

POL003
SAFEGUARDING AND CHILD PROTECTION POLICY
AND PROCEDURE

Safeguarding and Child Protection Policy

Action Transport Theatre

Version No.	Description of Changes	Author	Issue Date
0.1	Draft		
1.0	Issued version	Emma Stringfellow	07/04/2020
1.1	Reviewed in line with staff turnover	Chris Hassett	
1.2	Major review with lead trustee involvement including -addition of vulnerable adults -combining the policy statement with the procedure documents and a number of related appendices -Creating content and clarity around role, responsibilities, levels of training required and regularity	Caz Brader	APPROVED at Dec 21 board meeting.

Child and Vulnerable Adults Safeguarding Policy and Procedure

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Definitions – for this document

Child:

For the purposes of safeguarding, the legal definition of a child is anyone under the age of 18.

A vulnerable adult:

Is a person who is over 18 and may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Vulnerable Adults are entitled to: privacy; be treated with dignity; lead an independent life and to be enabled to do so; be able to choose how they lead their lives; the protection of the law; have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religion or cultural background.

POLICY STATEMENT

1. Who we are

Action Transport Theatre develop theatre ‘for, with and by’ children and young people, empowering our local participants, and sharing this work in schools and national venues across the UK; championing the creativity and ideas of local children and young people.

Our mission at Action Transport Theatre is to transform lives and build stronger local communities, we do this by supporting and equipping young people with the skills to use their voice, raising aspirations, and bringing local people of all ages together through the creative and performing arts.

2. Purpose of this Policy

The purpose of this policy statement is:

- to protect children, young people and vulnerable adults who work with and come into contact with Action Transport Theatre in our work or our venue from harm.
- to provide staff, volunteers, children, young people and their families, with the overarching principles that guide our approach to child and vulnerable adult protection.

This policy applies to anyone working on behalf of Action Transport Theatre including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff, students, work experience staff, contractors and freelancers

3. Legal Framework

This policy and our procedures are informed and governed by the UK Government’s Children’s Act 1989, Children’s Act 2004 and the Children and Social Work Act 2007. We also respect and actively support the UN Convention on the Rights of the Child

<https://www.savethechildren.org.uk/content/dam/gb/reports/humanitarian/uncrc19-child-friendly.pdf>

And the Care Act 2014 which sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect.

4. Supporting Documents

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

- Running Activities, Events Performances (including monitoring adult to child supervision ratios) (POL041)
- Photography and sharing images guidance policy (POL042)
- Online safety Policy (POL044)
- Child protection records retention and storage in Record Retention Policy (POL032)
- Code of conduct for staff and volunteers and anyone engaged by Action Transport Theatre in any capacity (POL037)
- Behaviour codes for children and young people (POL038)
- Recruitment Policy and Procedures (POL026)
- Anti-bullying Policy (POL38)
- Complaints Policy (POL39)
- Whistleblowing Policy (POL40)
- Health and safety Policy and Procedures (POL006)
- Induction and training (records and requirements)

Our Code

We believe that:

- children, young people and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children, young people and vulnerable adults to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member 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
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions

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- making sure that children, young people and their families know where to go for help if they have a concern
- 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
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- 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.

Roles and Responsibilities – Action Transport Theatre Staff, Volunteers and Freelancers:

Role	Responsibility	Level of check/training	Frequency
Trustee	Overall legal responsibility for safeguarding Lead trustee for safeguarding : Emma Dunn	Level3 safeguarding CWaC and Trustee Safeguarding NSPCC	Full course every term and Annual refresher
CEO/Artistic Director	Ensure ATT has a robust Safeguarding policy, with appropriate guidelines and procedures, which are regularly reviewed and effectively communicated. Adhere to (and ensure actors and create teams adhere to) the more detailed ATT Safeguarding Code of Conduct regarding practitioners (see Appendix)	DBS Introduction to safeguarding NSPCC or equivalent	Enhanced DBS on appointment. Annual refresher
Executive Director	Nominated Safeguarding Lead To ensure legal compliance on behalf of trustees Ensure safeguarding is effectively co-ordinated across the organisation Ensure confidentiality is maintained for all parties as appropriate	DBS Level 3 safeguarding CWaC Safeguarding 16-25 year olds NSPCC	Enhanced DBS on appointment Level 3 refresher every 2 years

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	<p>Investigate incidents and suspicions, and make referrals as appropriate</p> <p>Maintain a confidential recording system as per data guidelines</p> <p>Represent ATT at appropriate interagency meetings</p> <p>Organise training for ATT staff</p> <p>Review the policy, guidelines and procedures on an annual basis</p>	<p>(or equivalent)</p> <p>Safer Recruitment</p>	
Producer	<p>Deputy Safeguarding Lead</p> <p>Deputise for the Nominated safeguarding lead during absence</p> <p>Ensure that parents, carers or guardians provide signed permission for photographs, videos or other images to be made or used by ATT of their children.</p> <p>Ensure the delivery of all ATT activity adheres to the Safeguarding policy at all times</p> <p>Connects with external agencies where appropriate</p> <p>Ensure safe transportation for children/young people/vulnerable adults when appropriate</p>	<p>DBS</p> <p>Level 3 safeguarding CWaC</p> <p>Safeguarding 16-25 year olds NSPCC (or equivalent)</p>	<p>Enhanced DBS on appointment</p> <p>Level 3 refresher every 2 years</p>
Freelancer	<p>Adhere to the more detailed ATT Safeguarding Code of Conduct regarding practitioners (see Appendix)</p>	<p>DBS</p> <p>Introduction to safeguarding NSPCC or equivalent (annually)</p>	<p>Evidence of DBS check/update within previous 24 months</p> <p>Refresher every 2 years</p>
Production manager	<p>Adhere to the more detailed ATT Safeguarding Code of Conduct regarding practitioners (see Appendix)</p>	<p>DBS</p> <p>Introduction to safeguarding NSPCC or equivalent on appointment</p>	<p>Refresher every 2 years</p>

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Company Administrator	<p>Ensure that all Practitioners and Visiting Companies receive and acknowledge a copy of ATT's Safeguarding Policy</p> <p>Ensure correct licencing and chaperoning of any child/young person/vulnerable adult involved in any professional performance</p>	Introduction to safeguarding NSPCC or equivalent on appointment	
Comms Manager	<p>Understand and strictly uphold the online safety guidelines with particular reference to photograph, film, video, and social media</p> <p>Ensure compliance with online safety guidelines in all organisational communications</p>	Introduction to safeguarding NSPCC or equivalent on appointment	

All ATT staff	<p>A duty of care to safeguard and promote the welfare of children, young people and vulnerable adults.</p> <p>To ensure that they are aware of and adhere to ATT's Safeguarding policy and its accompanying procedures.</p> <p>To sign a declaration that they have received and read ATT's Safeguarding Policy and its accompanying guidelines and procedures.</p> <p>To report any concerns, disclosures or allegations</p>	No
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Nominated safeguarding lead

Name: Executive Director (Caz Brader)

Phone/email: caz@actiontransporttheatre.org 07968175151

Deputy safeguarding lead(s)

Name(s): Producer Jess Egan-Simon

Phone/email: Jess@actiontransporttheatre.org 07989856505

Trustee/Senior lead for safeguarding and child protection

Name: Emma Dunn

Phone/email:

Child Protection Procedures

This set of Child Protection procedures forms part of Action Transport Theatre's overall approach to safeguarding.

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Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

It is very important that there are procedures in place to ensure a speedy and effective response for dealing with concerns about the physical, sexual or emotional abuse of young people or their neglect.

These procedures relate to everyone participating with or working for Action Transport Theatre whether freelance, acting company members or core staff.

The procedures will help everyone to understand and recognise their responsibilities to develop awareness of the issues which cause young people harm.

Recognising Abuse

The following information reflects the guidance from the NSPCC which can also be found here <https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/>

How you might become aware of the actual or likely occurrence of abuse:

- a child might tell you (Disclosure)
- someone else might report that a child has told them or that they strongly believe that a child has been or is being abused
- a child might show some signs of physical injury for which there appears to be no satisfactory explanation
- a child's behaviour may indicate to you that it is likely that they are being abused
- something in the behaviour of another member of staff or a young person, or in the way a member of staff or young person relates to a child, alerts you or makes you feel uncomfortable in some way
- you might observe one child abusing another

Signs of Abuse

See appendix for a detailed guide to recognising signs of abuse.

Responding to signs or suspicions of abuse

- At any time, any member of Action Transport Theatre staff/volunteer/freelancer may be approached by a child or other adult alleging or disclosing abuse or may see signs which lead them to suspect abuse.
- In the case of participatory projects, the project leader will be the designated contact for children and parents/carers. But other staff may be approached.
- Any sign or suspicion of abuse should be recorded by the staff member and should be done immediately if you suspect abuse.
- It should then be reported immediately to the Executive Director who in conjunction with the staff member will make further records and notes about the issue and refer the matter to the appropriate authorities within 24 hours.
- In the event of an allegation being made against an employee of Action Transport Theatre, a strategy meeting will be called to include Social Services, Cheshire Police and Action Transport Theatre, according to recommendations from Cheshire West and Chester Council's policy of abuse by carers. This strategy meeting will determine further procedure. This meeting will be convened as soon as possible after the allegation is made.
- The Executive Director and Nominated Safeguarding Trustee at Action Transport Theatre will decide the course of action to be taken until the meeting is convened in order to protect all parties, child, reporter and the staff member against whom the allegation has been made. This may include temporary suspension of the staff member pending the strategy meeting.

Disclosure

Disclosure is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act or action.

Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.

Not all disclosures will lead to a formal report of abuse or a case being made, or a case being taken to court, but all disclosures should be taken seriously.

It takes extraordinary courage for a child to go through the journey of disclosing abuse.

It's vital that anyone who works with children and young people undertaking this journey is able to provide them with the support they need.

How disclosure happens

Children and young people may disclose abuse in a variety of ways, including:

- directly– making specific verbal statements about what's happened to them
- indirectly – making ambiguous verbal statements which suggest something is wrong
- behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

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Children and young people may not always be aware that they are disclosing abuse through their actions and behaviour.

Sometimes children and young people make partial disclosures of abuse. This means they give some details about what they've experienced, but not the whole picture. They may withhold some information because they:

- are afraid they will get in trouble with or upset their family
- want to deflect blame in case of family difficulties as a result of the disclosure
- feel ashamed and/or guilty
- need to protect themselves from having to relive traumatic events.
- When children do speak out it is often many years after the abuse has taken place

Helping children disclose abuse

It's important that we create an environment where children and young people are comfortable about speaking out if anything is worrying them. The people they choose to disclose to, which might be you, need to listen, understand and respond appropriately so the child gets the help, support and protection they need

Encouraging children and young people to seek help and support

Many children and young people will seek help because they know where to go and believe that it will make a difference. Others may not have the confidence to seek support or be too scared to ask for help. They may not get the help they need until they reach a crisis point. If a disclosure is made to you;

- Make it as easy as you can for young people to find and take up the offer of help.
- Reinforce positive messages about those who seek help – seeking help is a sign of strength.
- Encourage parents to support their children in seeking help.
- Be positive about young people, their capacity for change and their resilience.
- See the whole person – engage with young people both in terms of their strengths and their weaknesses.
- Build trust – treat young people with respect.
- Know how to signpost children to appropriate places to find help

Barriers to disclosure

Some children and young people are reluctant to seek help because they feel they don't have anyone to turn to for support.

They may have sought help in the past and had a negative experience, which makes them unlikely to do so again.

They may also:

- feel that they will not be taken seriously
- feel too embarrassed to talk to an adult about a private or personal problem
- worry about confidentiality
- lack trust in the people around them (including parents) and in the services provided to help them
- fear the consequences of asking for help
- worry they will be causing trouble and making the situation worse

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- find formal procedures overwhelming
- not realise they have experienced abuse, for example if they have been [groomed](#).

Responding to disclosures

The NSPCC carried out research to find out how adults can better respond to a child who is disclosing abuse. They found three key interpersonal skills that help a child feel they are being listened to and taken seriously:

- **show you care, help them open up:** Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as ‘you’ve shown such courage today’ help.
- **take your time, slow down:** Respect pauses and don’t interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what’s happened to them.
- **show you understand, reflect back:** Make it clear you’re interested in what the child is telling you. Reflect back what they’ve said to check your understanding – and use their language to show it’s their experience.

If a child tells you they are experiencing abuse, it’s important to reassure them that they’ve done the right thing in telling you. Make sure they know that abuse is never their fault.

Never talk to the alleged perpetrator about the child’s disclosure. This could make things a lot worse for the child.

Any disclosure of abuse should be recorded by the staff member using the form Appendix A. This should be done immediately after the abuse is disclosed. Never stop a child from talking to “get the form” .

Implementation and procedures

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Plan its work so as to minimise situations where the abuse of vulnerable adults and children might occur.

Although the number of people who actively seek to abuse vulnerable adults and children is very small Action Transport Theatre can reduce opportunities for abuse in various ways. We will, for instance:

- Ensure that there is adequate supervision for all vulnerable adults and children.
- Ensure that any vulnerable adult or child working with Action Transport Theatre is aware of who they can talk to if they have concerns.
- Ensure that all staff and volunteers know where the nearest telephone is in case of emergencies and that phones are clearly labelled with directions for how to make external calls.
- Arrange that an adult is not left alone with a child except in an emergency where there is little or no opportunity of the activity being observed by others. This good practice can be of as much benefit to the adult as to the child.

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- Make sure the designated person and deputy has correct and up to date training.
- Ensure staff and volunteers supervising vulnerable adults or children are suitably trained.

Designated person and their role

Action Transport Theatre has a designated person who is responsible for dealing with any concerns about the protection of vulnerable adults or children. There is also a deputy in the absence of the designated person.

The designated person for Action Transport Theatre is The Executive Director; the deputy is The Producer

The designated person will be available for vulnerable adults and children to speak with should they feel the need to talk with someone about an incident which has happened whilst working for or receiving assistance from Action Transport Theatre, particularly if they feel they have been physically, sexually or emotionally abused or neglected by an adult or another young person.

RECORDING

The designated person will make notes and keep confidential records of any disclosure or concerns they or another staff/team member has and seek advice from the Social Services Department or the Police. See 'incident reporting form'; blank copies are held in our Sharepoint folder.

Staff and volunteers must ensure that their recording of facts, incidents, assessments, referrals, case discussions are all sufficient, accurate, concise, up-to-date, legible, dated and factual. Opinions should be kept to a minimum and backed up by factual evidence. Any supporting evidence should be preserved and clearly labelled. These records must be stored in an individual file and stored securely in a manner that safeguards the individual's right to privacy and security. These records are available to individuals on request (not third party information) and may be used as evidence in disciplinary proceedings or in civil or criminal prosecutions.

WHISTLE-BLOWING

Staff and volunteers are encouraged to take action when suspicious that abuse is occurring at work – no matter what the setting, who the perpetrator is or who the victim is. Action Transport Theatre will respect and not penalise those who stand up for anyone who is suspected of being abused.

Staff have a responsibility to report any occurrences or suspicions of adult abuse. Staff who report abuse are protected by the Public Interest Disclosure Act 1998.

REMEMBER

It is important that everyone in Action Transport Theatre 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 vulnerable adult and child protection agencies following a referral to them of concern about someone.

Responding to allegations of abuse

Against a member of Action Transport Theatre Staff/Volunteer/Freelancer

At any time any member of Action Transport Theatre staff may be approached by a child or other adult alleging or disclosing abuse against a person formally involved with ATT as a member of staff, freelancer or volunteer.

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The details of any allegation of abuse should be recorded by the staff member. This should be done immediately after the abuse is alleged.

It should then be reported immediately to the Executive Director who in conjunction with the staff member will make further records and notes about the issue and refer the matter to the appropriate authorities within 24 hours.

In the event of an allegation being made against an employee/volunteer/freelancer at ATT, a strategy meeting will be called to include Social Services, Cheshire Police and Action Transport Theatre, in accordance with recommendations from Cheshire West and Chester Council's policy of abuse by carers. This strategy meeting will determine further procedure. This meeting will be convened as soon as possible after the allegation is made. The Executive Director and Nominated Safeguarding Trustee at Action Transport Theatre will decide the course of action to be taken until the meeting is convened in order to protect all parties, child, reporter and the staff member against whom the allegation has been made. This may include temporary suspension of the staff member pending the strategy meeting.

Against someone not involved with Action Transport Theatre

At any time any member of ATT staff may be approached by a young person or other adult alleging or disclosing abuse against an individual not involved in Action Transport Theatre.

The details of any allegation of abuse should be recorded by the staff member. This should be done immediately after abuse is alleged.

It should then be reported immediately to the Executive Director who in conjunction with the staff member will make further records and notes about the issue and refer the matter to the appropriate authorities within 24 hours.

Confidentiality Policy

The [Data Protection Act 2018](#) controls how your personal information is used by organisations, businesses or the government.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR) and requires personal information to be obtained and processed fairly and lawfully and only disclosed in appropriate circumstances.

When deciding whether to share information without consent, you should consider each case individually.

Consent should always be sought before sharing information however if consent is refused or if you're unable to seek consent, or the child is too young to give informed consent, you can still share information with relevant professionals if it is in the public interest.

This includes protecting children from significant harm and promoting the welfare of children.

When deciding whether to share information without consent, you should consider each case individually.

Decide if the need to share information is in the public interest and whether it outweighs the need to maintain confidentiality.

Consider all the implications of sharing the information, for example if you are sharing sensitive details about a person's life.

The European Convention on Human Rights Article 8 also addresses the need to disclose information for 'the protection of health or morals, for the protection of the rights and freedoms of others and for the

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prevention of disorder or crime. Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose’.

Additional points

Displaying Information

The name of the designated person shall be displayed at every (office, centre, building, premises).

All workers in Action Transport Theatre should be informed of the name of the designated person and how they might be contacted.

Applying agreed procedures for protecting vulnerable adults and children to all workers

These procedures are set in place to protect vulnerable adults and children should apply to all those in contact with them. This is not the same as treating each person who relates to vulnerable adults and children as being under suspicion, but a matter of taking sensible measures to protect vulnerable adults and children, which are then observed by everyone. This will involve thought and planning within each group to minimise the risk.

If any member of staff or supervising volunteer has concerns please raise them with the designated person. If it is brought to the attention of the designated person and not adequately dealt with the next step is to talk to Social Services/the Police as a private citizen to discuss your concerns.

See appropriate flowcharts.

