

# PARK THEATRE

## **Park Theatre**

Safeguarding Documents

Updated December 2024

## Contents

Statement of philosophy and intent	3
Definitions	6
Safe recruitment procedure	7
Safeguarding children and young people policy	8
Safeguarding adults at risk of harm policy	10
Responding to and reporting safeguarding concerns, allegations and disclosures	12
Responding to an allegation made against a staff member	15
Use of images and data of young people and adults at risk of harm policy	18
Online Safeguarding Policy	20
Procedures for the employment of children in stage productions	22
Appendices	24

## Statement of philosophy and intent

This policy and associated procedures apply to all staff, including senior managers and board of trustees, paid staff and those working on a freelance basis, volunteers and sessional workers, placement students or anyone working on behalf of Park Theatre.

The purpose of this Safeguarding Policy is to:

- Protect children and adults at risk of harm who access our Creative Engagement programme onsite or in other locations
- Protect children and adults at risk of harm who visit or work in our building
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

Park Theatre works with children, young people and adults, some of whom are adults at risk of harm. This work takes place at the theatre, in schools, community, and in healthcare settings. We are committed to safeguarding the people that we work with and promoting their welfare. Park Theatre will work to keep children, young people and adults at risk of harm safe, providing a secure and comfortable environment in which they can benefit fully from our programmes and maximise their potential.

Park Theatre is committed to safeguarding children, young people and adults at risk of harm. To this end:

- Park Theatre has a nominated Designated Safeguarding Lead, a Deputy Designated Safeguarding Lead, and a Designated Safeguarding trustee
- All staff and volunteers who work on Creative Engagement programmes, and certain public-facing staff roles who may encounter children, young people and adults at risk of harm must produce an original DBS disclosure statement, which is less than two years old
- Administrative personnel are required to wear Park Theatre lanyards when companies with cast members under 18 are working in the building, so that they are easily identifiable
- All staff are required, as part of their contractual duties, to identify the need for / carry out / adhere to the necessary Risk Assessments in relation to safeguarding where necessary
- As part of the recruitment and induction process, all staff members will be provided with the information and training necessary to understand and implement safeguarding guidelines and procedures in their areas of work

- Hires are permitted to use only the space/s they have hired. If a member of Park Theatre staff is unsure of the purpose of any external client's visit, then they should ask.
- Access to spaces is via access codes and key cards

## Key safeguarding contacts

### Organisational safeguarding contacts

Designated Safeguarding Lead (DSL): Carys Thomas, Creative Engagement Manager  
[carys.thomas@parktheatre.co.uk](mailto:carys.thomas@parktheatre.co.uk)/ 07778262048

Deputy Designated Safeguarding Lead: Catherine McKinney, Executive Director  
[catherine.mckinney@parktheatre.co.uk](mailto:catherine.mckinney@parktheatre.co.uk)/ 020 7167 6627

### Board Level safeguarding contact

Designated Safeguarding Trustee: Kathleen Heycock, [safeguarding@parktheatre.co.uk](mailto:safeguarding@parktheatre.co.uk)

### Key Safeguarding Contacts External

**Child Services Contact Team:** 020 7527 7400. This is the single point of contact for all referrals and requests for services for vulnerable children and young people in the borough.

**Islington Police Station:** 020 7704 1212. 2 Tolpuddle Street, London, N1 0YY.

**NSPCC:** 0808 800 5000 (24hr line).

## Legal framework and Guidance

Park Theatre recognises a duty to protect the rights of children, young people and adults at risk of harm. This policy has been developed based on legislation, guidance and policy that seeks to protect adults and risk and young people. This is including but not limited to:

- UN Convention on the Rights of the Child (1990)
- Children Acts of 1989 and 2004
- UN Convention on the Rights of the Child (1990)
- Human Rights Act 1998
- Mental Capacity Act 2005
- Equality Act 2010

- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012
- The Care Act 2014
- Children (Performances and Activities) (England) Regulations (2014)
- Data Protection Act 2018; General Data Protection Regulation (GDPR) 2018
- Multi-agency statutory guidance on female genital mutilation (2020)
- Working Together to Safeguard Children 2023

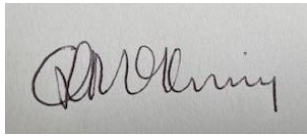
**Park Theatre reviews policies and procures annually, ensuring they remain up to date with best safeguarding practices.**

If you have any concerns or questions about this document, please contact one of the Key Safeguarding Contacts outlined in this document.

This policy will be reviewed every 12 months.

**Date of issue:** 28 October 2024

**Date of next review:** October 2025

**Signed:** \_\_\_\_\_  


Catherine McKinney  
Executive Director & Joint CEO

**Date:** 17 December 2024

# Definitions

## Who is a child?

For the purpose of this document, we use the guidance provided by the document **Working Together to Safeguard Children 2023** which describes a child **as someone who has not yet reached their 18<sup>th</sup> birthday.**

## Who is a “young person”?

The term “young person” has no legal status. However, older children may be referred to or refer to themselves as young people.

