Safeguarding Children Board (Social Work Services)

During office hours: Children's Social Work Services on 0113 222 4403 (Monday to Friday 9am to 5pm).

Out of office hours: If the issue can't wait until the next working day please contact the Children's Emergency Duty Team on 0113 376 0469 and provide us with as much information as possible.

You can also email on childrensedt@leeds.gov.uk

Adult Social Care

Contact Adult Social Care (Monday to Friday 9am to 5pm): Tel: **0113 222 4401**. If you are unable to use the telephone you can email Adult Social Care using the form in the **Contact us** section on this page

On weekends, Bank Holidays, and all other times you can call the Emergency Duty Team on **0771 210 6378**. If you are unable to use the telephone you can email the Emergency Duty Team at edt.ss@leeds.gov.uk

DISCLOSURE

- Never guarantee absolute confidentiality, as Protection of Vulnerable Beneficiaries will always have precedence over any other issues.
- Ensure you never use closed questioning or leading questions.
- Take information seriously and always assume the disclosure is truthful.
- Offer the individual reassurance without making promises. Examples of reassuring words include: 'I'm glad you told me this' 'You've been extremely brave' 'I will be here to support you in any way I can'.
- Allow the child/vulnerable person to speak without interruption, accept what is said – it is not your role to investigate or question.
- Do not overreact or respond with emotive language. Try to look calm.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event, use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child/person was trying to say.
- Contact the Designated Persons for advice / guidance.
- The Designated Person may then discuss the concern / suspicion with a relevant organisation, and, if appropriate, make a further referral.
- Record any discussions or actions taken as soon as is practicable.

RECORD-KEEPING

- All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet or in a secure folder in the online drive.
- Only the designated Persons will have access to these files.

Safeguarding Officers:

1. Sarah Shaw

Director – Fall into Place Theatre
41 Wensleydale Rise, Baildon, BD176TA
07341254967

2. Vanessa Brown (Mrs)

Trustee – Fall into Place Theatre company
4 Brewerton Street, Knaresborough, HG5 8AZ
07961535767

If you feel you need some advice on supporting a young person you can contact NSPCC helpline for free, confidential support- 0808 800 5000

Safeguarding - Suicide prevention

Fall into Place runs groups that are inclusive of people who may live with mental health conditions, such as anxiety or depression.

If someone discloses that they are feeling suicidal, follow this plan:

Ask if they have made a plan (it may feel abrupt to ask, but it is necessary to determine the danger)

If the answer is yes, explain that they need immediate help - call 999 and follow their instructions.

If someone discloses suicidal thoughts but does not have a plan:

Listen without interrupting

Do not pass judgement or offer advice.

Reassure them that you can direct them to the right support they need.

Contact numbers:

Connect Helpline - 0808 800 1212

Teen Connect - 0808 800 1212

Samaritans Helpline - 116 123

The Mix - 0808 808 4994

Panic Attacks

Panic attacks can be extremely frightening to an individual. They can feel like a person cannot breathe properly and can come on suddenly.

The symptoms can present similarly to a heart attack. If the symptoms are worsening or you are in any doubt, call an ambulance. It is much better to be safe and get help quickly.

If you suspect someone may be having a panic attack:

Reassure them they can leave the room if they need to. A panic attack could occur during a workshop. The person needs to know they can go outside or to a quiet room if they prefer.

Reassure them that they are safe and it will pass soon.

Encourage them to breathe - breathe in to a count to 4, and out to a count of 4. Slow it down slightly as their breathing slows.

Stay with them - As their breathing is returning to normal, gently engage them in light conversation, particularly if you know them well.

Any other concerns

If you have any other concerns about a group attendee's mental health, please pass it onto a safeguarding officer.

The Safeguarding Officer will:

- Log any concerns in a secure file in the drive
- Speak to the individual one on one
- Where requested, pass on support and help.

APPENDIX A

Incident Report Form

Name of Child/ Vulnerable Person: Date of Birth/ Approximate Age:	Name of staff member completing form:
Date the incident took place: Time:	
Where did the incident take place: 	
Who else was involved/witnessed the incident: 	

Details- Please provide a statement of fact:

Action taken:

Parents informed? Yes/No

Signature of staff member reporting incident: _____

Signature of designated C.P. officer: _____

Date: _____

APPENDIX B

Useful Contacts

Disclosure and Barring Service (DBS)
 0300 0200 190
 Available 8am to 6pm Monday to Friday
 Saturday 10am – 5pm

The NSPCC (National Centre)
 42 Curtain Road
 London, EC2A 3NH
 0808 800 5000
 www.nspcc.org.uk/

LEEDS Safeguarding Children Board:
 0113 376 0336 (Monday to Friday, 8am to 6pm).
 Children's Emergency Duty Team on 0113 376 0469 (Out of Hours)

Childline UK
(help for children and young people)
 Freepost 1111
 London, N1 0BR
 0800 1111

terprise & Arts Centr

LEEDS Adult Social Care:

0113 222 4401 (Monday to Friday,
9am to 5pm)

On weekends, Bank Holidays, and
all other times you can call the
Emergency Duty Team on **0771
210 6378**.

<https://www.nationaldahelpline.org.uk/> - Domestic Violence Helpline: 0808 2000 247

APPENDIX C

DECLARATION TO BE COMPLETED BY ALL STAFF MEMBERS:

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Fall Into Place.

Please complete the details below and return this completed form to [Vanessa Brown Sarah Shaw at Fall into Place Theatre](#).

Employee Name:

Employee Signature:

Date: