

synergy theatre project

**Child Protection Policy, Vulnerable Adult
Policy, Procedures & Codes of Practice**

**SYNERGY THEATRE PROJECT
STATEMENT OF POLICY FOR PROTECTION OF CHILDREN AND YOUNG PEOPLE**

Synergy Theatre Project believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises it is everyone's responsibility and duty of care to safeguard the welfare of all children and young people by a commitment to practice which protects them. We aim to provide safe participatory and creative opportunities for all the children and young people who participate on our projects.

In order to do this, we recognise that:

- The welfare of the child/young person is paramount.
- All children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with children and young people, their parents, carers and other agencies is essential in promoting their welfare.

The purpose of the policy is:

- To provide protection for the children and young people who receive services from Synergy Theatre Project, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff, including Senior Managers and Board of Trustees, paid staff, volunteers and freelance sessional workers, agency staff, students or anyone working on behalf of Synergy Theatre Project.

We will endeavour to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents, carers, staff and volunteers.
- Sharing information about concerns with agencies who need to know, involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and training.

Synergy Theatre Project recognises that many projects, in particular those inside prison, YOTs or schools will generally happen on a short-term basis and often in conjunction with other agencies (the prison service, YOTs, PRUs and schools) who will be legally responsible for the children, young people or vulnerable adults taking part in the project. However, Synergy recognises its moral obligation to protect children, young people and vulnerable adults and the policy and procedures are in place to offer guidance and raise awareness of potential risk situations.

We are also committed to reviewing our policy and good practice annually.

This policy was approved by:

Synergy staff: Siân Henderson, Learning & Engagement Manager (Young People)

Synergy Trustee: Paula Hamilton

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(Role of Synergy Trustee responsible for safeguarding include checking safeguarding and child protection procedures are being followed, acting as a 'critical friend' to review what happened and improve policies and procedures for the future.)

This policy has been compiled using guidance/legislation provided in: The Children Act 1989 & 2004, The Education Act 1996, & 2002, Safeguarding Vulnerable Groups 2006, Children and Young Person Act 2008, Children and Families Act 2014, Working together to Safeguard Children 2018.

Child Protection Procedures & Codes of Practice

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1. Safeguarding Procedures

1.1 Definition of children and young people

'Children and young people' means anyone up to the age of 18 years, those over 19 years who are receiving services as care leavers (young people who have been 'looked after' children) and those between 19 and 25 years with learning difficulties.

1.2 Statement of values and principles

Synergy Theatre Project believes that:

- All organisations have a duty of care to children and young people who use their services or take part in their activities.
- All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.

1.3 Designated persons

'Designated persons' are those members of Synergy Theatre Project staff who have specific responsibility for ensuring effective safeguarding and protection procedures. Any safeguarding or child protection concern should be reported to a designated person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

These are as follows:

Senior Designated Person:

Learning & Engagement Manager (Young People), Siân Henderson
sian@synergytheatreproject.co.uk 07738 786991

Other Designated Persons:

Learning and Engagement Coordinator (Young People), Shane Wheeler Osman
shane@synergytheatreproject.co.uk 07887 388121
Artistic Director, Esther Baker, esther@synergytheatreproject.co.uk 07490 787115
General Manager, Jennie McClure, jennie@synergytheatreproject.co.uk 0203 034 0787
Safeguarding Trustee, Paula Hamilton, paula.h@blueyonder.co.uk
Education Tour Stage Manager (if appropriate): See specific show contact sheet

The role of the designated person is to:

- Receive and record information from staff, volunteers, children or parents/carers who have child protection/safeguarding concerns.
- Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary.

- Consult initially with a statutory child protection agency to test out any doubts or concerns as soon as possible. This may involve going directly to the police if it is out of hours.
- If necessary, to make a formal referral to a statutory child protection agency without delay.

All Designated Safeguarding Leads have received Level 3 Safeguarding training and Advanced Safeguarding Training. This training will be refreshed every 2 years.

If you are unable to get hold of the designated persons, or you're a concern is related to one of the designated persons, please contact the safeguarding board for the borough you are working in. You will find this information via google. However, if in doubt please contact Lambeth Safeguarding Board (where the Synergy Office is based).

Lambeth Safeguarding Children Board:

www.lambethscb.org.uk/report-abuse

020 7926 4881

You can also contact the NSPCC Helpline on 0808 800 5000

1.4 Code of conduct

All Synergy Theatre Project **staff must:**

- Treat all children and young people equally and with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that whenever possible there is more than one adult present during activities with children and young people or at least that you are within sight or hearing of others.
- Respect a young person's right to personal privacy and encourage young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Where possible, avoid physical contact with a child or young person as this may be misinterpreted.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Operate within Synergy Theatre Project's specific procedures.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Give guidance and support to inexperienced helpers where necessary, for example, volunteer assistants who may be working with Synergy Theatre Project temporarily.

Staff must not:

- Have inappropriate physical or verbal contact with children, young people or vulnerable adults.
- Be drawn into inappropriate, attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people.
- Be left alone with a single student or young person.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child protection issues.
- Show favouritism towards any individual.

- Rely on your good name or that of the organisation to protect you.
- Believe “it could never happen to me”.
- Take a chance when common sense, policy or practice suggests another more prudent approach.

