



# Child Protection and Safeguarding Policy

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# **Yvonne Arnaud Theatre Child Protection and Safeguarding Policy**

## **(Updated October 2021)**

### **Introduction to Safeguarding Policy Statement**

The Yvonne Arnaud Theatre (herein referred to as 'YAT') intends that this policy and contained procedures should apply to all YAT staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, members of visiting companies, agency staff, apprentices and anyone else deemed to be working on behalf of YAT.

### **The purpose of the YAT Child Protection and Safeguarding Policy is:**

- to provide protection for children, young people and adults at risk of harm whilst in the care of YAT, engaged in any YAT activity and during visits to YAT;
- to ensure a systematic organisational approach to the protection of children, young people and adults at risk of harm;
- to provide guidance to staff and volunteers on the procedures that they should follow in the event that they suspect or have reason to believe that a child, young person or adult at risk of harm may be experiencing harm or be at risk of harm.

### **Definitions**

For the purpose of this policy children are defined as young people under the age of 18.

For the purpose of this policy an adult at risk of harm is defined by the Care Act 2014 as a person over the age of 18 who:

- has needs for care and support (whether or not the local authority is meeting any of those needs);
- is experiencing, or at risk of, abuse or neglect;
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### **Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. This includes:

- The Children Act 1989
- Working Together to Safeguard Children 2018
- Children and Families Act 2014
- What to do if you're worried a child is being abused: advice for practitioners, DoE 2015
- Mandatory reporting of female genital mutilation (FGM) 2016
- United Convention on the Rights of the Child 1992

## **Supporting Documents**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents. These include:

- Anti-Harassment and Bullying Policy
- Anti-Racism Action Plan
- Data Protection Policy
- Equality, Inclusivity and Diversity Policy
- Health and Safety Policy
- Social Media Policy
- Staff Handbook
- Whistleblowing Policy

## **Policy Statement**

### **The Yvonne Arnaud Theatre:**

- Recognises its responsibility and duty to safeguard all children, young people and adults at risk of harm, taking part in the activities and services that it delivers and is committed to the provision of a safe environment;
- Believes strongly that all children, young people and adults at risk of harm have a right to protection regardless of gender, ethnicity, disability, sexuality or religion and that this protection should be responsive to their needs and requirements;
- Is committed to the protection of vulnerable groups and will ensure this through good practice and by following the YAT Child Protection and Safeguarding Policy;
- Will take all suspicions and allegations of abuse and poor practice seriously and will respond swiftly and appropriately;
- Will not tolerate bullying. Incidents of bullying will be investigated and treated seriously. Action will be taken to stop the bullying;
- Will work extensively with external agencies such as the NSPCC and the police to ensure as far as possible that children and young people are protected.

### **We will protect children, young people and adults at risk of harm by:**

- Valuing, listening to and respecting them;
- Appointing a Designated Safeguarding Officer for children and young people and a Lead Trustee for Safeguarding;
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers;
- Developing and implementing an effective online safety policy and related procedures;
- Following clear recruitment practices for all staff, freelance workers and volunteers and ensuring that all necessary checks are carried out;
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance;
- Making sure that children, young people and their families who engage with YAT, know where to go for help if they have a concern;

- Providing appropriate audience specific information about YAT child protection, and safeguarding policies to children, young people, adults at risk of harm and their families;
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns;
- Ensuring that any work that involves children, young people and adults at risk of harm is properly planned, staffed and monitored and that all appropriate risk assessments are undertaken;
- Checking and monitoring equipment used by children, young people, adults at risk of harm and staff in accordance with health and safety guidance;
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- Using our procedures to manage any allegations against staff and volunteers appropriately;
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- Ensuring that we have effective complaints and whistleblowing measures in place;
- Providing clear and appropriate information for all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff and anyone else deemed to be working on behalf of YAT, in order that they know about and follow our safeguarding and child protection policies and procedures confidently and competently;
- Seeking parental consent for involvement in activities and, where appropriate, the consent of the children and young people;
- Ensuring that participants taking part in regular activities and groups provided by YAT complete a form which gathers data on their medical and dietary needs, allergies and specific developmental requirements;
- Working and sharing information with relevant external agencies, families and carers when appropriate or necessary;
- Reviewing this policy annually or as and when required by changes in the law.