For the purpose of this policy, we use the terms child, children or young people to refer specifically to those under the age of 18. This policy only refers to young people over 18 legally if they are adults at risk of harm.

## Who is an adult at risk of harm?

An adult at risk of harm is described by the Care Act 2014 as someone over the age of 18 who:

- Has needs for care and support (whether or not the authority meets those needs)
- Is experiencing, or is at risk of abuse or neglect, and
- As a result of those needs is unable to protect themselves against abuse or neglect or the risk of it.

## Who is a staff member?

The term ‘staff member’ when used in this policy includes members of permanent and temporary workforce, freelancers, volunteers, placement students, volunteers or anyone working on behalf of Park Theatre.

## Safe recruitment procedure

Park Theatre will carry out the necessary checks with the Disclosure and Barring Services (DBS) when recruiting any new staff member who is required to work directly with children, young people or adults at risk of harm. An Enhanced DBS check will be required for any staff member or freelancer carrying out 'Regulated Activity', such as unsupervised contact or personal care of children, young people or adults at risk of harm.

For a full definition of what consists as regulated activity, see the It is defined in the Safeguarding Vulnerable Groups Act 2006, which has been amended by the Protection of Freedoms Act 2012.

In addition to making the appropriate disclosure checks, Park Theatre will take the following measures when recruiting staff members to work with children, young people or adults at risk of harm in any capacity:

- Request and [where possible] take up at least two references from people who can comment on the individual's work with children, young people or adults at risk of harm or provide character references
- Never to recruit for positions which involve working with children, young people and adults at risk of harm without a personal interview
- Observe the potential recruit's practice where possible

This applies to members of staff and freelance artists, all of whom are responsible for safeguarding the young people they work with.

Park Theatre also recognises the need to inform all staff working directly with children, young people or adults at risk of harm of updates to this Safeguarding Policy.

For information on Park Theatre's Disclosure and Barring Services process, please see Appendix 4.

# Safeguarding children and young people policy

## Who does this policy apply to?

This policy applied to anyone working on behalf of Park Theatre, including the board of trustees, staff, freelancers, volunteers, students or anyone working on behalf of Park Theatre, regardless of location.

## What is the purpose of this policy?

This policy outlines the procedures Park Theatre takes to protect children and young people from abuse, neglect and exploitation.

## Who is a child?

For the purpose of this document we use the guidance provided by the document **Working Together to Safeguard Children 2023** which describes a child **as someone who has not yet reached their 18<sup>th</sup> birthday.**

## Who is a “young person”?

The term “young person” has no legal status. However, older children may be referred to or refer to themselves as young people.

For the purpose of this policy, we use the terms child, children or young people to refer specifically to those under the age of 18. This policy only refers to young people over 18 legally if they are adults at risk of harm.

## We acknowledge that:

Safeguarding is everyone’s responsibility.

If children are to receive the right help at the right time, everyone who encounters them has a role to play in identifying concerns, sharing information and taking prompts action.

All children, have a right to protection from all types abuse, neglect or exploitation.



**Park Theatre staff will seek to keep children safe by:**

- Valuing children and young people, listening to them and treating them with respect.
- Adopting organisation-wide awareness of safeguarding and reporting procedures through the communication of these guidelines and staff training.
- Providing effective management for staff through supervision, support and training.
- Obtaining Disclosure and Barring Service (DBS) certificates for all staff members working directly with children, young people and adults at risk of harm. (See Appendix 4 for DBS process).
- Completing risk assessments for each activity.
- Wherever possible, ensuring that Park Theatre staff members are never 'in loco parentis' or in sole charge of children, young people and adults at risk of harm. In no circumstances will a staff member who does not hold a DBS certificate be in sole charge of children, young people or adults at risk of harm.
- Planning all activities so that no staff member is placed in an environment where there may be unsafe equipment or materials, inadequate school staff or chaperone support.
- Implementing the proper recruitment and vetting procedures as outlined in this document.
- Securely recording and storing all data and images clearly identifying children, young people and adults at risk of harm, as outlined in our Privacy Policy.
- Ensuring the appropriate use of social media as outlined in this document.
- Managing and responding to any allegations against staff swiftly and appropriately.
- Being accountable and transparent in our safeguarding approach.

# Safeguarding adults at risk of harm policy

## Who does this policy apply to?

This policy applied to anyone working on behalf of Park Theatre, including the board of trustees, staff, freelancers, volunteers, students or anyone working on behalf of Park Theatre, regardless of location.

## What is an 'adult at risk of harm'?

An adult at risk of harm is described by the Care Act 2014 as someone over the age of 18 who:

- Has needs for care and support (whether or not the authority meets those needs)
- Is experiencing, or is at risk of abuse or neglect, and
- As a result of those needs is unable to protect themselves against abuse or neglect or the risk of it.