All staff and volunteers will be asked to sign a declaration stating that they agree to the guidelines and Code of Conduct set out by Synergy Theatre Project. Specialist Code of Conduct guidelines will be made available for Education Tours.

1.5 Project planning, supervision, risk assessment and risk management

Synergy Theatre Project recognises that making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm whilst in our care.

1.5.1 Planning

- Identifying at the outset the people with designated protection responsibility, this will usually be the Artistic Director or the Learning & Engagement Manager (Young People), however whilst working on short-term projects (e.g. the prison service, YOTs, PRUs and schools) Synergy Theatre Projects recognises that partner agencies will be legally responsible for the children, young people or vulnerable adults taking part in the project.
- Project managers, including the Artistic Director, Learning & Engagement Manager (Young People), lead facilitator and partner organisation, should plan and prepare a detailed programme of activities for the children involved in a project.
- Planning should ensure that all children should be adequately supervised and engaged in suitable activities at all times.
- Organisers should obtain, in writing, parental consent to children joining an organised project. The purchase of a ticket or booking of the educational tour/place on a project shall be deemed to be such consent.
- Parents, carers or ‘named adult’ should be given full information about a project, including details of the programme of events, the activities, and the supervision ratios. Due to the nature of the Education work each school will be made aware both verbally and formally that the cast and crew of each production is made up of ex and current prisoners, and agree to receiving them onto school grounds and making parents aware of the visit as and when necessary. All Synergy staff are DBS checked.

1.5.2 Supervision

- Project managers must be satisfied that those workers and adults who work on projects are fully competent to do so and that appropriate checks have been made.
- Children must be supervised at all times, preferably by two or more adults.
- The Synergy Theatre Project Schools Contract states that a minimum of 1 teacher must be present throughout the performance and related workshops for every 30 pupils present.
- Children must not be left unsupervised at any venue, indoors or out.
- Workers should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Dangerous behaviour by children should not be allowed.

1.5.3 Risk assessment in relation to child protection

The principle of risk assessment is to consider:

- The practical details of a project
- Things that could go wrong in a project
- The likelihood of things going wrong
- Impact of these things going wrong

Once this is done:

- You can identify measures to reduce the risk
- You can decide what to do if things go wrong
- You can allocate roles to monitor and manage child protection

Risk assessment and risk management should be carried out for every project and should involve as wide a range of project stakeholders as possible.

See Appendix 1 for a risk management template.

See Appendix 1a for a risk assessment Company Checklist for performances and workshops

1.6 Photographic procedures

- Avoid using children's names in photographic captions. If the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.
- Always use a parental or carer permission form to obtain consent for a child to be photographed/videoed (see Appendix 2 for an example permission form).
- Obtain the child's permission to use their image.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. Some activities – including drama – present a greater risk of potential misuse.
- Address the use of images of children on the organisation's website. Avoid personal information about children which could be used by an individual to learn more about a child.

- Always issue written expectations of professional photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to child protection.
- Do not allow photographers unsupervised access to children.
- Do not approve photography sessions outside the event or at a child's home.

1.7 Online working

In 2020, in response to Covid-19 Synergy moved some of its activity online in order to maintain connection with beneficiaries at a period of acute isolation. These projects have continued and take the form of Zoom tutorials and performances.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Synergy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Synergy will share with parents/carers information on keeping children safe online.

Below are some things to consider when delivering virtual tutorials, especially where webcams are involved:

- No 1:1 work between leader and young person, a support facilitator and designated safeguarding contact must be present.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Language must be professional and appropriate, including any family members in the background.
- Safety guidelines provided to candidates around privacy and how to avoid accidental sharing of information (**See Appendix 9 for a risk assessment for online working**).
- Establish ground rules to control privacy including no screen shots or recording- unless agreed by all parties and recording made on Synergy Theatre Project owned computer.
- Synergy staff monitor and advise individuals to turn video off if needed. Staff can also mute individuals.
- Screen share only enabled for designated staff, not young people.
- Staff must only use known video calling applications with strong security (Zoom, MS Teams, Google Hangouts, Skype) including password protection.
- Manage own privacy settings and ensure security settings are up to date (in safety guidelines provided).
- Safety guidelines provided to candidates around cyber security (**See Appendix 9 for list at end of risk assessment**).
- Joining details only sent to beneficiaries and the group ask not to share the link
- Synergy staff present to ensure they recognise all guests and to remove unknown guests.
- Synergy staff monitor and manage any mental health triggers in the session, individuals muted if necessary and follow up with offer of support.
- At new registrations, discuss safety in relation to Domestic Violence and group video calls and assess if safe.
- If a physical or emotionally abusive incident occurs meeting lead can mute individuals if necessary (and turn on video) and follow up with individual/victim and all witnesses.

1.8 Recruitment procedures

Synergy Theatre Project has clearly defined recruitment procedures. Synergy Theatre Project also has a Safer Recruitment Policy in place.