**The CEO and Artistic Director of YAT is** Joanna Read

01483 443 903 / jread@yvonne-arnaud.co.uk

**The Designated Safeguarding Officer is** Rhiannon Fisher, Head of Creative Learning

01483 443 924/ rfisher@yvonne-arnaud.co.uk

**The Lead Trustee for Safeguarding is** Steven Lee

01784 470 439/ admin@ptc.org.uk

### **Staff Roles and Responsibilities**

The **Designated Safeguarding Officer** leads upon policy development and reporting, including:

- Reviewing and updating the organisation's safeguarding policy on an annual basis or when necessary;
- Leading upon contact with Local Authority Social Services in the event that a child/young person is at risk of harm;
- Managing complaints about poor practice and allegations against staff/volunteers;
- Referring relevant issues of safeguarding to the Chief Executive and Board of Trustees for consideration;
- Collecting monitoring data on all safeguarding activities across the organisation;
- Ensuring safer recruitment procedure and promoting safeguarding across the organisation.

The **Lead Trustee for Safeguarding** leads upon policy and procedure oversight, including:

- Ensuring that policy and procedures are fully implemented and followed by all staff;
- Being kept informed of all serious safeguarding incident forms and feeding in as necessary;
- Reporting to Trustees upon any observations and/or findings concerning safeguarding.

All members of **staff/volunteers** have a responsibility to safeguard children and young people from harm, including:

- Being vigilant of the signs that may indicate a child/young person is experiencing harm or is at risk of harm;
- Reporting any disclosures or concerns, as soon as possible, to the Designated Safeguarding Officer;
- When taking a disclosure from a child/young person remembering not to ask any leading questions.

### **What is Child Protection and Safeguarding?**

A child is defined as a person under the age of 18 (The Children Act 1989). Every child has at all times and in all situations, the right to feel safe and protected from any situation or practice that might lead to physical or psychological harm. This includes abuse from other children, usually known as bullying.

Safeguarding **children** is defined in *Working Together to Safeguard Children 2018* as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

Safeguarding **adults at risk of harm** is defined in the care and support statutory guidance issued under the *Care Act 2014* as:

- protecting the rights of adults to live in safety, free from abuse and neglect;
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect;
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action;
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or wellbeing.

### **Promoting Good Practice**

Child and abuse of adults at risk of harm, particularly sexual abuse, can arouse strong emotions. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Although most child abuse takes place within families, it can also occur in other settings like schools, hospitals, care homes, sports clubs and creative arts venues. Some individuals will actively seek employment or voluntary work with children and adults at risk of harm in order to harm them. An artist, project manager, teacher, youth worker or volunteer will have regular contact with children and adults at risk of harm and will be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

### **Good Practice Guidelines**

All YAT personnel should be required to demonstrate exemplary behaviour in order to protect children and adults at risk of harm. This will also help staff protect themselves from false allegations. Good practice means:

- Ensuring that there is a responsible adult supervising participants who are attending activities at YAT at all times.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children and adults at risk of harm with respect and dignity, regardless of disability, ethnicity, gender, age, religion or belief, health, sexual identity or other characteristics.
- Always putting the welfare of each person first.
- Maintaining a safe and appropriate distance.
- Making relationships with children and adults at risk of harm that are based on trust, honesty and clear boundaries, aiming for a balance that empowers children/ adults at risk of harm to be consulted and included in decision-making, at the same time as making clear which decisions have to be made by adults, e.g. for health and safety.
- Making arts activity at YAT fun and enjoyable.