## We acknowledge that:

Safeguarding is everyone's responsibility.

If adults at risk of harm are to receive the right help at the right time, everyone who encounters them has a role to play in identifying concerns, sharing information and taking prompt action.

All adults, regardless of age, disability, gender identity, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

Some people are additionally vulnerable because of

- Personal characteristics which may include but are not limited to, age, disability, illness, learning disability, mental or physical health needs.
- Life circumstances which may include but are not limited to isolation, socio-economic factors, and environmental living conditions.

By working in partnership with adults at risk of harm, their carers and other agencies we promote their welfare and keep them safe.

**We will seek to keep adults at risk of harm that we work with safe by:**

- Valuing, listening to and respecting them.
- Using safeguarding best practice through our policies, procedures and code of conduct for all staff and volunteers.
- Developing and implementing an effective online safeguarding policy (see page 19).
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made and recorded.
- Providing effective management for staff and volunteers through regular training and support.
- Securely holding video footage and images that clearly identify adults at risk of harm, as outlined in the Park Theatre Privacy Policy.
- Having appropriate confidentiality and information sharing procedures in place when safeguarding adults at risk.
- Sharing information about safeguarding and good practice with adults at risk of harm and their families or carers as appropriate.
- Making sure all staff members and adults at risk of harm know where to go for help if they have a concern.
- Ensuring that all adults at risk of harm will be treated equally and are supported in being able to access services that we deliver to the best of our ability.
- Providing a safe environment for adults at risk of harm to take part in our activities and services.
- Taking seriously all suspicions and allegations of concerns or abuse and respond to them swiftly and appropriately and responding to any allegations against staff in the same way
- Ensuring that adults at risk of harm are supported and encouraged to make their own decisions.
- Being accountable and transparent in our safeguarding approach.

## Responding to and reporting safeguarding concerns, allegations and disclosures

A staff member may be the first people to recognise signs that someone is being abused, receive a direct disclosure of abuse, or hear on accusation of abuse and so it is important that they are aware of how to respond.

The staff member must report any concerns to the Designated Safeguarding Lead (details on page 4) using the procedures outlined in this document, so that necessary action may be taken to protect the person at risk.

This applies to allegations concerns and disclosures of abuse occurring at Park Theatre (whether by staff, volunteers or members of the public) and to disclosures, concerns and allegations that take place elsewhere, when someone is working on behalf of Park Theatre.

### What is a disclosure

A disclosure is when someone shares information that suggests that themselves or others may be experiencing harm or neglect or at risk of harm or neglect.

People may consciously disclose information, but it is important to understand that sometimes people share information without being aware that they are talking about abuse or neglect.

If someone shares information without being aware that they are making a disclosure, let them know at the first appropriate opportunity that the information they are giving will need to be shared with the Designated Safeguarding Lead.

### Responding to a disclosure

If someone discloses information that indicates that they are being abused or are at risk of abuse, or that another person is being abused or at risk of abuse, then Park Theatre staff members should:

- **Stay calm** and listen carefully to what they have to say.
- **Allow them to speak** without interruption.
- **Inform** them at an appropriate opportunity that the information will need to be shared with the Designated Safeguarding Lead and perhaps outside of the organisation - do not promise to keep secrets.
- **Be understanding and reassuring** in their decision to share information, but do not give opinions.

- **Ask questions for clarification only**, so that there is a clear and accurate understanding of what has been said. At all times, avoid asking questions that suggest a particular answer.
- **Record** in writing what was said as soon as possible, including as much factual detail and use of their own words as soon as feasible. Note date, time, any names mentioned, to whom the information was given.
- **Report** the incident to the Designated Safeguarding Lead using the Incident Reporting Form (Appendix 3) as soon as possible.

If the young person or adult is in **immediate** risk of harm, contact the Duty Venue Manager who will call the police. The Duty Venue Manager must then follow this up by informing the Designated Safeguarding Lead and/or Executive Director.

### **What is a concern?**

This is when you or somebody else may have noticed indicators of abuse or neglect and feel concerned as a result.

### **Responding to a Safeguarding Concern**

Any safeguarding concerns should be reported to the Designated Safeguarding Lead using the Incident Reporting Form.

### **What is an allegation**

This is when it is alleged that someone has:

- Behaved in a way that has harmed a child or adult at risk or might lead to a child or adult at risk being harmed.
- Possibly committed or is planning to commit a criminal offence against a child or adult at risk or a crime related to a child or adult at risk.
- Behaved towards a child, children or adult at risk in a way that indicates they would be unsuitable to work with children or adults at risk.

This applies if the allegation is about a current incident or has occurred historically.

### **Responding to an allegation**

- Assess whether the vulnerable person is at risk of harm. If there is any immediate harm then contact emergency services by calling 999.
- Report the allegation to the Designated Safeguarding Lead immediately and follow this up using the Park Theatre Reporting Procedures and Incident Reporting Form.
- Do not discuss this with the person about whom the allegation has been made.