Disclosure of Information

There is a difference between confidentiality and secrecy. All personal and delicate information disclosed to us is confidential, but may not always be secret.

Personal and delicate information about staff and volunteers will be:

- Confidential to Action Transport Theatre and can be shared with staff and volunteers on a 'need to know basis' *and*
- Can be shared with another agency when:
 - Permission is given by the person about whom the information is held.
 - There is an overriding justification to share information without the person's consent.
 - The law requires it.

Give staff and volunteers clear roles

Staff and Volunteer Handbook - Abuse of vulnerable adults and children is most easily concealed where there is confusion among adults about roles and responsibilities. Included therefore in all role descriptions and induction processes, both for employees and volunteers, will be a statement laying down the behaviour and values expected from all who work as part of this team.

Over and above the written word, expected behaviour towards vulnerable adults and children when working with Action Transport Theatre will be explained to new workers as part of their induction.

Supervision as a means of protection

Board meetings, team meetings and line management meetings are held regularly and will be a place where staff can raise issues about their area of work and discuss them. When receiving feedback,

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particular attention should be paid to any situation or suggestion that a vulnerable adult or child is being either highly favoured or harshly treated, as these are signs of abuse.

Criminal convictions & DBS Checks

All staff and volunteers must complete an application form before commencing work at Action Transport Theatre. Details of criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974) must be provided so an adequate risk assessment can be undertaken. Dependant on the role and duties of that role, a DBS check may be required which (Action Transport Theatre) would administer. (Action Transport Theatre's Trustee Board reserves the right to dismiss a member of staff / volunteer and/or ban them from the property should they feel it is necessary.)

Training

Training in the prevention of abuse and the action to take if abuse occurs should be included as part of the Training and Induction Programme for all staff and volunteers.

All workers will be informed of this policy and procedures at induction and with any updates required by law.

Further Information

Further information can be found at:

Cheshire West and Chester Local Safeguarding Children's Partnership for local policy and procedure guidance and training relating to the children's workforce <https://www.cheshirewestscp.co.uk/>

Support when concerned about an adult in Cheshire West and Chester

<https://www.cheshirewestandchester.gov.uk/residents/health-and-social-care/adult-social-care/keeping-safe/vulnerable-adults/vulnerable-adults.aspx>

Policy Review

This policy and its implementation will be reviewed at least annually and whenever there are any legislative changes or amendments to guidance issued by relevant statutory bodies.

Signature of Chair of Trustees

Date of next review

Date Policy Adopted _____

Safeguarding Children's Flow Chart

Staff or Volunteer is made aware of safeguarding concern through disclosure or observation



Staff member or volunteer only discusses concerns with the Designated Person to decide the appropriate actions to undertake.
Designated Person is Caz Brader contact tel. no. 07968175151
or in their absence Jess Egan Simon contact tel no. 07989856505
who will provide guidance on action that needs to be taken.



Not a Child Protection Concern
➤ Concerns may still need to be logged and monitored
➤ A Early Help Assessment may be required



Child Protection Concern



Staff member or Volunteer believes concern should be acted upon but Designated Person does not agree. Staff/Volunteer has the right to refer concern straight to social services. Staff/Volunteer should inform Designated Person of their intentions.



If a child discloses abuse it must not be investigated further by any staff or volunteers of **Action Transport Theatre**:

- If it is thought a child has suffered sexual abuse the police must be contacted immediately
- If it is thought a child has suffered severe harm (e.g. physical assault) the police must be contacted immediately – if medical attention is required this must take priority over any other action
- If it is thought a child may be in need of protection to prevent significant harm from occurring they must refer the matter to the Integrated access and Referral Team (I-ART)



For guidance and directions for reporting a concern in Cheshire West and Chester <https://www.cheshirewestscp.co.uk/report/> If your concern is about a resident outside of CWaC, please contact the local authority which that person resides in.