- Approaching participants from the front or side of their body when assisting them, instead of from behind.
- If physical contact is needed to guide a child/ adult at risk of harm, using the 'caring c' (thumb and pointer finger with a light touch instead of full hand).
- Involving teachers/parents/carers/ chaperones wherever possible e.g. encouraging them to take responsibility for their children/adults in changing rooms/backstage at performances. If groups have to be supervised in changing rooms, always ensure parents, teachers or project managers work in pairs.
- Being an excellent role model – this includes not smoking, vaping or drinking alcohol in the company of children or adults at risk of harm.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children and disabled adults – avoiding pushing them against their will.
- Looking out for whether children are being bullied by other children in a group situation.

### **Practices To Be Avoided**

The following should be avoided except in emergencies:

- spending any time alone with children/adults at risk of harm away from others;
- transporting a child or vulnerable adult by car;
- administering first aid or other medical treatment.

You should undertake these actions only if there is an emergency (e.g. a child sustains an injury or needs to go to hospital) and if the child's/adult at risk's usual carer is not present or able to help.

In these cases, you or a colleague should ensure that the child's/ adult at risk's parent or carer and YAT's Designated Safeguarding Officer or CEO are informed as soon as possible.

### **Practices Never to Be Sanctioned**

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative activities, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children/adults at risk of harm to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child/adult at risk of harm, even in fun.
- Reduce a child/adult at risk of harm to tears as a form of control.
- Shout at a child/adult at risk of harm, unless absolutely necessary to be heard (e.g. in a group in a large space or outdoors) or to prevent injury to the child/adult at risk of harm.
- Allow allegations made by a child/adult at risk of harm to go unrecorded or not acted upon.
- Do things of a personal nature for children/adults at risk of harm that they can do for themselves.
- Invite or allow children/adults at risk of harm to stay with you at your home unsupervised.



## **Recruitment of Staff**

YAT recognises that anyone may have the potential to abuse children/adults at risk of harm in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children/adults at risk. Pre-selection checks for roles which are classed as **'regulated activity'** and include the regular management and supervision of children, include the following:

- Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service (DBS);
- Applicants will be asked to complete a self-disclosure form;
- Two confidential references, including one regarding previous work with children;
- Evidence of identity (passport or photo driving licence).

More information on 'regulated activity' can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/739154/Regulated\\_Activity\\_with\\_Children\\_in\\_England.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf)

## **Interview and Induction**

All employees will be required to undergo an interview and will receive formal induction, during which:

- Their qualifications should be substantiated;
- The job requirements and responsibilities should be clarified;
- Child and adult at risk safeguarding and protection procedures should be explained and training needs identified.

## **YAT requires:**

- Relevant personnel to receive advisory information outlining good practice and informing them what to do if they have concerns about the behaviour of an adult towards a child/adult at risk of harm;
- Relevant personnel to undertake first aid training (where necessary);
- Relevant personnel to attend update training when necessary.

## **Volunteers**

YAT requires that all volunteers are supervised by a YAT staff member at all times and are never placed in a position where they are carrying out unsupervised activities with young people under 18 or adults at risk of harm.

Where a volunteer is involved in regular or intensive contact with young people under 18, in line with legal requirements YAT will request the volunteer to obtain an enhanced DBS check.

## **Employment of Minors**

YAT occasionally employs people under the age of 18. Although they are classed as employees, YAT continues to have a duty of care for these individuals. Any disclosure by young employees is taken seriously and will be acted upon accordingly.

## **Responding to Disclosures & Concerns**

YAT aims to ensure that those children, young people and adults at risk of harm who connect with the organisation receive the necessary protection and support to keep them safe from harm.

YAT believes that an essential area of keeping children, young people and adults at risk of harm safe, is knowing how to respond in the event of a disclosure or in situations where you have reasons to suspect that a child, young person or adult at risk of harm may be suffering harm or in danger of being harmed.

### **What is a Disclosure?**

A disclosure is a circumstance in which a child or adult at risk of harm may deliberately or inadvertently present information that indicates that themselves or another individual may be suffering from harm or may be in danger of suffering from harm or being radicalised.