- The Designated Safeguarding Lead will follow the policies and procedures applicable to whether this is an allegation against another child or someone working on behalf of Park Theatre.

## Responding to an allegation made against a staff member

**If a child or adult is at risk of immediate harm or in need of medical attention, call the emergency services on 999.**

If a child, young person or adult at risk of harm makes an allegation of abuse against a Park Theatre staff member, the procedure is as follows:

- The Designated Safeguarding Lead must be informed immediately. They will also inform the Executive Director. (If the allegation is made against the Designated Safeguarding Lead, the case must be taken straight to the Executive Director, who is also the Deputy Safeguarding Lead).
- The Designated Safeguarding Lead must immediately inform the Local Authority Social Services Department and/or the Police where appropriate.

Staff members should feel confident about challenging the behaviour of others and voicing concerns. If you feel unable to report an incident within Park Theatre, then a report can be made to:

- **Child Services Contact Team:** 020 7527 7400. This is the single point of contact for all referrals and requests for services for vulnerable children and young people in the borough.
- **Islington Police Station:** 020 7704 1212. 2 Tolpuddle Street, London, N1 0YY.
- **NSPCC:** 0808 800 5000 (24hrs line).

A child should not be sent home if there is any chance of immediate danger. If this needs to be done by anyone other than the Designated Safeguarding Lead, they must be informed directly of this action.

- The staff member who is the alleged abuser should not be informed until the matter has been discussed fully with Social Services.
- The child protection investigation is the first priority in all cases. All staff members must co-operate fully with the investigation.
- If they are Park Theatre employee (rather than a volunteer), they must then be made aware of their rights under both employment law.
- The staff member will then be made aware of internal disciplinary procedures.
- In cases of alleged abuse, the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998.
- All information and action must be documented in detail.

## **Responding to an allegation made against a child**

There are numerous ways that a child/children may be abusive towards another child/children.

This might include:

- Emotional abuse
- Online abuse
- Physical abuse
- Sexting and sharing inappropriate pictures
- Sexual abuse

Children may carry out acts of peer-on-peer abuse without being aware they are doing so.

### **How might you be made aware of a concern?**

- Through a direct allegation
- A disclosure from another person
- A disclosure from the person themselves
- Observing inappropriate behaviour
- Being informed by an external party involved in an investigation

### **Responding to a disclosure of child-on-child abuse**

When responding to a concern or an allegation relating to a child it is important to consider the welfare of all of those involved, including the child who may have abused a peer. Remember that the child disclosing an act of abuse still needs and is entitled to support and follow the disclosure guidelines outlined on page 12.

### **Responding to a concern that a child is carrying out child on child abuse**

Always report this to the Designated Safeguarding Lead using the Park Theatre reporting procedures and the Incident Reporting Form (Appendix 3).

### **What happens next?**

The Designated Safeguarding Lead will decide if this is a child protection issue by considering:

- Whether the child experiencing the abusive behaviour has suffered significant harm
- The behaviour involves sexual or physical assault
- There is a pattern of behaviour that suggests coercion
- The child carrying out the abuse is displaying harmful sexual behaviour
- There is a concern that the child committing the abuse may be doing so because they have experiences abuse or other traumatic experiences themselves



It is also a child protection concern when there's a significant imbalance of power between the child who is displaying abusive behaviour and the person being abused, for example if there is:

- A significant age difference of more than two years
- Significant differences in the levels of ability or vulnerability

The DSL may contact other staff for further information to make their decisions.

### **Informing Parents and Carers**

It is the role of the Designated Safeguarding Lead to make decisions on whether parents and carers should be informed. This will be based on whether the risk to the children involved is increased by doing so. Where appropriate the DSL will discuss with the child how they would like this to be done.

## **Use of images and data of young people and adults at risk of harm policy**

Park Theatre recognises that taking pictures and videos of the achievements and activities of children, young people and adults at risk of harm is a way of capturing a memory and promoting successes.

Park Theatre also makes use of images of children and young people in its marketing materials. However, consideration needs to be given to who might have access to those images and who gives permission for their use.

Park Theatre endeavours to safeguard the rights of children, young people and adults at risk of harm in images by requiring that staff members adhere to the following:

- Seek written consent from a child (if 12 or over) and their parent or guardian for children and young people under the age of 18 before taking photographs
- Seek written consent from all adults over the age of 18
- Be clear about how the image will be used, stored, and for how long
- Never use a person's full name or the place where they live in conjunction with a photograph
- Make clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
- Ensure consent forms and images are stored safely and securely in accordance with the Data Protection Act
- Do not allow photographers unsupervised access to children
- Issue written expectations of photographers or the press who are invited to an event, making clear Park Theatre's expectations in relation to child photography
- Do not publish personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)

### **Photography and/or filming for personal use**

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, guidance will be shared about image sharing in the event programmes and/or details of the photography policy will be announced before the start of the event.