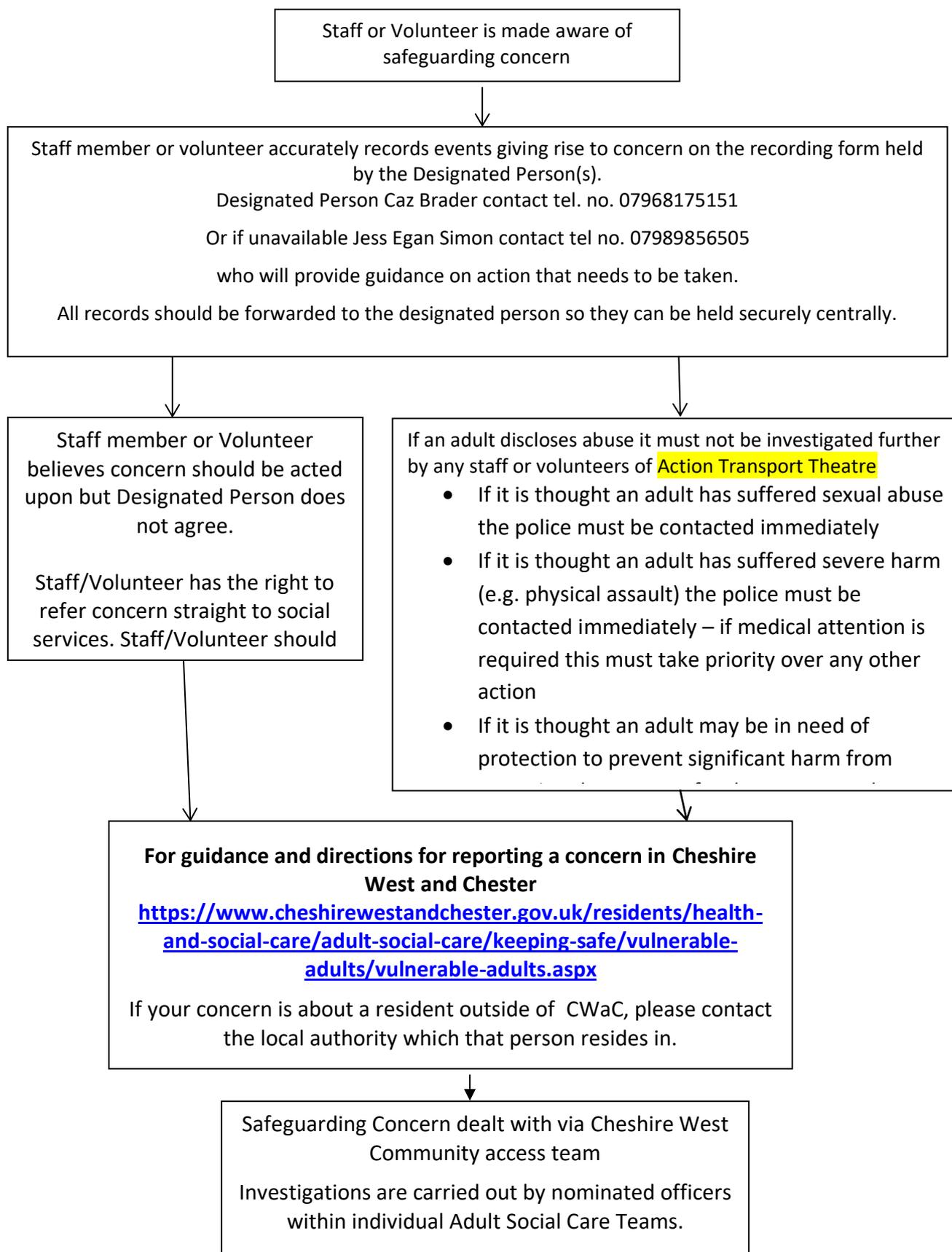
Safeguarding Concern dealt with via Integrated Access and Referral Team (I-ART) team or advice given on what actions to follow



If the Integrated Access and Referral Team (I-ART) assesses that concerns meet their referral threshold criteria and an assessment / intervention is co-ordinated, Social Care may not always be able to share all information regarding individual cases referred to them due to data protection and sensitive information. However, it is good practice to follow up that support is being appropriately provided and to continue to advocate for support if there are continuing concerns.

If Social Care does not see the case as appropriately meeting their threshold for referral it may be that there is a multi agency response required to support the child/family via an Early Help Assessment arrangement which the organisation may have continued involvement within.

Safeguarding Adults At Risk Flow Chart



APPENDIX A

Safeguarding Incident Reporting Form

Please complete this form as fully as possible and hand it to your designated safeguarding lead who will be able to support you in following the policy and procedures. The designated safeguarding lead is also responsible for confidentially storing and monitoring this information in line with data protection guidelines.

Name of child/vulnerable adult _____ Gender _____

Age and date of birth _____ Ethnicity _____

Religion _____ First language _____

Any Disabilities _____ Any special factors _____

Carer's name(s) (if any) _____

Home address (and phone no. if available). _____

Are you reporting your own concerns or passing on those of somebody else? Give details. _____

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/vulnerable adult? If so, what was said? _____

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Have you spoken to the parents/carer(s) If so, what was said?

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

Have you consulted anybody else? Give details.

Your name and position.

In what capacity have you had any contact with the child/vulnerable adult?

To whom reported and date of reporting.

Staff / Volunteer Signature

Today's date

Adults Signature
(Where appropriate)

Date

Action taken by the Designated Person

Designated Persons Signature

Date

APPENDIX B

PLO038 Adult code of behaviour policy

1. Purpose

This behaviour code outlines the conduct Action Transport Theatre expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Action Transport Theatre is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

We at Action Transport Theatre are committed to practice which protects young people from harm.