### **Hearing a Disclosure**

If a child/young person says or indicates that he or she is being abused, or information is obtained which gives concern that a child/young person is being abused, you should follow the guidance below:

#### **Receive**

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said and react calmly so as not to frighten the child/young person.
- Make a note of what has been said as soon as possible.

#### **Reassure**

- Reassure the child/young person that they have done the right thing by telling you.
- Tell the child/young person they are not to blame and that it was right to tell; I am glad you came to me.
- It is important that you do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child/young person and then break it, you confirm to the child/young person yet again that adults are not to be trusted.

#### **React**

- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person who has a speech disability and/or differences in language;
- Do not ask 'leading' questions, for example 'what did they do next?' (This assumes they did), or 'did they touch your private parts?'. Such questions may invalidate your evidence (and that of the child/young person) in any later prosecution in court.
- Explain what you have to do next and whom you have to talk to.

#### **Record**

- Make some brief notes at the time on any paper which comes to hand.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, persons present and any noticeable non-verbal behaviour.
- Be specific when noting the words used by the child/young person.

- Use YAT's Incident/Disclosure Report Form (see appendix 3) to ensure all the required information is recorded.

### **Remember**

- To share your concerns with the Designated Safeguarding Officer who will take the matter forward.

### **Reporting Allegations, Suspicions or Concerns**

It is not the responsibility of anyone working at YAT to decide whether or not a child/adult at risk of harm is being abused or might be abused. However, there is a responsibility to act on concerns to protect children/adults at risk in order that appropriate agencies can then make enquiries and take any necessary action to protect the child/adult at risk.

If you become aware of any issue or complaint relating to the welfare or wellbeing of children and adults at risk, then you should raise these with the Designated Safeguarding Officer who will be responsible for documenting your concern on an Incident/Disclosure Report Form (see appendix 3). All concerns will be considered, and a decision reached as to whether the concern should be referred to Social Services.

All Incident/Disclosure Report Forms are securely stored, and password protected.

### **Making a Referral to Social Services**

If a decision is made to raise a concern with Social Services, it will be the responsibility of the Designated Safeguarding Officer to formally report this concern. If, for any reason, the Designated Safeguarding Officer is unable to lead on this process then the Chief Executive will make the referral.

YAT will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, YAT will record the name and role of the children and young people's services member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral.

If a concern is allayed and a decision is made not to make a referral then YAT will still be required to record details of the concern and details as to why a referral was not made. This information may become relevant later on if further concerns emerge.

### **Allegations of Misconduct or Abuse by Staff**

In the event of allegations being made against an employee (staff or voluntary), YAT has a dual responsibility in respect of both the child/adult at risk and employee. The same person must not have responsibility for dealing with the welfare issues about children and adults at risk and the staff employment issues.

Two separate procedures must be followed:

- I. In respect of the child/adult at risk, the Designated Safeguarding Officer will lead the process related to the child/adult at risk;
- II. In respect of the staff member against whom the allegation is made, the Chief Executive will lead the process related to the staff member.

With regards to the child/adult at risk, the aforementioned process will be followed. With regards to the staff member against whom the allegation is made, the below process will be followed:

1. YAT will make formal contact with the NSPCC/ police who is responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a staff member.
2. YAT is legally required to alert the LADO (local authority designated officer) or police to all cases in which it is alleged that a person who works with children/adults at risk has:
  - a) Behaved in a way that has harmed, or may have harmed, a child/children and/or an adult at risk/adults at risk;
  - b) Possibly committed a criminal offence against a child/children and/or an adult at risk/adults at risk;
  - c) Behaved towards a child/adult at risk in a way that indicates s/he is unsuitable for such work.
3. The LADO/ police will instruct YAT on procedure and what information may be shared with the person who is the subject of an allegation. YAT and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.
4. Subject to advice from the LADO/police, and to any consequent restrictions on the information that can be shared, YAT will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances YAT will seek to ensure that any staff member is treated fairly and honestly and that they are supported to understand the concerns expressed and processes involved. They will be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

5. If YAT's Designated Safeguarding Officer is the subject of the suspicion/allegation, this must be reported to the Chief Executive or, in their absence, the Lead Trustee for Safeguarding who will refer the allegation to LADO.

