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Policy Name: Safeguarding Policy

Purpose:

To ensure Eastern Angles commitment to safeguarding the welfare of all vulnerable adults, children and young people, who we work with or come into contact with, whether as participants, volunteers or as audience members.

We believe that everyone including children, young people and vulnerable adults have an equal right to protection from abuse (physical, emotional, sexual) and neglect, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child and vulnerable adult is paramount.

We enable our staff and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone (staff, board, partners, agency staff, volunteers and everyone working on behalf of Eastern Angles) to have read, understood and adhere to this policy and related procedures, except where it has been formally agreed that another appropriate policy provides greater protection for children, young people and/or vulnerable adults.

Introductions and Background:

In order to further our commitment, Eastern Angles has adopted the Safeguarding Policy set out in this document using these guidelines:

1. **Definitions:** The following definitions apply -within this policy:
 - 'Child / young person' refers to anyone who engages with Eastern Angles as a participant, volunteer or audience member. This includes those who are less than 18 years old and who are legally defined as 'child' - to whom we have a legal responsibility, and those who may be between 18 and 25, to whom we have a duty of care.
 - 'Vulnerable Adults' refers to anyone who engages with Eastern Angles as a participant, volunteer or audience member who may need additional care or support. This includes adults in need of community service due to age, illness or a mental or physical disability, or who is, or may be, unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.
2. **Legal Framework:**

This policy has been drawn up on the basis of the following laws that seek to protect children and vulnerable adults:

- Children Act 1989 and 2004
- UN Convention on the Rights of the Child 1991
- Data Protection Act 1998 and the GDPR 2016
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

Principles

- The wellbeing and safety of every young & vulnerable person is paramount.
- We will treat children, young people, and vulnerable adults, with care and dignity, and respect their rights. We will value, listen and respect them.
- Every child, young person or vulnerable adult will be treated equitably and sensitively, regardless of their gender, ethnic origin, cultural background, sexual orientation or religion.
- We will ensure that communication with young and vulnerable people is open and clear, and that the feelings and concerns of every young and vulnerable person are listened to and acted upon.
- We will seek to achieve a balance between artistic outcomes and the social, emotional, intellectual and physical needs of the young people and vulnerable adults involved in our work.
- All activities we undertake will be assessed for their potential risk to children, young people and vulnerable adults.
- We will avoid physical contact with children, young people and vulnerable adults except for reasons of health and safety or under supervision.
- All suspicions of allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- We will follow the guidance laid out in Suffolk Safeguarding Children Board Guidance for safer working practice.

Implementation:

1. In the implementation of this policy, EATC will:

- a) Take every reasonable step to ensure that children, young people and vulnerable adults are protected where
 - our own staff and or freelance artists and associates are directly involved in a project or programme
 - Or where we contract an organisation to work with a school / young people's /vulnerable adults.

- b) Continue to audit and review our Practices, Policies and procedures to ensure we are taking all possible precautions to protect those listed in this policy.
- c) Use the Principles, Actions, Processes laid out in Appendix to guide us in implementing this policy.

Reviewed: Every Year

Sub Committee: MADAR

Staff Champion: Alyson Tipping

Board Champion: Hassina Khan

Connected Policies

This policy should be read in conjunction with:

- a) The Health and Safety Policy
- b) The Whistle Blowing Policy
- c) The Volunteer Policy
- d) The Privacy Policy
- e) The Equality Policy
- f) The Staff Handbook

Policy Review Table

The Board of Trustees will review this policy annually, or as and when there is a change in legislation.

Date	Approved by (print name)	Approved by (signature)	Role in organisation

A signed and printed copy of this policy is kept on file at our registered office.

Appendices:

1. Actions
2. Code of Practice
3. Nominated staff member
4. Procedures and Processes
5. Managing a disclosure
6. Recording Information
7. Training
8. Types of Abuse
 - 8.1 Physical
 - 8.2 Emotional
 - 8.4 Sexual
 - 8.4 Neglect
9. PREVENT
10. Film and Photography Guidelines
11. Useful Phone Numbers
12. PDF Diagram of reporting procedure (saved separately)

1. Actions

We will endeavour to safeguard children, young people and vulnerable adults by:

- 1.1 Adopting this policy and adhering to our associated procedures and code of conduct for staff.
- 1.2 Recruiting all staff, partners, associates and project volunteers, safely ensuring all necessary checks are made including DBS
- 1.3 Ensuring all staff, partners, associates and project volunteers are fully aware of our Safeguarding policy
- 1.4 Sharing information about safeguarding and child protection with children, parents, school / host organisation /staff partners and our staff.
- 1.5 Sharing concerns with agencies who need to know involving children, school staff and parents appropriately.
- 1.6 Providing effective management of staff, associates and volunteers through supervision, support and training.