We aim to create a safe environment where they can enjoy rewarding and stimulating experiences.

We recognise that they should be:

- *listened to and heard*
- *valued and respected as individuals*
- *respected for their identity and uniqueness*
- *encouraged and praised*
- *involved in decisions as appropriate*

regardless of age, gender, ethnicity, disability, sexual identity, language, culture, racial origin or religious beliefs.

2. The role of staff and volunteers

In your role at Action Transport Theatre you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

2.1. Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Executive Director

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- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures, this includes behaviour being displayed by an adult or child and directed at anybody of any age.

2.2. Rights

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

2.3. Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people or if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults. If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

2.4. Respect

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible. If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

2.5. Unacceptable behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks

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- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

2.6. General

- Always be publicly open when working with young people. Avoid situations where a leader and individual child are completely unobserved
- Young People should never be left unattended or excluded from the group
- Leaders must place the well-being and safety of the young person above the development of performance at all times.
- A risk assessment must be developed by project leaders before a project commences. As far as possible one to one's should take place within an environment that can be observed

3. Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Action Transport Theatre. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the Executive Director. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

APPENDIX C

Signs of abuse

Abuse can be caused by inflicting harm or by failing to act to prevent harm. People can be abused in a family, in a community or institutional setting, by those known to them or, much more rarely, by a stranger.

Physical Abuse

Physical abuse includes:

Hitting

Shaking

Burning

Scalding

Drowning

Suffocating

Bruising

Bite marks

Cigarette burns

Recognising Physical Abuse

Whilst some injuries may appear insignificant in themselves, repeated minor injuries, especially in very young children, may be symptomatic of physical abuse.

Situations that should cause you significant concern include:

- *Delayed presentation/reporting of an injury*
- *Admission of physical punishment from parents/carers*
- *Inconsistent or absent explanation from parents/carers*
- *Where known, associated family factors such as substance misuse, mental health problems, domestic violence and abuse.*
- *Signs of neglect such as poor clothing, hygiene and/or nutrition*
- *Observation of rough handling*
- *Significant behaviour change*
- *Recurrent injuries*
- *Multiple injuries at one time*
- *Untreated injuries not attended to and a refusal to discuss them*
- *Fear of going home*
- *Fear of undressing*
- *Person is frightened, watchful or over anxious to please*

Emotional Abuse

Examples of emotional abuse include:

- *Persistent emotional maltreatment of a person such as to cause adverse effects on the person's emotional development*
- *Telling someone they are worthless or unloved, inadequate or valued insofar as they meet the needs of another person*
- *Imposing developmentally inappropriate expectations on children/young people/vulnerable adults*
- *Making a child/young person/vulnerable adult interact in a way that is beyond their developmental capability*
- *Overprotecting and limiting opportunities for exploration and learning*
- *Preventing someone participating in typical social interaction*
- *A child/young person/vulnerable adult seeing or hearing the ill-treatment of*
- *Serious bullying causing a person to frequently feel frightened or in danger*
- *Exploiting or corrupting*

Recognising Emotional Abuse:

The signs of emotional abuse are usually behavioural rather than physical. Signs of emotional abuse might also indicate the presence of other kinds of abuse. Indicators of emotional abuse are often associated with other forms of abuse.

The following may be indicators of emotional abuse:

- *Developmental delay*
- *Abnormal attachment between a child/young person/vulnerable adult and a parent/carer e.g. anxiety, indiscriminate or no attachment*
- *Aggressive behaviour towards others*
- *A child/young person/vulnerable adult scapegoated within the family*
- *Frozen watchfulness, especially in pre-school children*

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- *Low self-esteem and lack of confidence*
- *Withdrawn/seen as a 'loner', difficulty in relating to others.*

Sexual Abuse

Sexual abuse involves forcing or enticing a child/young person/vulnerable adult to take part in sexual activities including prostitution, whether or not the child/young person/vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities such as involving children/young people/vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities or encouraging them to behave in sexual ways.

Recognising Sexual Abuse:

Children, young people and vulnerable adults of all genders and ages may be sexually abused. Many are frequently scared to say anything due to guilt and fear. This is particularly difficult for a child to talk about. Recognition can be difficult unless a child/young person/vulnerable adult discloses and is believed. There may be no physical signs. Indicators are likely to be emotional/behavioural.