Staff members are asked to:

- Remind parents, carers and children that they need to give consent for Park Theatre to take and use their images
- Ask for photos taken during the event not to be shared on social media or ask people to gain permission from children, their parents and guardians before sharing photographs and videos that include them
- Recommend that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Remind children, parents and guardians who they can talk to if they have any concerns about images being shared

## Online Safeguarding policy

### Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- online abuse: [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](http://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- bullying: [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](http://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- child protection: [learning.nspcc.org.uk/child-protection-system](http://learning.nspcc.org.uk/child-protection-system)

### We will seek to keep children and adults at risk safe by ensuring that we:

- Provide guidance on use of social media via this Safeguarding Policy
- Support and encourage the children and adults taking part in our projects, to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
- Support and encourage parents, guardians, and other agencies to do what they can to keep children and adults safe online.
- Develop clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child.
- Ensure that usernames, logins, email accounts and passwords are used effectively.
- Ensure personal information about the children and adults who are involved in our organisation is held securely and shared only as appropriate.
- Ensure that images of children, adults at risk and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Provide supervision, support and training for relevant staff members and volunteers about online safety.
- Examine and risk assess any social media platforms and new technologies before they are used with, by or for participants. Possible risks to assess include data hacking, breaches, possibility of online harassment or abuse because of using the platform.
- Provide support and training for all staff and volunteers on dealing with all forms of abuse, including online abuse such as cyberbullying, radicalisation, sexual abuse and exploitation

### If online abuse occurs, we will respond to it by:

- Have clear and robust safeguarding procedures in place for responding to and reporting abuse (including online abuse) which are outlined in this policy on page 12.

- Make sure our response takes the needs of the person experiencing abuse, any bystanders and Park Theatre into account
- Review the plan developed to address online abuse at regular intervals, to ensure that any problems have been resolved in the long term.

## **Use of social media**

Park Theatre recognises that social media provides opportunities to engage, connect and develop unique relationships with children, young people and adults at risk of harm in a creative and dynamic medium, where users are active participants, such as social media sites, video-sharing and photo-sharing services.

However, Park Theatre also recognises the risks associated with user-interactive services including sexual exploitation, online grooming and cyber bullying. Most children and young people use the internet positively, but sometimes behave in ways that may place themselves at risk and some risks do not necessarily arise from the technology itself but result from offline contact following interaction on social media.

### **Park Theatre will:**

- Ensure that any Park Theatre webpage/profile created specifically for a social media site adheres to Park Theatre's Privacy policy and this policy's guidelines.
- Monitor the use of such sites, and comments made on the sites, to ensure that they are appropriate and not abusive.
- Provide clear guidance to children, young people and adults at risk of harm around what they should / should not share or comment on.
- Ensure that there is a dedicated manager of social media responsible for setting up, managing and moderating (overseeing /reviewing /responding to posted content) such sites. This person will oversee the content that will appear, will decide which links to other sites to accept, and may have online contact with the children, young people and adults at risk of harm who interact with the webpage or profile. Park Theatre will ensure that this person has received safeguarding training and read this policy.

## **Procedures for the employment of children in stage productions**

Park Theatre recognises our responsibility to protect any children performing in stage productions at our theatre or offsite on behalf of Park Theatre. We will follow the below procedures to ensure children employed in stage productions are safe and supported by Park Theatre.

### **Permission from parents/carers**

Written permission must be given by a parent or guardian for a child to take part in any production at Park Theatre. There must be a written agreement between a parent/carer and a representative of the production, outlining the responsibilities of the parent/carer and the Chaperone and the agreed travel arrangements for the child/children. This must be provided to the Designated Safeguarding Lead no less than seven working days before the first day of rehearsals.

### **Licensing**

All children in productions at Park Theatre will have child performance licenses in line with Local Authority guidelines. It is the responsibility of Park Theatre's Producer Programmer to ensure that all children are appropriately licensed before rehearsals commence.

If the child/children is performing in a Park Theatre-produced production, the Producer Programmer will take responsibility for securing the appropriate licensing for the child/children.

If the child is performing in a visiting company production at Park Theatre, the visiting company producer/s will be responsible for providing evidence to the Producer Programmer that appropriate licensing has been secured for the child/children.

### **Chaperones**

Children performing at Park Theatre should be accompanied by a licensed and Local Authority-approved Chaperone during all auditions, fittings, rehearsals and performances. Park Theatre will employ, or ensure that there is employed, suitable chaperones who are registered with their Local Authority and who have an Enhanced DBS certificate. At no time will there be more than four children in the care of one chaperone, and gender-specific dressing rooms, toilets and restricted access areas will be provided as required. If there are concerns about the behaviour of a Chaperone, these should be reported to the Designated Safeguarding Lead who will determine whether a referral should be made to the relevant Child Employment Officer within the Local Authority where the child lives, and to the Children's Services department.