1.8.1 Recruitment of staff

When recruiting staff to work with children, young people or vulnerable adults in the organisation, in order to prevent unsuitable people working, we will ensure that:

- Posts are clearly defined and those necessitating an enhanced Disclosure & Barring Service check are clearly advertised as such.
- A copy of our Child Protection Policy will be sent with the recruitment literature for these posts.
- All applicants for these posts will be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and MUST declare all previous convictions which are then subject to DBS checks, as well as any cases pending against them. All such information will be treated in confidence and will not be used against applicants unfairly.
- At interview for these posts, a question pertaining to good practice in Child Protection will be asked.
- Referees should be asked specifically about the applicant's suitability to work with children.
- Disclosure and Barring Service checks must be obtained by Synergy Theatre Project for all new members of staff in these posts. The appointment can only be formally confirmed after this check is received. DBS checks should be renewed every 3 years. Freelance staff must supply or obtain their own DBS check. In this instance, checks must be no more than two years old. If disclosure cannot be undertaken due to time restrictions of a project, several references will be checked as part of the Education project, and if this is the only member of staff on the premises, schools will be made aware that it has not been possible to seek a disclosure for the member of staff. In this instance the school must formally agree to have the member of staff on the premises and agree to them being accompanied at all times.
 - o Checks will be completed using the online service provided by Action HR. Individuals will be required to come into the Synergy Office with their ID documents.
- Each member of freelance staff will be expected to sign a contract in adherence to Synergy's protection policies, procedures and code of conduct.
- All Synergy staff and freelance team will be required to undertake the NSPCC Introduction to Safeguarding online course and/or an Introduction to Safeguarding Course with London Youth. This training will be refreshed every 2 years.

1.8.2 Recruitment of prisoners and ex-prisoners

When recruiting prisoners and ex-prisoners to work with children, young people or vulnerable adults in the organisation, in order to prevent unsuitable people working, we will ensure that:

- All current prisoners involved with the Learning & Engagement (Young People) will be serving time in a Category D (resettlement) prison where they are deemed "reasonably trusted to serve their sentences in open conditions"¹ and encouraged to gain work experience within the community.
- All ex-prisoners involved with the Learning & Engagement (Young People) programme will be known to (and trusted by) Synergy Theatre Project through past prison projects and Education tours, when they themselves have been prisoners.

¹ Source: www.parliament.uk/briefing-papers/SN05940.pdf, 7 Oct 2013
Updated Jan 2024 (Review due: Jan 2025)

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- Once involvement in the project has been requested by a current prisoner, Synergy Theatre Project will liaise with prison staff to ensure both victim and prisoner rights are not affected, and that crimes are of a nature which will not cause any conflict of interests or danger to any project participant or stakeholder.
- Priority will be given to those interested in youth and community work, and those who are studying a related qualification whilst in prison.
- Due to the nature of the Education work each school will be made aware both verbally and formally that the cast and crew of each production is made up of ex- and current prisoners, and agree to receiving them onto school grounds and making parents aware of the visit as and when necessary. Details of conviction will be provided on request and with agreement of ex-prisoner facilitator.
- Each ex/prisoner will be expected to sign a contract in adherence to Synergy's protection policies, procedures and code of conduct. They will also be required to complete a DBS check, if appropriate.

1.9 Training

Synergy Theatre Project will provide suitable training to all staff and volunteers in the organisation that is relevant to their particular role. This will include:

- Induction Training which includes familiarisation with the organisation's Child Protection Policy and procedures.
- Particular skills training.
- Comprehensive Child Protection induction and NSPCC online training.
- Training available on request to all staff.

1.10 Other Synergy Theatre Project policies

The Child Protection Policy must be read in conjunction with Synergy Theatre Project's Equal Opportunities Policy; Safer Recruitment Policy; Complaints and Grievance Policy and Procedures; Disciplinary Policy and Procedures; Whistle Blowing Policy; Health and Safety Policy; Recruitment of Ex-prisoners.

Additional recommendations for Health and Safety in arts practice include:

- Groups should not have more than 25 participants.
- An appropriate number of legally responsible adults are present.
- There must be adequate space.
- There must be access to a telephone in the building, or as an alternative, the practitioners must have a working mobile phone on their person.
- Equipment must meet safety standards.
- Risk assessments must be carried out.
- There must be a First Aid box which meets current Health and Safety (First Aid) regulations and a member of staff trained in First Aid.
- Regular and appropriate food and drinks are provided.
- Special needs are catered for.
- No school group, youth group or group from a care setting (i.e. a group which operates *in loco parentis*) should be left without a legally responsible staff member present e.g. a teacher for a school group.
- The artists/arts facilitators should know the evacuation procedures and should tell the group.
- Children and young people should have a 'named person' to whom they may report any worries or concerns.
- Contact names and telephone numbers for 'named people' should be visibly displayed.

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- Staff and children should use separate toilets wherever possible, or if this is not possible, they should not use them at the same time as one another.
- The group guidelines on the use of social media must be adhered to at all times. **See Appendix 8 for Synergy Theatre Project's Learning & Engagement programme guidelines for social networking.**

1.1.1 Whistle-blowing and complaints procedures

Synergy Theatre Project wishes to promote a culture in which staff may express any concerns they may have about a colleague's behaviour in relation to child protection.

In order to achieve this, staff are encouraged to share any such concerns with a designated person without delay; concerns will be treated seriously and in the strictest confidence. The designated person is Siân Henderson, Learning and Engagement Manager (Young People), sian@synergytheatreproject.co.uk

Equally, Synergy Theatre Project recognises that a culture in which people are made to feel anxious and vulnerable is undesirable and it will use the Child Protection training course to manage this area sensitively on behalf of all members of staff.