Contact details for Surrey's LADO are provided in appendix 2.

### **Internal Enquiries and Suspension**

- YAT's Chief Executive will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and local authority inquiries.
- Irrespective of the findings of the local authority or police inquiries, YAT's Chief Executive and Board of Trustees will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, a decision must be reached based upon the available information

to decide whether the allegation is true. The welfare of the child/adult at risk will remain of paramount importance throughout.

### **Incidents When You Could Be Accused**

If any of the following occur, you should report this immediately to another colleague and record the incident. You should also ensure the supervising adult/parents of the child/adult are informed:

- If you accidentally hurt a child/adult at risk.
- If s/he seems distressed in any manner.
- If a child/adult at risk appears to be sexually aroused by your actions.
- If a child/adult at risk misunderstands or misinterprets something you have done as abusive.

### **Support to deal with the aftermath of abuse**

Consideration will be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

Consideration will be given to what kind of support may be appropriate for the alleged perpetrator.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child, or by a member of staff who is still currently working with children).

Where such an allegation is made, YAT should follow the procedures as detailed above and report the matter to social services or the police. This is because other children or young people may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

This is reinforced by the details of the protection of Children Act 1989.

### **Allegations Against Another Child, Young Person or Adult at Risk of Harm**

In the event that a complaint is made against another child, young person or adult at risk of harm then you should report this to the Designated Safeguarding Officer (see appendix 2) who will decide whether this is a child protection issue or constitutes bullying and will then decide the next action to be taken.

### **Whistleblowing**

Should you have concerns about a colleague, or somebody associated with the activities of YAT with regard to safeguarding of children and/or an adult at risk of harm then this should be reported as soon as possible to the Designated Safeguarding Officer (see appendix 2). If this staff member is not available or if the concern is about this staff member, then staff should contact the Chief Executive or LADO (see appendix 2).

Any employee or volunteer raising concerns should do so with confidence and the full knowledge that they will not be victimised, discriminated against, or disadvantaged in any way as a result.

### **Use of Images of Children and Adults at Risk of Harm**

The key concerns regarding the use of images of children and adults at risk relate to:

- The possible identification of children/ adults at risk when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children/adults at risk.

### **Recording and Publishing Images of Children or Adults at Risk of Harm**

#### **Guidelines for Recording Images**

- All children/adults at risk featured in recordings must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/shirt and shorts).
- The photograph should ideally focus on the activity. Where possible images of children/ adults at risk should be recorded in small groups (the group may comprise any combination of adults and children).
- You should ensure that images of those under a court order are not recorded or published.
- Any instances of use of inappropriate images should be reported to the NSPCC Helpline or the Internet Watch Foundation (IWF).
- There is no intention to prevent artists and project managers using video equipment or photographs as part of a creative arts activity. However, participants and their parents/carers should be made aware that this is part of the artistic programme and parental consent should be secured in writing.

#### **Guidelines for Publishing Images**

- If the child/adult at risk is named, avoid using the photograph.
- If a photograph is used, avoid naming the child/ adult at risk or use their first name only. Personal details of children/adults at risk such as an email address, home address or telephone number should never be revealed on digital media or in print.
- Make children/adults aware that pictures will be taken and how they will be used through a short discussion.
- Ask for parental/carer permission to use an image of a child or adult at risk. This ensures that parents/carers are aware of the way the image of their child is representing YAT. A Permission Form is the best way of achieving this and can be done at the beginning of the project/event.
- Think about the level of consideration that you give to the use of images in all publications, for example the processes used in choosing photographs for a publicity brochure. Apply an

increased level of consideration for the images of children/ adults at risk used in digital media.