We are committed to reviewing this policy and procedures annually, updating our action plan as appropriate.

2. Code of Practice

Eastern Angles Theatre Company is committed to safeguarding the welfare of the children and vulnerable adults we work with and has established the following code of practice:

- 2.1 All staff are given clear established roles for their education work
- 2.2 We ensure that all existing staff and freelancers used by the company has a conviction for criminal offences against children or vulnerable adults by either

carrying out an Enhanced Disclosure or checking their status via the DBS Update Service. -

- 2.3 All Eastern Angles Theatre Company activities and workshops are led by at least two people, unless a relationship is already established with a group, in which case an individual may work alone.
- 2.4 Children and vulnerable adults are always supervised at all times during projects, including lunch breaks and travel to and from the venue.
- 2.5 Eastern Angles Production Manager, or in their absence the company workshop leaders, will be responsible for ensuring health and safety requirements are met in the working environment.
- 2.6 Workshop leaders must find out about special needs of children and vulnerable adults before the workshop commences.
- 2.7 Full evaluations are carried out after all workshops, completed by teachers/staff members, to ensure that any problems are aired and are addressed in the future.

3. Nominated staff member

Eastern Angles has nominated the Engagement Manager to be our designated safeguarding lead (DSL). The DSL will take lead responsibility for ensuring, that all staff, associates and volunteers are aware of the policy, that it is adhered to at all times and will act upon any reported concerns. The officer will be the first point of contact regarding issues of safeguarding – internally and externally.

4. Procedures and Processes

We will adhere to our own procedures and processes in relation to safeguarding and child protection. These include:

- Good Practice guidelines
- Health and safety policy
- Recruitment policy
- Risk assessment and management
- Taking and using images (still and moving) of young people
- Designated safeguarding lead roles and responsibilities
- Responding to allegations of abuse
- Reporting allegations of abuse
- Record keeping and monitoring
- Note – some of the policies listed above are missing from this list

5. Procedure for managing a disclosure

Eastern Angles recognises that disclosure of abuse could be made during any theatre performance, project and/or education activity to any person involved in running these events/projects. Where possible a member of the management / directors should be involved immediately.

Suspicious

If you see or suspect abuse of a child, young person or vulnerable adult you should make the person with legal responsibility for the child, young person or vulnerable adult (e.g. the teacher, youth or care worker) aware of the problem.

If you suspect that the person with legal responsibility (e.g. the teacher, youth or care worker) is the source of the problem, you should make your concerns known to another member of staff employed at the site.

Whether or not this can be done, in the event of a disclosure:

- Do stay calm and listen carefully.
- Do reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions. (However, you may be asked to gather enough information to contribute to good decision-making and an assessment of risk).
- Do let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Do inform your Designated Safeguarding Lead as soon as possible.
- Do make a written record of the allegation, disclosure or incident which you must sign, date and record your position. This will be used when making a referral and a copy will be kept securely on file by Eastern Angles until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2016).
- Do not include your opinion without stating it is your opinion.
- Do refer without delay.
- In the event that the DSL is not available or contactable this should not delay action being taken to protect a child. Any member of Eastern Angles' team may contact Children's Social Care directly to raise their concerns.
- If there are any concerns about the immediate safety of a child or vulnerable adult, then the police must be contacted without delay.
- The parents or carers of the child will be contacted as soon as possible following advice from Children's Social Care and/or the police.

See Appendix 11 for diagram of procedures.

6. Training

All members of staff and volunteers will have regular access to safeguarding training. We will also, as part of your induction, issue safeguarding update information on a regular basis, in relation to our staff code of conduct/handbook, safeguarding policy and any policies related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

7. Types of Abuse

8.1 Physical abuse includes hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

8.2 Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless, unloved or inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

8.3 Sexual abuse involves forcing or enticing a child or young person to take part in sexual activity, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Sexual abuse also includes non-contact activities, such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Sexual abuse of vulnerable adults can be rape and sexual assault or sexual acts to which the person does not consent or cannot consent or is pressured into consenting.