2. Response Procedures

Synergy Theatre Project recognises the importance of having clear procedures to enable staff to handle situations where an appropriate response is needed to child protection concern.

Please see Appendix 3 for definitions of abuse.

2.1 Responding to a child disclosing abuse

- If possible, move to a quiet space, free of distractions.
- Stay calm and be patient. Allow the child's voice to be heard.
- Find an appropriately early opportunity to explain, in age appropriate terms that it is likely that the information will need to be shared with others – do not promise to keep it a secret.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. Do not pass judgement and avoid 'quizzing' the child.
- Listen carefully to what is said.
- Allow the child to continue at his/her own pace.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Do not make any promises that you cannot keep.
- As soon as possible after the disclosure, record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Contact your designated safeguarding person (as listed earlier in the document).

REMEMBER: It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child. If something is divulged to you remember to seek support for yourself. Agencies such as NSPCC and Childline will be able to help you. However, anything that has been divulged must be kept confidential.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need-to-know basis:

- the Safeguarding contact
- the parents of the person alleged to have been abused (unless this places the child at greater risk as described previously)
- the person making the allegation
- Social Services/Police
- the alleged abuser (and parents of the alleged abuser if a child).

2.2 Responding to signs or suspicions of abuse

Please see Appendix 4 for a flow chart on what to do in this situation.

2.3 Responding to allegations of abuse against staff, workers or volunteers

Please see Appendix 5 for a flow chart on what to do in this situation.

2.4 Recording and sharing information

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory child protection agency.

An accurate note should be made of:

- Date and time of the incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Any further action e.g. suspension of a worker
- Where relevant, reasons why there is no referral to a statutory agency
- Names of persons reporting and to whom reported.
- Be careful not put in personal feelings.

The record should be clear and factual as it may be needed by child protection agencies investigating the incident and may, in the future, be used as evidence in court. Keeping such a record may also help protect Synergy Theatre Project.

Please see Appendix 6 for an example checklist for reporting suspected abuse.

2.5 Confidentiality policy, and retention and storage of documentation

As a general rule, all personal information that is acquired or held in the course of working with children and young people should be treated as confidential. Particular care should be taken with sensitive information.

Consideration should also be given to the General Data Protection Regulation (GDPR) 2018 which requires that information is obtained and processed lawfully, and in a fair and transparent way, that it is relevant, accurate and kept up to date, and not held for longer than is necessary; and kept securely.

2.5.1 Handling and Safekeeping of Disclosure Information

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Synergy Theatre Project complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information.

Synergy Theatre Project uses an Umbrella Body to process DBS checks. It will therefore only record the date of a Disclosure and its reference number. It does not hold any Disclosures itself, as a matter of good practice:

- Disclosure information will never be kept in an applicant's personnel file and is only passed to those who are authorised to receive it.
- Copies of DBS certificates shall only be kept for a maximum of 6 months, in a password protected file.
- Relevant information that is legally able to be kept, may be stored in a central, password protected file.
- We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- We do not keep disclosure information for any longer than is absolutely necessary. This is generally a period of up to six months, or for the period of contractual work (whatever is longer), to allow for consideration and resolution of any disputes.

Appendix 1: Risk management template

Project Name:

Project Leader:

Date Produced:

Participants:

List each risk and identify actions to reduce probability and/or impact

	Risks	Probability H/L	Impact M/S	Actions to reduce probability and/or impact	Due Date	Owner
1						
2						
3						
4						
5						
6						

Appendix 1.1: Risk Assessment Company Checklist for performances and workshops

To be completed by a member of Synergy staff before every performance and workshop:

Venue: _____

Date: _____

Performance	Yes/No
Seating – safely secured	
Gangways between seats clear	
Playing space clear of hazards	
Cables – taped down and placed away from seating area	
Fire exits not obstructed and fire exits lights are not covered	
Fire extinguishers, buckets and blankets – make sure Synergy personnel are alerted to location	
Fire drill – make sure Synergy personnel are aware of venue procedure	
First Aider identified	
Floors – clean and dry	
Spare equipment (e.g. ladders), sharp objects and dangerous substances – removed and stored safely	
Personal belongings cleared and locked away	
Radiators and heating sources clear of equipment etc	
Rubbish cleared away	
Sound check completed	
Make sure young people have no access to back stage areas	
Audience filing-in process agreed with teachers	

Workshop	Yes/No
Workshop space clear of hazards/obstructions	
Fire exits not obstructed and fire exits lights are not covered	
Fire extinguishers, buckets and blankets – make sure Synergy personnel are alerted to location	
Fire drill – make sure Synergy personnel are aware of venue procedure	
First Aider identified	
Floors – clean and dry	
Spare equipment, sharp objects and dangerous substances – removed and stored safely	
Any unstable furniture removed, or young people alerted to the hazard	
Access to a telephone in building or mobile phone on person	
'Named person' identified for Children and Young People to report any worries or concerns.	
Maximum numbers adhered to	
Teacher and / or legally responsible adult present	

Appendix 2: Consent form for the use of photographs and video

Synergy Theatre Project recognises the need to ensure the welfare and safety of all children.