### **Child working times and days in the year**

Performance schedules for child performers must adhere to guidelines set out in the Children (Performances and Activities) (England) Regulations (2014). These regulations legislate restrictions on child performers, depending on age, for aspects of child performances including but not limited to:

- Attendance at place of performance or rehearsal and hours of performance
- Earliest and latest times at place of performance or rehearsal
- Breaks on any day on which a child is performing or rehearsing
- Minimum breaks overnight
- Maximum number of consecutive days on which a child may take part in performances or rehearsals
- Break in performances

Performance schedules must be supplied to the Park Theatre Designated Safeguarding Lead for approval no less than seven days in advance of each working week.

### **Risk Assessments**

A full rehearsal risk assessment is required for productions including child performers. This must be supplied to the Designated Safeguarding Lead no less than seven days before the first day of rehearsals.

A thorough, appropriate risk assessment of the performance elements involving the child/children must be written up and supplied to the Designated Safeguarding Lead no less than seven days before the first preview. This document must also include details of how the child/children will be protected from adult content or themes in the production (e.g. swearing, violence, sexual content).

The Creative Engagement Manager, who is also the Designated Safeguarding Lead, is responsible for this policy, and it will be reviewed every 12 months.

CT\_October 2024

## **Appendixes**

Appendix 1 – Categories of abuse, neglect and exploitation in children

Appendix 2 – Categories of abuse, neglect and exploitation in adults

Appendix 3 – Safeguarding reporting form

Appendix 4 – DBS process

Appendix 6 – Photography consent form for adults

Appendix 7 – Photography consent form for children & young people



## Categories of Abuse in Children

### What is abuse?

Working Together to Safeguard Children 2023 defines abuse as:

- 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.
- Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others.
- Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others.
- Abuse can take place wholly online, or technology may be used to facilitate offline abuse.
- Children may be abused by an adult or adults, or another child or children.

Working Together to Safeguard Children 2023 outlines that abuse, neglect or exploitation can take different forms, including:

- sexual, physical or emotional abuse
- neglect
- domestic abuse (including controlling or coercive behaviour)
- exploitation by criminal gangs or organised crime groups
- trafficking
- online abuse
- sexual exploitation
- influences of extremism which could lead to radicalisation

A child may be subject to more than one form of abuse and in all cases of concern, share relevant information with Park Theatre's Designated Safeguarding Lead using the procedures in this document as quickly as possible.

### Identifying different types of abuse

The following definitions have been taken from Working Together to Safeguard Children 2023.

#### 1. 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.

## **2. 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 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.
- Sexual abuse can take place online, and technology can be used to facilitate offline abuse.
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **3. Emotional abuse**

The persistent emotional maltreatment of a child 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.

#### **4. 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 because 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 caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

#### **5. 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 using technology.

**Further areas are highlighted by the document Working Together to Safeguard Children 2023 and by other sources.**

#### **6. County lines**

As set out in the Serious Violence Strategy published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'.

They are likely to exploit children and adults at risk of harm to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons. This activity can happen locally as well as across the UK; no specified distance of travel is required.

## **7. Child criminal exploitation**

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity

- (a) in exchange for something the victim needs or wants, and/or
- (b) for the financial or other advantage of the perpetrator or facilitator and/or
- (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur using technology.

## **8. Female genital mutilation**

The Multi-Agency Statutory Guidance on Female Genital Mutilation (2020) (FGM) describes this as a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death.

The age at which FGM is carried out varies enormously according to the community. The procedure may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman's first pregnancy.

## **9. Domestic abuse**

The Domestic Abuse Act states that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including

- a) physical or sexual abuse;
- b) violent or threatening behaviour;
- c) controlling or coercive behaviour;
- d) economic abuse; and
- e) psychological, emotional, or other abuse.

Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be **aged 16 or over** who are, or have been, intimate partners or family members regardless of gender or sexuality.

All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse. Depending on the age of the young people, this may not be recognised in law under the statutory definition of domestic abuse (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

## **10. Bullying**

Bullying is defined as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. We are committed to providing a positive, safe and supportive working environment in which the dignity of everyone working with us is respected.

Under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where bullying is not addressed as a child protection concern, it may fall under the remit of Park Theatre's Dignity and Respect at Work policy.

## Categories of Abuse in Adults

The Care Act 2014 Statutory Guidance identifies the following areas as abuse but also indicates that this list is not exhaustive, and any other concerns which fall outside of the remit of the following areas should still be shared.

### 1. Self-neglect

This covers a range of behaviour, including neglecting to care for one's personal hygiene health or surroundings and includes behaviour such as hoarding.

### 2. Modern Slavery

This term encompasses:

- Slavery
- Human trafficking
- Forced labour
- Domestic servitude

Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### 3. Domestic Abuse

Can occur between any family members and can include forms of abuse such as:

- Psychological
- Physical
- Sexual
- Financial
- Emotional
- So called 'honour' based violence

### 4. Discriminatory Abuse

Abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics in the Equality Act 2010.