## **Communication with Children, Young People and Adults at Risk of Harm**

### **Communication via Telephone**

YAT Staff should in no circumstances make or receive calls or texts to or from children and adults at risk using their personal mobile phones. If necessary, calls should be made from a YAT office phone and where possible staff members should take the call in an open environment where the conversation can be witnessed.

### **Communication via Email**

On occasion, a member of YAT staff may be required to email children and adults at risk of harm using their personal email address. In all cases staff should use formal language to avoid any misunderstanding on the part of the recipient and should copy the email to the Designated Safeguarding Officer. If the Designated Safeguarding Officer is sending the email they should copy in the relevant parent/ guardian/ carer or YAT Chief Executive. Staff members who have concerns regarding content of an email that they send or receive from a child/adult at risk should consult the Designated Safeguarding Officer for guidance.

### **Social Media**

YAT recognises that social media can be a legitimate and effective way to communicate with children and adults at risk. Current social media applications frequently used by these groups include Twitter, Facebook, and Instagram, to name but a few. Contact with children and adults at risk through such forums should only take place through organisational accounts. Current organisational accounts are as follows:

Twitter	@YvonneArnaud <a href="https://twitter.com/YvonneArnaud">https://twitter.com/YvonneArnaud</a>
Facebook	@YvonneArnaudTheatre <a href="https://www.facebook.com/YvonneArnaudTheatre">https://www.facebook.com/YvonneArnaudTheatre</a>
Instagram:	@YvonneArnaud <a href="https://www.instagram.com/yvonnearnaud/">https://www.instagram.com/yvonnearnaud/</a>
LinkedIn:	<a href="https://www.linkedin.com/company/guildford's-yvonne-arnaud-theatre">https://www.linkedin.com/company/guildford's-yvonne-arnaud-theatre</a>
YouTube:	<a href="https://www.youtube.com/channel/UCFDOh-K-8QJq1e30LSu2dEg">https://www.youtube.com/channel/UCFDOh-K-8QJq1e30LSu2dEg</a>

### **Account Moderators**

Sally Anne Lowe:	Director of Marketing and Customer Experience
Ellie Harman:	Marketing Manager
Sam Read:	Marketing Officer
Summer Jeavons:	Marketing Assistant

YAT staff are not permitted to do any of the following in their personal capacity or in the name of YAT, other than by using the organisational accounts listed above:

- Be friends with, send or accept any friend requests on Facebook from children/ adults at risk who are involved in YAT activity.
- Request to follow children/adults at risk who are involved in YAT activity on other social media platforms.
- Join, accept invitations to or contribute to any groups, private or otherwise, on social media, relating to a child/adult at risk of harm who is involved in YAT activity.
- Send or respond to any private message from a child/adult at risk of harm who is involved in YAT activity.

YAT does not expect staff to remove or block members who become followers of their personal Twitter accounts, but staff must respect their association with YAT when tweeting.

- Any misuse of social media in reference to safeguarding should be reported to the Designated Safeguarding Officer and to the Director of Marketing and Customer Experience.
- Staff must not post any unauthorised photos of a child/adult at risk of harm who is involved in YAT activity without expressed prior consent for archive, marketing or promotional purposes.

If staff see social media content that disparages or reflects poorly on YAT, they should contact the Director of Marketing and Customer Experience.



## **Appendix 1**

### **Recognising Abuse**

It is your duty to make yourself familiar with the following definitions and procedures and to ensure that you know the actions to be taken in the event of a concern.

YAT's Designated Safeguarding Officer and useful contacts are listed in appendix 2.

Abuse and neglect are forms of maltreatment of a person. Somebody may abuse or neglect a child or adult at risk of harm by inflicting harm, or by failing to act to prevent harm. Children and adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

### **Definitions of Child Abuse taken from *Working Together to Safeguard Children 2018***

#### **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.

#### **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Sexual Abuse**

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

internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment.