In accordance with our child protection policy we will not permit photographs, video or other images of children and young people to be taken without the consent of the guardian /carers and children.

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

I (guardian/carer) consent to Synergy Theatre Project
photographing or videoing (name of child).

Signature:.....Date:

I (name of child) consent to Synergy Theatre Project
photographing or videoing my involvement in (event).

Signature: Date:

Appendix 3: Definitions of abuse

What is abuse?

Government guidelines in Working Together to Safeguard Children and the NSPCC categorise abuse as:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child Sexual Exploitation
- Harmful Sexual Behaviour
- Domestic Abuse
- Bullying and Cyberbullying
- Child Trafficking

What is physical abuse?

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

What is emotional abuse?

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

What is sexual abuse?

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

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

What is neglect?

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

What is Child Sexual Exploitation?

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013). Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

What is Harmful Sexual Behaviour?

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB can include: using sexually explicit words and phrases, inappropriate touching, using sexual violence or threats, sexual activity with other children or adults.

What is Domestic Abuse?

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse. Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect. Children who witness domestic abuse may: become aggressive, display anti-social behaviour, suffer from depression or anxiety, not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

What is Bullying and Cyber Bullying?

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Signs of bullying include: verbal abuse, such as name calling, non-verbal abuse, such as hand signs or glaring, emotional abuse (such as threatening, intimidating or humiliating someone), exclusion (such as ignoring or isolating someone), undermining (by constant criticism or spreading rumours), controlling or manipulating someone, racial, sexual or homophobic bullying, physical assaults, making silent, hoax or abusive calls.

Signs of cyber bullying include: sending threatening or abusive text messages, creating and sharing embarrassing images or videos, 'trolling' (sending menacing or upsetting messages on social networks, chat rooms or online games), excluding children from online games, activities or friendship groups, setting up hate sites or groups about a particular child, encouraging young people to self-harm, voting for or against someone in an abusive poll, creating fake accounts (hijacking or stealing online identities to embarrass a young person or cause trouble using their name).

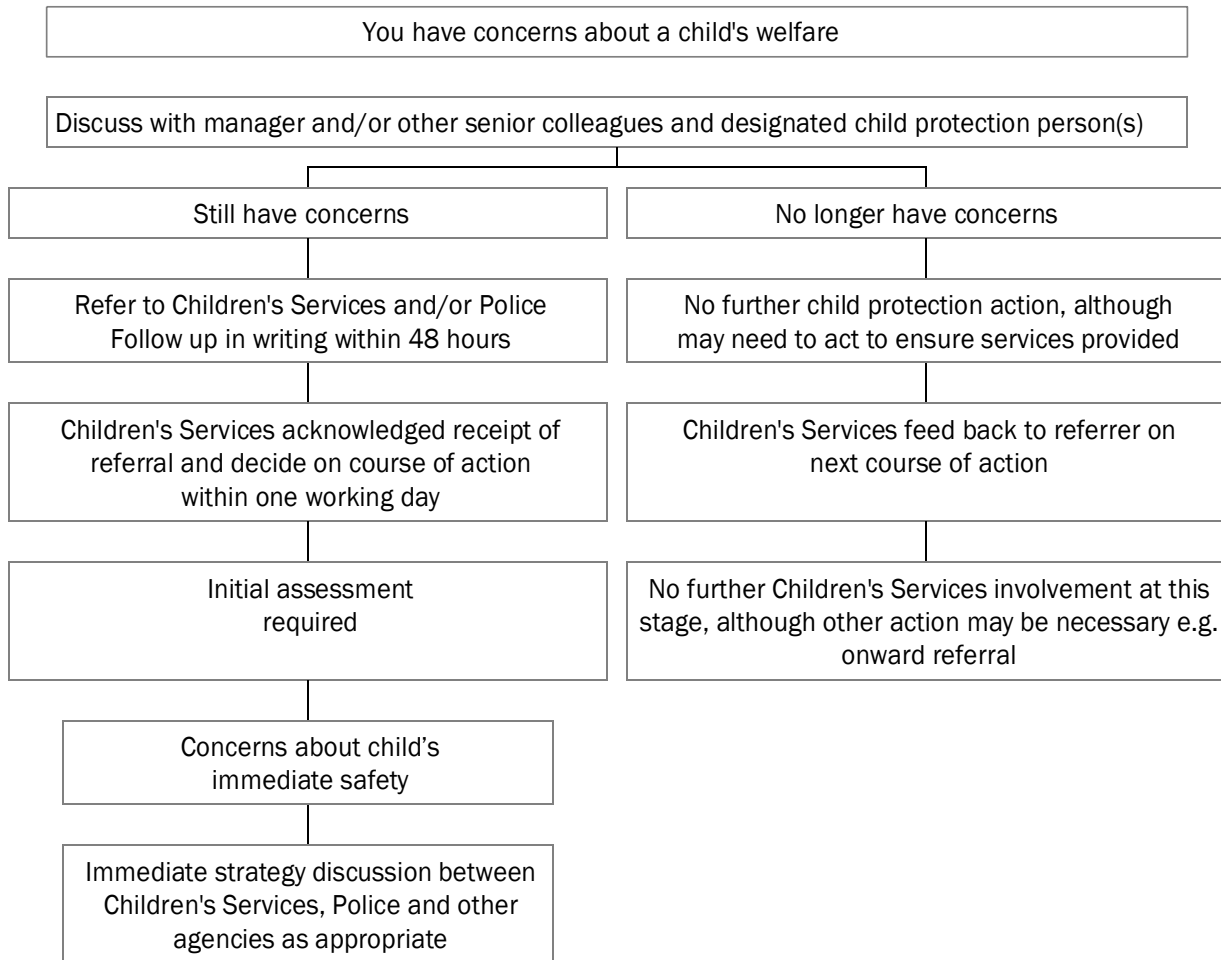
What is Child Trafficking?