### 5. Organisational Abuse

This can include:

- Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's home.
- This may range from one off incidents to on-going mistreatment.
- It can be thorough neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.

## **6. Physical Abuse**

This can include:

- Hitting
- Slapping
- Pushing
- Kicking
- Misuse of medication
- Restraint or inappropriate sanctions
- Assault.

## **7. Sexual Abuse**

This can include:

- Rape
- Indecent exposure
- Sexual harassment
- Inappropriate looking or touching
- Sexual teasing or innuendo
- Sexual photography
- Subjection to pornography or witnessing sexual acts
- Indecent exposure
- Sexual assault or sexual acts to which the adult has not consented to or was pressured into consenting.

## **8. Financial or Material Abuse**

This can include:

- Theft
- Fraud
- Internet scamming

- Coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property inheritance or financial transactions
- Misuse or misappropriation of property, possessions or benefits.

## **9. Neglect and acts of omission**

This can include:

- Ignoring medical or physical care needs
- Failure to provide access to appropriate health social care or educational services
- The withholding of the necessities of life, such as:
  - Medication
  - Adequate nutrition
  - Heating

## **10. Emotional or Psychological Abuse**

This can include:

- Threats of harm or abandonment
- Deprivation of contact
- Humiliation
- Blaming
- Controlling
- Intimidation
- Coercion
- Harassment
- Verbal abuse
- Isolation
- Unreasonable or unjustified withdrawal from services or supportive networks

A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.



## Safeguarding Incident Reporting Form

Return all filled-in Incident Reporting Forms to the Designated Safeguarding Lead, Carys Thomas (carys.thomas@parktheatre.co.uk).

Name of person completing this form:	Role of person completing this form:
Programme name:	Date form is completed:

Details of child, young person or adult at risk:	
Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/guardian details (if relevant):	
Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?:  (Yes / No)	If 'Yes', please provide details:

Details of reporter:
----------------------

Are you reporting your own concerns or responding to concerns raised by someone else?  
 Please tick the appropriate box.

Reporting my own concerns

Responding to someone else's concerns

**If responding to someone else's concerns, please provide their details below**

Name:

Relationship to child, young person or adult at risk:

Email address:

Contact number:

**Incident Details**

Date / Time:	Group name (if applicable):
Location of incident:	
Description of the incident or concern: (continue on separate sheet if necessary & include reference number): <i>Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay.</i>	

If known, include any details of any previous concerns, incidents or relevant safeguarding records:

Witness account of incident or concern (fill in if relevant):

*Include further accounts on separate sheets as necessary. Include reference number on each accompanying account.*

**Details of any witnesses**

Name(s):  
*Consider anonymising where this will not negatively impact the ability to take immediate response actions.*

Relationship to child, young person, or adult at risk:

Contact details:

--	--	--

**Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk**

<p>Name(s): <i>Consider anonymising where this will not negatively impact the ability to take immediate response actions.</i></p>	<p>Relationship to child, young person or adult at risk:</p>	<p>Contact details:</p>
---	--	-------------------------

**Outcome of incident & immediate actions taken (tick box where relevant)**

<ul style="list-style-type: none"> <li>• Ambulance required? Yes/No</li> <li>• Name of hospital / medical facility attended if applicable:</li> <li>• Police/fire/rescue services attended? Yes/No</li> </ul>	<p>First aid treatment provided and by whom:</p>	<p>Medication given:</p>
<p>Notes:</p>		

Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?

Signed By Author:	Name:	Date:
-------------------	-------	-------

**Reporting to the Designated Safeguarding Lead (DSL) section:**

*To be completed by DSL*

Date & time DSL notified of incident/concern:

Date & time this form passed on to DSL (if different from above):

DSL comments:

*Actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required.*

**External agency referral**

*Fill in box where relevant*

<b>Social services notified</b>	<b>LADO notified</b>	<b>Other referral made</b>
Date & time of referral:	Date & time of referral:	Agency:
Name of contact person:	Name of contact person:	Date & time of referral:
Contact number / email:	Contact number / email:	Name of contact person:
Agreed action or advice given:	Agreed action or advice given:	Contact number / email:
		Agreed action or advice given:

--	--	--

Signed By DSL:	Name:	Date:
----------------	-------	-------

**For Park Theatre Office Use Only**

Follow-up action required:		
<i>Action</i>	<i>Due date</i>	<i>Person responsible</i>

## **Procedure for Disclosure and Barring Service (DBS) checks**

Park Theatre shall obtain DBS certificates for staff members who may be in sole charge of children, young people and adults at risk of harm, and those whose roles require some direct contact with children, young people and adults at risk of harm.

Park Theatre processes DBS checks for the below staff groups.