Some behavioural indicators associated with sexual abuse include:

- *Inappropriate sexual conduct*
- *Sexual knowledge inappropriate for the person's age/development*
- *Sexually explicit behaviour, play or conversation inappropriate for the person's age/development*
- *Continual and inappropriate or excessive masturbation*
- *Self-harm including eating disorders, self-mutilation and suicide attempts*
- *Running away from home*
- *Poor concentration and learning problems*
- *Loss of self-esteem*
- *Involvement in prostitution or indiscriminate sexual partners*
- *An anxious unwillingness to remove clothes, e.g. for dance events*

Some physical indicators associated with sexual abuse:

- *Pain or itching of genital area*
- *Recurrent pain on using the toilet*
- *Blood on underclothes*
- *Pregnancy in a younger girl where the identity of the father is not disclosed and/or there is secrecy or vagueness about the identity of the father*
- *Discharge, bleeding or injury to the genital or anal area, bruising/bite marks on buttocks, abdomen and/or inner thighs, sexually transmitted infections*

Neglect

Neglect is the persistent failure to meet a child/young person/vulnerable adult's physical and/or psychological needs, likely to result in serious impairment of the person's health and development. This may include:

- *Non-provision of adequate food, clothing, shelter (including exclusion from home or abandonment)*
- *No protection of a child/young person/vulnerable adult from physical or emotional harm or danger*
- *Inadequate supervision (including the use of inadequate care-givers)*
- *Inadequate access to appropriate medical care or treatment*
- *Neglect of, or unresponsiveness to, a child/young person/vulnerable adult's basic emotional needs*

Recognising Neglect

Factors of neglect may include:

- *Parents/carers not giving their child/young person/vulnerable adult prescribed treatment for a medical condition that has been diagnosed*
- *Repeated failure by parents/carers to take their child/young person/vulnerable adult to essential follow-up medical appointments*
- *Persistent failure by parents/carers to engage with relevant health promotion programmes such as immunisation, health and development reviews/screenings.*
- *Not seeking medical advice when necessary*
- *Dental neglect – rotten/grossly discoloured teeth with noticeable odour, unable to eat normally, covers mouth with hand, in chronic pain*
- *Being cared for by a person who is not providing adequate care, including hygiene either through inability or negligence*
- *Inadequate or inappropriate diet*
- *Suffering severe and/or repeated persistent infestations such as scabies/head lice*

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- *Being consistently dressed in inappropriate clothing e.g. for the weather/their size.*
- *Red/mottled skin, particularly on hands/feet, seen in the winter due to cold.*
- *Swollen limbs with sores that are slow to heal*
- *Recurrent diarrhoea*
- *Abnormal voracious appetite*
- *Persistently smelly/dirty*
- *Being listless, apathetic and/or unresponsive with no apparent medical cause*
- *Being excessively clingy, fearful, withdrawn or unusually quiet for their age*
- *An incident that suggests a lack of supervision, such as sunburn or other burn, ingestion of a harmful substance(s), near-drowning, a road traffic accident or being bitten by an animal*
- *Being indiscriminate in relationships with adults*

Radicalisation

Protecting children/young people/vulnerable adults from risk of radicalisation/extremism is part of our wider safeguarding duties and is similar in nature to protecting them from other harms such as drugs, gangs, neglect, sexual exploitation, whether these come from within their family or are the product of outside influences.

Extremism: The government has defined extremism as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs”. This also includes calls for the death of members of the British armed forces.

People may be drawn towards extremist ideologies because:

- *They may be searching for answers to questions about identity, faith and belonging.*
- *They may be driven by the desire for ‘adventure’ and excitement.*
- *They may wish to raise their self-esteem and ‘street cred’.*
- *They may be drawn to a group/individual who can offer identity, social network and support.*
- *They may be influenced by world events and a sense of grievance resulting in a need to make a difference.*

Radicalisation can happen:

Online – social media and messaging sites are useful tools but be aware that there are powerful programmes and networks that use these media to reach out to children/young people/vulnerable adults and can communicate extremist messages.

Peer to Peer – people at risk may display extrovert behaviour, start getting into trouble at school or on the streets and mixing with other people who behave badly but this is not always the case. Sometimes they are encouraged by the people they are in contact with not to draw attention to themselves. Some children/young people/vulnerable adults’ behaviour may improve. They may become quieter, more serious about their studies, they may dress more modestly and mix with a group of people that seem better behaved than previous friends.

TV/Media – The media provides a view on world affairs. This is often a very simple version of events which are in reality very complex. Children/young people/vulnerable adults may not understand the situation fully or appreciate the dangers involved in the views of some groups.

Recognising Radicalisation/Extremism

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. Signs may include:

- *Change in behaviour*
- *Unwillingness to share views*
- *Out of character changes in dress, behaviour and peer relationships*
- *Secretive behaviour*
- *Losing interest in friends and activities*
- *Showing sympathy for extremist causes*
- *Glorifying violence*
- *Possessing illegal or extremist literature*
- *Advocating messages similar to illegal organisations such as ‘Muslims Against Crusades’ or the English Defence League.*