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children who are trafficked experience many

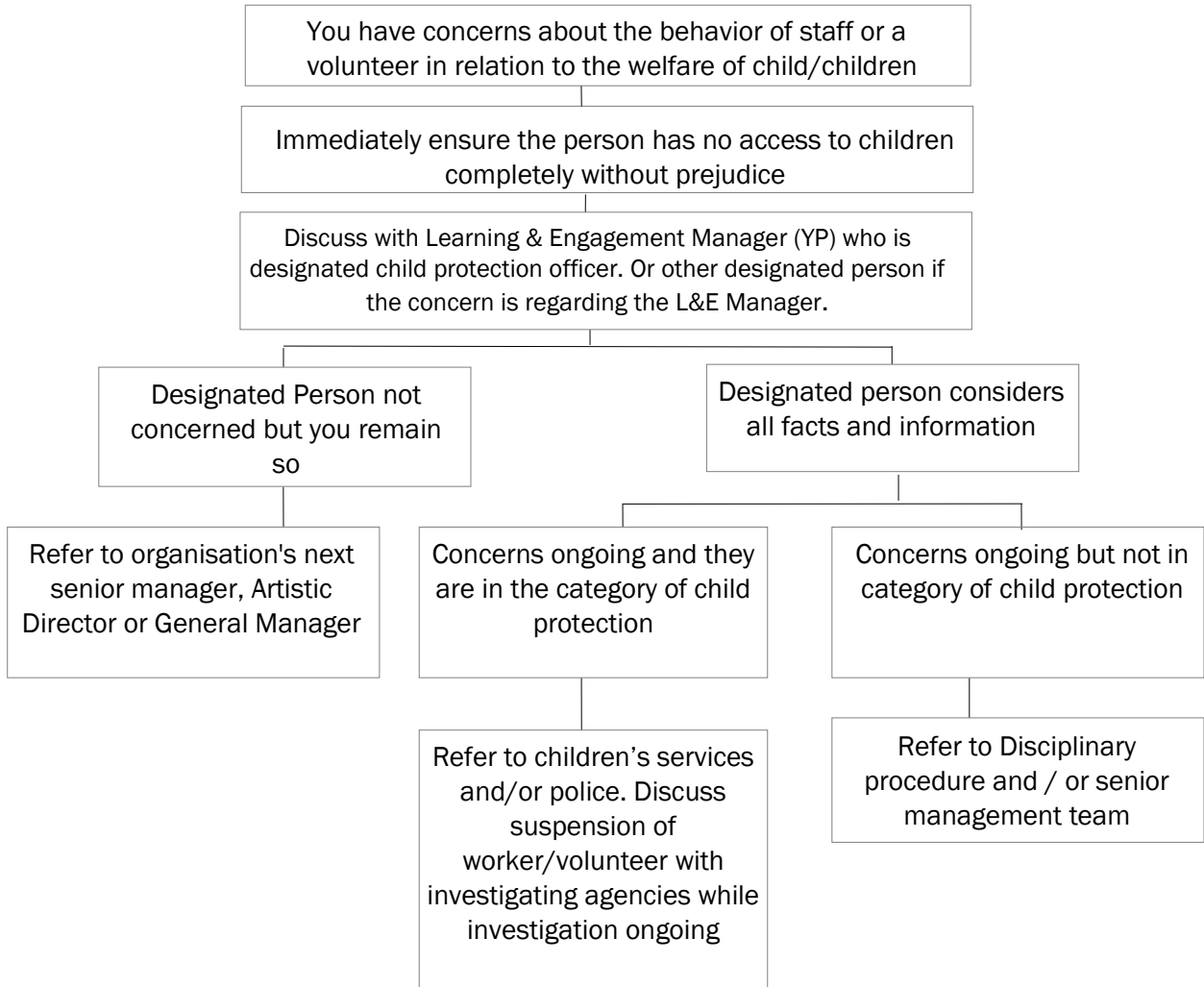
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forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Appendix 4: What to do if you have concerns about a child's welfare



Appendix 5: What to do if you have concerns about a member of staff or a volunteer in relation to child protection



Appendix 6: Checklist for reporting suspected abuse

Name of child/vulnerable adult:

Date of birth:

Religion:

Ethnicity:

First Language:

Disability:

Any special factors?

Guardian/carers name(s)

Home address and phone number (if available)

Are you reporting your own concerns or passing on those of somebody else?

Brief description of what has prompted the concerns: include dates, times etc of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs

Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? If so, give details.