Enhanced checks for:

- Creative Engagement Manager / Designated Safeguarding Lead
- Executive Director / Deputy Designated Safeguarding Lead
- Freelance Facilitators who carry out regulated activity for children and adults at risk of harm
- Any other staff who may work in regular activity with children or adults at risk of harm

Standard checks for:

- Designated Safeguarding Trustee

Basic checks for:

- Duty Venue Manager
- Duty Technician
- Volunteer Workshop Assistant for sessions for children and adults at risk of harm

DBS certificates are provided by the Disclosure and Barring Service (DBS), an executive agency of the Home Office.

The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

The DBS is responsible for:

- Processing requests for criminal records checks.
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list.
- Placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland.

## **Disclosure**



The DBS search police records and, in relevant cases, barred list information, and then issue a DBS certificate to the applicant and employer to help them make an informed recruitment decision.

They recognise that information released on DBS certificates can be extremely sensitive and personal.

Therefore, a code of practice for recipients of DBS certificates has been developed to ensure that any information they contain is handled fairly and used properly.

### **Referrals**

Referrals are made to the DBS when an employer or organisation (e.g., a regulatory body) has concerns that a person has caused harm or poses a future risk of harm to vulnerable groups, including children. In these circumstances the employer must make a referral to the DBS, though this is not obligatory for regulatory bodies.

### **Barring**

The DBS are charged with making fair, consistent and thorough barring decisions that are an appropriate response to the harm that has occurred, as well as the risk of harm posed.

They are keenly aware of the impact barring or not barring can have both to the person under consideration and those with whom they have or could have come into contact. Often very difficult and finely balanced decisions must be made.

There are 2 main ways cases come to them:

- Autobars – there are 2 types of automatic barring cases where a person has been cautioned or convicted for a ‘relevant offence’.
  - Automatic barring without representations offences will result in the person being placed in a barred list(s) by the DBS irrespective of whether they work in regulated activity.
  - Automatic barring with representations offences may, subject to the consideration of representations and whether the DBS believes that the person has worked in regulated activity, is working in regulated activity or may in future work in regulated activity, this may also result in the person being placed on a DBS barred list(s).
- Referrals from an organisation that has a legal duty or power to make referrals to DBS: typically, there is a duty, in certain circumstances, on employers to make a referral to the DBS when they have dismissed or removed a staff member from working in

regulated activity, following harm to a child or vulnerable adult or where there is a risk of harm

Park Theatre processes DBS checks through uCheck, a DBS 'registered body'. The procedure is as follows:

**Process for obtaining a DBS certificate**

- The potential staff member provides the Designated Safeguarding Lead with their name and email address.
- The Designated Safeguarding Lead will determine what level DBS they require, and using uCheck will have an application emailed to the potential staff member.
- The applicant will answer some questions on uCheck's website.
- The applicant will then have the option to complete ID checks using a digital ID verification app, or they will be contacted by the Designated Safeguarding Lead who will arrange a time to complete all relevant ID checks with them in-person.
- ID verification and DBS application will then be processed by uCheck.
- If there are any queries, these will be communicated by uCheck to the Designated Safeguarding Lead, who will contact the applicant where necessary.

## Photography stills and video footage consent form

I consent to Park Theatre capturing photo and video footage of me, the named individual, for the following purposes:

- Internally at Park Theatre for display and presentation purposes
- On Park Theatre's website, social media channels and within printed publications for advertisement and promotional assets
- Educational training and development printed and digital documents
- Fundraising promotional material
- To be shared with project participants for them to use for personal promotional purposes

Where possible, the following credit will be used: "[TITLE, COMPANY NAME, YEAR]".

Any other use of photography and video footage shall be subject to consent of participants with terms to be negotiated in good faith.

You may withdraw consent at any time. Please be aware that if consent for an image to be shared is withdrawn it may not be possible to delete images that have already been shared or published.

### Declaration of consent

Name of participant \_\_\_\_\_

Name of project \_\_\_\_\_

I give permission for photography stills and video footage (including audio) to be taken of the performance and for these images to be used by Park Theatre and my fellow cast and creatives for the above-stipulated purposes.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Young people photography stills and video footage consent form

In accordance with our Safeguarding Policy, we will not permit photographs, video, or other images of young people under 18 to be taken without consent from a parent or guardian.

Park Theatre will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

This consent form relates Park Theatre's permission to use stills and video photography of:

**Name of Participant:** \_\_\_\_\_ **Age:** \_\_\_\_\_

I consent to Park Theatre capturing photo and video footage of the Participant to be used for the following purposes:

- Internally at Park Theatre for display and presentation purposes
- On the website, social media channels and within printed publications for advertisement and promotional assets
- Educational training and development printed and digital documents
- Fundraising promotional material

You may withdraw consent at any time. Please be aware that if consent for an image to be shared is withdrawn it may not be possible to delete images that have already been shared or published.

Signed by Participant: \_\_\_\_\_

### Declaration of consent

I give permission for photography stills and video footage (including audio) to be taken, and for these images to be used for archive, evaluation and promotional purposes by Park Theatre and **third party organisations**.

Signed by parent /guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_