Sexual abuse may be same sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

8.4 Neglect is the persistent failure to meet a child's, young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the severe impairment of the person's health and development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child, young person or vulnerable adult from physical harm or danger, or the failure to ensure access to appropriate medical care treatment.

It may also include neglect of a child's, young person's or vulnerable adult's basic emotional needs.

8. PREVENT: Vulnerable to radicalisation (VTR) or influenced by Extremism.

Staff may notice a change in a child or young person behaviour that may suggest they are vulnerable to violent extremism.

After having discussed concerns with appropriate colleagues, being mindful of confidentiality, where the staff member still has concerns that the individual may be vulnerable to violent extremism, a Vulnerable To Radicalisation (VTR) Referral form is available here <http://www.suffolkscb.org.uk/safeguarding-topics/preventradicalisation/> is to be completed and sent to the MASH MASH@suffolk.pnn.police.uk and relevant CYPS team if under 18. The MASH will notify Special Branch to carry out deconfliction checks and an initial assessment of the VTR prior to any further information gathering on the individual.

For urgent safeguarding concerns call Customer First 0808 800 4005 UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL

9. Recording Information

In the event of recording a child, young person or vulnerable adult's information (for example a session sign up sheet) this will be done using the following guidelines:

- 9.1 Information to be captured on a sign-up form which is completed by parent/carer and consent is given
- 9.2 Form to include information of how this data is stored
- 9.3 All information recorded on the forms to be inputted into a spreadsheet which is stored in the cloud in line with EATC's Privacy Policy
- 9.4 Original hard copy of sign up form to either be shredded or, if required for workshops, to be stored securely in a locked filing cabinet
- 9.5 Information relating to a child, young person or vulnerable adult maybe stored for up two years after the project has ended.

10. Film and Photography Guidelines

These guidelines are intended to enable staff to work effectively within a safe environment where risk of harm to participants, visitors, staff and volunteers can be minimised.

- 10.1 Avoid using names of individuals (first name or surname) in photography, film and audio captions. If the child/young person/vulnerable adult is named, avoid using his or her photograph. If the photograph is used, avoid naming the child/young person/vulnerable adult.
- 10.2 Use a parental consent form to obtain permission for a child or young person to be photographed, filmed or recorded. Note – the form should be clear about how / where the images may be used e.g. website, written material and for how long
- 10.3 Obtain the child/young person/vulnerable adult's permission to use their image or record. Note – the form should be clear about how / where the images may be used e.g. website, written material and for how long
- 10.4 Only use images of children/young people in suitable dress to reduce the risk of inappropriate use.

- 10.5 Where possible staff should only take pictures of children, young people or vulnerable adults on Eastern Angles' approved devices. These images should be downloaded and deleted from the device at the earliest possible time and saved securely on the cloud-based storage where they will be kept for as long as is necessary in line with the project.
- 10.6 If a member of staff needs to take an image on their personal device, they must ensure that the images are downloaded and deleted from the device at the earliest possible time and saved securely on the cloud-based storage.
- 10.7 Address the use of images of children/young people on the organisation's website. Images accompanied by personal information, e.g. this is X who likes to collect stamps – could be used by an individual to learn more about a child/young person prior to grooming them for abuse.
- 10.8 Provide written expectations of professional photographers, filmmakers or the press who are invited to an event, making clear the organisation's expectations of them in relation to child and vulnerable adult protection – a photography/filming contract will be issued if required.
- 10.9 Do not allow photographers or filmmakers unsupervised access to children/young people or vulnerable adults.
- 10.10 Do not approve photography sessions outside the event or at a child's/young person's home.
- 10.11 Ensure that the photographer/filmmaker is aware of any children, young people or vulnerable adults who have not provided media consent.
- 10.12 In line with the Data Protection Act, ensure all images are stored securely and only for as long as is relevant and appropriate.
- 10.13 Permission for looked after children up to the age of 18 must be obtained from the local authority.

11. Useful Phone Numbers:

Multi-agency Safeguarding Hub (MASH) Professional Helpline: 03456 061 499

Customer First (Professional Referral Line): 03456 066 167

Customer First: 0808 800 4005

Police (emergency): 999

Suffolk Police Cybercrime Unit: 101

Suffolk Local Safeguarding Children Board www.suffolkscb.org.uk