Your name and position:

To whom reported and date of reporting:

Signature

Today's date

Appendix 7: Protection of vulnerable adults

Definition of a vulnerable adult

A vulnerable adult is someone who is aged 18 years or over who are or may be in need of extra emotional support and protection, or is or may be in need of community care services by reasons of mental health or other disability, age or illness and is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

A vulnerable adult may be a person who

- Is elderly or frail
- Has learning disabilities
- Suffers from mental illness
- Has a physical disability
- Is a substance mis-user
- Is homeless
- Is in an abusive relationship

It should be noted that disability or age alone does not signify that an adult is vulnerable.

Abuse of adults

Abuse can consist of a single or repeated act of harm or exploitation. It may be perpetrated as a result of deliberate intent, negligence or ignorance. Abuse can be verbal, physical, emotional, psychological, or a result of neglect or an omission to act. Abuse can also occur when a vulnerable adult is persuaded to enter into a financial arrangement or sexual relationship to which they have not, or could not, consent to or understand e.g. as a result of physical or mental incapacity.

What to do if abuse is suspected

If abuse is suspected or reported, employees should act in line with local policies and procedures to:

- Take reasonable steps to ensure the adult is in no immediate danger
- Contact the police if it is believed a crime may have been committed
- Obtain permission from the vulnerable adult before disclosing confidential information about them
- Where appropriate, discuss concerns with the relevant manager or person responsible for overseeing the care of the vulnerable adult.
- If, after discussion, abuse or neglect is still considered to be a possibility, referral should be made to the Social Services Department.

Appendix 8: Synergy Theatre Project's Learning & Engagement guidelines for social networking

Introduction

- Synergy Theatre Project's Learning & Engagement team use social networking (such as Facebook and Twitter) to promote events, ticket offers, competitions, summer schools, workshops etc to its participants.
- Social media is also useful to maintain connections between group participants and form a legacy network after an event or course.
- Marketing teams at our partner theatre venues already use social networking extensively, but generally for disseminating information and driving ticket sales rather than interaction.
- It is also possible to market and interact on behalf of Synergy Theatre Project's Learning & Engagement programme via other companies' social media platforms, e.g. Unicorn Theatre's Facebook page.
- Learning & Engagement Programme's key objectives for social media use:
 - Legacy relationships with participants of projects or courses
 - Maintaining awareness of our activities
 - Encouraging repeat engagement with individuals
 - Encouraging loyal advocates and ambassadors for Synergy Theatre Project's Learning & Engagement programme
 - Communicating with young participants in the manner most familiar to them.

Ground rules and best practice for Learning & Engagement staff and project facilitators

- Always use official practitioner profiles rather than your personal accounts or set up a new account for a particular event.
- Never become friends with or connect personally with participants, particularly young people.
- Be vigilant about privacy settings (e.g. using closed groups on Facebook, and restricting admin settings).
- Promote *interaction* with your participants and Learning & Engagement programme contacts via social media.
- Be conversational, friendly and informative.
- Employ the standards of presentation and accuracy you would normally employ in email communication.
- Encourage colleagues to engage with your social media activity but strictly restrict admin status.
- Discuss social networking with groups of young people so as to give them a few ground rules about representing Synergy Theatre Project online and let them know you can help with any issues.
- Never disclose via social media:
 - Offensive or inappropriate pictures or comments about Synergy Theatre Project, its participants or its staff
 - Confidential information about Synergy Theatre Project, its participants or its staff. Information that could embarrass you, your colleagues, your participants or Synergy Theatre Project
 - Comments or material which could damage Synergy's reputation
 - Company logos without written consent

Ground rules for Synergy Theatre Project's Learning & Engagement Programme freelance practitioners

- Any social media activity relating to Synergy Theatre Project's Learning & Engagement programme projects, events or courses should be conducted through the official channels such as via the organisation's profile, or via a closed group. Unless prior agreement granted by Learning & Engagement Manager .
- Always consult your contact at Synergy Theatre Project before embarking on any social media activity relating to Synergy Theatre Project's Learning & Engagement programme activity.
- Never become friends with or connect personally with participants, particularly young people.

Concerns to be aware of

- Representing Synergy Theatre Project's Learning & Engagement programme accurately and positively
- Balancing the time spent to maintain social media presence and the success of its use
- Child protection issues pertaining to internet safety
- Photographs, tagging, permissions
 - Never post a photograph without signed photography permission forms from those included in it.
 - Make sure a sentence relating to social media is included in your photography permission forms.
 - Never tag individuals in photographs – but it is not possible to prevent others from tagging themselves or others.
- Managing the way participants of all ages post comments, blogs, photos etc relating to Synergy Theatre Project's Learning & Engagement programme
- Cyber bullying
- If you are alerted to a serious case of cyber bullying, i.e. where bullies set up a hate site. It should be reported in the same way as a Child Protection issue and reported to the Learning & Engagement Manager (YP). Advice can be obtained from the Child Exploitation and Online Protection Centre.
- Control
 - Remember, any content posted via social media can often be re-posted elsewhere on the internet.
- The Internet Watch Foundation operates a hotline reporting system for members of the public and IT professionals to report their exposure to potentially illegal content online.

Child Protection Policy, Procedures and Codes of Practice

I confirm that I have read and understood the Company's **Child Protection Policy, Procedures and Codes of Practice**.