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

**Further areas are highlighted by the document *Working Together to Safeguard Children 2018* and other sources.**

### **Child Sexual Exploitation is a form of child sexual abuse.**

It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

- a) in exchange for something the victim needs or wants, and/or
- b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **County Lines**

As set out in the Serious Violence Strategy, published by the Home Office, this is 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.

### **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 through the use of technology.

### **Female Genital Mutilation**

The document Multi-agency statutory guidance on female genital mutilation 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. It may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman's first pregnancy.

### **Radicalisation**

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with other colleagues if they have any concerns:

- Use of inappropriate language
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

### **Domestic Violence or Abuse**

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Sexual
- Financial
- Emotional

### **Bullying**

Bullying can be psychological, verbal or physical in nature. It involves an imbalance of power in which the powerful attack the powerless and occurs over time rather than being a single act.

Bullying can include:

- Physical actions such as hitting, kicking and any other unwanted physical contact;
- Name calling, humiliation, ignoring and making degrading and/or disrespectful comments;
- Being made to feel different or like an outsider;
- Being lied about;
- Making inappropriate comments relating to an individual's personality rather than their work or ability;
- Racist, sexist or homophobic insults and gestures;
- Sexual comments and suggestions;
- Applying undue continuous emotional pressure on an individual;
- Cyber-bullying, via text and emails, will be treated as seriously as any other type of bullying.

**If you notice signs of abuse or you have concerns about anyone, it is your duty to refer these concerns confidentially as detailed on pages 11-13 of this policy.**

## **Appendix 2**

### **Contact Details**

**The CEO and Artistic Director of YAT is** Joanna Read  
01483 443 903 / jread@yvonne-arnaud.co.uk

**The Designated Safeguarding Officer is** Rhiannon Fisher, Head of Creative Learning  
01483 443 924/ rfisher@yvonne-arnaud.co.uk

**The Lead Trustee for Safeguarding is** Steven Lee  
01784 470 439/ admin@ptc.org.uk

MASH – Multi Agency Safeguarding Hub: 0300 470 9100

Guildford Police Station: 01483 571212

Children’s Services Duty Team (Out of hours) 01483 517898

NSPCC Child Protection Helpline 0808 800500

Email concerns for a child or young person [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk)

Email concerns for an adult [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk)

Local Authority Designated Officer (LADO) 0300 123 1650  
(Manages allegation against individuals [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)  
who work or volunteer with children in Surrey.)

**Appendix 3:  
Incident/ Disclosure Reporting Form**

**Ensure that the report is submitted to YAT's Designated Safeguarding Officer**

Your information				
Name				
Address				
Contact number(s)				
Email				
Name of organisation			Your role	

  

Personal information – child / young person involved incident or making disclosure					
Name				Date of birth	
Gender (optional)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

  

Contact information – child/ young person involved in incident or making disclosure		
Address		
Contact number(s)		
Email		
Have parents/ guardians been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

  

Incident / Disclosure details*			
Date and time of incident/ disclosure			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern			Role
Contact number(s)			
Email			

Details of the incident/ disclosure or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)

\* Attach a separate sheet if more space is required (e.g. multiple witnesses)

<b>Incident/ Disclosure details (continued)</b>			
Child's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role or relationship to the child	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:	
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given			

Declaration	
Your signature	✕
Print name	
Today's date	

Contact the Designated Safeguarding Officer in line with YAT's reporting procedures	
Safeguarding Officer's name	
Date reported	

**Designated Safeguarding Officer NB: If you contact your local Social Services Department regarding the above, a copy of this form should be sent to their Safeguarding Team following a telephone report.**



**Acknowledgement of receipt of the YAT Safeguarding Policy**

I, ....., acknowledge that on ....., I received and read a copy of the **Yvonne Arnaud Theatre's** Safeguarding Policy, dated **October 2021** and understand that I am responsible for knowing and abiding by its terms. This Safeguarding Policy does not set terms or conditions of employment or form part of an employment contract.

Signed .....

Print Name .....

Date .....