Name: _____

Signature: _____

Date: _____

Appendix 9: Risk Assessment for online working

Video group sessions (Upon completion, this form should be checked by your manager)

Assessment created/updated on:

Undertaken by (print name):

Position:

Hazards: (e.g. related to: setting, activity, travel, accommodation, behaviour, weather)	Associated Risks: (e.g. risk of injury, domestic violence, illness)	Who is at Risk? (e.g. candidates, children, volunteers, staff)	List existing controls. Identify action needed for risks for which these controls are not adequate: (e.g. Agreements re: behaviour,, accident procedures, staff response)	Responsibility: (could relate to specific staff, adults or groups)
General group involvement; privacy issues	<ul style="list-style-type: none"> - Physical and emotional dangers, including bullying or harassment - Loss of confidentiality - Stress and anxiety - Lack of confidentiality - Images taken and shared without consent 	Staff and candidates. Everyone using video and those living with them (including children)	<ul style="list-style-type: none"> - Ground rules stated at start of session; <i>Don't do or say anything wouldn't want made public. No screenshots or recordings unless agreed and made by Synergy staff member.</i> - Synergy staff monitor and advise individuals to turn video off if needed. Can also mute individuals. - *Safety guidelines provided to candidates around privacy (see list at end of RA) 	Facilitators (and individuals attending)
Persons hearing personal information given during session.	<ul style="list-style-type: none"> - Identity theft (by person in session or within earshot). Loss of money - Stress and anxiety - Locations revealed: leading to stalking or violence; physical and/or emotional threat or injury 	Staff and candidates. Everyone using video and within earshot (including children)	<ul style="list-style-type: none"> - Ground rules stated at start of session; <i>Don't share personal information</i> - *Safety guidelines provided to candidates around how to avoid accidental sharing of information (see list at end of RA). 	
Oversharing (of personal circumstances, difficulties, challenges etc.)	<ul style="list-style-type: none"> - Emotional impact on other candidates and staff; individuals upset, affected or triggered. 	Staff and candidates. Everyone using video.	<ul style="list-style-type: none"> - Ground rules stated - as above - Synergy staff monitor and manage. - Meeting lead can mute individuals if necessary. 	

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<p>Cyber system security (hackers)</p>	<ul style="list-style-type: none"> - Exposure of information leading to loss of money and computer data, and/or other information stolen and misused. 	<p>Staff and candidates. Everyone using video. Others whose data is held on the computer/s.</p>	<ul style="list-style-type: none"> - Only using known video calling applications with strong security (Zoom, MS Teams, Google Hangouts, Skype). - Manage own privacy settings and ensure security settings are up to date (in safety guidelines provided) - *Safety guidelines provided to candidates around cyber security (see list at end of RA) 	
<p>Uninvited/unknown guests</p>	<ul style="list-style-type: none"> - Exposure, abuse - Lack of confidentiality - Stress, anxiety, unease etc. 	<p>Staff and candidates. Everyone using video and those living with them (including children)</p>	<ul style="list-style-type: none"> - Sessions password protected - Joining details only sent to candidates (i.e. not included in wider communications such as social media) - Candidates asked not to share link with others - Synergy staff present to ensure they recognise all guests and to remove unknown guests. 	
<p>Content and discussion triggering MH issues</p>	<ul style="list-style-type: none"> - MH decline; depression, suicide, anxiety, PTSD - Others upset/affected from seeing or hearing. 	<p>Staff and candidates. Everyone using video and those living with them (including children)</p>	<ul style="list-style-type: none"> - Ground rules stated at start of session; <i>This session isn't for sharing your personal challenges. Talk to your Engagement or Recruitment Consultant 1:1.</i> - Synergy staff monitor and manage. - Meeting lead can mute individuals if necessary. - Follow up with anyone notably affected and offer support to others through follow up. 	
<p>Domestic violence (occurring during meeting) Substance misuse (effects observed during meeting)</p>	<ul style="list-style-type: none"> - Others witness and are distressed / affected - Abuse and injury (physical or emotional) - Shame and humiliation; MH affected. - Withdrawal from further services and support. 	<p>Staff and candidates. Everyone using video and those living with them (including children)</p>	<ul style="list-style-type: none"> - At new registrations, discuss safety (page 1) in relation to DV and group video calls. Discuss & assess if safe. - Candidates screened at registration. - Meeting lead can mute individuals if necessary (and turn on video) - Follow up with individual/victim and all witnesses. 	

Further details (e.g. additional/general measures to mitigate risks)

Synergy to produce safety guidelines for using video chat and circulate to candidates and staff.

Keep yourself and others safe when you're video calling online:

- Don't do or say anything you wouldn't want made public.
- Don't take or share screenshots or recordings
- Check your computer's privacy settings to ensure maximum security
- If you have cyber security software installed, ensure it's up to date (check for free ones if you don't have any)
- Don't share personal information (including being mindful of what's in your video background)
- Ensure that your video login/profile/name doesn't reveal anything personal, such as your DOB (you can use a pseudonym instead of your name too)
- Be mindful of who is in your household and consider whether it is appropriate and safe for you to take part (only take part if it's safe to do so)
- Turn your video off and/or mute your microphone if you need to or if you have specific concerns
- Do not invite others to the video call and do not share links given on social media nor privately.